



17 May 2018

NOTICE OF ORDINARY COUNCIL MEETING

Your attendance is respectfully requested at the Ordinary Meeting of Cabonne Council convened for **Tuesday 22 May, 2018** commencing at **2.00pm**, at the Cabonne Council Chambers, Bank Street, Molong to consider the undermentioned business.

Yours faithfully

SJ Harding

GENERAL MANAGER

ORDER OF BUSINESS

- 1) Open Ordinary Meeting
- 2) Consideration of Mayoral Minute
- 3) Consideration of General Manager's Report
- 4) Resolve into Committee of the Whole
 - a) Consideration of Called Items
 - b) Consideration of Closed Items
- 5) Adoption of Committee of the Whole Report

ATTENDEES – MAY 2018 COUNCIL MEETING

1:15pm	1.15pm Launch of 2018 Daroo Awards
1:30pm	Lunch
2:00pm	Caddie Marshall – Orange Region Tourism Brand
	Students from:
	Canowindra High - Chanse McLean & Ella Gruessing
	Yeoval Central - Blake Cameron & Sydney Tremain
	Molong Central - Sharna Campbell & Claudia Thorne



COUNCIL'S MISSION

“To be a progressive and innovative Council which maintains relevance through local governance to its community and diverse rural area by facilitating the provision of services to satisfy identified current and future needs.”

COUNCIL'S VISION

Cabonne Council is committed to providing sustainable local government to our rural communities through consultation and sound financial management which will ensure equitable resource allocation.

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CONFIDENTIAL ITEMS

Clause 240(4) of the Local Government (General) Regulation 2005 requires Council to refer any business to be considered when the meeting is closed to the public in the Ordinary Business Paper prepared for the same meeting. Council will discuss the following items under the terms of the Local Government Act 1993 Section 10A(2), as follows:

- ITEM 1 CARRYING OF COMMITTEE RESOLUTION INTO CLOSED COMMITTEE OF THE WHOLE MEETING**
Procedural
- ITEM 2 GENERAL MANAGER'S PERFORMANCE REVIEW**
(a) personnel matters concerning particular individuals (other than councillors)
- ITEM 3 CENTROC - PARTICIPATION IN A LINEMARKING CONTRACT**
(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business
- ITEM 4 EXTENSION OF BITUMEN SEALING CONTRACT NO. 657587**
(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business
- ITEM 5 REQUEST FOR CONSIDERATION OF WATER CHARGES FOR 4553680002**

(b) matters in relation to the personal hardship of a resident or ratepayer

**ITEM 6 REQUEST FOR CONSIDERATION OF WATER CHARGES
FOR 994125000004**

(b) matters in relation to the personal hardship of a resident or ratepayer

ITEM 7 DEBT RECOVERY REPORT OF OUTSTANDING DEBTS

(b) matters in relation to the personal hardship of a resident or ratepayer

**ITEM 8 CONTRACT FOR SUPPLY AND DELIVERY OF COLDMIX
ASPHALT**

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business

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ITEM 1 - APPLICATIONS FOR LEAVE OF ABSENCE

REPORT IN BRIEF

Reason For Report	To allow tendering of apologies for councillors not present.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\COUNCIL MEETINGS\\COUNCIL - COUNCILLORS LEAVE OF ABSENCE - 888734

RECOMMENDATION

THAT any apologies tendered be accepted and the necessary leave of absence be granted.

GENERAL MANAGER'S REPORT

A call for apologies is to be made.

ITEM 2 - DECLARATIONS OF INTEREST

REPORT IN BRIEF

Reason For Report	To allow an opportunity for councillors to declare an interest in any items to be determined at this meeting.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\COUNCIL MEETINGS\\COUNCIL - COUNCILLORS AND STAFF DECLARATION OF INTEREST - 2018 - 888736

RECOMMENDATION

THAT the Declarations of Interest be noted.

GENERAL MANAGER'S REPORT

A call for Declarations of Interest.

ITEM 3 - DECLARATIONS FOR POLITICAL DONATIONS

REPORT IN BRIEF

Reason For Report	To allow an opportunity for Councillors to declare any Political Donations received.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS DECLARATION OF POLITICAL DONATIONS - 888738

RECOMMENDATION

THAT any Political Donations be noted.

GENERAL MANAGER'S REPORT

A call for declarations of any Political Donations.

ITEM 4 - MAYORAL MINUTE - APPOINTMENTS

REPORT IN BRIEF

Reason For Report	To allow noting of the Mayoral appointments plus other Councillors' activities Reports.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\MAYORAL MINUTES - 888741

RECOMMENDATION

THAT the information contained in the Mayoral Minute be noted.

GENERAL MANAGER'S REPORT

A call for the Mayoral appointments and attendances as well as other Councillors' activities reports to be tabled/read out.

ITEM 5 - COMMITTEE OF THE WHOLE

REPORT IN BRIEF

Reason For Report	Enabling reports to be considered in Committee of the Whole to be called.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g. Code of Meeting Practice adhered to
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\COUNCIL MEETINGS\\GROUPING OF REPORT ADOPTION and BUSINESS PAPER ITEMS FOR NOTING REPORTS - 888743

RECOMMENDATION

THAT Councillors call any items that they wish to be debated in Committee of the Whole.

GENERAL MANAGER'S REPORT

Council's Code of Meeting Practice allows for the Council to resolve itself into "committee of the whole" to avoid the necessity of limiting the number and duration of speeches as required by Clause 250 of the Local Government (General) Regulation 2005.

This item enables councillors to call any item they wish to be debated in "committee of the whole" at the conclusion of normal business.

The debate process during a 'normal' Council meeting limits the number and duration of speeches as required by Clause 250 of the Local Government (General) Regulation 2005.

Items should only be called at this time if it is expected that discussion beyond the normal debate process is likely to be needed.

ITEM 6 - GROUPING OF REPORT ADOPTION

REPORT IN BRIEF

Reason For Report	Enabling procedural reports to be adopted.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a - Provide quality administrative support and governance to councillors and residents.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\GROUPING OF REPORT ADOPTION and BUSINESS PAPER ITEMS FOR NOTING REPORTS - 888744

RECOMMENDATION

THAT:

1. Councillors call any items they wish to further consider
2. Items 7 to 13 be moved and seconded.

GENERAL MANAGER'S REPORT

Items 7 to 13 are considered to be of a procedural nature and it is proposed that they be moved and seconded as a group. Should any Councillor wish to amend or debate any of these items they should do so at this stage with the remainder of the items being moved and seconded.

ITEM 7 - CONFIRMATION OF THE MINUTES

REPORT IN BRIEF

Reason For Report	Adoption of the Minutes
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	1. April 24 2018 Ordinary Council Meeting Minutes ↓

	2. May 8 2018 Extraordinary Council Meeting Minutes ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - MINUTES - 2018 - 888746

RECOMMENDATION

THAT the minutes of the Ordinary meeting held 24 April 2018 and the Extraordinary Meeting held 8 May 2018 be adopted.

GENERAL MANAGER'S REPORT

The following minutes are attached for endorsement:

1. Minutes of the Ordinary Council meeting held on 24 April 2018; and
2. Minutes of the Extraordinary Council meeting held on 8 May 2018.

ITEM 8 - CANOWINDRA RETIREMENT VILLAGE UPDATE

REPORT IN BRIEF

Reason For Report	To provide advice regarding the latest developments in relation to the proposed Canowindra Retirement Village.
Policy Implications	Nil
Budget Implications	Included in 2019/2020 Budget
IPR Linkage	3.2.1.b Facilitate retirement and aged care projects and services
Annexures	1. Public Private Partnership - Canowindra Retirement Village Project ↓
File Number	\\OFFICIAL RECORDS LIBRARY\COMMERCIAL ACTIVITIES\JOINT VENTURES\PUBLIC PRIVATE PARTNERSHIP PROPOSED RETIREMENT VILLAGE - CORNER BLATCHFORD and MILL STREETS - 926180

RECOMMENDATION

THAT the Mayor and General Manager be appointed as additional members to the Canowindra Retirement Village Project Working Committee.

GENERAL MANAGER'S REPORT

Councillors have previously been advised that the Office of Local Government has responded to Council's request for assessment of the proposal to enter into a Public Private Partnership (PPP) for the establishment of a retirement village

in Canowindra, advising that the proposal is considered low risk. (copy attached)

Arrangements have been made for a preliminary meeting with Council's proposed partner on 28 May to further discuss details of the proposal, including financials. A working committee was established a number of years ago with the current membership being Clr Walker and the Director of Finance and Corporate Services with Clr Durkin as the alternate representative.

At the time the working party was established the current General Manager was the Director of Finance and Corporate Services and had been involved in the project since its inception, the former Mayor also attended meetings of the working committee. To ensure continuity of direction for the project it is recommended that the Mayor and General Manager be appointed as additional members of the working committee.

ITEM 9 - PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY

REPORT IN BRIEF

Reason For Report	Councils are required to review their 'Councillor Expenses and Facilities' policy within the first 12 months of each term of Council
Policy Implications	Will become Council's policy once adopted
Budget Implications	Within budget allocation
IPR Linkage	4.5.1.i Policy on payments of expenses and provision of facilities for Mayors and Councillors to be adopted within 12 months of new council term
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\CORPORATE MANAGEMENT\\POLICY\\POLICY CORRESPONDENCE - 924162

RECOMMENDATION

THAT Council:

1. Note there were no submissions relating to the adoption of the Payment of Expenses & Provision of Facilities for Mayor and Councillors Policy; and
2. Adopt the advertised draft Payment of Expenses & Provision of Facilities for Mayor and Councillors Policy including limits for expenses listed, without any changes.

ADMINISTRATION MANAGER'S REPORT

At its March 2018 Council meeting a draft policy was submitted for consideration of any changes which Council may wish to make prior to advertising. No changes were proposed by Council.

It was resolved:

“THAT Council:

- 1. Endorse the draft Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy;*
- 2. In accordance with the provisions of the Local Government Act 1993, advertise the intended adoption of the Council's Payment of Expenses & Provision of Facilities for Mayor and Councillors Policy; and*
- 3. Receive a further report to the May Council meeting for consideration of submissions and adoption of the Payment of Expenses & Provision of Facilities for Mayor and Councillors Policy.”*

A public notice was placed and copies of the draft policy submitted to Council at its March Council meeting were made available through the Council's offices throughout the LGA and on Council's website.

Submissions

The closing date for public submissions was 9 May 2018.

Under the Local Government Act, councils must consider any submissions received and make any appropriate changes to the policy, however there were no submissions received to consider.

ITEM 10 - LOCAL GOVERNMENT REMUNERATION TRIBUNAL

REPORT IN BRIEF

Reason For Report	To resolve the quantum of payments to the Mayor and Councillors for the 2018/2019 financial year
Policy Implications	Council's policy is that Council continue to pay fees to councillors and the Mayor at the maximum amounts
Budget Implications	Yes - increase in budget allocation to the value of increase in councillors remuneration adopted
IPR Linkage	4.5.1.c. Provide appropriate mechanisms for democracy and participation for Cabonne residents
Annexures	1. Local Government Remuneration Tribunal - Annual Report and Determination 2018 <u>↓</u>

File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNMENT RELATIONS\LOCAL AND REGIONAL LIAISON\LOCAL GOVERNMENT REMUNERATION TRIBUNAL - 924221
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RECOMMENDATION

THAT from 1 July 2018 the annual fees payable to each councillor be set at \$11,860 and the additional annual payable fee to the Mayor be set at \$25,880.

ADMINISTRATION MANAGER'S REPORT

The Local Government Remuneration Tribunal (the Tribunal) is required to report to the Minister for Local Government by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

The Tribunal has reviewed the criteria that apply to the categories of councils and the allocation of councils into those categories. It found that there was no strong case to change the criteria or the allocation of councils into categories at this time.

The criteria applicable to each of the categories are published in Appendix 1 of the determination (attached) and are unchanged from 2017. In accordance with s239 of the Local Government Act (1993), the categories of councils have been determined as follows:

Metropolitan	Non-metropolitan
Principal CBD	Regional City
Major CBD	Regional Strategic Area
Metropolitan Large	Regional Rural
Metropolitan Medium	Rural
Metropolitan Small	

Cabonne Council has been categorised as Rural.

Fees

The tribunal has determined that the minimum and maximum fees applicable to each category will be increased by 2.5% which is consistent with the government's policy on wages.

Accordingly, Council is able to set annual fees in the following range:

Councillor:	Minimum fee	\$8,970	Maximum fee	\$11,860
*Mayor:	Minimum fee	\$9,540	Maximum fee	\$25,880

*This fee must be paid in addition to the fee paid to the Mayor as a Councillor in accordance with s249(2) of the Local Government Act (1993).

ITEM 11 - LOCAL GOVERNMENT WEEK 2018

REPORT IN BRIEF

Reason For Report	To determine activities for Local Government Week 2018
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.2.c. Engage with community to determine future needs & objectives
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\RECREATION AND CULTURAL SERVICES\EVENTS MANAGEMENT\LOCAL GOVERNMENT WEEK 2014 - 2018 - 910055

RECOMMENDATION

THAT councillors visit local primary schools in conjunction with an inspection of major capital projects as part of Local Government Week 2018.

ACTING ADMINISTRATION OFFICER'S REPORT

Local Government Week 2018 is due to take place from Monday 30 July until Sunday 5 August 2018. This year's theme is 'The Power of Community'.

On Tuesday 8 May 2018 councillors attended a workshop to consider ideas for events for Local Government Week 2018. Many options were considered however councillors agreed that they would visit local primary schools in conjunction with an inspection of major capital projects in the shire.

ITEM 12 - REGIONAL ECONOMIC DEVELOPMENT STRATEGY

REPORT IN BRIEF

Reason For Report	To inform Council of the Orange, Blayney and Cabonne Regional Economic Development Strategy prepared in conjunction with the NSW Department of Premier & Cabinet
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	2.1.1.a Develop a new Economic Development Plan for Cabonne

Annexures	1. 20180327 OrangeBlayneyCabonne REDS Final ↓ 2. 20180404 OBC_Supporting_Analysis_v14 Final ↓
File Number	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\REPORTING\COUNCIL REPORTS - 925627

RECOMMENDATION

THAT Council adopt the Orange, Blayney and Cabonne Regional Economic Development Strategy 2018–2022.

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

The Orange, Blayney and Cabonne Regional Economic Development Strategy 2018–2022, developed with the assistance of the NSW Government, has been completed. (*Copies of the Strategy and Supporting Analysis document are attached as annexures*).

The strategy sets out a long term economic vision and associated strategy for the Orange, Blayney and Cabonne Local Government Areas.

Prepared by consultants AgEconPlus, the strategy was formed in collaboration with the three councils, key stakeholders and the broader regional community, which benefited from economic-analytical assistance from the NSW Government's Centre for Economic and Regional Development.

It builds on the region's endowments, specialisations and economic core competencies to guide investment over the next four years. Economic principles suggest that endowments and specialisations play a key role in the development of regional economies. The Strategy aims to leverage the region's endowments:

- a. Its topography, water, climate and soils;
- b. Natural and mineral resources;
- c. Central NSW location; access to Sydney, Brisbane and Melbourne;
- d. Diverse agricultural lands;
- e. Health and aged care;
- f. Education infrastructure;
- g. Lifestyle advantages;
- h. Aboriginal heritage;
- i. Historic heritage and villages; and
- j. Strong local institutions.

These endowments are the basis of the region's current specialisations in mining, sheep and cattle farming, food product manufacturing, health and aged

care, education and State Government administration. They also support the potential for the region's emerging specialisation in tourism.

These endowments and specialisations were identified through data analysis and subsequently informed and were confirmed through the community consultation process. The Strategy, which builds on the endowments, specialisations and core competencies, aims to:

- i. Develop existing strengths in agriculture, agricultural processing, agri-technology and manufacturing;
- ii. Support growth in mining and mining services;
- iii. Build on the region's core specialisation in health and aged care;
- iv. Realise economic opportunity in education and public administration; and
- v. Drive tourism growth and enhance the livability of the region.

The Strategy also takes account of regional risks and how they might be addressed. Council had allocated \$50,000 in its current Budget to undertake an economic development plan.

Because the strategy was developed through the NSW Government's Department of Premier & Cabinet at no cost to Council, this amount has now been included in the 2018-2019 draft Budget to implement recommendations in the Regional Economic Development Strategy.

ITEM 13 - DRAFT CABONNE COUNCIL PLAN OF MANAGEMENT FOR COMMUNITY LAND

REPORT IN BRIEF

Reason For Report	For Council to adopt the Plan of Management for Community Land.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.3.5.a Review community need for new and upgraded facilities
Annexures	1. Generic POM Community Land 2018 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\\PARKS AND RESERVES\\PLANNING\\PLANS OF MANAGEMENT - 925727

RECOMMENDATION

THAT the draft Generic Plan of Management for Community Land be adopted.

DIRECTOR OF ENGINEERING & TECHNICAL SERVICES' REPORT

At the 27 February 2018 Ordinary Council meeting a draft generic plan of management was submitted for consideration prior to advertising. It was resolved at the meeting:-

“THAT in relation to the report “Draft – Cabonne Council Plan of Management for Community Land 2018” Council approve:

- 1. The public exhibition of the draft Cabonne Council Plan of Management for Community Land 2018 for a period of 28 days; and*
- 2. A further report to be submitted at the completion of the formal exhibition period detailing any submissions received for Council's consideration.”*

A public notice was placed and copies of the draft plan submitted to Council at its February Council meeting were made available through the Council's offices throughout the LGA and on Council's website.

Submissions

The closing date for public submissions was 15 April 2018.

Under the Local Government Act, councils must consider any submissions received and make any appropriate changes, however there were no submissions received to consider.

ITEM 14 - POLICY DATABASE - REVIEW BY COUNCIL WITHIN 12 MONTHS OF ELECTION

REPORT IN BRIEF

Reason For Report	For Council to consider local policies previously adopted and consider proposed update, deletion and/or merger
Policy Implications	Yes - Policy database will be updated
Budget Implications	Nil
IPR Linkage	4.5.1.a Provide quality administrative support and governance to councillors and residents
Annexures	1. DRAFT - Code of Meeting Practice Policy ↓ 2. DRAFT - Mobile Phones Policy ↓ 3. DRAFT - Event Management Policy ↓
File Number	\\OFFICIAL RECORDS LIBRARY\\CORPORATE MANAGEMENT\\POLICY\\POLICY CORRESPONDENCE - 925907

RECOMMENDATION

THAT:

1. The policies listed in the report detailed “minor changes” be re-adopted;
2. The policies listed in the report detailed “without change” be re-adopted; and
3. The annexed draft Code of Meeting Practice Policy, Mobile Phones Policy and the Events Management Policy (recommended changes detailed in report) be adopted.

ADMINISTRATION MANAGER'S REPORT

Council are aware that under s165(4) of the Local Government Act 1993:

“(4) A local policy (other than a local policy adopted since the last general election) is automatically revoked at the expiration of 12 months after the declaration of the poll for that election. “

Council is therefore required to review and re-adopt all of its policies (except those adopted since the last election) within 12 months of being elected.

Councillors were notified in January that local policies are available on their iPads and given the opportunity to provide any comments or suggestions to the General Manager. No policies were referred for consideration.

The following policies have been reviewed and have a recommendation indicating that they be deleted or re-adopted. Whenever a policy has been substantially altered a copy is annexed for Council's consideration and adoption.

POLICIES TO BE RE-ADOPTED WITH THE LISTED CHANGES

Owner	Author	Policy	Changes Made
DFCS	Administration Manager	Code of Meeting Practice Policy	Changes made to Public Addresses and Questions (Page 23): “Council's policy is that members of the public be given the opportunity to address Council at a public forum on the second Tuesday of each month.

			<p>Members of the public shall, upon prior request, be allowed to address Councillors at allocated public forums on matters, provided the matter is within the responsibilities of Council and not a general request for council services – members of the public will be allocated 5 minutes to do so. A written request, using the Public Address Application form, must be lodged to Council by 12pm on the Wednesday before the meeting.”</p> <p><i>Please note - this policy will be further reviewed once new guidelines are issued from the OLG.</i></p>
DFCS	System Administrator	Mobile Phones Policy	<p>Dot point under personal usage added to make it clear that we can recover the cost of excess data fees as a result of personal usage. Minor formatting issues were also corrected.</p>
GM	Economic Development Manager	Event Management Policy	<p>St John's is now St John (page 5). Ten million dollars (\$10M) is now twenty million dollars (\$20M) (page 7). Dot points 22 and 23 have been added to Conditions to Apply for All Events (page 7) Author job title updated to Community Engagement & Development Manager.</p>

POLICIES TO BE RE-ADOPTED WITH MINOR CHANGES
(Typographical, Grammatical or Discrepancies in Title of Author etc.)

Owner	Author	Policy	Recommendation
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DETS	Assets Manager	Alcohol Control in Public Places	Author changed to Manager Technical Services.
DETS	Assets Manager	Cabonne Water Supply Policy	Author changed to Manager Technical Services.
DETS	Assets Manager	Committee Meetings – Traffic Committee Policy	Author changed to Manager Technical Services. Road Rules 2014 added to Associated Legislation. Traffic and Transport Technical Directions on the RMS Website added to Related Documents.
DETS	Assets Manager	Community Facility Direction Signs Policy	Author changed to Manager Technical Services. Road Rules 2014 replaced 2008 in Associated Legislation. Minor typographical errors corrected.
DETS	Assets Manager	Council Swimming Pools - Private Use Policy	Author changed to Manager Technical Services.
DETS	Assets Manager	Hall Hire Fees - Molong and Cudal Policy	Author changed to Manager Technical Services.
DETS	Assets Manager	Local Road Naming Policy	Author changed to Manager Technical Services. Minor grammatical errors corrected.
DETS	Assets Manager	Public Use of Sporting Fields Policy	Author changed to Manager Technical Services. Supervisor title updated in Responsibilities.
DETS	Assets Manager	Public Water Supplies - Restriction Policy	Author changed to Manager Technical Services.
DETS	Assets Manager	Road Closure and Purchase Applications Policy	Author changed to Manager Technical Services.
DETS	Assets Manager	Road Load Limits Policy	Author changed to Manager Technical Services.

			Road Rules 2014 added to Associated Legislation.
DETS	Assets Manager	School Bus Stops - Signs Policy	Author changed to Manager Technical Services. Minor typographical correction made.
DETS	Assets Manager	Temporary Road Closures (Other Than Emergency or Road Works) Policy	Author changed to Manager Technical Services.
DETS	Assets Manager	Tree Management Policy	Author changed to Manager Technical Services.
DETS	Design and Assets Manager	Clear Zone Policy	Author Changed to Manager Technical Services. Minor grammatical and spelling errors fixed
DETS	Design Manager	Land Acquisition - Public Roads Act Policy	Author changed to Manager Technical Services. Public Roads Act changed to Roads Act in Policy Statement.
DETS	Design Manager	Water Service Through Culverts Policy	Author changed to Manager Technical Services.
DETS	Operations Manager – Roads and Bridges	Quarries - Reserve for Restoration Policy	Tuckers Pit removed as it has been sold to Wild's Quarry. Job title updated to Operations Manager – Roads and Bridges
DETS	Operations Manager – Roads and Bridges	Road Openings - Private Water Pipelines Policy	Job title updated to Operations Manager – Roads and Bridges
DETS	Operations Manager – Urban Services and Utilities	Voluntary Purchase Policy	Author changed to Manager Technical Services. Minor grammatical error corrected. Addition of "Under the directions of the Manager of Technical Services" to 9.3 in Responsibilities.
DETS	Road and Traffic Assets Coordinator	Asset Management Policy	Non-current assets figure updated to \$569,908,000 (as at 30 June 2017)

DFCS	Administration Manager	ANZAC Day Commemorations Policy	Change made to formatting of title
DFCS	Administration Manager	Gifts and Benefits Policy	Minor changes to formatting (justification) and one typo
DFCS	Assets Manager	Gravel Royalty Rates Policy	“for the purchase of gravel by Council from landowners” added to Summary. Work Health and Safety (Mines and Petroleum Sites) Act 2013 and Health and Safety (Mines and Petroleum Sites) Regulation 2014 replaced old legislation in Associated Legislation. Fleet added to Supervisors. “to the land owner” added to and “Stock Movement” removed from Policy Statement
DFCS	DFCS	Industrial Water Supply Charges Policy	One typo corrected
DFCS	Human Resources Officer	Child Protection Policy	Change Human Resources Officer to Human Resources Coordinator
DFCS	Risk Management Officer	Accident and Incidents Reporting and Investigation Policy	Where OHS Act 2000 and any other OHS reference, change to WHS Act 2011 and WHS respectively. WHS Regs 2011 to replace OHS Regs. Change Risk Management Officer to Risk Management Coordinator.
DFCS	Risk Management Officer	Alcohol and Other Drugs Policy	Change Risk Management Officer to Risk Management Coordinator. Where OHS Act 2000 and any other OHS reference, change to WHS Act 2011 and

			WHS respectively. WHS Regs 2011 to replace the OHS Regs.
DFCS	Risk Management Officer	Gathering Information - A Risk Management Policy	Where OHS Act 2000 and any other OHS reference, change to WHS Act 2011 and WHS respectively. WHS Regs 2011 to replace OHS Regs. Change Risk Management Officer to Risk Management Coordinator.
DFCS	Risk Management Officer	Health and Safety Committee - Formation Policy	Change Risk Management Officer to Risk Management Coordinator. Where OHS Act 2000 and any other OHS reference, change to WHS Act 2011 and WHS respectively. WHS Regs 2011 to replace OHS Regs.
DFCS	Risk Management Officer	Managing Volunteers Policy	Change Risk Management Officer to Risk Management Coordinator. Where OHS Act 2000 and any other OHS reference, change to WHS Act 2011 and WHS respectively. WHS Regs 2011 to replace OHS Regs
DFCS	Risk Management Officer	Roads or Footpaths Incident Apology Policy	Change Risk Management Officer to Risk Management Coordinator. Where OHS Act 2000 and any other OHS reference, change to WHS Act 2011 and WHS respectively. WHS Regs 2011 to replace OHS Regs
DFCS	Risk Management Officer	Work Health and Safety and Workers Compensation Policy	Change Risk Management Officer to Risk Management Coordinator. Where OHS Act 2000 and any other OHS reference, change

			to WHS Act 2011 and WHS respectively. WHS Regs 2011 to replace OHS Regs
DFCS	Risk Management Officer	Work Health and Safety Policy	Change Risk Management Officer to Risk Management Coordinator. Where OHS Act 2000 and any other OHS reference, change to WHS Act 2011 and WHS respectively. WHS Regs 2011 to replace OHS Regs
DFCS	Risk Management Officer	Work Place Safety Audits and Inspections Policy	Change Risk Management Officer to Risk Management Coordinator. Where OHS Act 2000 and any other OHS reference, change to WHS Act 2011 and WHS respectively. WHS Regs 2011 to replace OHS Regs Remove Document name and location under related documents, (there is no intranet). 10 Policy statement 2 nd paragraph, change to A member of the WHS Committee member will, together with the Risk Management Coordinator..... (the rest as is). Minor typo corrected
GM	DFCS	Outstanding Service Awards – Elected Members Policy	Removal of word quadrennial before Local Government Election. Correction to one typo
GM	Economic Development Manager	Regional Neighbouring Councils Cooperation Policy	Dubbo City, Wellington Shire councils are now Dubbo Regional Council Change made to job title – EDM to Community Engagement & Development Manager)

GM	Promotion and Tourism Officer	Australian National Field Days – Award Policy	Change Author Title to Tourism and Community Development Coordinator
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POLICIES TO BE RE-ADOPTED WITHOUT CHANGE

Owner	Author	Policy
DES	DES	Asbestos Policy
DES	DES	Building Alignment Policy
DES	DES	Building Inspections Policy
DES	DES	Dwelling Entitlements – Use of SEPP1 Policy
DES	DES	Guarantees Bond – Minimum Requirement Policy
DES	DES	Housing Construction – Water Tanks Policy
DES	DES	Medium Density Housing – Development Standards Policy
DES	DES	Memorials and Monuments on Council Land Policy
DES	DES	Mud-Brick Construction Policy
DES	DES	Notice of Application to Erect a Building Policy
DES	DES	Onsite Waste Water Management Systems Policy
DES	DES	Promotional Signage within the Cabonne Council Area Policy
DES	DES	Reconstitution of Existing Holdings Policy
DES	DES	Right to Farm Policy
DES	DES	Swimming Pool Inspection Policy
DES	Manager Building and Environment	Dwarf Walls Policy
DES	Manager Building and Environment	Footpaths – Use for Outdoor Eating Areas Policy
DES	Manager Building and Environment	Installation of Hail Cannons Policy
DES	Manager Building and Environment	Restriction to user – No Dwelling Entitlement Policy
DES	Manager Building and Environment	Scare Guns Policy
DES	Manager Building and Environment	Use of Colorbond in Visually Prominent Areas Policy

DES	Senior Environmental Services Officer	Domestic Waste Management Charge – Vacant Premises and Flats Policy
DES	Senior Environmental Services Officer	Genetically Modified Organisms
DES	Senior Environmental Services Officer	Waste Management Charges – Community Groups Policy
DES	Senior Environmental Services Officer	Audible Bird Scaring Devices Policy
DES	Senior Environmental Services Officer	Cabonne Cemeteries Policy
DES	Senior Environmental Services Officer	Council Landfill Sites – Access Policy
DES	Senior Environmental Services Officer	Dog Control Policy
DES	Senior Environmental Services Officer	Evaluation of Dangerous or Menacing Dog Declarations Policy
DES	Senior Environmental Services Officer	Feral or Infant Companion Animals Management Policy
DES	Senior Environmental Services Officer	Waste Collection Districts Policy
DETS	Operations Manager – Roads and Bridges	Disposal of Minor Assets Policy
DETS	Operations Manager – Roads and Bridges	Roads – Fencing, Ramps Policy
DETS	Operations Manager – Roads and Bridges	Street and Stream Signage Policy
DETS	Operations Manager – Roads and Bridges	Work by Private Contractors on Public Roads, Reserves and Private Property Policy
DFCS	Administration Manager	Australia Day Policy

DFCS	Administration Manager	Committees Under s355 Policy
DFCS	Administration Manager	Councillors and Mayoral Fees Annual Review Policy
DFCS	Administration Manager	Delegates to Central Tablelands Water Policy
DFCS	Administration Manager	Records and Information Management Policy
DFCS	Administration Manager	Related Party Disclosure Policy
DFCS	Administration Manager	Third Party Legal Costs Policy
DFCS	Administration Manager	Youth Ambassador Award Policy
DFCS	Community Services Manager	Active Australia – Local Government Network Policy
DFCS	Community Services Manager	Community Services Visitors Scheme Policy
DFCS	Community Services Manager	Health Services Policy
DFCS	DES	Columbarium – Use of Fees Policy
DFCS	DFCS	No Forced Amalgamations Policy
DFCS	DFCS	Official Office Hours Policy
DFCS	DFCS	Receipting Facility Orange – Casual Office Facilities Policy
DFCS	DFCS	Revenue Policy
DFCS	Finance Manager	Caravan Park Fees for Pensioners Policy
DFCS	Finance Manager	Cash Discrepancies Policy
DFCS	Finance Manager	Interest Rates on Loans Policy
DFCS	Finance Manager	Investment Policy
DFCS	Finance Manager	Loans – Sewerage Connection Policy
DFCS	Finance Manager	Manildra Recreation Ground – Electricity Charges Policy
DFCS	Finance Manager	Pensioners' Rates Policy
DFCS	Finance Manager	Private Works Policy
DFCS	Finance Manager	Rate Income – Maximising of Policy

DFCS	Finance Manager	Rating – Farmland Policy
DFCS	Finance Manager	Restriction, Disconnection and Debts Recovery for User Pays Water Accounts Policy
DFCS	Finance Manager	Road Funding Grants Use Policy
DFCS	Finance Manager	Source of Finance Policy
DFCS	Finance Manager	Water Supply Connections (Other than Standard Town Connection) Policy
DFCS	Senior Rates Clerk	Request for Reduction in Water and Sewerage Consumption Policy
GM	Community Engagement & Development Manager	Use of Cabonne Council Logo policy
GM	GM	Australian Flag Policy

ITEM 15 - WESTERN REGION ACADEMY OF SPORT

REPORT IN BRIEF

Reason For Report	The Western Region Academy of Sport is seeking a contribution from Council for 2018/19
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.4.1.c Provide assistance to community groups
Annexures	1. Cabonne Western Region Academy of Sport ↓
File Number	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY RELATIONS\\SPONSORSHIP - DONATIONS\\SPONSORSHIP - DONATIONS - 2018 - 920655

RECOMMENDATION

THAT Council contribute \$754 to the Western Region Academy of Sport for 2018/19.

COMMUNITY SERVICES MANAGER'S REPORT

The Western Region Academy of Sport (WRAS) has written to Council requesting a donation towards their programs of 5.536 cents per capita with this totalling \$754. A contribution to the Academy is included in Council's budget.

The WRAS has expressed its appreciation for the ongoing support of Cabonne Council.

The Academy's major focus is on working to identify, develop and provide pathways for talented sports people in the Western Region.

Outstanding athletes from Cabonne assisted by the Western Region Academy of Sport in 2017 included, Millah Allcorn (hockey), Harrison Bryant (cycling), Sophie Brisbane (netball), Rhiannon Dennis (netball), and Alexandria Emerson (netball).

ITEM 16 - SENIORS' FESTIVAL

REPORT IN BRIEF

Reason For Report	To advise Council of Seniors' Festival activities
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.2.1.b Facilitate retirement and aged care projects and services
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY SERVICES\\SERVICE PROVISION\\SENIOR CITIZENS SERVICES - 924180

RECOMMENDATION

THAT Council support the Seniors' Festival by donating:

1. \$500 to the Eugowra Lions Club
2. \$500 to the Canowindra Lions Club
3. \$358 to Community Transport to cover transport costs

COMMUNITY SERVICES MANAGER'S REPORT

The Seniors' Festival is the new name for what was previously known as Seniors' Week. The 2018 Senior's Festival ran from Friday 4 April to Sunday 15 April 2018 and the following activities occurred:

- The Canowindra Lions Club hosted a luncheon on Friday 13 April at Montrose House, Canowindra. Thirty eight guests from Canowindra attended the lunch, with all those present receiving a gift from the Lions Club.

- The Eugowra Lions Club hosted a very successful luncheon on Monday 9 April. The Lions Club catered for 120 guests from Eugowra, Manildra, Molong, Cargo, Cudal, Canowindra and Grenfell. Guests enjoyed entertainment from the Eugowra Public and St Joseph's Primary Schools, delicious food and raffles donated by local businesses.
- Community Transport took 40 seniors from Cabonne Shire to the Premier's Gala Concert, held at the International Convention Centre Darling Harbour.

Council has a budget of \$1,358 allocated for the Seniors' Festival activities and it is proposed to distribute this as recommended to assist the organisations listed in meeting the costs of conducting the above activities.

ITEM 17 - REQUESTS FOR DONATIONS

REPORT IN BRIEF

Reason For Report	For Council to consider the requests received for donations
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.4.1.c Provide assistance to community groups
Annexures	1. Molong Show Society - Request for sponsorship 2018 Show ↓ 2. Eugowra's Most Wanted Mural Meet 2018 ↓ 3. Molong District Soccer Club ↓
File Number	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY RELATIONS\\SPONSORSHIP - DONATIONS\\SPONSORSHIP - DONATIONS - 2018 - 924477

RECOMMENDATION

THAT Council:

1. Donate \$100 to Molong Show Society Inc.
2. Donate \$250 to the Eugowra Mural Committee
3. Donate \$300 to Molong District Soccer Club

COMMUNITY SERVICES MANAGER'S REPORT

Molong Show Society Inc, now in its 154th year, have requested sponsorship towards the 2018 Show. The Show will be held on Sunday 16 September 2018. Sponsorship will be acknowledged in the Show Schedule. In 2017 Council donated \$100 towards the Photography section.

The **Eugowra Mural Committee** is again hosting the annual Mural Meet, which is due to be held 18 – 20 May. This Mural Meet has become an outstanding community event, since its inaugural meet in 2012, which has not only brightened up the village but attracted many visitors to Eugowra.

Whilst an original request for donation was received to assist with the event, a donation now would assist to offset those costs incurred during the event.

Molong District Soccer Club have requested assistance to purchase a set of portable soccer goals to enable the club to create an additional field on Hunter Caldwell Oval. The new portable goals will be the correct size for the Under 10 and Under 11 teams who are currently playing on a field with goals that are too large, as per team rules.

Cabonne Council will be recognised in club promotional material.

The total cost of the portable goals is \$700. The Molong Soccer Club has requested assistance of \$300 with the club contributing the remaining \$400.

Should Council wish to make these donations there remains \$1,056 in the s.356 budget for donations this financial year.

Donations so far this year are:

\$200	Catering costs for Mental Health meeting at Molong
\$500	Mullion Creek Public School, travel to robotics championships
\$500	Orange / Cowra / Cabonne Science Hub
\$484	Molong Golf Club
\$500	Orange Lions Club
\$1,050	Prizes for School Presentation Nights
\$300	CWA Public speaking competition
\$500	Yeoval Pre-school
\$1,000	Borenore CWA kitchen repairs
\$1,600	Canowindra RSL Sub-branch – to be purchased 18/19 Financial Yr
\$250	NAIDOC Week activities
\$300	Cancer Care Western NSW
\$150	Moyne Aged Care Plus

ITEM 18 - YOUNG PEOPLE TO ADDRESS COUNCIL MEETING

REPORT IN BRIEF

Reason For Report	Young people from Cabonne have been invited to address Council's May meeting
Policy Implications	NIL

Budget Implications	NIL
IPR Linkage	3.1.2.b Organise for young people to address Council annually
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY SERVICES\\SERVICE PROVISION\\YOUTH SERVICES - 920113

RECOMMENDATION

THAT Council consider the matters raised by young people at this meeting.

COMMUNITY SERVICES MANAGER'S REPORT

Council has invited young people from Canowindra High School, Yeoval Central School and Molong Central School to address this Council meeting on matters that are important to them.

Students attending are Chanse McLean and Ella Gruessing from Canowindra High School, Blake Cameron and Sydney Tremain from Yeoval Central School, and Sharna Campbell and Claudia Thorne from Molong Central School.

It is expected that there will be thoughtful suggestions from these young people that are addressing Council.

ITEM 19 - BRAND RECOGNITION STUDY

REPORT IN BRIEF

Reason For Report	To inform Council of the results of a recognition study of Cabonne Council's current brand
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a Provide quality administrative support and governance to councillors and residents
Annexures	1. Cabonne Brand Recognition_Report <u>↓</u>
File Number	\\OFFICIAL RECORDS LIBRARY\\ECONOMIC DEVELOPMENT\\REPORTING\\COUNCIL REPORTS - 925544

RECOMMENDATION

THAT Council not proceed with a rebranding strategy.

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

At its Ordinary Meeting on 24 October 2017, Council considered a report from the General Manager on whether Council wished to proceed with a rebranding strategy. Council resolved that before considering such a strategy that a brand recognition study be undertaken to determine how well the current brand is recognised.

After seeking quotations, Council engaged Adloyalty, of Canowindra, to undertake the study. Key objectives of the study were to:

- a. Measure the current level of Cabonne Council brand recognition;
- b. Evaluate the emotional connection to the Cabonne brand; and
- c. Gain an insight into the brand values and elements.

The study is now complete and the results are available for Council's consideration. As part of the exercise, participants in the research were asked to identify seven council logos, which had the names of the particular council removed. Cabonne's "Food Basket" logo achieved the highest recognition factor at 95%. Results of the logo recognition question were:

1. Cabonne 95%
2. Parkes 93%
3. Orange 71%
4. Dubbo 40%
5. Weddin 34%

Respondents were also asked:

- i. To tick the most relevant descriptors of the Cabonne brand;
- ii. What they liked about it;
- iii. Whether it was representative of the local area; and
- iv. What the brand meant to them.

Almost 79% said the Cabonne brand was representative of the local area, more than 65% described the brand as regional and 23% described it as warm.

Respondents liked that it was regional (19%) and represented products (15%), food (14%), rural (9%) and farming (8%). In response to what the brand meant to them, food (21%), local (12%), community (11%) and farming (8%) were the top replies. However, 6.25% of those surveyed said the brand made them feel proud.

The overview was that the current logo is accepted as representing and highlighting the country flavour, industry and diversity of Cabonne and what it produces. While it conveys the regional and brand message, several people commented that it was outdated or needed refreshing.

There seems to be an attachment to the bright eye-catching colours, showcasing the agricultural and country element of the Shire. People are familiar with and attached to the idea of Cabonne being a "food basket".

The full brand recognition study is attached as an annexure.

ITEM 20 - CANOWINDRA FISH FOSSILS DEED OF GIFT

REPORT IN BRIEF

Reason For Report	To inform Council of a request by the Australian Museum to further discuss a Deed of Gift to transfer the ownership of the Canowindra Fish Fossil Slabs
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.2.1.a Maintain current level of support to museums in Cabonne
Annexures	1. Letter and proposal RE Australian Museum and Canowindra Fish Fossils ↓
File Number	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\REPORTING\COUNCIL REPORTS - 925891

RECOMMENDATION

THAT Council agree to a request from the Australian Museum for a meeting to further discuss the future of the Canowindra Fish Fossils

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

Background

At its Ordinary Meeting on 27 March 2018, Council resolved not to proceed with a proposed Deed of Gift to transfer the ownership of the 370 million-year-old Canowindra fish fossil slabs from Cabonne Council to the Australian Museum. This followed more than two years of negotiations after a request by the Australian Museum for Council to donate the fossils to the museum.

Last year a final draft Deed of Gift, with a number of corrections and amendments reviewed by Council's solicitors, was forwarded to the Australian Museum, which referred the documents to the Crown Solicitor for advice.

Subsequently, the museum advised Council that the Crown Solicitor recommended against signing the Deeds in their current form, raising concerns that the draft Deed of Gift prevented the museum from exercising any of the rights of ownership; and that execution of this document would appear to be beyond the powers of the museum.

The museum subsequently suggested Council sign a simplified Deed of Gift donating the collection to the Australian Museum which would then provide the collection to the Age of Fishes Museum at Canowindra under a standard permanent loan agreement.

Under this permanent loan agreement, Council would still be responsible for the safe storage, security and day-to-day management of the fossils, and must maintain and manage the collection in accordance with the terms and conditions of the loan. Council would still be responsible for all the costs associated with storage, security, maintenance and exhibition of the fossils.

After considering the museum's offer, Council raised several concerns, including that this permanent loan agreement, in its current form, did not provide a legal undertaking that the fossils would remain in Canowindra in perpetuity.

Current Situation

Following Council's resolution not to proceed with the Deed of Gift, the Australian Museum's Chief Executive Officer Kim McKay has written to Council expressing its disappointment and requesting Council to reconsider its decision. *(A copy of the letter is attached as an annexure).*

Ms McKay sought a meeting with Council to discuss a long-term professional relationship between Cabonne Council and the Australian Museum. The museum suggested the agenda could include:

1. Long term protection of the fossils;
2. Deed of Gift and Deed of Stakeholder;
3. Australian Museum providing professional development for Age of Fishes Museum staff in museum exhibition and curation; and
4. An opportunity to collaborate and build on a Fossil Trail concept with the Australian Museum opening a dig-site in Canowindra.

ITEM 21 - PROPOSAL FOR DISC GOLF IN MOLONG

REPORT IN BRIEF

Reason For Report	For Council to consider a proposal for a Disc Golf Course in Molong
Policy Implications	Nil
Budget Implications	\$33,000 plus recurrent costs
IPR Linkage	3.3.6.a Maintain sporting, recreational, council and community facilities
Annexures	1. Disc Golf Submission to Council - Kevin Costa 2018 <u>↓</u>

File Number	\\OFFICIAL RECORDS LIBRARY\DEVELOPMENT AND BUILDING CONTROLS\DEVELOPMENT ENQUIRIES\2018 - 925796
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RECOMMENDATION

THAT Council advise there are no funds allocated for a Disc Golf Course in the 2018/2019 draft budget.

DIRECTOR OF ENGINEERING & TECHNICAL SERVICES' REPORT

At the April 2018 Councillor Focus meeting, Mr Kevin Costa gave a presentation regarding a proposal for Council to develop a Disc Golf Course in Molong.

Following Mr Costa's presentation, Council has now received a detailed report regarding the proposal. The report highlights the proposed course location, the course design and layout, budget and ongoing costs and community involvement.

The proposed location of the course indicated in the report, is a Crown Reserve for Public Recreation, for which Council is the Trustee. The land is subject to future Crown Land Negotiation. The area is bounded by Smith, Wellington and Phillips streets and is known as McGroder Park. This parcel of land is identified in Council's 2012 settlement strategy for future investigation for residential subdivision. Currently the land is used a grazing lease and for Council's animal pound.

Council has reviewed the proposal including the course layout and budget. The layout of the course would encompass the entire land area, for single purpose usage, and will not allow any future expansion of other activities on the site. The design shows the construction of 18 individual concrete tee pads. The construction of these permanent pads would restrict future development.

The review of the proposed budget and ongoing costs shows that the construction costs would increase by 15% and the initial preparation of the site would be considerably greater than estimated.

Further, the report does not recognise the provision for other facilities such as water, toilet or shade/shelter, which are important requirements for recreational activities such as proposed. Ongoing maintenance costs have not been considered in the proposal. There is also no indication of any fundraising or other financial input from the applicant.

ITEM 22 - ADDITIONAL PROJECTS FOR 2017/2018

REPORT IN BRIEF

Reason For Report	For Council to approve additional projects for 2017/2018
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	1.1.1.a Complete the annual rural and urban roads maintenance program
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\ROADS and BRIDGES\PROGRAMS\REGIONAL AND LOCAL ROAD PROGRAMS - 926148

RECOMMENDATION

THAT Council approve the additional projects as listed to be included in the Heavy Patching, Gravel Re-sheeting and Local Road Resealing Programs for 2017/2018.

DIRECTOR OF ENGINEERING & TECHNICAL SERVICES' REPORT

Council engineering staff have reviewed the road infrastructure programs for 2017/18 and can report the Gravel Re-sheeting, Local Road Heavy Patching and Local Road Resealing Programs have been completed. As part of the review, due to scale of quantities and favourable weather conditions, budget savings have been identified in each program.

Staff have also reviewed the road infrastructure network to identify locations where the saved expenditure of \$420,000 in the Gravel Re-sheeting Program, \$426,000 in the Local Road Heavy Patching and \$371,000 in the Local Road Resealing Programs, could best be utilised.

The proposed works listed below has been compiled using asset management principles, maintenance history and customer service requests in addition to projects recommended by Councillors.

Gravel Resheeting	
Description	Project Estimated Cost \$
Lemmons Road	28,000
Rutherford Road	28,000
Waldergrave Road	28,000
Gowan Road	28,000
Byng Road	28,000
Lockwood Road	28,000
Reedy Creek Road	28,000
Yellowbox Road	28,000
Fish Fossil Drive	28,000
Nanami Lane	28,000
Nyora Lane	28,000

Springvale Lane	28,000
Garra Cemetery Road	28,000
Burrawong Road	28,000
Pratten Road	28,000
TOTAL	420,000

Local Heavy Patching	
Description	Project Estimated Cost \$
Griffin Road	70,000
Deervale Lane	85,000
Davys Plains Road	56,000
Obley Road	100,000
Betts Sreet	42,000
Packham Drive	73,000
TOTAL	426,000

Local Reseals	
Description	Project Estimated Cost \$
Belmore Street Canowindra	126,000
Short Street Canowindra	70,000
Strathmore Lane	85,000
Kjollers Road	90,000
TOTAL	371,000

ITEM 23 - DONATION OF HALL FEES FOR MOLONG SHOW SOCIETY

REPORT IN BRIEF

Reason For Report	Seeking Council approval to donate hall fees for the Molong Show Society office
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.4.1.c Provide assistance to community groups
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\COUNCIL PROPERTIES\USAGE\COMMUNITY HALLS - 924081

RECOMMENDATION

THAT Council donate the hall fees for use of the Molong Community Hall for the 2018 Molong Show Society office.

URBAN ASSETS COORDINATOR'S REPORT

A request to donate fees for the use of the Molong hall foyer has been received from the Molong Show Society. The Molong Show Society has for several years used the foyer of the hall as a temporary office to receive show entries.

The dates and times requested are Monday 10 September to Friday 14 September 2018, 10:30am to 4:30pm daily. The fees would be approximately \$137.

Council has customarily donated the hall fees in the past as the Show Society is a not for profit organisation.

ITEM 24 - LOCAL HERITAGE GRANT APPLICATION - REPLACEMENT FENCE AT UNITING CHURCH, SPRING HILL

REPORT IN BRIEF

Reason For Report	To obtain council approval for grant fund allocation
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.3.2.c Heritage Grants Program facilitated
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\HERITAGE GRANTS 2018 - 922006

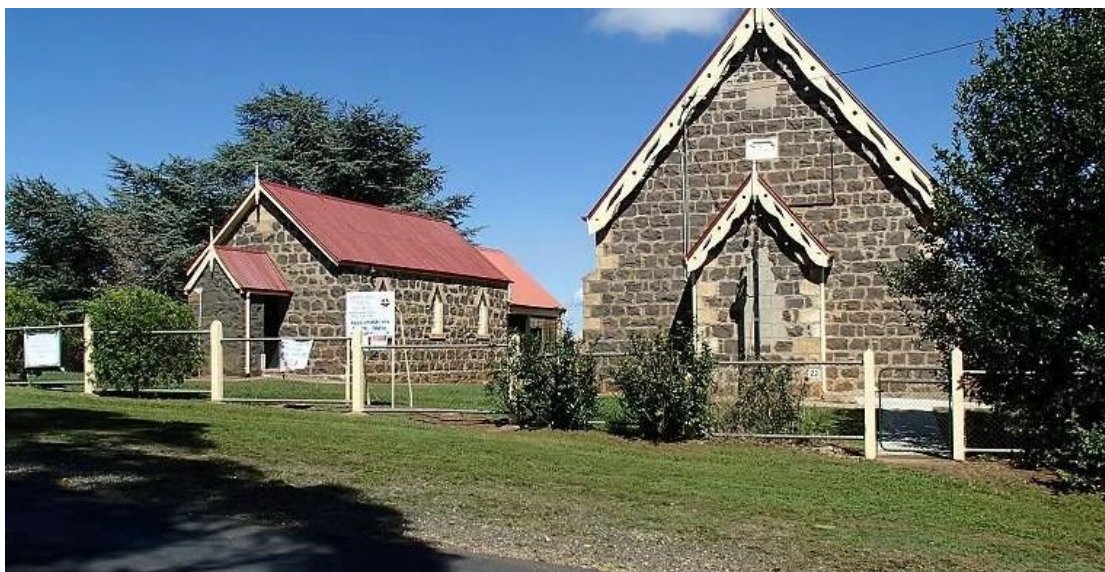
RECOMMENDATION

THAT council refuse the application as the proposed replacement fence does not represent heritage guidelines for best practise conservation of local heritage items.

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Council is in receipt of an application for local heritage funding for replacement of the front fence at the Uniting Church, Carcoar Street, Spring Hill. The existing front fence is proposed to be removed and a powder coated steel panel and post fence be installed. The estimated cost of the project is \$12,000.

The Uniting Church at Spring Hill is listed as a local heritage item and included in schedule 5 of the Cabonne Local Environmental Plan 2012 (item i228).



A Development Application was submitted in April 2017, for the demolition of the existing fence and the construction of a new fence. The Council's heritage advisor provided comment on the proposal and commented as follows:

Previous advice recommended two alternatives to a steel fence. A powder coated steel fence of this type is not supported as this type of product detracts from the heritage significance of the church. It detracts from the site and buildings by providing a modern steel fence which imitates a styled fence not used on buildings of this type or period. The fleur-de-leys motif is a highly decorative element used on the hi-lo fence palisade. The alternate hi-lo palisade is not characteristic of fences on sites of this type or period although it is appreciated why it may be considered similar to the gothic influence which is not evident elsewhere on the building.

When selecting a replacement fence for such a church a simpler style of fence is recommended so that all the visual attention remains on the church and not on the modern fence. Other fence options have been reviewed previously and include cast iron, a simpler welded steel version of the current proposal and the timber picket.

Discussions were ongoing with the applicant, who continued to support the proposal for the metal panel fence. The planning assessment report was undertaken and in that report it was noted that;

While advice indicates the proposed development may detract from the heritage significance of the site, the impacts are considered to be acceptable in this instance and whilst the proposed fence is considered to be a permanent structure, it can be removed or altered without further affecting the heritage significance of the church buildings. It should also be noted the existing fence has little to no heritage significance to the site, therefore there would be no impact from its removal. The existing

pedestrian gate has some heritage significance and it is proposed to be restored, painted in the same colour as the new fence and erected at the front.

As the proposed fence was not a prohibited land use activity, and negotiations between the heritage advisor and the applicant had taken place, Development Consent was issued in March 2018 for the replacement fence.

The local heritage grants program guidelines support grants projects where:

- the projects which clearly complement and encourage broader heritage conservation objectives
- projects which would encourage the conservation of other heritage items
- projects demonstrate heritage value to the community

Based upon the heritage advisor's comments and assessment of the proposed works, the proposed project is not supported for funding as it does not comply with the guidelines of the council's local heritage grants program.

ITEM 25 - LOCAL HERITAGE FUND APPLICATION - RESTORATION TO SHOP FRONT AT 9 BANK STREET, MOLONG

REPORT IN BRIEF

Reason For Report	To obtain council support for allocation of heritage funds
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.3.2.c Heritage Grants Program facilitated
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\HERITAGE GRANTS 2018 - 924415

RECOMMENDATION

THAT council allocate \$1,000 of the 2018/2019 Local Heritage Fund to Elisabeth Kelly for the restoration of the shop front at 9 Bank Street, Molong.

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Council has received an application for funding through the Local Heritage Fund for restoration work to the glass and tile shopfront at 9 Bank Street, Molong. The owners of the property are John and Mark Moussa. The applicant for the project is Elisabeth Kelly.

The building is situated within the Bank Street Heritage Conservation area. The premises has a distinctive façade and unusual leadlight and tiled elements which contribute to the streetscape and significance of the heritage conservation area.

The 1988 Bank Street Heritage Study identifies the property as follows:

'Description: Two storey 1920s commercial building. Simple parapet form. Parapet and upper storey mostly rendered in roughcast. Suspended corrugated iron awning with five double hung windows above. Some detailing lost on shopfront, but leadlight glazing in the upper panels more or less intact.

History: Built by Leary in 1925, then the licensee of the Freemans Hotel next door. A hall originally? Later known as Leary's garage. A Ford car sales outlet for many years.

Significance: A useful streetscape building with some individual interest. Awning and parapet form complement rest of main street whilst skyline almost continuous with hotel next door.

Integrity: Shopfronts have lost much of their original detailing. Has not suffered too much advertising. Appears more or less unaltered above awning.

The application is for the reinstatement of the missing angled return and shopfront framing. These items were removed possibly circa 1945 for the conversion of the premises to a garage, or at least for the insertion of large bi-folding doors. Currently an excellent job has been done revealing the original shopfront framing and the green tiles.

The works proposed are consistent with the heritage advice provided by council's Heritage Advisor.

The grant is for \$600 for shopfront framing and \$370 for tiles. The labour component has not been stated, however the total project cost has been estimated by the applicant as \$2,000.

The application is supported on the basis of meeting the criteria for works which will enhance the streetscape and the building.

Council's policy encourages the annual heritage grants program to be utilized as widely as possible across the shire, with \$500 being the general grant contribution, however projects can be matched dollar for dollar where there is sound conservation practice and the property is highly visible to the community. In this instance the property contributes to the heritage streetscape and is situated in a prominent location. It is recommended that \$1,000 be allocated towards the project.

ITEM 26 - REQUEST FOR DONATION - S68 FEES PAID BY CUMNOCK PRE SCHOOL AS PART OF THE DEVELOPMENT APPROVAL PROCESS

REPORT IN BRIEF

Reason For Report	To obtain council approval to donate \$270.10 to Cumnock Pre School
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a Assess and determine development applications, construction certificate applications and Onsite Sewerage Management Systems (OSMS) to meet agreed service levels
Annexures	Nil
File Number	\\Development Applications\\DEVELOPMENT APPLICATION\\2018\\03-2018-0101 - 921819

RECOMMENDATION

THAT council donate \$270.10 from its s356 budget to Cumnock Village Pre School, being the amount paid to council for submission of an s68 plumbing and drainage application associated with DA 2018/101 for building alterations and extensions to provide an additional toilet on land described as Lot 5, Section 1, DP 5907 – 48 Obley Street, Cumnock.

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Council has received a request from Cumnock Village Pre School requesting council's consideration of a donation equal to s68 plumbing and drainage fees paid in association with DA 2018/101 for building alterations and extensions to provide an additional toilet at the pre-school located at 48 Obley Street, Cumnock, being Lot 5, Section 1, DP 5907. Council will recall that it resolved at its meeting of 24 April 2018 to donate \$619.51 to the Cumnock Pre School based on the development application fees paid for the development.

The s68 fees totalled \$270.10 and consisted of the following:-

Plumbing & drainage application fee	\$ 82.70
Inspections	<u>\$187.70</u>
Total	\$270.10

Under Council's policy staff are not authorised to donate the inspection fee.

The Development Application for the building alterations and additions was approved on 20 February 2018. A Final Occupation Certificate was issued on 1 March 2018.

Council's Donations policy (dated 17 December 2012) includes the following procedural statements:

1. Development Application (DA) fees

Council will donate an amount equal to refunding the actual amounts paid as Council DA fees and charges, as defined, in instances relating to Council owned / controlled or Crown Land where the improvement would become a Council Asset.

Any requests for a refund/donation of DA fees by Not-For-Profit/Community Organisations will be submitted for consideration by Council with the amount to be refunded / donated to be determined on a case by case basis.

For clarity it is noted the following fees are not eligible for donation: statutory fees such as long service levy, advertising, planning reform (plan first levy) and other fees which may be charged including inspections, occupation certificate, subdivision, subdivision certificates, integrated development and principal certifying authority.

All fees associated with development applications, construction certificate applications and complying development applications are to be paid with the application. Requests for a refund of DA fees are to be made in writing on the prescribed form, stating the grounds or reasons justifying why Council should donate an amount equal to the relevant fees.

Fees to be donated back to the applicant will only be donated after determination of the relevant application.

Council staff may process any such requests within the limits of the policy. Any requests exceeding the policy are to be reported to Council for consideration.

ITEM 27 - MODIFICATION APPLICATION DA 2014/0092/3 FOR A BIO MASS FUEL BOILER AT LOT 270 DP 821835 DEROWIE STREET, MANILDRA

REPORT IN BRIEF

Reason For Report	To obtain council approval to modify a development approval
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a Assess and determine development applications, construction certificate applications and Onsite Sewerage Management Systems (OSMS) to meet agreed service levels
Annexures	1. Conditions of modified approval 2014 0092 3 ↓

File Number	\\Development Applications\\DEVELOPMENT APPLICATION\\2014\\03-2014-0092 - 925576
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RECOMMENDATION

THAT:

1. Modification Application for DA 2014/0092/3, ancillary development being a coal or steam boiler bio mass alternative fuel source (wood material), upon land described as Lot 270 DP 821835 Derowie Street, and including Lot 1 DP 1085601 Dederang Street, Manildra, be granted consent subject to the conditions attached, and
2. The words 'for the gantry' be added to the conclusion of the wording of Condition 6 of the development consent for DA 2014/00092/3.

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

ADVISORY NOTES

Record of voting

In accordance with s375A of the Local Government Act 1993, a division is required to be called when a motion for a planning decision is put at a meeting of Council or a Council Committee. A division under s375A of the Act is required when determining this planning application.

Political Disclosures

In accordance with s147(4) of the Environmental Planning and Assessment Act 1979, a person making a planning application to Council is required to disclose political donations and gifts made within 2 years prior to the submission of the application and concluding when the application is determined.

In accordance with s147(5) of the Environmental Planning and Assessment Act 1979, a person making a public submission to Council in relation to a planning application made to Council is required to disclose political donations and gifts made within 2 years prior to the submission being made and concluding when the application is determined.

Political donations and gifts (if any) to be disclosed include:

- All reportable political donations made to any local councillor or Council,
- All gifts made to any local councillor or employee of the Council.

Nil planning application disclosures have been received.

Nil public submission disclosures have been received.

SUMMARY

The following report provides an assessment for the modification development application submitted for an ancillary development – coal or bio mass boiler to

be located upon land described as Lot 1 DP 1085601, Dederang Street and Lot 270 DP 821835, Derowie Street, Manildra.

The purpose of the modification is to allow for the final design of the building, which had been included in the initial application in a concept format, and to vary Condition 6 of the consent relating to a lease agreement for a gantry to be constructed over Derowie Street as part of the development proposal.

The location of the boiler and associated infrastructure is to be sited in the same location as originally approved with the function and scale of the development not altering.

The modification application has been referred to council for determination as the original application was determined by council. The modification application was notified for a period of 14 days with no submissions being received during the exhibition phase.

The modification has been assessed in accordance with the provisions of the Cabonne Local Environmental Plan 2012. In accordance with Section 4.55 of the Environmental Planning & Assessment Act 1979, the proposed modification is of minimal environmental impact and is substantially the same development for which consent was granted.

Applicant: MSM Milling Pty Ltd
Owner: MSM Milling Pty Ltd
Proposal: Final building details for proposed industry (Ancillary Development – Coal or Bio Mass Boiler)
Location: Lot 1 DP 1085601, Dederang Street and Lot 270 DP 821835, Derowie Street, Manildra
Zone: IN1 General Industrial

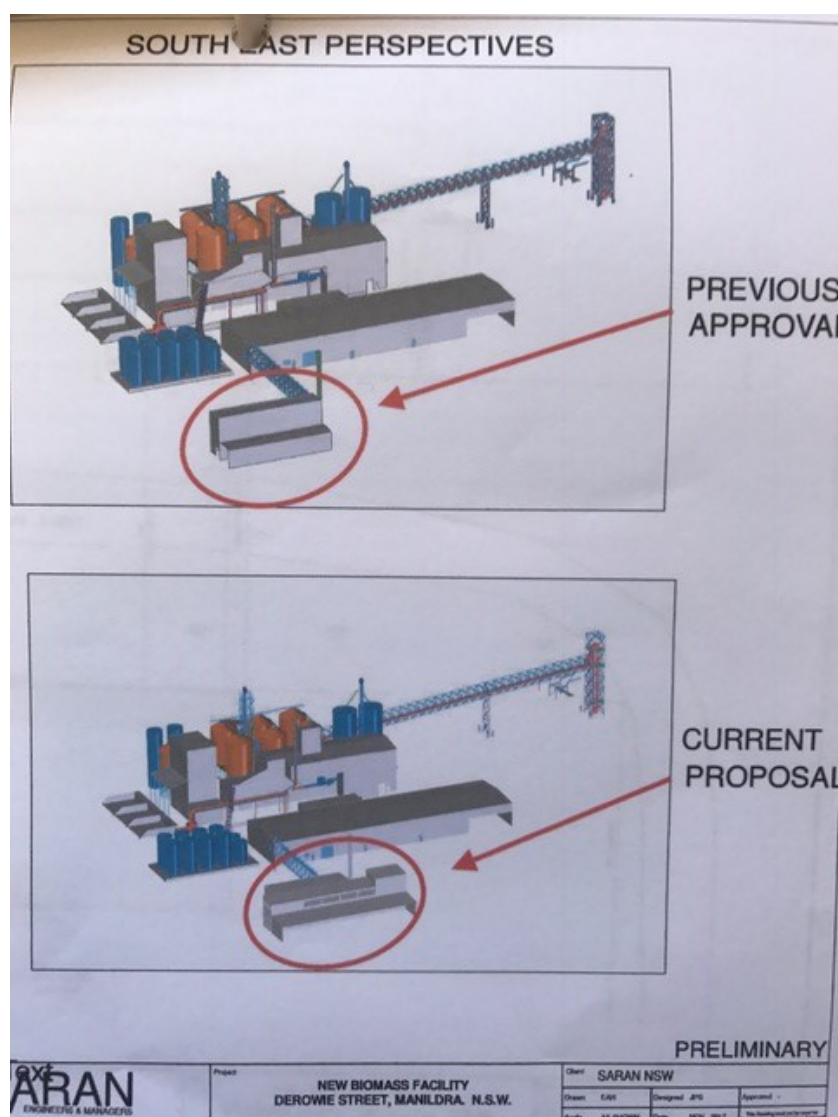
THE MODIFICATION

The proposed modification provides the final design and layout of the proposed building. There is no change to the nature or scale of proposed development, or the equipment to be installed. The final plan makes the following changes to the proposed building:

- reduce the length of the boiler house from 30m to 24m
- increase the woodchip storage building length from 30m to 44m to provide additional security and storage to the facility
- the roof over the woodchip storage section of the building is to be raised from 6m to 10m in height
- the exhaust stack is to be shortened from 30m to 25m
- an auxiliary fuel store section has been added to the eastern side of the building

The proposed biomass will be silvicultural thinnings from NSW Forestry Corporation managed forests, in addition to woodchips, saw dust, and bark residues from sawmills.

Infrastructure that will be associated with the biomass fuel source is essentially the same equipment as was originally approved. Infrastructure will include a fuel receipt and storage facility, fuel conveyor and intermediate fuel hopper, furnace and boiler to generate steam, multi cyclone to remove large particulate matter, bag house to remove fine particulate matter, an exhaust stack, electric fans and ducting, pumps and small tanks, ash conveyor and ash collection hopper with all necessary control equipment to be contained within the main boiler structure. All equipment will be housed in the proposed boiler house/ woodchip fuel storage building. A gantry truss is required to link the plant to the production mill. A diagrammatic representation of the modified development is shown below.

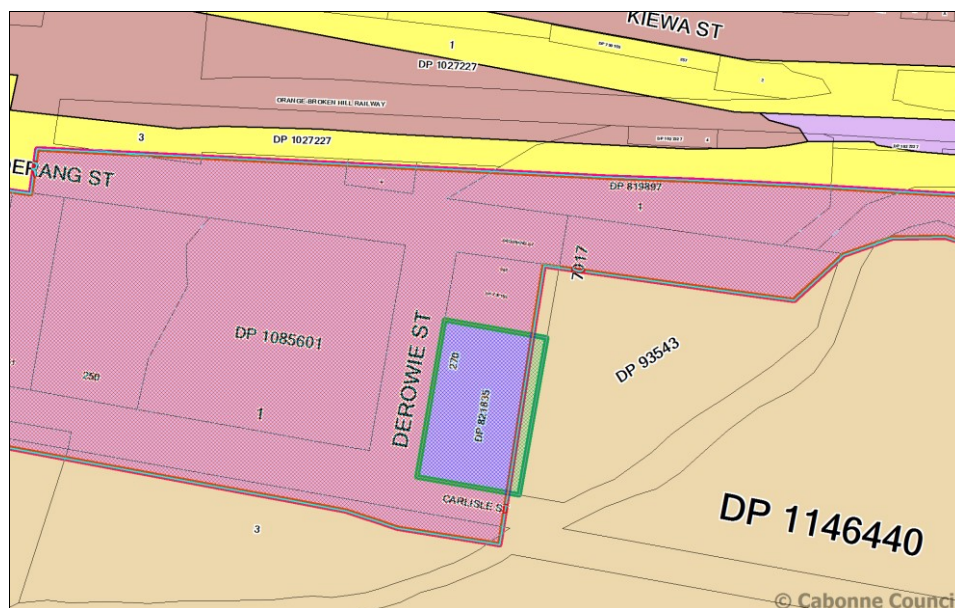


The proponent also seeks to vary the wording of condition 6 of the development consent to enable the development to proceed to construction phase upon Lot 270 DP 821835, and that a the lease agreement be associated to a subsequent Construction Certificate phase for the construction of the proposed gantry over council's road (Derowie Street).

The proponent requests that the words 'for the gantry' be added to the conclusion of the wording of Condition 6, which currently reads as follows:

'MSM Milling will enter into a lease agreement with Cabonne Council for the gantry over Derowie Street for a period of 99 years. The Company shall meet the cost of preparation of the lease agreement. The lease is to be finalized prior to the issue of the Construction Certificate'.

Site Map



Site

The proposed development is to be carried out on the land described as Lot 270 DP 821835, Derowie Street, however the application includes the construction of an overhead gantry and as such also requires the inclusion of the MSM site at Lot 1 DP 1085601, Dederang Street, Manildra. The land is in the ownership of MSM Milling. The site to include the boiler has a total area of 5634m².

Access to the overall mill complex site is via Dederang Street from the centre of the eastern side of the site. The complex has direct access to the rail sidings and includes an overhead conveyor to move seed product to and from the rail siding.

Surrounding land uses are characterised by a series of long established industrial activities. These include Manildra Flour Mill, container loading terminal and Grain Corps storage silos, sheds and open bunkers. The nearest residence in Dederang Street is located in excess of 150m away. To the south of the site is agricultural land.

Background

Consent was granted for the installation of a Coal Fired Boiler to process steam for MSM Millings overall milling operations. The approval also allowed for the construction of infrastructure associated with boiler. Consent was granted 24 March 2015. In issuing this consent the Environmental Protection Authority (EPA) issued their General Terms of Approval for varying the Environment Protection License 13228.

A minor modification was granted on 26 May 2015 to vary an anomaly in the condition of consent relating to site construction hours.

A modification was approved on 28 October 2015 to enable the approved boiler to operate using either coal or bio biomass (wood product).

MATTERS FOR CONSIDERATION

In accordance with Section 4.55 of the Environmental Planning & Assessment Act 1979, the proposed modification is of minimal environmental impact and is substantially the same development for which consent granted.

PROVISIONS OF ANY ENVIRONMENTAL PLANNING INSTRUMENT s4.15/s79C(1)(a)(i)

Clause 1.2 Aims of the Plan

The broad aims of the LEP are as follows:

- 'a) to encourage development that complements and enhances the unique character and amenity of Cabonne, including its settlements, localities, and rural areas,
- (b) to provide for a range of development opportunities that contribute to the social, economic and environmental resources of Cabonne in a manner that allows present and future generations to meet their needs by implementing the principles of ecologically sustainable development,

(c) to facilitate and encourage sustainable growth and development that achieves the following:

- (i) contributes to continued economic productivity, including agriculture, business, tourism, industry and other employment opportunities,
- (ii) allows for the orderly growth of land uses while minimising conflict between land uses within the relevant zone and land uses within adjoining zones,
- (iii) encourages a range of housing choices and densities in planned urban and rural locations that is compatible with the residential and rural environment and meets the diverse needs of the community,
- (iv) promotes the integration of land uses and transport to improve access and reduce dependence on private vehicles and travel demand,
- (v) protects, enhances and conserves agricultural land and the contributions that agriculture makes to the regional economy,
- (vi) avoids or minimises adverse impacts on drinking water catchments to protect and enhance water availability and safety for human consumption,
- (vii) protects and enhances places and buildings of environmental, archaeological, cultural or heritage significance, including Aboriginal relics and places,
- (viii) protects and enhances environmentally sensitive areas, ecological systems, and areas that have the potential to contribute to improved environmental, scenic or landscape outcomes.

Clause 1.9A Suspension of covenants, agreements and instruments

This clause provided that covenants, agreements or other similar instruments that restrict the carrying out of development upon the subject land do not apply unless such are:

- Covenants imposed or required by council
- Prescribed instruments under s183A of Crown Lands Act 1989
- Any conservation agreement under National Parks and Wildlife Act 1974
- Any trust agreement under the Nature Conservation Trust Act 2003
- Any property vegetation plan under the Native Vegetation Act 2003
- Any biobanking agreement under Part 7A of the Threatened Species Conservation Act 1995
- Any planning agreement made under Division 6 of Part 4 of the Environmental Planning & Assessment Act 1979

Mapping

The subject site is identified on the LEP maps in the following manner:

Land zoning map	Land zoned IN1 General Industrial
Lot size map	Minimum lot size – N/A
Heritage map	Not a heritage item or conservation area

Terrestrial Biodiversity Map	Has biodiversity sensitivity on the subject land
Flood planning map	Not within a flood zone
Natural resource – karst map	Not within a karst area
Drinking water catchment map	Not within a drinking water catchment area
Riparian land and watercourse map, groundwater vulnerability map	Not affected by riparian, watercourse or groundwater vulnerability
Land reservation acquisition map	

These matters are addressed in the report following.

Cabonne Local Environmental Plan 2012

The subject land is zoned IN1 General Industrial by the Cabonne Local Environmental Plan 2012. Industry (Ancillary development – Boiler – Coal and/or Biomass) is permissible within this zone, subject to Council's development consent.

The proposed modification does not change from the approved land use definition.

Objectives of the IN1 General Industrial zone

The proposal is not contrary to the aims of the LEP or the objectives of the IN1 zone. The development relates to and is consistent with the zone objectives which seek:-

- To provide a wide range of industrial and warehouse land uses
- To encourage employment opportunities
- To minimise any adverse effect of industry on other land uses
- To support and protect industrial land for industrial uses.

The proposed modification does not change the previous site assessment.

Part 2 – Permitted or prohibited development

The proposed modified development is a permissible land use subject to development consent.

Part 6 – Additional local provisions

Clause 6.3 Terrestrial biodiversity

The proposed modification does not change the previous site assessment.

Clause 6.8 Essential services

The modification proposal does not change the previous site assessment.

REGIONAL ENVIRONMENTAL PLANS

There are no Regional Environmental Plans that apply to the subject land.

STATE ENVIRONMENTAL PLANNING POLICIES

No state environmental planning policies apply to the modified proposal.

PROVISIONS OF ANY DRAFT ENVIRONMENTAL PLANNING INSTRUMENT THAT HAS BEEN PLACED ON EXHIBITION s79C(1)(a)(ii)

There are no draft environmental plans that relate to the subject land or proposed development.

PROVISIONS OF ANY DEVELOPMENT CONTROL PLAN s79C(1)(a)(iii)

No Development Control Plans apply to this land.

PROVISIONS PRESCRIBED BY THE REGULATIONS s79C(1)(a)(iv)

The modified proposal does not contravene the relevant provisions of the regulations.

THE LIKELY IMPACTS OF THE DEVELOPMENT s79C(1)(b)

Siting /location

The location and the context of the proposed development remains substantially the same as originally assessed.

Sensitive Receptors

There is no change from the previous site assessment.

Amenity and Privacy

The proposed boiler and associated infrastructure is considered to be consistent with the existing operational environment of the canola mill and surrounding locality that includes the flour mill, grain silos, storage and bunkers, container loading terminal and a seed cleaning operation. It is considered the modified development can be adequately accommodated within the setting of the existing locality.

Access and traffic

There is no change to public road access provisions for the proposed modification. Internal access is to be provided to the facility.

No additional requirements or upgrades to the road network are needed.

Noise and Vibration

The modification will not change noise exceedances nor standard construction hours. The operational noise for the boiler will be required to comply with the terms of the Environment Protection License issued by EPA.

Air Quality and Odour

The modification will not alter requirements to comply with the terms of the Environment Protection License issued by EPA.

Waste Management

The ash content will be applied to land as a soil amendment which is consistent with the resource recovery Ash from Burning Biomass Exemption 2014. The modification proposal does not alter the waste management plans.

Social & Economic Impact

No additional adverse impacts having been identified as a result of the proposed modification.

Cumulative Impact

Any environmental impacts are required to comply with EPA regulations and will be licensed for noise, odour, air quality and waste.

There is no objection to the requested modification relating to the final design of the facility, or to the variation to the arrangements for establishing the air space lease for the gantry construction.

THE SUITABILITY OF THE SITE s79C(1)(c)

Physical Attributes and Hazards

There are no known technological or natural hazards that would affect the proposed development.

DEVELOPMENT CONTRIBUTIONS

No contributions apply to the modified development.

ANY SUBMISSIONS MADE IN ACCORDANCE WITH THE ACT s79C(1)(d)

The proposed development is not advertised development; however the application was neighbour notified with no submissions being received during the exhibition phase.

PUBLIC INTEREST s79C(1)(e)

The proposed modified development is considered to be primarily of interest to the residents of Manildra, and is also of interest to wider community in its service delivery and economic contribution to the LGA.

CONCLUSION

The proposed modified development is permissible with the consent of Council. The modification is substantially the same for which development consent was originally granted. The location of the boiler and associated infrastructure is to be sited in the same location as originally approved with the function and scale of the development not altering. The air space lease will still form a requirement of the project.

A section 4.15/s79C assessment of the modified development indicates that the development is acceptable in this instance. Attached is a draft modified Notice of Approval outlining a range of conditions considered appropriate to ensure that the modified development proceeds in an acceptable manner.

ITEM 28 - MODIFICATION APPLICATION DA 2018/006/1 FOR SUBDIVISION OF LAND AT 545 PALINGS YARD LOOP, BOWAN PARK.

REPORT IN BRIEF

Reason For Report	To seek council's determination of a modification application
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a Assess and determine development applications, construction certificate applications and Onsite Sewerage Management Systems (OSMS) to meet agreed service levels
Annexures	Nil
File Number	\\Development Applications\\DEVELOPMENT APPLICATION\\2018\\03-2018-0006 - 925470

RECOMMENDATION

THAT:

1. Condition 12 of the development consent relating to DA 2018/006 for a five (5) lot subdivision of Lots 226, 227, 262, 265, 268, 269 & 284 DP 750139 and Lots 1 & 2 DP 1227775, 2522 Cargo Road, Cargo, be retained, and
2. Modification Application of DA 2018/006/1 be refused as construction of the road is required to service the proposed subdivision.

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

ADVISORY NOTES

Record of voting

In accordance with s375A of the Local Government Act 1993, a division is required to be called when a motion for a planning decision is put at a meeting of Council or a Council Committee. A division under s375A of the Act is required when determining this planning application.

Political Disclosures

In accordance with s10.4 of the Environmental Planning and Assessment Act 1979, a person making a planning application to Council is required to disclose political donations and gifts made within 2 years prior to the submission of the application and concluding when the application is determined.

In accordance with s10.4 of the Environmental Planning and Assessment Act 1979, a person making a public submission to Council in relation to a planning application made to Council is required to disclose political donations and gifts made within 2 years prior to the submission being made and concluding when the application is determined.

Political donations and gifts (if any) to be disclosed include:

- All reportable political donations made to any local councillor or Council,
- All gifts made to any local councillor or employee of the Council.

Nil planning application disclosures have been received.

Nil public submission disclosures have been received.

SUMMARY

The following report provides an assessment of the modified application submitted to vary road construction requirements associated with a subdivision of rural land described as 2522 Cargo Road, Cargo.

The application has been referred to the council for determination as the initial development application was determined by the council at its meeting of 28 November 2017.

It is recommended that the application be refused.

Applicant: James Rodgers and Anna Shaw
Owner: JS Rodgers and AV Shaw
Proposal: Request to delete condition 12 of the issued development consent DA 2018/006.
Location: Lots 226, 227, 262, 265, 268, 269 & 284 DP 750139 and Lots 1 & 2 DP 1227775, 2522 Cargo Road, Cargo (including 545 Paling Yards Loop, Bowan Park)
Zone: RU1 Primary Production

THE PROPOSAL

Council at its meeting of 28 November 2017 approved a five (5) lot rural subdivision of the subject land.

The applicant requests that Condition 12 of the Notice of Consent be deleted.

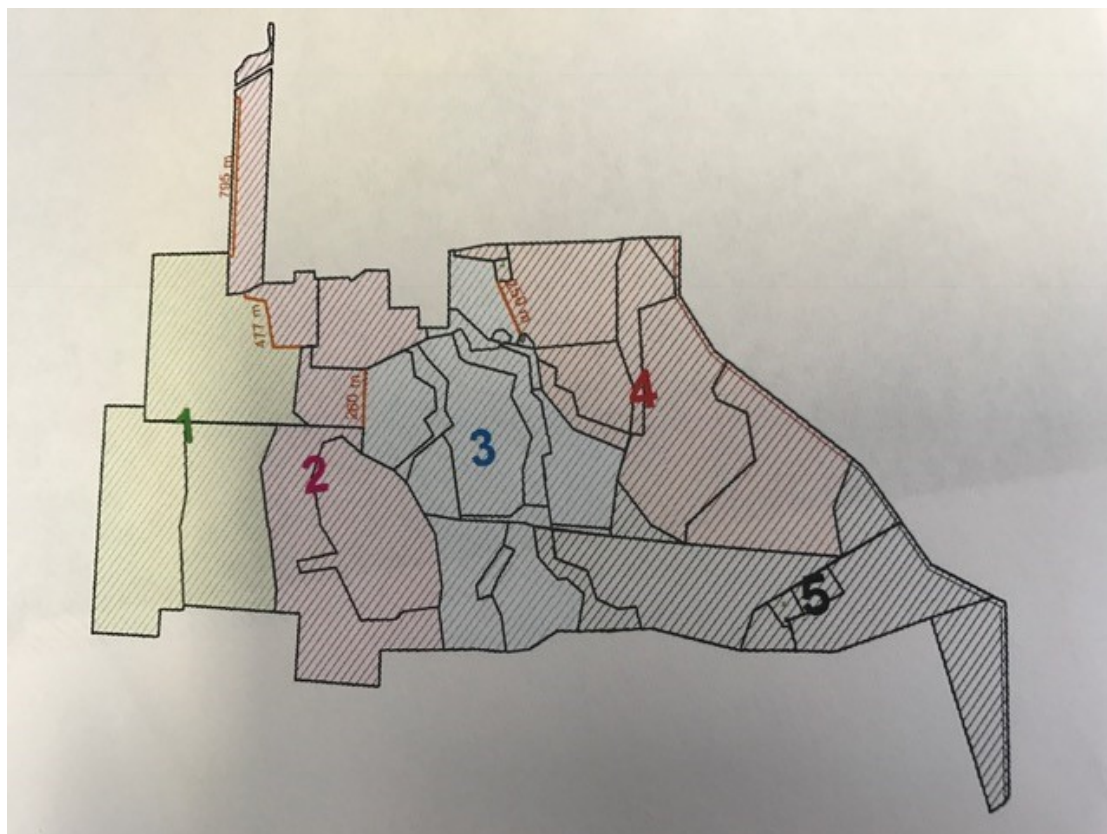
12. ROAD IMPROVEMENTS WORKS

To undertake road works to address the impacts of the development on council's road system.

The applicant shall, at his/her full cost, upgrade the unformed section of council road reserve that provides access to Lots 3 and 4 (approx. 1.5kms) from its intersection with Paling Yards Loop to the proposed access of Lots 3 and 4. The upgrade is to be of a Rural Class 3 Level 1 (4m gravel) standard and strictly in accordance with the 'Cabonne Council Engineering Specifications for Subdivision and Development (Edition 1)'.

The applicant suggests that there is an existing access road serving the property and other properties, and that the access is a named road maintained by council. As such they consider it is not the developer's responsibility to upgrade the road.

Location plan



Proposed five lot subdivision

MATTERS FOR CONSIDERATION

In accordance with Section 96(1A) of the Environmental Planning and Assessment Act 1979 the proposed modification is of minimal impact and is substantially the same development for which consent was granted.

Mapping

The subject site is identified on the LEP maps in the following manner:

Land zoning map	Land zoned RU1 Primary Production
Lot size map	Minimum lot size 100 Ha
Heritage map	Not a heritage item or conservation area
Terrestrial Biodiversity Map	Dry open-forest on ranges of the lower slopes (Hervey Ranges)
Flood planning map	Not within a flood zone
Natural resource – karst map	Not within a karst area
Drinking water catchment map	Not within a drinking water catchment area
Riparian land and watercourse map, groundwater vulnerability map	Not affected by riparian, watercourse or groundwater vulnerability
Land reservation acquisition map	

These matters are addressed in the report following.

Cabonne Local Environmental Plan 2012

The subject land is zoned RU1 Primary Production by the Cabonne Local Environmental Plan 2012. Subdivision of land is permissible within this zone, subject to Council's development consent.

Objectives of the RU1 Primary Production zone

The proposal is not contrary to the aims of the LEP or the objectives of the RU1 zone. The development relates to and is consistent with the zone objectives which seek to

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To encourage diversity in primary industry enterprises and systems appropriate for the area.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To enable function centres, restaurants or cafes and appropriate forms of tourist and visitor accommodation to be developed in conjunction with agricultural uses.

Part 4 – Principal development Standards

Clause 4.1 Minimum subdivision lot size

4.1(3) The size of any lot resulting from a subdivision of land to which this clause applies is not to be less than the minimum lot size shown on the lot size map in relation to that land.

The proposal to modify the development consent does not affect the proposed allotment sizes.

Part 5 – Miscellaneous provisions

There are no miscellaneous provisions that apply to the proposed modified development.

Part 6 – Additional local provisions

Clause 6.3 Terrestrial biodiversity

The site is identified as environmentally sensitive as per the Terrestrial Biodiversity Map (Dry open-forest on ranges of the lower slopes (Hervey Ranges) and Blakely's Red Gum - Yellow Box open-woodland of the tablelands).

There is significant vegetation across the site that is denser on the eastern and western sides and is connected by scattered remnant vegetation on grazing land. It is also noted there is native vegetation along the roadside verges that act as ecological corridor.

The proposal to modify the development consent does not affect the initial environmental assessment of the subdivision.

Clause 6.8 Essential services

Council is satisfied the following services that are essential for the development are available:-

- a. The supply of water
- b. The supply of electricity
- c. The disposal and management of sewerage
- d. Stormwater drainage, &
- e. Suitable vehicle access

REGIONAL ENVIRONMENTAL PLANS

There are no Regional Environmental Plans that apply to the subject land.

STATE ENVIRONMENTAL PLANNING POLICIES

State Environmental Planning Policy 44 – Koala Habitat. Cabonne Council is identified within the SEPP 44 schedule as having koala habitat. The proposed development will not impact upon any existing vegetation.

State Environmental Planning Policy (Rural Lands) 2008 applies to the Cabonne Council area. The SEPP requires Council to consider the existing and approved uses of land in the vicinity of the development (when it involves subdivision or dwellings), and whether or not the development is likely to have a significant impact on predominant or preferred land uses. In this case the surrounding area consists of agricultural land predominantly used for grazing.

The proposed modification does not impact the initial environmental assessment of the development.

PROVISIONS OF ANY DRAFT ENVIRONMENTAL PLANNING INSTRUMENT THAT HAS BEEN PLACED ON EXHIBITION s79C(1)(a)(ii)

There are no draft environmental plans that relate to the subject land or proposed development.

PROVISIONS OF ANY DEVELOPMENT CONTROL PLAN s79C(1)(a)(iii)

Development Control Plan No 5 – General Rural Zones applies to this development.

The modified proposal complies with the relevant requirements of Section 2 – Subdivision in the General Rural Zones.

PROVISIONS PRESCRIBED BY THE REGULATIONS s79C(1)(a)(iv)

The modified proposal does not contravene the relevant provisions of the regulations.

THE LIKELY IMPACTS OF THE DEVELOPMENT s79C(1)(b)

Access & traffic

The initial planning assessment report stated that 'Proposed Lots 3 & 4 – will gain access from a council owned road reserve, which has never been formally constructed or named. The applicant will be responsible to construct this section of road to a minimum standard and apply to council to have it named formally'. Condition 12 was imposed to address that matter.

The Director of Engineering and Technical Services in reviewing the request to modify the Notice of Consent has stated that:

'Condition 12 for Road Improvement Work, was added as a condition of consent as the section of public road reserve, which is owned by Council, requires upgrading. This is due to the approved subdivision creating an additional lot, which will utilise this section of un-named road for legal access.

As per the comments made by council's Development Engineer at the time, proposed lots 3 & 4 will gain access from this section of road reserve which, has never been formally constructed or named. The applicant is correct that Council in the past has undertaken maintenance grading of the section road. Council regularly maintains certain sections of road reserve that not formally constructed with the knowledge of it being used by landowners. This does not mean that the road is constructed to any minimum standards. It is the responsibility of a developer who is creating additional traffic movements to ensure that safe and practical access is provided to the newly created lot.

Section 94 road improvement contributions have not been triggered by the creation of lot 4 as there is the need for the road to be upgraded.'

THE SUITABILITY OF THE SITE s79C(1)(c)

The proposed modification application does not impact upon the initial planning assessment of the development.

DEVELOPMENT CONTRIBUTIONS

Council's Bushfire Services Contributions Plan and Road Contributions Plans apply to the development. The proposed modification to the consent does not alter the requirements as imposed.

ANY SUBMISSIONS MADE IN ACCORDANCE WITH THE ACT s79C(1)(d)

The proposed development was not neighbourhood notified as the modification application does not vary the approved subdivision allotment configuration or use.

PUBLIC INTEREST s79C(1)(e)

The proposed modification is considered to be of minor interest to the wider public due to the relatively localised nature of potential impacts.

CONCLUSION

An assessment of the modification application indicates that the deletion of Condition 12 is not reasonable in this instance, and that the condition as written should be retained.

ITEM 29 - DEVELOPMENT APPLICATION 2018/0084 RESTAURANT AND CELLAR DOOR 194 NANCARROW LANE, NASHDALE

REPORT IN BRIEF

Reason For Report	For Council determination of a Development Application
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a Assess and determine development applications, construction certificate applications and Onsite Sewerage Management Systems (OSMS) to meet agreed service levels
Annexures	1. Attachment Plan ↓ 2. DA18 0084 DRAFT CONDITIONS OF CONSENT 1 ↓
File Number	\\Development Applications\\DEVELOPMENT APPLICATION\\2018\\03-2018-0084 - 924078

RECOMMENDATION

THAT Development Application 2018/0084 at Lot B DP 179711, 194 Nancarrow Lane, Nashdale, be granted consent for a Concept Development Application for a Restaurant and Cellar Door, subject to the conditions attached.

TOWN PLANNERS' REPORT

ADVISORY NOTES

Record of voting

In accordance with s375A of the Local Government Act 1993, a division is required to be called when a motion for a planning decision is put at a meeting of Council or a Council Committee. A division under s375A of the Act is required when determining this planning application.

Political Disclosures

In accordance with s10.4 of the Environmental Planning and Assessment Act 1979, a person making a planning application to Council is required to disclose political donations and gifts made within 2 years prior to the submission of the application and concluding when the application is determined.

In accordance with s10.4 of the Environmental Planning and Assessment Act 1979, a person making a public submission to Council in relation to a planning application made to Council is required to disclose political donations and gifts made within 2 years prior to the submission being made and concluding when the application is determined.

Political donations and gifts (if any) to be disclosed include:

- All reportable political donations made to any local councillor or Council,
- All gifts made to any local councillor or employee of the Council.

Nil planning application disclosures have been received.

Nil public submission disclosures have been received.

Council at its meeting on 24 April 2018 resolved to defer consideration of DA18/0084 for a Restaurant and Cellar Door at Lot b DP 179711. 194 Nancarrow Lane, Nashdale.

Subsequent discussions with the applicant has resulted in the application being amended so that it is proposed as a Concept Development Application pursuant to Clause 4.22(1) of the *Environmental Planning and Assessment Act 1979*. The applicant has requested that the application be determined as follows

- Stage 1: Proposed building, restaurant, 1.6Ha of vineyard, access and car parking subject to the attached draft conditions of consent.
- Stage 2: Cellar Door. Subject to a further development application.

As such, the below assessment report has been amended to reflect the change in the proposed development.

SUMMARY

The following report provides an assessment of the development application submitted for a Restaurant and Cellar Door Premises at Lot B DP 179711, 194 Nancarrow Lane, Nashdale.

The application has been referred to the Council for determination as eight (8) submissions have been received during the notification period.

It is recommended that the application be approved as a Concept Development Application for a restaurant (Stage 1) and Cellar Door (Stage 2), subject to conditions of consent.

Applicant: Printhie Wines C/ Peter Basha Planning and Development
Owner: Balmoral Swift Pty Ltd

Proposal: Restaurant and Cellar Door Premises
Location: Lot B DP 179711, 194 Nancarrow Lane, Nashdale
Zone: RU2 Rural Landscape

THE PROPOSAL

The applicant seeks consent to construct a building to house the proposed restaurant and Cellar Door Premises on the subject site as well as associated earthworks, off street parking, vineyard and access. The restaurant and Cellar Door Premises will have a combined area capacity of 240 people, with the building having an area of 662.3m² and the outdoor dining area of 156.7m².

The proposed building will be of a 'T' configuration, with the east-west long axis being a gable design, with the end of the gables being concrete tilt panels. Other externals walls will be cladded in metal, with glass windows facing north.

The building will consist of:

- Restaurant
- Cellar Door Premises
- Commercial Kitchen
- Cellar
- Amenities
- Office
- Storage area
- Access to the building via path to the eastern side of the building

In addition, there will be two (2) outdoor eating areas. One each on the northern and eastern sides.

The building is proposed to have capacity for 240 persons:

- 70 persons in the Restaurant (Inside)
- 40 persons in the Outdoor Seating adjacent to the restaurant
- 70 persons in the Cellar door premises (inside)
- 60 persons in the Outdoor Tasting Pavilion adjacent to the Cellar Door Premises
- Up to 12 employees at any one time

The development proposes vehicle access to the site from Nancarrow Lane via an existing access which will be upgraded to an all-weather standard. All vehicles will exit the site via Mount Lofty Road (which will also be used as an entrance for commercial vehicles and buses). On-site parking will be provided, with 30 spaces identified on the plans. Over-flow parking is identified to cater for peak periods.

The proposed hours of operation for both the cellar door premises and the restaurant are:

- Monday to Sunday 9am-12midnight.

The applicant has also proposed to plant 1.6ha of vineyards to support the Cellar Door Premises (although it is noted that only 1.06Ha are marked on the submitted plans.

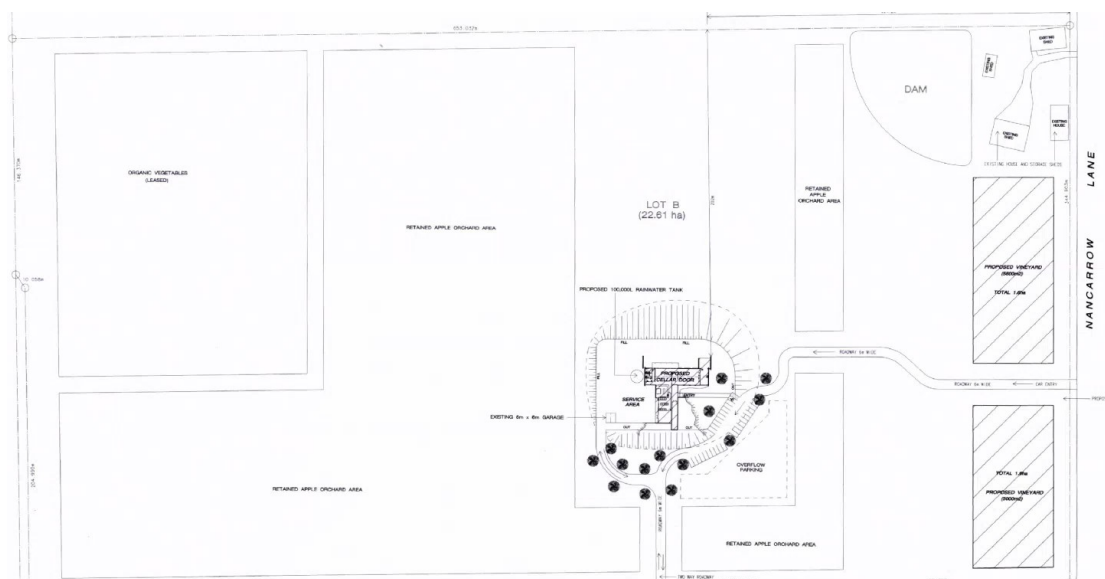
The proposed cost of development is \$1,000,000.

The applicant has requested the application be determined as a Concept Development Application whereby the proposed restaurant, vineyard, building, access and car parking would form stage 1 of the development and the proposed cellar door would form stage 2 (and would be subject to a subsequent Development Application).

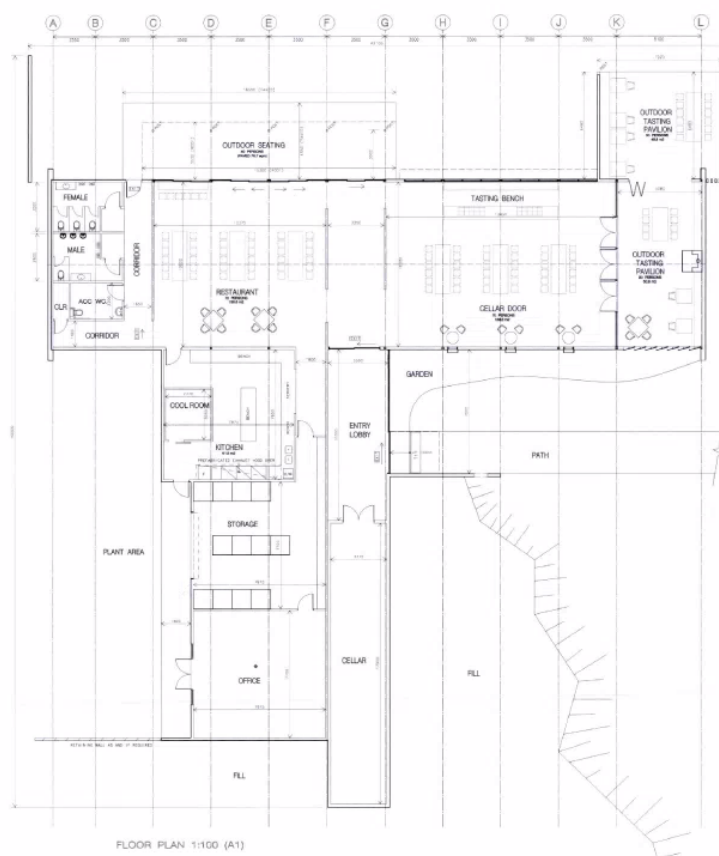
SITE MAP



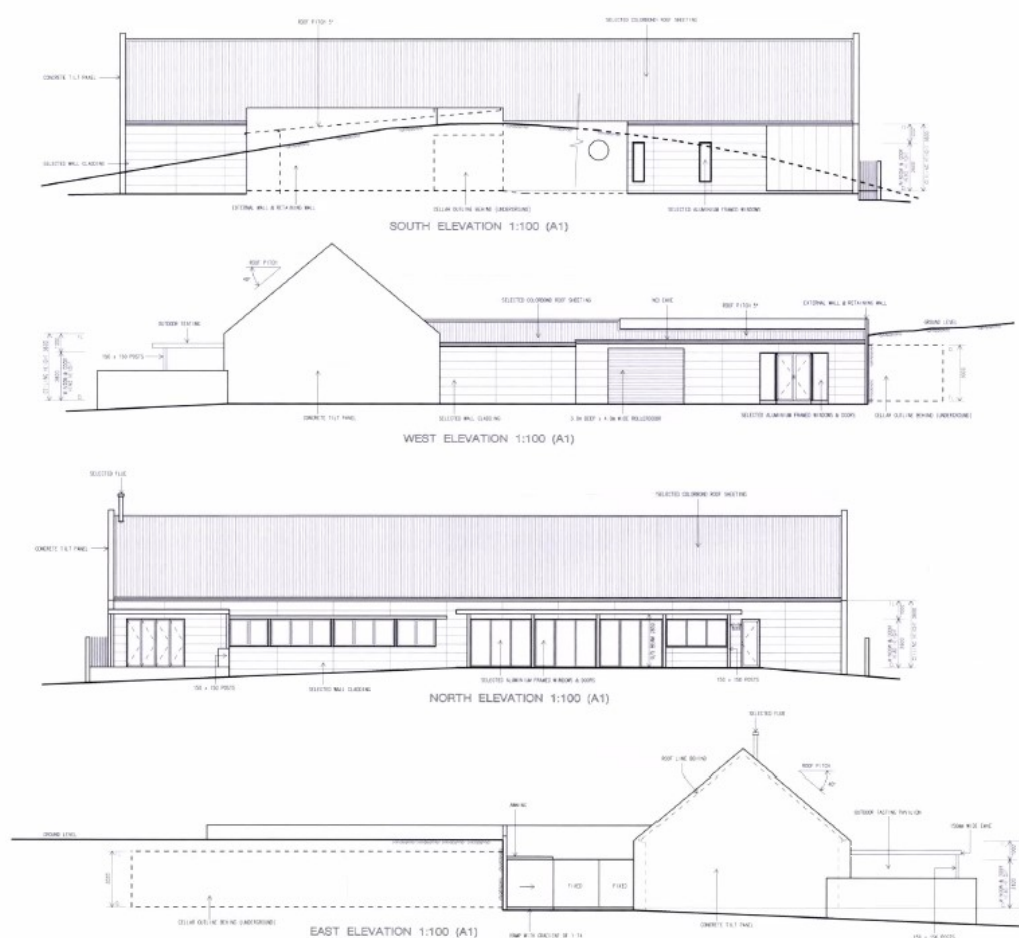
Subject Site



Proposed Development



Proposed Building



Elevations

SUBJECT SITE

The subject site is Lot B DP 179711, known as 194 Nancarrow Lane, Nashdale. The lot is 22.61ha in area with a fall of approx. 10m south to north across the site. The lot has frontage to Nancarrow Lane (East) and Mount Lofty Road (South).

At present the site consists of a significant portion of existing apple orchards (generally in the western side of the allotment) and a large organic vegetable garden in the north-western corner. A number of retained sheds and a dwelling are in the north-eastern corner used to support the previous/ current agricultural uses of the site. A large Dam provides water to the site and is located on the western side of the sheds and dwelling in the north-eastern corner of the lot. The dam is fed by 'Coleman's Creek' an intermittent water course that drains from the surrounding Canobolas area. Existing access is provided from Nancarrow Lane with an additional access via Mount Lofty Road. The Mount Lofty Road access has previously been utilised as a farm vehicle access. Both accesses are proposed to be upgraded as part of the development.

The surrounding area comprises a number of orchard enterprises and ancillary dwellings with orchards being located on lots to the north, south, east and west.

The broader area comprises small to medium rural allotments being utilised for similar agricultural land uses.

A site inspection was conducted on 16/03/18.

INTEGRATED DEVELOPMENT:

<i>Fisheries Management Act 1994</i>	No	<i>Heritage Act 1977</i>	No
<i>Mine Subsidence Compensation Act 1961</i>	No	<i>National Parks & Wildlife Act 1974</i>	No
<i>Protection of the Environment Operations Act 1997</i>	No	<i>Roads Act 1993</i>	No
<i>Rural Fires Act 1997</i>	No	<i>Water Management Act 2000</i>	No

Comment: The proposed development is not defined as Integrated Development pursuant to Clause 4.46 of the *Environmental Planning and Assessment Act 1979*

MATTERS FOR CONSIDERATION

Section 4.15 of the *Environmental Planning and Assessment Act 1979* requires Council to consider various matters, of which those pertaining to the application are listed below.

As addressed above, the applicant has requested the development application be determined as a 'Concept Development Application'. The proposed restaurant, vineyard, building, car parking and access would be form Stage 1, and the proposed Cellar Door would form stage 2 (and would be subject to a further development application in the future).

PROVISIONS OF ANY ENVIRONMENTAL PLANNING INSTRUMENT s4.15(1)(a)(i)

Clause 1.2 Aims of the Plan

The broad aims of the LEP are as follows:

- (a) to encourage development that complements and enhances the unique character and amenity of Cabonne, including its settlements, localities, and rural areas,
- (b) to provide for a range of development opportunities that contribute to the social, economic and environmental resources of Cabonne in a manner that allows present and future generations to meet their needs by implementing the principles of ecologically sustainable development,
- (c) to facilitate and encourage sustainable growth and development that achieves the following:
 - (i) contributes to continued economic productivity, including agriculture, business, tourism, industry and other employment opportunities,
 - (ii) allows for the orderly growth of land uses while minimising conflict between land uses within the relevant zone and land uses within adjoining zones,
 - (iii) encourages a range of housing choices and densities in planned urban and rural locations that is compatible with the residential

- and rural environment and meets the diverse needs of the community,
- (iv) promotes the integration of land uses and transport to improve access and reduce dependence on private vehicles and travel demand,
 - (v) protects, enhances and conserves agricultural land and the contributions that agriculture makes to the regional economy,
 - (vi) avoids or minimises adverse impacts on drinking water catchments to protect and enhance water availability and safety for human consumption,
 - (vii) protects and enhances places and buildings of environmental, archaeological, cultural or heritage significance, including Aboriginal relics and places,
 - (viii) protects and enhances environmentally sensitive areas, ecological systems, and areas that have the potential to contribute to improved environmental, scenic or landscape outcomes.

Clause 1.9A Suspension of covenants, agreements and instruments

This clause provided that covenants, agreements or other similar instruments that restrict the carrying out of development upon the subject land do not apply unless such are:

- Covenants imposed or required by council
- Prescribed instruments under s183A of Crown Lands Act 1989
- Any conservation agreement under National Parks and Wildlife Act 1974
- Any trust agreement under the Nature Conservation Trust Act 2003
- Any property vegetation plan under the Native Vegetation Act 2003
- Any biobanking agreement under Part 7A of the Threatened Species Conservation Act 1995
- Any planning agreement made under Division 6 of Part 4 of the Environmental Planning & Assessment Act 1979

Mapping

The subject site is identified on the LEP maps in the following manner:

Land zoning map	Land zoned RU2 Rural Landscape
Lot size map	Minimum lot size 100 Ha
Heritage map	Not a heritage item or conservation area
Terrestrial Biodiversity Map	No biodiversity sensitivity on the subject land
Flood planning map	Not within a flood zone
Natural resource – karst map	Not within a karst area
Drinking water catchment map	Within a drinking water catchment area
Riparian land and watercourse map, groundwater vulnerability map	Groundwater vulnerable and Riparian Lane/ water course.

Land reservation acquisition map	Not applicable.
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These matters are addressed in the report following.

Cabonne Local Environmental Plan 2012

The subject land is zoned RU2 Rural Landscape by the Cabonne Local Environmental Plan 2012. The proposed Restaurant and Cellar Door Premises is permissible with consent within the zone.

Restaurant or Cafe means a building or place the principal purpose of which is the preparation and serving, on a retail basis, of food and drink to people for consumption on the premises, whether or not liquor, take away meals and drinks or entertainment are also provided.

Cellar Door Premises means a building or place that is used to sell wine by retail and that is situated on land on which there is a commercial vineyard, and where most of the wine offered for sale is produced in a winery situated on that land or is produced predominantly from grapes grown in the surrounding area.

Comment: The above definition for a *Cellar Door Premises* requires that the premises is situated on land where there is a commercial vineyard. The subject site at present does not have a vineyard (whether commercial or not) and therefore does not satisfy the definition. The applicant has proposed to plant the vines if development consent is issued (prior to the final occupation certificate being issued) however, this would result in Council approving a development that is contrary to the definitions of *Cabonne Local Environmental Plan 2012*.

The assessing officer is satisfied that the proposed vineyard could potentially be a commercial venture if the vines were planted and once they are mature, however at present there are no vines planted, therefore the assessing officer is not satisfied that the proposed planting of the vineyards satisfies the above definition. A Cellar Door Premises could be approved on the subject site once the vineyard is established.

In addition, the above definition requires that most of the wine being offered for sale is produced in a winery situated on the site or produced predominantly from grapes grown in the surrounding area. There is no winery on the subject site and no details given on the use of grapes from the surrounding area, therefore, council is not satisfied that the development could satisfy this part of the definition.

Following the initial Council meeting on April 24 2018 where the Council resolved to defer the determination of the development application, the applicant has requested that the development application be amended so that it forms a Concept Development Application pursuant to Clause 4.22(1) of the *Environmental Planning and Assessment Act 1979*. The Concept Development Application results in the proposed Restaurant, 1.6Ha of vineyard, Building, Car

parking and Access forming Stage 1 of the development and the proposed Cellar Door Premises forming Stage 2 (and subject to a further Development Application). Therefore the concept of the Cellar Door Premises can be approved as part of this development application, however a further development application would be required to be lodged once the above definition for a Cellar Door Premises can be complied with.

Objectives of the RU2 Rural Landscape

1. *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
2. *To maintain the rural landscape character of the land.*
3. *To provide for a range of compatible land uses, including extensive agriculture.*
4. *To encourage diversity in primary industry enterprises and systems appropriate for the area.*
5. *To provide for a range of tourism-related uses that support the agricultural industry or are compatible with agricultural uses.*
6. *To protect drinking water catchments from the impacts of development by minimising impacts on the quality and quantity of water entering drinking water storages*

Comment: The subject site is currently used for primary production (extensive agriculture) and will continue to be utilised for these land uses should the development be approved, therefore the development satisfies Objective 1. The development will construct 660m² building which is a large building for a rural area, however the proposed building is not inconsistent with the large sheds used in conjunction with primary production (orchard packing sheds etc.) therefore the development will be consistent with Objective 2. The development as proposed is not compatible with other land uses, including the surrounding residential accommodation due to the potential impacts (as outlined under Section 4.15(1)(b)), however by imposing conditions of consent to mitigate the potential impacts, the assessing officer is satisfied that the proposed development will not adversely impact the subject site or surrounding area and therefore satisfy objective 3. The development will not adversely impact the existing primary production (extensive agriculture) on the subject site, and therefore is deemed to satisfy objective 4. The proposed restaurant and cellar door premises provides tourist related land uses that have been deemed to be compatible with the surrounding agricultural land uses (subject to conditions), and therefore is deemed to satisfy Objective 5. As per assessment under Clause 6.4 and 6.5 of Cabonne Local Environmental Plan 2012, Council is satisfied that the proposed development will not adversely impact the sources or quality of groundwater and drinking water, and therefore satisfy objective 6.

The assessing officer is satisfied that the development is consistent with the objectives of the RU2 Rural Landscape zone.

Part 4 – Principal development Standards

No principal development standard are applicable to this development

Part 5 – Miscellaneous provisions

No miscellaneous provisions are applicable to the subject site or the proposed development.

Part 6 – Additional local provisions

Clause 6.1 Flood planning

Not identified as Flood Prone Land

Clause 6.2 Stormwater management

Not applicable

Clause 6.3 Terrestrial biodiversity

Not applicable

Clause 6.4 Groundwater vulnerability

The subject site is identified as 'Groundwater vulnerable' on the Groundwater Vulnerability Map.

3. *Before determining a development application for development on land to which this clause applies, the consent authority must consider the following:*

(a) *the likelihood of groundwater contamination from the development (including from any on-site storage or disposal of solid or liquid waste and chemicals),*

Comment: An onsite effluent management study was provided with the development application that identified the subject site is suitable for an on-site sewer management system (OSSMS) for the cellar door premises (but not the restaurant). Given the size of the allotment, Council is satisfied that the subject site is capable of supporting an OSSMS that would support both proposed land uses. The assessing officer is satisfied that the proposed development will not result in groundwater contamination.

(b) *any adverse impacts the development may have on groundwater dependent ecosystems,*

Comment: A search of NSW BioAtlas database has identified there are no known groundwater dependent ecosystems on the subject site or the surrounding area. As per (a), the assessing officer is satisfied that the proposed development will not result in groundwater contamination, therefore there will be no adverse impacts as a result of the proposed development.

(c) *the cumulative impact the development may have on groundwater (including impacts on nearby groundwater extraction for a potable water supply or stock water supply),*

Comment: The submitted onsite effluent management study identified a suitable system and area for the effluent disposal

associated with the proposed development without having an adverse impact on adjoining properties, including water supplies. Therefore the development will have an adverse cumulative impact on the sources or quality of groundwater.

- (d) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

Comment: The onsite effluent management study has outline suitable measures to be put in place to ensure there are no adverse impacts in regard to the sources or quality of groundwater.

- 4. Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that:*

- (a) the development is designed, sited and will be managed to avoid any significant adverse environmental impact, or*
(b) if that impact cannot be reasonably avoided—the development is designed, sited and will be managed to minimise that impact, or
(c) if that impact cannot be minimised—the development will be managed to mitigate that impact.

Comment: The assessing officer is satisfied that the proposed development has been designed and will be managed to avoid significant adverse environmental impacts.

Clause 6.5 Drinking water catchments

The subject site is identified as being within the Drinking Water Catchment as per the Drinking Water Catchment Map.

- 3. Before determining a development application for development on land to which this clause applies, the consent authority must consider the following:*

- (a) whether or not the development is likely to have any adverse impact on the quality and quantity of water entering the drinking water storage, having regard to the following:*
(i) the distance between the development and any waterway that feeds into the drinking water storage,

Comment: The subject site is located approx. 800m to the closest identified riparian land that feeds into the drinking water storage. Therefore the subject site on is unlikely to have an adverse impact on the sources or quality of drinking water due to the considerable distance.

- (ii) the on-site use, storage and disposal of any chemicals on the land,*

Comment: No additional chemicals are proposed to be used as part of the proposed development. It is noted that the existing land use of the site as an orchard requires the use of chemicals,

however this is not proposed to increase as part of this development.

- (iii) the treatment, storage and disposal of waste water and solid waste generated or used by the development,*

Comment: An on-site effluent management study was provided with the development application that identified a suitable area on site for the disposal of effluent associated with the proposed development, therefore the proposed development will not have an adverse impact on the sources or quality of drinking water.

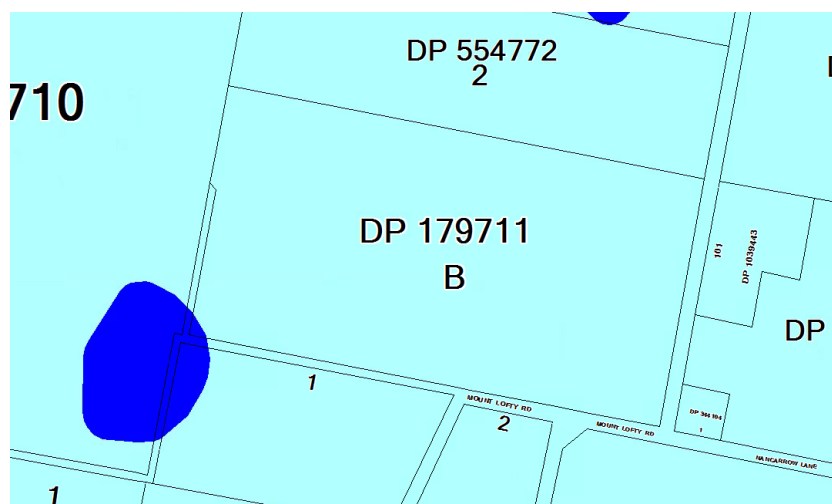
- (b) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

Comment: As per above, the onsite effluent management study has demonstrated that the effluent associated with the proposed development will be disposed of in accordance with the Australian standards. In addition conditions of consent will recommended should the application be approved that will require erosion and sedimentation controls to be in place to ensure the development will not have an adverse impact on the subject site or surrounding areas including other areas identified as being within the drinking water catchment.

4. *Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that:*
- (a) the development is designed, sited and will be managed to avoid any significant adverse impact on water quality and flows, or*
 - (b) if that impact cannot be reasonably avoided—the development is designed, sited and will be managed to minimise that impact, or*
 - (c) if that impact cannot be minimised—the development will be managed to mitigate that impact.*

Comment: The assessing officer is satisfied that the proposed development has been designed and will be managed to avoid significant adverse impacts to the drinking water catchment.

Clause 6.6 Riparian land and watercourses



As per the above map, a minimal part of the subject site is identified as 'Watercourse' on the *Riparian Lands and Watercourses Map*.

3. *Before determining a development application for development on land to which this clause applies, the consent authority must consider:*

(a) *whether or not the development is likely to have any adverse impact on the following:*

(i) *the water quality and flows within the watercourse,*

Comment: The identified watercourse is located on an adjacent allotment, upstream of the subject site. Therefore the proposed development will have no impact on the quality or flows within the identified watercourse.

(ii) *aquatic and riparian species, habitats and ecosystems of the watercourse,*

Comment: As per above, the identified watercourse is on the adjoining allotment to the west, uphill of the subject site, therefore the proposed development will have no impact on aquatic and riparian species of the watercourse.

(iii) *the stability of the bed and banks of the watercourse,*

Comment: The proposed development is over 400m from the identified area, therefore the development will have no impact on the stability of the watercourse.

(iv) *the free passage of fish and other aquatic organisms within or along the watercourse,*

Comment: As per above, the proposed development is over 400m from the identified area and will have no impact on the free passage of fish or other aquatic organism.

(v) *any future rehabilitation of the watercourse and riparian areas, and*

- (b) whether or not the development is likely to increase water extraction from the watercourse, and*

Comment: The watercourse is wholly located on an adjoining parcel with no proposal to extract water from it.

- (c) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

Comment: The identified watercourse is up hill of the subject site on an adjoining allotment. In addition, it is located more than 400m from the closest part of the proposed development therefore no measures are deemed necessary given the proposed development will have no impact on the proposed watercourse.

4. Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that:

- (a) the development is designed, sited and will be managed to avoid any significant adverse environmental impact, or*
- (b) if that impact cannot be reasonably avoided—the development is designed, sited and will be managed to minimise that impact, or*
- (c) if that impact cannot be minimised—the development will be managed to mitigate that impact.*

Comment: As per above, the identified watercourse is up hill of the subject site on an adjoining allotment. In addition, it is located more than 400m from the closest part of the proposed development therefore the proposed development will have no impact on the proposed watercourse.

Clause 6.7 Land affected by karst

Not applicable.

Clause 6.8 Essential services

Council is satisfied the following essential services that are essential for the development are available:-

- a. The supply of water
- b. The supply of electricity
- c. The disposal and management of sewerage
- d. Stormwater drainage, &
- e. Suitable vehicle access

Comment: Council's Engineering staff have assessed the location of the proposed access of the development. As per 4.15(1)(b) of this report, the proposed Mount Lofty Road access is not suitable due to inadequate site lines, and therefore all traffic should utilize the Nancarrow Lane access. The Nancarrow Lane access will be required to be constructed to Council standards for the proposed traffic, including BAR/BAL treatment to ensure larger vehicles

can access the site in a safe manner. In addition, the internal road will be required to be upgraded to a two-way bitumen sealed accessway.

Clause 6.9 Location of sex service premises

Not applicable.

REGIONAL ENVIRONMENTAL PLANS

There are no Regional Environmental Plans that apply to the subject land.

STATE ENVIRONMENTAL PLANNING POLICIES

State Environmental Planning Policy No. 44: Koala Habitat Protection

Cabonne Council is identified within the SEPP 44 schedule as having koala habitat. The applicant has not addressed the SEPP; however, the subject land is generally cleared (aside from orchard trees) and the proposed development will not impact upon any existing vegetation. There are no known sightings of koalas in the locality, or sources of koala habitat.

State Environmental Planning Policy No. 55: Remediation of Land

Pursuant to Clause 7 of this SEPP, Council must consider whether the subject site is contaminated prior to determining the development application. The subject site has been used as an orchard for a considerable time with no known contaminating land uses having been conducted on the site. In addition, the subject site is not listed on the contaminated land register, therefore the subject site is deemed suitable for the proposed development.

State Environmental Planning Policy No. 64: Advertising and Signage

State Environmental Planning Policy 64 (Advertising and Signage) applies to the proposal as a business identification sign is proposed at the Nancarrow Lane entrance to the subject site. SEPP 64 applies to all signage that can be seen from a public place or public reserve.

Clause 3 – Aims, objectives etc The policy aims to ensure that signage is compatible with the amenity and character of an area and provides effective communication of high quality and design.

Clause 8 – Granting of consent to signage A consent authority must not grant development consent to an application to display signage unless the signage is considered to be consistent with the objectives of the policy and the signage satisfies the assessment criteria specified in Schedule 1 of the SEPP.

Schedule 1 Assessment Criteria

1 Character of the area	The character of the area is primarily agricultural and rural. With a number of similar land uses (restaurants/ cellar door premises) in close proximity to the subject site.
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2 Special areas	The subject site is not identified as a special area where
3 Views and vistas	The proposed signage will not obstruct any views and vistas, or detract from the overall amenity of the area.
4 Streetscape, setting or landscape	The signage will be located within the subject site, setback from the carriage way. The sign will be consistent with other business identified signs for similar land uses in proximity to the subject site.
5 Site and building	The proposed sign is a simple business identification sign that alerts passing traffic to the restaurant and/or cellar door on the premises.
6 Associated devices	The proposed sign does not require safety devices or platforms.
7 Illumination	The proposed signage will not be illuminated.
8 Safety	The proposed advertising will not present any risk to vehicle or pedestrian safety as it will be permanently fixed to the building.

The proposed advertising signage is considered to be acceptable and is in a suitable location for effective communication. As outlined above, the design and content of the proposed signage is not inconsistent with SEPP 64 and therefore complies with the policy requirements.

State Environmental Planning Policy (Rural Lands) 2008

The proposed development is within a rural zone as identified under Cabonne Local Environmental Plan 2012, therefore consideration is required under this SEPP. The application will be considered in regard to consistency with the Rural Planning Principles adopted under this Clause.

The Rural Planning Principles are as follows:

- (a) *the promotion and protection of opportunities for current and potential productive and sustainable economic activities in rural areas,*

Comment: The proposed development involves moderate amount of removal of existing established orchard to accommodate the proposed land use. The removal will not adversely impact the continued use of the site for rural land uses and it will continue to be a viable agricultural business.

- (b) *recognition of the importance of rural lands and agriculture and the changing nature of agriculture and of trends, demands and issues in agriculture in the area, region or State,*

Comment: The proposed development recognizes the changing trends in agricultural land use and reinforces the agricultural land use with alternative revenue streams.

- (c) *recognition of the significance of rural land uses to the State and rural communities, including the social and economic benefits of rural land use and development,*

Comment: The proposed development will increase the economic activity for the surrounding area whilst not detrimentally impacting the economic potential on adjoining allotments or the surrounding area.

- (d) *in planning for rural lands, to balance the social, economic and environmental interests of the community,*

Comment: The public interest has been assessed as part of this application in accordance with 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*.

- (e) *the identification and protection of natural resources, having regard to maintaining biodiversity, the protection of native vegetation, the importance of water resources and avoiding constrained land,*

Comment: The subject site has previously been significantly altered with the majority of native vegetation having been removed. The proposed development will not result in any additional native vegetation being removed, in addition the development has been deemed satisfactory in regard to water impacts as addressed under Clause 6.6 of the CLEP2012 above.

- (f) *the provision of opportunities for rural lifestyle, settlement and housing that contribute to the social and economic welfare of rural communities,*

Comment: The proposed development will not increase the opportunity for dwellings on the allotment.

- (g) *the consideration of impacts on services and infrastructure and appropriate location when providing for rural housing,*

Comment: No rural housing proposed or opportunities for rural housing created.

- (h) *ensuring consistency with any applicable regional strategy of the Department of Planning or any applicable local strategy endorsed by the Director-General.*

Comment: The proposed development is consistent with the Central West and Orana Regional Plan 2036

s4.15(1)(a)(ii) PROVISIONS OF ANY DRAFT ENVIRONMENTAL PLANNING INSTRUMENT THAT HAS BEEN PLACED ON EXHIBITION

There are no draft environmental plans that relate to the subject land or proposed development.

PROVISIONS OF ANY DEVELOPMENT CONTROL PLAN s4.15(1)(a)(iii)

Development Control Plan No 5 – General Rural Zones applies to this development.

The proposed development is not inconsistent with the objectives or controls of DCP No. 5.

s4.15(1)(a)(iv) PROVISIONS PRESCRIBED BY THE REGULATIONS

Section 4.15(1)(b) - likely impacts of that development

Context & Setting

The proposed development comprises a commercial business within a predominantly agricultural area. The subject site will still comprise a viable agricultural entity even once the restaurant and cellar door are operational due to the remaining orchard trees, vegetable garden and proposed vineyard. The impacts of the proposed development on the rural land has been deemed acceptable pursuant to the Rural Planning Principles under *State Environmental Planning Policy (Rural Lands) 2008*.

The surrounding area comprises small to medium rural allotments, with a number of dwellings in vicinity of the subject site. The closest dwelling not on the subject site is approx. 300m from the proposed building and 160m from the proposed Mount Lofty Road exit. The proposed Nancarrow Lane access will be approx. 170m to the closest dwelling.

Streetscape

The proposed development will have minimal impact on the Nancarrow Lane streetscape due to the considerable setback of the proposed building (224m to the eastern boundary). The building will be visible, however will not appear inconsistent with the surrounding area which consists of large buildings on rural allotments (although it is noted these buildings are generally utilised for agricultural purposes). The building will be readily visible when viewed from Mount Lofty Road, however from this angle, the building would appear as a farm building as well as the fall in topography will substantially screen the lower half of the building, with only the metal clad building remaining as the visible element. Therefore, the proposed development will not have an adverse impact on the streetscape.

Traffic, access and parking

The proposed development will increase traffic along the local road network. The proposed access for the majority of vehicles from Nancarrow Lane to the subject site allows for good sight lines for oncoming traffic, internal roads are proposed to be upgraded to an all-weather standards to accommodate the increased traffic expected. The applicant has proposed that the development will generate approx. 27 vehicle movements per hour during peak times (accounting for vehicles entering and leaving the site). This additional traffic on the local road network (which at present consists of rural roads) could

potentially have adverse impacts on the surrounding area, particularly at night with people who are unfamiliar with the conditions of the roads.

Alternative access to the site is proposed to be provided from Mount Lofty Road for service vehicles and buses as well as an exit point for all traffic. This entrance does not allow for suitable sight lines for vehicles entering the property based on the legal speed limit on the road (80km/h). Whilst it is acknowledged that a vehicle would not be travelling at such a speed given the nature of the road network, even factoring the required site lines for 50km/h (a more appropriate speed for the road network) would not allow for sufficient sight lines (100m). Therefore, the assessing officer believes the use of this access point as an entrance to the subject site provides significant concerns in regard to the safety of traffic in the immediate area which is exacerbated due to the narrow nature of Mount Lofty Road. The use of this entry point for entry or exit is not supported by the assessing officer due to the significant concerns over road safety. Should the application be approved, conditions of consent will be imposed preventing the construction or use of the proposed Mount Lofty Road access point. All traffic would be required to use the Nancarrow Lane access point, with the internal road being required to be upgraded to a two way width, bitumen standard.

By limiting the access point to the subject site, impacts regarding traffic safety, headlights and vehicle noise are reduced as vehicles will be entering Nancarrow Lane in a safe location, with the closest dwelling being substantially screened by mature road site vegetation.

The applicant has proposed 30 on-site car spaces. In the submitted Statement of Environmental Effects, the applicant has identified that the proposed development would require some 68-80 car spaces when calculated under the *RTA Guide to Traffic Generating Developments* (based on floor area and proposed seating). The applicant has requested that Council accept the proposed 30 car spaces as the required 68-80 would only be required at capacity of both venues during peak times. An over flow parking area has been identified on the submitted plans to cater for peak periods. The assessing officer is satisfied that the proposed 30 car spaces plus the identified over flow parking would allow for ample parking for the proposed development. A draft condition of consent will be imposed to ensure that the identified over flow parking area is given an adequate all weather surface to ensure that the parking area remains functional under heavy traffic (specifically during wet weather periods).

The application was referred to Roads and Maritime Services (RMS) pursuant to Clause 88 of the *Environmental Planning and Assessment Regulation 2000* for impacts from the development on the intersection of Cargo Road (a classified road) and Nancarrow Lane. After reviewing the application, and to ensure that the road network can safely accommodate the proposed increase in traffic as a result of this application. RMS recommended that:

- Intersection of Cargo Road and Nancarrow Lane is to be upgraded to included Basic Left (BAL) turn treatment.

- Nancarrow Lane, at its intersection with Cargo Road is to be widened and sealed to allow the simultaneous passing of two nineteen (19) metre vehicles.

Consultation with Council's Engineering Department has established that should the required works as recommended by RMS be implemented, as well as the use of a single point of access, then the proposed development would not adversely impact the surrounding road network in regard to traffic, access or parking.

Utilities

All required utilities will be available to the subject site. The application was submitted with an on-site effluent study that was calculated on the capacity of the cellar door, and not the combined capacity of both the cellar door and restaurant. However Council's Health and Building officer has advised that the site would be capable of accommodating a system for both the cellar door and restaurant, with an amended plan to be provided at the time of approval for the on-site sewer management system.

Noise and Vibration

It is anticipated there will be standard construction noise and/or vibration associated with the proposed development. Given the distance to adjoining dwellings (minimum 300m from proposed construction site) these impact are deemed acceptable. Further to this, standard construction hours will be imposed to mitigate potential impacts.

Once operational, the proposed restaurant and cellar door premises will generate noise consistent with other restaurants in the area, with the majority of noise that could impact the surrounding area being generated from the external seating areas (with a capacity of 100 people). As addressed below, the proposed hours of operation and capacity for the Cellar Door Premises are well in excess of other premises in the surrounding area and represents a land use that is more reflective of a pub or bar rather than the proposed Cellar Door Premises which is a prohibited land use within the subject zone. The proposed hours of operation of the cellar door, including the large outdoor area would generate significant levels of noise above the existing levels however, the proposed building is approx. 200m from the northern boundary and 225m from the eastern boundary and approx. 300m from to the closest dwelling in the direction of the open outdoor areas.

The restaurant and cellar door as proposed are likely to result in adverse noise impacts (noise, lights, traffic) to the surrounding rural area, particularly at night when noise is likely to travel further. Should the Council resolve to approve the proposed development application, it is recommended that noise impacts be mitigated via limiting hours of operation (particularly external areas) and the use of external amplification of music and limiting the hours of use of the external seating areas.

Hours of Operation

The applicant has proposed the following hours of operation for both the cellar door premises and restaurant.

Monday to Sunday 9am to 12midnight

As per above, the hours of operation are likely to have adverse impacts on the amenity of the surrounding area in regard to noise given that up to 240 guests could be utilizing the development and up to 100 guests could be using the external dining areas which is likely to result in noise being emitted that could impact surrounding residences. This is exacerbated by the subject site being the high point of Nancarrow Lane, generally clear with limited high vegetation, the proposed building being elevated above the orchards, and facing north down the valley.

In addition, the proposed hours of operation of the Cellar Door Premises are more reflective of a Pub or Bar and are not in line with other cellar door premises that generally close at 5pm or 6pm. The restaurant trading hours of 9am to 12am are again outside the norm of similar businesses, particular in the vicinity of the subject site.

Therefore, the proposed hours of operation are likely to result in detrimental impacts to the amenity of the adjoining properties and the surrounding area. Should the application be approved, conditions of consent will be imposed to limit the hours of operation of the Restaurant and Cellar Door Premises to:

9am to 10pm Sunday-Thursday

9am to 11pm Friday and Saturday

Cumulative Impacts

The proposed development will result in an additional traffic generating development in the vicinity of Nancarrow Lane. At present Council staff are undertaking assessment of a development application for Eco-Tourism and Temporary Events (DA18/0064), which would potentially result in upwards of 60 additional vehicles on Nancarrow Lane, this combined with the subject development could potentially result in over 140 additional vehicles utilizing the road and the intersection of Nancarrow Lane and Cargo Road (a classified road) at any one time. Therefore, the additional traffic load on Nancarrow Lane, which struggles to allow for large vehicles to pass at any time, could potentially have adverse cumulative impacts due to the additional development.

Due to these potential cumulative impacts, Council staff requested comment from Roads and Maritime Services in regard to the additional vehicle traffic on the intersection. RMS agreed there would be an adverse cumulative impact on the intersection should either one of these developments be approved (due to the forecast traffic generation), and that the intersection required upgrading to accommodate the additional traffic as addressed above.

Disabled access

The proposed development has identified suitable access for disabled persons. A draft condition of consent will be imposed to ensure the access complies with

legislative requirements and that parking is provided in accordance with AS2890.6:2009: *Off-street parking for people with disabilities*.

Section 4.15(c) - the suitability of the site for the development

It is considered that the nature of the impacts are such that the site is suitable for the proposed development, subject to the imposition of conditions of consent. Furthermore, there are no known site attributes that would render the site unsuitable for the proposed development.

DEVELOPMENT CONTRIBUTIONS

No developer contributions are applicable to the proposed development.

ANY SUBMISSIONS MADE IN ACCORDANCE WITH THE ACT s4.15(1)(d)

The proposed development is not advertised development.

The development application was notified to adjoining property owners for a period of 14 days. During this time eight (8) submissions were received.

	Nature of Submission	Issues raised.
1	Objection	<ul style="list-style-type: none">• Cellar Door Permissibility• Scale/Capacity• Traffic• Access to Mount Lofty Road• Noise/Light/Hours of Operation
2	Objection	<ul style="list-style-type: none">• Cellar Door Permissibility• Scale/Capacity• Traffic• Access to Mount Lofty Road• Noise/Light/Hours of Operation
3	Objection	<ul style="list-style-type: none">• Cellar Door Permissibility• Scale/Capacity• Traffic• Access to Mount Lofty Road• Noise/Light/Hours of Operation
4	Objection	<ul style="list-style-type: none">• Scale/Capacity• Traffic• Noise/Light/Hours of Operation
5	Concerns	<ul style="list-style-type: none">• Permitted use- Cellar Door• Access• Scale/capacity• Hours of operation• Noise• Amenity• Lighting• Car parking• Traffic

		<ul style="list-style-type: none">• Works undertaken
6	Support but concerns	<ul style="list-style-type: none">• Permissibility of Cellar Door• Commercial Viability• Access/Safety• Flora and Fauna (Turtles)• External Lighting• Accessibility• Noise• Trading Hours
7	Support but concern	<ul style="list-style-type: none">• Road/traffic
8	Objection	<ul style="list-style-type: none">• Scale/Capacity• Traffic• Access to Mount Lofty Road• Noise/Light/Hours of Operation

Issue 1: Cellar Door Permissibility

The proposed Cellar Door Premises is not permissible as there is no commercial vineyard on the property.

Council Response: *As per the above report, it is acknowledged that the proposed Cellar Door Premises is not consistent with the adopted definition under Cabonne Local Environmental Plan 2012.*

Cellar Door Premises means a building or place that is used to sell wine by retail and that is situated on land on which there is a commercial vineyard, and where most of the wine offered for sale is produced in a winery situated on that land or is produced predominantly from grapes grown in the surrounding area.

Whilst the proposed vineyard could be commercially viable if planted (as established by the submitted budgets), as per the above definition, there is a requirement that there be a commercial vineyard for there to be a Cellar Door Premises. Therefore the proposed cellar door does not comply with the definition of a Cellar Door Premises and the proposal to plant the vineyard prior to a final occupation certificate is not satisfactory in this instance. A Cellar Door Premises could be approved once the commercial vineyard is established.

Issue 2: Scale/Capacity

The proposed scale of the development (including the capacity of 240 people, plus up to 12 staff) is far greater than similar proposals in the surrounding area and will impact the amenity and character of the surrounding area.

Council Response:

The proposed capacity of 240 people whilst excessive, is not in itself a significant concern. The potential impacts (traffic, noise etc.) resulting from the proposed capacity, and hours of operation is a concern. As addressed under Section 4.15(1)(b), the development as proposed would adversely impact the

surrounding area. Therefore it is recommended that conditions of consent be imposed to limit the hours of operation, points of access and as a result, mitigate the potential adverse impacts.

Issue 3: Traffic

The traffic from the development will impact the surrounding road network which currently consists of narrow rural roads, which at times makes it difficult to pass other vehicles.

Council Response:

As addressed above under section 4.15(1)(b) of this report, the assessing officer has identified that the development as proposed will likely result in adverse impacts in regard to traffic generation. Therefore, conditions of consent will be imposed to limit the points of access to the subject site and upgrade the road network to mitigate the potential traffic impacts.

Issue 4: Access to Mount Lofty Road

The proposed access/exit to Mount Lofty Road is unsafe, with poor visibility. The increased usage of this exit will create a hazard.

Council Response: *As per section 4.15(1)(b) of this assessment report, access does not allow for suitable sight lines for vehicles to safely enter the subject site via the Mount Lofty Road. Should the development be approved, conditions of consent have been recommended to prevent access (entry or exit) to Mount Lofty Road and require all vehicles to utilise the Nancarrow Lane access.*

Issue 5: Noise

The development will have an adverse impact on the amenity of the surrounding area in regard to noise both from patrons of the Restaurant/Cellar Door Premises and vehicles travelling to and from the site.

Council Response: *As per section 4.15(1)(b) of this assessment report, the assessing officer has concluded that it is likely the development as proposed will result in adverse levels of noise for the rural area resulting from the proposed capacity, location of the building and potential for traffic generation. Therefore, should the elected Council approve the development application, it is recommended that conditions of consent be imposed that limit the hours of operation and access to the lot to mitigate the potential adverse impacts.*

Issue 6: Light

The proposed development will have an adverse impact on the amenity of the surrounding area in regard to lights from cars and the land uses.

Council Response: *As per section 4.15(1)(b) of this report, by limiting the point of entry and exit to the subject site to Nancarrow lane, the assessing officer is satisfied that the development would not adversely impact the surrounding area in regard to headlights given that vehicles will no longer be utilizing the Mount Lofty Road entrance point. Therefore when vehicles turn on to Nancarrow Lane,*

light impacts would be substantially screened by existing road side vegetation. In addition, by limiting the hours of operation, the assessing officer is satisfied that there will be no adverse impacts to adjoining properties or the surrounding area.

Issue 7: Hours of Operation

The proposed hours of operation are excessive and not consistent with surrounding businesses of a similar nature. The use of the site from 9am to 12am 7 days a week would result in adverse impacts to the surrounding area in regard to patron noise, headlights and noise from vehicles.

Council Response: *As per section 4.15(1)(b) of this assessment report, the assessing officer has concluded that the proposed hours of operation are likely to result in adverse impacts in regard to the noise, traffic and capacity, particularly late at night. Therefore, should the elected Council approve the Development Application, it is recommended that the hours of operation be limited by conditions of consent to mitigate the potential adverse impacts.*

Issue 8: Car Parking

The proposed 30 carparks is not sufficient for the proposed capacity of 240 people plus 12 staff.

Council Response: *The development proposes 30 marked car spaces and an area designated for 'overflow car parking'. To ensure that the over flow parking area would remain functional year round (particularly in wet weather) it is recommended that the area be treated with a gravel surface. A condition of consent is recommended to this effect.*

Issue 9: Commercial Viability

The proposed 1 Hectare of grape vines will not be a commercially viable.

Council Response: *As addressed above, the assessing officer is satisfied that the vineyard (if planted and established) would constitute a commercially viable vineyard based on the submitted budgets and a comparison with average yields and expenses of vineyards.*

Issue 10: Flora and Fauna

The development will have adverse impacts on Flora and Fauna in the local area, particularly on Mount Lofty Road.

Council Response: *By limiting the access point to the site to the Nancarrow Lane crossover, the assessing officer is satisfied that there will be no adverse impacts to Flora or Fauna from vehicles on Mount Lofty Road. In addition, there are no identified Flora or Fauna on the subject site on NSW BioAtlas, therefore, the proposed development will not adversely impact Flora or Fauna.*

PUBLIC INTEREST s4.15(1)(e)

The public interest is a broad consideration relating to many issues and is not

limited to the issues raised in this report. Taking into account the full range of matters for consideration under Section 4.15 of the *Environmental Planning and Assessment Act 1979* it is considered that approval of the development application is in public interest subject to conditions of consent.

CONCLUSION

The proposed development is permissible with the consent of Council. The development complies with the relevant aims, objectives and provisions of the LEP as outlined in this assessment report. A section 4.15 assessment of the development indicates that the development is acceptable in this instance, subject to conditions of consent.

Recommendation:

THAT Development Application 2018/0084 at Lot B DP 179711, 194 Nancarrow Lane, Nashdale, be granted consent for a Concept Development Application for a Restaurant and Cellar Door, subject to the conditions attached.

Attached is a draft Notice of Approval outlining a range of conditions considered appropriate to ensure that the development proceeds in an acceptable manner.

ITEM 30 - QUESTIONS FOR NEXT MEETING

REPORT IN BRIEF

Reason For Report	To provide Councillors with an opportunity to ask questions/raise matters which can be provided/addressed at the next Council meeting.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g. Code of Meeting Practice adhered to
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\COUNCIL MEETINGS\\NOTICES - MEETINGS - 888748

RECOMMENDATION

THAT Council receive a report at the next Council meeting in relation to questions asked/matters raised where necessary.

GENERAL MANAGER'S REPORT

A call for questions for which an answer is to be provided if possible or a report submitted to the next Council meeting.

ITEM 31 - MATTERS OF URGENCY

REPORT IN BRIEF

Reason For Report	Enabling matters of urgency to be called.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a. Provide quality administrative support and governance to councillors and residents
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\NOTICES - MEETINGS - 888751

RECOMMENDATION

THAT Councillors call any matters of urgency.

GENERAL MANAGER'S REPORT

Council's Code of Meeting Practice allows for the Council to consider matters of urgency which are defined as *"any matter which requires a decision prior to the next meeting or a matter which has arisen which needs to be brought to Council's attention without delay such as natural disasters, states of emergency, or urgent deadlines that must be met"*.

This item enables councillors to raise any item that meets this definition.

ITEM 32 - BUSINESS PAPER ITEMS FOR NOTING

REPORT IN BRIEF

Reason For Report	Provides an opportunity for Councillors to call items for noting for discussion and recommends remainder to be noted.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\PROCEDURES - 888750

RECOMMENDATION

THAT:

1. Councillors call any items they wish to further consider.
2. The balance of the items be noted.

GENERAL MANAGER'S REPORT

In the second part of Council's Business Paper are items included for Council's information.

In accordance with Council's format for its Business Paper, Councillors wishing to discuss any item are requested to call that item.

ITEM 33 - COMMITTEE OF THE WHOLE SECTION OF THE MEETING

REPORT IN BRIEF

Reason For Report	Enabling reports to be considered in Committee of the Whole.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g. Code of Meeting Practice adhered to
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\PROCEDURES - 888752

RECOMMENDATION

THAT Council hereby resolve itself into Committee of the Whole to discuss matters called earlier in the meeting.

GENERAL MANAGER'S REPORT

Council's Code of Meeting Practice allows for the Council to resolve itself into "committee of the whole" to avoid the necessity of limiting the number and duration of speeches as required by Clause 250 of the Local Government (General) Regulation 2005.

This item enables councillors to go into "committee of the whole" to discuss items called earlier in the meeting.

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
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PRESENT Cllr K Beatty (in the Chair), Cllrs J Jones, M Nash, P Mullins, G Treavors, C Newsom, A Durkin, L Oldham, P Batten, K Walker, J Weaver and I Davison.

Also present were the General Manager, Director of Finance & Corporate Services, Director of Engineering & Technical Services, Director of Environmental Services, Administration Manager and Administration Officer.

ITEMS FOR DETERMINATION

ITEM - 1 APPLICATIONS FOR LEAVE OF ABSENCE

Proceedings in Brief

There were nil applications for leave of absence.

MOTION (Oldham/Weaver)

THAT it be noted there were nil applications for leave of absence.

18/04/01 Carried

ITEM - 2 DECLARATIONS OF INTEREST

Proceedings in Brief

Cllr Beatty declared an interest (identified as a perceived significant non-pecuniary interest) in item 27 as the applicant is a sponsor of, and Cllr Beatty is an active member of, Molong Players.

MOTION (Durkin/Nash)

THAT the declaration of interest be noted.

18/04/02 Carried

ITEM - 3 DECLARATIONS FOR POLITICAL DONATIONS

Proceedings in Brief

There were nil declarations for political donations.

MOTION (Durkin/Davison)

THAT it be noted there were nil declarations for political donations.

18/04/03 Carried

It was noted the time being 2.07pm there were Youth of the Month presentations for March and April made to Julia Stanley and William Wright.

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ITEM - 4 MAYORAL MINUTE - APPOINTMENTS

Proceedings in Brief

Clr Weaver

Attended CCTAC meeting at the Age of Fishes Museum in Canowindra, noting this is the first time in many years the meeting has been held outside of the Molong Chambers.

Attended the libraries inspection tour at Molong, Manildra and Canowindra.

Clr Jones

7/4/18 – Attended the Cumnock Long White Lunch (sponsored by Cabonne).

10/4/18 – Attended the Eugowra Progress Association AGM.

12/4/18 – Attended the Molong Advancement Group meeting.

15/4/18 – Attended the dedication of the new Molong War Memorial.

Clr Newsom

Attended Canowindra Business Chamber AGM, noting that the positions were re-elected. President – Graham Beasley, Vice President – Mark Gardner, Secretary/Treasurer – Paid Position, Publicity Officer – Haydn Jobson.

Attended the Eugowra Progress Association AGM, noting that all positions were re-elected with existing.

Mayor

27/3/18 – Attended Molong office for business paper review with General Manager, directors and Clr Batten. Attended the March Ordinary Council meeting.

28/3/18 – Attended United Church Hall Molong for luncheon and speech.

3/4/18 to 12/4/18 – Away on leave.

13/4/18 – Attended Molong office for meeting with General Manager.

14/4/18 – Attended Robertson Park Orange for the Rural Fire Service thank you BBQ.

15/4/18 – Attended Molong Village Green in relation to dedication ceremony RSL Cenotaph. Rick Colless from Australian National Party in attendance.

16/4/18 – Attended Molong office for meeting with General Manager and Rick Colless.

18/4/18 – Attended Molong office for meeting with General Manager. Meeting with Windera Ratepayers Association. Meeting with Cheryl Walters from UPA Orange. Meeting with Goldings in relation to land issue at Long Point.

19/4/18 – Attended Eugowra SES service awards presentation.

20/4/18 – Attended Orange CWA with Deputy Mayor Clr Durkin. Met with Andrew Gee and Deputy Prime Minister Michael McCormack.

MOTION (Beatty/-)

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THAT the information contained in the Mayoral Minute be noted.

18/04/04 Carried

ITEM - 5 COMMITTEE OF THE WHOLE

Proceedings in Brief

It was noted that Clr Treavors called Items 8 and 23 to be debated in Committee of the Whole.

It was noted that Clr Davison called items 12, 17 and 27 to be debated in Committee of the Whole.

It was noted that Clr Batten called item 18 to be debated in Committee of the Whole.

MOTION (Oldham/Weaver)

THAT the items called be debated in committee of the whole.

18/04/05 Carried

ITEM - 6 GROUPING OF REPORT ADOPTION

Proceedings in Brief

It was noted that Clr Treavors called item 8 to be further considered.

MOTION (Jones/Nash)

THAT:

1. Item 8 be further considered; and
2. Items 7, 9 and 10 be moved and seconded.

18/04/06 Carried

ITEM - 7 CONFIRMATION OF THE MINUTES

MOTION (Jones/Nash)

THAT the minutes of the Ordinary meeting held 27 March 2018 be adopted.

18/04/07 Carried

ITEM - 9 NEW COMMUNITY TRANSPORT POLICY

MOTION (Jones/Nash)

THAT Council adopt the Community Transport Policy, "Working with Clients who have exited the Criminal Justice System"

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18/04/08 Carried

ITEM - 10 ACQUISITION OF LAND FOR EURIMBLA BRIDGE

MOTION (Jones/Nash)

THAT Council;

1. Authorise the purchase of 2,179 sq m of land from Lot 66 DP 753225 for a purchase price of \$1,500 and to construct a new fence along the new boundary line.
2. Authorise the purchase of 350 sq m of land from Lot 39 DP 665708 for a purchase price of \$500, as well as \$600 in fencing compensation.
3. Agree to pay all reasonable legal fees, survey fees and plan lodgement fees associated to the purchase.
4. Authorise the affixation of the Common Seal and appropriate signatures on any associated land transfer documents.

18/04/09 Carried

ITEM - 11 2018 NATIONAL GENERAL ASSEMBLY

Proceedings in Brief

Clr Davison stated that there had been no council attendance for some time.

The Mayor advised that after receiving the invitation the General Manager undertook some research, he found that 75% of other Centroc councils attend and agrees that council should attend.

Clr Davison suggested that council raise the right to farm issue at the event.

MOTION (Davison/Nash)

THAT Council authorise the Mayor and General Manager to attend the 2018 National General Assembly.

18/04/10 Carried

**ITEM - 13 APPOINTMENT OF ADVISORY COMMITTEE FOR THE
MOLONG MULTI PURPOSE SPORTING FACILITY**

Proceedings in Brief

Clr Weaver queried if there would be a councillor representative on the committee.

The Mayor advised that if a councillor wished to be a representative there should be no issue.

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Clr Jones stated he would like to be a representative on the committee.

Clr Batten raised concern that there could be a conflict of interest.

The General Manager clarified that the committee will not be dealing with operational issues and is only advisory. He noted that should the committee become a Section 355 committee that would change, at this stage the committee do not want to be a Section 355 committee of council.

MOTION (Weaver/Jones)

THAT Council:

1. Create the Multi-Purpose Sporting Facility Advisory Committee.
2. Appoint the following members to the committee: Clr Jones, Naomi Schroder, Paul Evans, Joe Clayton, Linda Milne, Chloe Jones, Troy Warner, Ben Brown, Andy Hicks and Hugh Gardiner.

18/04/11 Carried

It was noted that the time being 2.27pm the Mayor resumed the ordinary meeting.

**ITEM - 14 INTEGRATED PLANNING & REPORTING - OPERATIONAL
PLAN THIRD QUARTER REVIEW**

MOTION (Durkin/Oldham)

THAT the update of the Operational Plan to 31 March 2018, as presented be adopted.

18/04/12 Carried

ITEM - 15 QUARTERLY BUDGET REVIEW

MOTION (Nash/Treavors)

THAT Council note the variances in the report and authorise those changes to be made to Council's 2017/2018 Budget.

18/04/13 Carried

ITEM - 16 REQUESTS FOR DONATIONS

Proceedings in Brief

Clr Newsom noted that the Cruisin' Along Fundraising Committee advised that Council's logo is used in promotional material.

MOTION (Weaver/Walker)

THAT Council donate:

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1. \$300 to the Cruisin' Along fundraiser for Cancer Care Western NSW;
and
2. \$150 to Moyne Aged Care Plus for their Annual Fete.

18/04/14 Carried

ITEM - 19 EVENTS ASSISTANCE PROGRAM 2017/18

MOTION (Nash/Treavors)

THAT Council approve funding under the 2017/2018 Events Assistance Program (EAP) for the Regional Skateboarding Competition \$1,000.

18/04/15 Carried

ITEM - 20 THE VILLAGE ENHANCEMENT PROGRAM

MOTION (Davison/Durkin)

THAT Council approve the Village Enhancement Program recommendations. as provided in the attachment to this report.

18/04/16 Carried

**ITEM - 21 PROPOSED ROAD NAMING - WEDGETAIL ROAD, MULLION
CREEK**

MOTION (Weaver/Oldham)

THAT Council:

1. Proceed with public consultation proposing to name the road as "Wedgetail Road"; and
2. Assuming no objections are received, proceed with the naming of "Wedgetail Road" in accordance with Section 162 of the Roads Act, 1993 and Division 2 of the Roads Regulation 2008.

18/04/17 Carried

**ITEM - 22 REQUEST FOR VARIATION TO WASTE MANAGEMENT
CONTRACT**

MOTION (Batten/Davison)

THAT Council:

1. Agree to the contract variation requested by JR Richards & Sons Pty Ltd to the Waste Collection and Recycling Processing Contract

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between Cabonne Council and JR & EG Richards Pty Ltd to reflect the increase in costs applied by Visy Recycling, as outlined in the attached report.

2. Affix the council seal to the contract variation documentation.

18/04/18 Carried

**ITEM - 24 REQUEST FOR DONATION - DEVELOPMENT APPLICATION
FEES PAID BY CUMNOCK VILLAGE PRE SCHOOL**

MOTION (Jones/Newsom)

THAT council donate \$691.15 from its s356 budget to Cumnock Village Pre School, being the amount equivalent to Development Application, Construction Certificate & Section 68 application fees paid in association with Development Application 2018/101 for building alterations and extensions to provide an additional toilet on land described as Lot 5, Section 1, DP 5907 – 48 Obley Street, Cumnock.

18/04/19 Carried

**ITEM - 25 DEVELOPMENT APPLICATION 2018/0064 - 295
NANCARROW LANE, NASHDALE**

Proceedings in Brief

The General Manager advised that the applicant had requested that the development application be withdrawn.

MOTION (Durkin/Weaver)

THAT the information be noted.

18/04/20 Carried

The Chair called for a Division of Council as required under Section 375A (3) of the Local Government Act which resulted in a vote for the motion as follows:

For: Cllrs K Beatty, J Jones, M Nash, P Mullins, G Treavors, C Newsom, A Durkin, J Weaver, P Batten, K Walker, L Oldham and I Davison.

Against: Nil

**ITEM - 26 DEVELOPMENT APPLICATION DA2013/0117/1
REMOTE CONTROL CAR TRACK (MODIFICATION TO HOURS OF
OPERATION) LOT 3 DP 866377 SMITH ROAD, CLERGATE**

MOTION (Durkin/Davison)

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THAT Modification of Consent 2013/0117/1 for a Recreational Area (Remote Control Car Club) upon Part Lot 3 DP 866377, Smith Road, Clergate, be granted consent subject to the modified conditions attached.

18/04/21 Carried

The Chair called for a Division of Council as required under Section 375A (3) of the Local Government Act which resulted in a vote for the motion as follows:

For: Clrs K Beatty, J Jones, M Nash, P Mullins, G Treavors, C Newsom, A Durkin, J Weaver, P Batten, K Walker, L Oldham and I Davison.

Against: Nil

ITEM - 28 QUESTIONS FOR NEXT MEETING

Proceedings in Brief

Clr Mullins requested a workshop be held to brief councillors on water supply including where water is sourced, who is supplied, costs and projects.

Clr Davison suggested inviting Central Tablelands Water.

MOTION (Mullins/Nash)

THAT Council hold a workshop in June for councillors to be briefed on Cabonne Water Supply.

18/04/22 Carried

ITEM - 29 BUSINESS PAPER ITEMS FOR NOTING

Proceedings in Brief

Clr Davison requested that items 6 and 9 be further considered.

MOTION (Jones/Treavors)

THAT:

1. Items 6 and 9 be further considered; and
2. The balance of the items be noted.

18/04/23 Carried

ITEMS FOR NOTATION

ITEM - 6 STATUS OF RESERVE BALANCES

Proceedings in Brief

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Clr Davison suggested the Canowindra councillors meet and consider projects, noting there is \$1.1M in the Canowindra Town Improvement Fund.

The General Manager advised he will arrange a time to visit Canowindra and meet with councillors to go over the fund and discuss possible projects.

Clr Durkin noted that council have over time spent money on various projects and the community are aware that the funds are there.

Clr Nash queried why only involve the Canowindra councillors in discussions.

The Mayor suggested that the meeting with the four Canowindra councillors would only be preliminary and then there could be a councillor workshop held to further consider the matter.

Clr Walker queried the conditions for use of the money from the fund.

The General Manager clarified that the money must be used for capital projects and cannot be used for maintenance.

Clr Nash noted she does not support the motion.

MOTION (Durkin/Newsom)

THAT the General Manager meet with the Canowindra councillors to discuss the Canowindra Town Improvement Fund and consider possible projects.

18/04/24 Carried

ITEM - 9 MOLONG LIBRARY PROJECT UPDATE

Proceedings in Brief

Clr Davison questioned where the project is up to and raised concern that council could lose the grant money.

The General Manager advised that council have been assured that the grant will remain in place.

Clr Davison queried the cost of the building with the current design.

The Director of Engineering and Technical Service advised that the cost is \$950K and includes all furnishings.

Clr Jones stated the designs look fantastic, are in-line with current streetscape and commends council staff for their work on the designs.

MOTION (Jones/Durkin)

THAT the information be noted.

18/04/25 Carried

ITEM - 30 MATTERS OF URGENCY

Proceedings in Brief

It was noted there were nil matters of urgency.

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MOTION (Durkin/Weaver)

THAT it be noted there were nil matters of urgency.

18/04/26 Carried

ITEM - 31 COMMITTEE OF THE WHOLE SECTION OF THE MEETING

MOTION (Oldham/Newsom)

THAT Council hereby resolve itself into Committee of the Whole to discuss matters called earlier in the meeting.

18/04/27 Carried

ITEM - 8 APRIL 2018 EXTRAORDINARY TRAFFIC COMMITTEE

Proceedings in Brief

Clr Treavors queried the removal of signs on Archer Road, his concern being that logging trucks are still using the road.

The Director of Engineering and Technical Services explained that the original weight limit was incorrect and reflects the bridge weight limit. He advised that the RMS are unable to put a weight limit to a road and the new sign will be no logging trucks permitted.

RECOMMENDATION (Durkin/Newsom)

THAT Council ratify the recommendation of the Local Traffic Committee.

1. Carried

**ITEM - 12 USER FEES FOR THE MOLONG MULTI-PURPOSE SPORTING
FACILITY**

Proceedings in Brief

Clr Davison queried when the fees and charges come into effect noting that the hockey club have most likely already raised their fees for the season. He also queried if the clubs are aware of the new fees.

The General Manager advised fees would commence now as the new facility is being used and is costing council money.

The Director of Finance and Corporate Services advised the fee recommended by the advisory committee was a yearly fee of approximately \$310 which is a similar fee to previous years for use of sporting fields.

The General Manager clarified that the electronic key system will be for the purpose of maintaining a log of users and the meter on the lights will be a user pay as you go system. He also noted that the suggested fees are lower than Orange.

Clr Batten queried how council are defining a local user.

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The Director of Finance and Corporate Services advised that a local user will be anyone within the shire.

RECOMMENDATION (Weaver/Nash)

THAT:

1. Council adopt the fees and charges for the Molong Multi-Purpose Sporting Facility as detailed in the following table:

Fees and Charges		
Without Lights		
Hockey Club single use fee	Per hour	\$25.00
Non Club single usage fee	Per hour	\$50.00
Competition games Seniors	Per team	\$100.00
Competition games Juniors	Per team	\$ 60.00
Non local user training fee	Per hour	\$ 70.00
Tennis per court	Per hour	\$ 20.00
Netball per court	Per hour	\$ 20.00
Additional Lights charge	Per hour	\$ 15.00

2. Council investigate installation of an electronic key system and an electronic meter on the lights, and that funds be considered in the 2018/2019 budget.

2. Carried

ITEM - 17 AGE OF FISHES MUSEUM, CANOWINDRA

Proceedings in Brief

Clr Newsom suggested that council set a time frame for the workshop.

The General Manager advised the matter is intended to be discussed at the May workshop.

RECOMMENDATION (Batten/Newsom)

THAT Council conduct a workshop to review current management and financial arrangements for the Age of Fishes Museum and consider future options for the tourist facility.

3. Carried

**ITEM - 18 NSW STRONGER COUNTRY COMMUNITIES FUND -
FAIRBRIDGE CHILDREN'S FARM PARK PROJECT**

Proceedings in Brief

Clr Batten suggested that the Fairbridge Children's Farm project be priority number 13 and the Australian National Field Days project be number 14. He raised concern that if council give a higher priority it will undermine the

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process that has been comprehensive and thorough and already has community support.

Clr Mullins agreed to put the Fairbridge Children's Farm as 13 rather than 14.

Clr Davison suggested that the Fairbridge Children's Farm project be priority 14 as council have already set priorities.

The Mayor noted that previous priorities 1 to 13 have been advertised.

Clr Jones stated his preference is that the Fairbridge Children's Farm project be priority 13 as the Australian National Field Days being a commercial entity have other funding opportunities including the current cultural grants offered by the State Government.

RECOMMENDATION (Batten/Walker)

THAT the proposed Fairbridge Children's Farm Park project be priority number 13 and the Australian National Field Days project be priority number 14.

4. Carried

**ITEM - 23 MODIFICATION APPLICATION TO DELETE CONDITION 29
OF THE DEVELOPMENT CONSENT BEING DA 2016/128 FOR A
LIMESTONE MINE AT 115 CANOMODINE LANE, CANOWINDRA**

Proceedings in Brief

Clr Treavors queried why council would vote in favour of this recommendation now when there has been a rescission motion on this matter.

The General Manager advised it is acting on legal advice received.

Clr Mullins queried why there is no contribution to the road.

The General Manager advised it is not enforceable unless there is a Section 94 plan in place.

RECOMMENDATION (Treavors/Mullins)

THAT Modification Application 2016/218/3 to delete condition 29 of the Development Consent for a Limestone Mine upon land described as Lot 201 DP 1232203, 115 Canomodine Lane, Canowindra be granted consent.

5. Carried

The Chair called for a Division of Council as required under Section 375A (3) of the Local Government Act which resulted in a vote for the motion as follows:

For: Clrs K Beatty, J Jones, M Nash, P Mullins, G Treavors, C Newsom, A Durkin, J Weaver, P Batten, K Walker, L Oldham and I Davison.

Against: Nil

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It was noted the time being 3.16pm the Mayor declared an interest in the following item and left the Chamber, Clr Durkin assumed the Chair.

**ITEM - 27 DEVELOPMENT APPLICATION 2018/0084 RESTAURANT
AND CELLAR DOOR 194 NANCARROW LANE, NASHDALE**

Proceedings in Brief

Clr Mullins suggested the matter be postponed for one month to allow for further question from the proponent.

The Director of Environment Services advised council that deferring the matter means the DA processing time is further delayed, she also stressed that councillors need to direct concerns and enquiries to the General Manager or Directors prior to the council meetings.

The Director of Environment Services stated council had received two identical letters from the RMS regarding both Nancarrow Lane DA matters.

MOTION (Davison/Nash)

THAT Development Application 2018/0084 at Lot B DP 179711, 194 Nancarrow Lane, Nashdale, be granted consent for a restaurant, subject to the conditions attached.

AMENDMENT (Mullins/Batten)

THAT Development Application 2018/0084 at Lot B DP 179711, 194 Nancarrow Lane, Nashdale, be deferred to May Council Meeting.

RECOMMENDATION (Walker/-)

That the motion be put.

6. Carried

The amendment was put and carried becoming the motion, the motion was put and carried.

RECOMMENDATION (Mullins/Batten)

THAT Development Application 2018/0084 at Lot B DP 179711, 194 Nancarrow Lane, Nashdale, be deferred to May Council Meeting.

7. Carried

The Chair called for a Division of Council as required under Section 375A (3) of the Local Government Act which resulted in a vote for the motion (noting the absence of Clr Beatty – interest) as follows:

For: Clrs P Mullins, G Treavors, C Newsom, A Durkin, J Weaver, P Batten, K Walker, L Oldham and I Davison.

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Against: Cllrs Nash and Jones.

It was noted the time being 3.20pm the Mayor returned to the Chamber and resumed the Chair.

ITEM - 32 FIXING COUNTRY ROADS PROGRAM

RECOMMENDATION (Walker/Durkin)

THAT Council participate in the regional procurement process for Inspection and Condition Assessment of Bridges, being conducted by Centroc on behalf of member councils.

8. Carried

It was noted the time being 3.36pm the Chair announced that the Council would now be resolving into Closed Committee of the Whole.

CONFIDENTIAL ITEMS

**ITEM - 1 CARRYING OF COMMITTEE RESOLUTION INTO CLOSED
COMMITTEE OF THE WHOLE MEETING**

RECOMMENDATION (Jones/Treavors)

THAT the committee now hereby resolve into Closed Committee of the Whole for the purpose of discussing matters of a confidential nature relating to personnel or industrial matters, personal finances and matters which the publicity of which the Committee considers would be prejudicial to the Council or the individual concerned and that the press and the public be excluded from the meeting in accordance with the conditions of Council's Confidentiality Policy AND FURTHER that as reports to the Closed Committee of the Whole are likely to be confidential and their release prejudicial to the public interest and the provisions of Council's confidentiality policy, that copies of these reports not be made available to the press and public.

9. Carried

**ITEM - 2 ENDORSEMENT OF PROCEEDINGS OF CONFIDENTIAL
MATTERS CONSIDERED AT COMMITTEE OF THE WHOLE
MEETING**

RECOMMENDATION (Nash/Jones)

THAT the Committee endorse the accuracy of the Report of the Proceedings of Confidential Matters at the Closed Ordinary Council meeting held on 27 March 2018 and notes the recommendations recorded in the Official Ordinary Minutes of that meeting are sufficient to state the general effect of the proceeding in Closed Committee.

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10. Carried

ITEM - 3 DEBT RECOVERY REPORT OF OUTSTANDING DEBTS

RECOMMENDATION (Davison/Durkin)

THAT the ratepayers in the annexure attached be advised in writing that if payment of their account is not made, or a satisfactory arrangement for payment is not made, within seven days of this correspondence that Council intends to issue a Statement of Claim for the recovery of all monies owed to Council.

11. Carried

**ITEM - 4 REQUEST FOR CONSIDERATION OF WATER CHARGES FOR
835000001**

RECOMMENDATION (Walker/Davison)

That water consumption charges for account 835000001 be reduced to the first level of charges for the billing period ending 31 October 2017 and 30 January 2018 and interest reversed during this period.

12. Carried

It was noted the time 3.37pm being the Mayor resumed the ordinary meeting.

REPORT & RESOLUTIONS OF COMMITTEE OF THE WHOLE

MOTION (Nash/Oldham)

THAT the Report and Recommendations of the Committee of the Whole Meeting held on Tuesday 24 April, 2018 be adopted.

- 18/04/28 Carried

There being no further business, the meeting closed at 3.38pm.

CHAIRMAN.

Chairman of the Ordinary Meeting of Cabonne Council held on the 22 May, 2018 at which meeting the listed minutes were confirmed and the signature hereon was subscribed.

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CABONNE COUNCIL HELD ON 8 MAY, 2018

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS MOLONG ON TUESDAY 8 MAY, 2018 COMMENCING AT 2:00PM

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PRESENT Clr A Durkin (in the Chair), Clrs J Jones, M Nash, P Mullins, G Treavors, C Newsom, L Oldham, P Batten, K Walker, J Weaver and I Davison.

Also present were the General Manager, Director of Finance & Corporate Services, Director of Engineering & Technical Services, Director of Environmental Services, Administration Manager and Acting Administration Officer.

ITEMS FOR DETERMINATION

ITEM - 1 APPLICATIONS FOR LEAVE OF ABSENCE

Proceedings in Brief

An apology was tendered on behalf of Clr Beatty for his absence from the meeting.

MOTION (Jones/Oldham)

THAT the apology tendered be accepted and the necessary leave of absence be granted.

18/05/01 Carried

ITEM - 2 DECLARATIONS OF INTEREST

Proceedings in Brief

There were nil declarations of interest.

MOTION (Nash/Treavors)

THAT it be noted there were nil declarations of interest.

18/05/02 Carried

ITEM - 3 DECLARATIONS FOR POLITICAL DONATIONS

Proceedings in Brief

There were nil declarations for political donations.

MOTION (Newsom/Weaver)

THAT it be noted there were nil declaration for political donations.

18/05/03 Carried

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ADJOURNMENT

MOTION (Oldham/Batten)

THAT Council adjourn the meeting until the conclusion of the Public Forum.

18/05/04 Carried

It was noted the time being 2.01pm the meeting was adjourned.

It was noted the time being 2.33pm the meeting resumed.

MOTION (Davison/Jones)

THAT Council hereby resolve itself into Committee of the Whole.

18/05/05 Carried

ITEM - 4 2018/2019 INTEGRATED PLANNING AND REPORTING

Proceedings in Brief

Clr Davison queried the \$3.1M funding from reserves, noting the Long Term Financial Plan (LTFP) does not include transfers from reserves in future years, will this mean reserves will decline in future years.

The Director of Finance and Corporate Services clarified that reserves are used to balance the budget, Council being sustainable is not dependent on reserves. The LTFP shows council generates enough cash to fund the budget.

Clr Davison asked if council would need to apply for a Special Rate Variation (SRV).

The Director of Finance and Corporate Services stated that he doesn't believe council would need a SRV, possibly in the future if there is a major capital project. He further advised that the CPI increase of 2.3% will generate approximately \$236K in rates income.

Clr Davison queried if the waste management fund covers the cost for garbage collection or does council subsidise the costs.

The Director of Finance and Corporate Services confirmed that Council recover all costs, noting the recent increase in charges was to cover the additional costs of recycling.

Clr Davison noted caravan parks are running at a deficit and suggested council increase costs per night.

The Director of Finance and Corporate Service advised that the per night rate had only increased by CPI.

Clr Walker queried the capital works projects for the Puzzle Flat Creek levee costing \$2.4M, as it seems far too much.

The General Manager advised the cost is realistic and meets BCA and Department of Environment and Heritage requirements.

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Clr Nash noted that she felt \$81K for irrigation at Molong Recreation Ground was too much.

Clr Newsom queried why the budget for office equipment was so large.

The Director of Finance and Corporate Services advised there will be a tender for replacing the printer fleet and advised he will send out a detailed breakdown.

Clr Nash queried the timeframe for the completion of the pipeline project.

The Director of Engineering & Technical Services advised the official completion date is April 2019 but Council and the community need to be mindful that the water will not be a potable supply at that time.

The General Manager further clarified that it will be clean clear water supply for twelve months in which times testing will be done prior to the supply being declared potable. If residents consume the supply prior it will be at their own risk.

Clr Batten asked if there may be a joint purchasing opportunity with the Plant Replacement Program.

The General Manager stated that the Director of Engineering & Technical Services is currently preparing a discussion paper for a joint line marking machine with Centroc.

Clr Batten noted that there was an increase in the budget (\$38K) for the Bank Street, Molong toilet block.

Clr Batten queried the Heritage Grants Program.

The Director of Environmental Services advised the program has been running for many years in conjunction with the Department of Heritage and Planning. Council have a Heritage Advisor who provides comments to the community and also Council. It is an incentive program to property owners to manage their heritage listed property, noting it is small funding and does not cover things like roofing, that it is more for replacing downpipes, gutters and posts.

RECOMMENDATION (Walker/Jones)

THAT Council:

1. Adopt the Draft Delivery Program 2018/19 – 2019/20.
2. Adopt the Draft Operational Plan 2018/2019.
 - Part 1 - The activities
 - Part 2 - The Financials including Fees and Charges
3. Adopt the Draft Resource Strategy which includes:
 - The Long Term Financial Plan.
 - The Workforce Management Plan.
 - The Asset Management Plans.

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4. Publicly exhibit the Community Strategic Plan – Cabonne 2025, the Draft Delivery Program 2018/19 to 2020/21, the Draft Operational Plan 2018/19 and the Draft Resourcing Strategy, for a period of 28 days from Friday 11 May 2018.
5. Adopt an interest rate equivalent to the maximum allowable percentage allowed by the Office of Local Government for the 2018/19 financial year to be charged on arrears of Rates and Charges.

1. Carried

ITEM - 5 NOTICE OF MOTION - ORANGE REGIONAL TOURISM LIMITED

Proceedings in Brief

The General Manager advised that information had been received from Orange City Council advising that they are coordinating the request for the Ministerial approval. They advised that they had sought legal advice on the matter after they were advised by the Office of Local Government that TDO should consider changing its membership, amending the constitution if necessary and simply renaming the organisation to avoid needing Ministerial approval.

Clr Newsom stated her first query was in regards to how the organisation would be run and the second query was when the rescission motion first came up Clr Davison had stated the organisation needed Cabonne's contribution to continue when they have grant funding of approximately \$210K. Clr Newsom noted her concern is lack of information from the organisation.

The General Manager noted the motion required a commitment of funds and further advised that funding for the first 12 months would need to be released and then undertake a review. The resolution would require an initial \$64K to be paid to the organisation.

Clr Newsom stated before Council pay the requested amount more information is needed regarding the organisation's budget. The General Manager advised the original intention was for the Minister to sign the approval 6 months ago.

Clr Davison advised that TDO was originally a company owned by Tony Cheney and he had donated the name to the organisation. He further clarified that the organisation have a five year plan in place. Clr Davison advised he will table all documentation including management structures, financial projections and the 5 year plan.

Clr Batten stated he wished to speak in favour of an amendment as he attended the launch with DPI and noted that they have contributed \$150K towards the venture. He further stressed that Orange City Council and Blayney Shire Council have already provided funding to the organisation and Cabonne should be doing the same.

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Clr Jones suggested Council defer the matter for two weeks to allow all information to be tabled from Davison and allow Council the opportunity to view the brand.

Clr Mullins stated he is against deferring the matter as he is concerned that the group would be reluctant to provide a presentation to Council without prior commitment of funds.

RECOMMENDATION (Davison/Mullins)

THAT Item 4 from the Extraordinary Council meeting held 8 August 2017 being

"ITEM – 4 ORANGE REGIONAL TOURISM LIMITED

RECOMMENDATION (Gosper/Davison)

THAT if approval is received from the minister for Local Government for Cabonne to be able to become a member of Orange Regional Tourism Limited, that Cabonne Council commit \$64,141.60 from its Reserve Funds to join Orange and Blayney Councils to become a member of Orange Regional Tourism LTD for 2017/18 and that a review be undertaken before the end of that term to determine council's commitment for years 2018/19 and 2019/20."

be rescinded.

2. Carried

Councillors Newsom and Jones requested that their vote be recorded against the motion.

MOTION (Jones/Nash)

THAT council defer the matter for two weeks.

AMENDMENT (Davison/Walker)

THAT Cabonne Council commit \$64,141.60 from its Reserve Funds to join Orange and Blayney Councils to become a member of Orange Regional Tourism LTD for 2017/18 and that a review be undertaken before the end of that term to determine council's commitment for years 2018/19 and 2019/20.

The amendment was put and carried becoming the motion, the motion was put and carried.

RECOMMENDATION (Davison/Walker)

THAT Cabonne Council commit \$64,141.60 from its Reserve Funds to join Orange and Blayney Councils to become a member of Orange Regional

THIS IS PAGE NO 5 OF THE MINUTES OF THE EXTRAORDINARY MEETING OF CABONNE COUNCIL HELD ON 8 MAY, 2018

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS MOLONG ON TUESDAY 8 MAY, 2018 COMMENCING AT 2:00PM

Page 6

Tourism LTD for 2017/18 and that a review be undertaken before the end of that term to determine council's commitment for years 2018/19 and 2019/20.

3. Carried

Councillors Newsom, Nash and Jones requested that their votes be recorded against the motion.

It was noted the time being 3.31pm the Chair resumed the ordinary meeting.

REPORT AND RESOLUTIONS OF COMMITTEE OF THE WHOLE

MOTION (Oldham/Batten)

THAT the report and recommendations of the Committee of the Whole Meeting held on Tuesday 8 May 2018 be adopted.

18/05/06 Carried

There being no further business, the meeting closed at 3.32pm.

CHAIRMAN.

Chairman of the Ordinary Meeting of Cabonne Council held on the 22 May, 2018 at which meeting the listed minutes were confirmed and the signature hereon was subscribed.

THIS IS PAGE NO 6 OF THE MINUTES OF THE EXTRAORDINARY MEETING OF CABONNE COUNCIL HELD ON 8 MAY, 2018



Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541



Our Reference: A581861
Your Reference:
Contact: Tina Baldock
Phone: 02 4428 4145

Mr Stephen Harding
General Manager
Cabonne Council
PO Box 17
MOLONG NSW 2866



By email: council@cabonne.nsw.gov.au

Dear Mr Harding

Thank you for your letter of 9 February 2018, providing additional information in relation to Council's proposed Public-Private Partnership (PPP) for the Canowindra Retirement Village Project.

After reviewing the information provided, the Office of Local Government (OLG) has assessed Council's proposed PPP project as not significant and not high risk, as defined by the OLG's PPP Guidelines. Accordingly, the project will not be referred to the Project Review Committee (PRC) for review.

It is important to note that this assessment does not constitute either support for, or approval of, the project by the OLG. It is simply giving an assessment of risk or significance of the project, based on Council's assertions. It is also important to note that, although the project is not being referred to the PRC, Council must still adhere to the requirements outlined in the Guidelines.

OLG recommends that, as Council considers whether to proceed with the PPP, it ensures that the governing body and the community are kept informed of key decisions, impacts and costs associated with the PPP. Council is also encouraged to ensure that any contracts and agreements it enters into provide the appropriate assurances and risk mitigation. OLG also notes that while Council has budgeted for depreciation costs over the term of the lease agreement, it has not factored asset maintenance costs into its budget during the proposed lease agreement term.

I trust this information is of assistance.

Yours sincerely

Tim Hurst
Acting Chief Executive
Office of Local Government

30/4/18

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Local Government Remuneration Tribunal

Annual Report
and
Determination

*Annual report and determination under sections 239
and 241 of the Local Government Act 1993*

**17 April
2018**

[NSW Remuneration Tribunals website](#)

Local Government Remuneration Tribunal

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Local Government Remuneration Tribunal

Executive Summary

The Local Government Remuneration Tribunal (the Tribunal) is required to report to the Minister for Local Government by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

The Tribunal has reviewed the criteria that apply to the categories of councils and the allocation of councils into those categories. The Tribunal found that there was no strong case to change the criteria or the allocation of councils into categories at this time. The criteria applicable to each of the categories are published in Appendix 1 of the determination and are unchanged from 2017.

Fees

The Tribunal has determined that the minimum and maximum fees applicable to each category will be increased by 2.5 per cent which is consistent with the government's policy on wages.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the *Local Government Act 1994* (the LG Act) provides for the Tribunal to determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories. The categories are to be determined at least once every 3 years.
2. Section 241 of the LG Act provides for the Tribunal to determine, not later than 1 May in each year, for each of the categories determined under section 239, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.
3. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A (1) of the LG Act, to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission. The current policy on wages is that public sector wages cannot increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.
4. The Tribunal is however able to determine that a council can be placed in another existing or a new category with a higher range of fees without breaching the government's wage policy pursuant to section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July in each year.

Local Government Remuneration Tribunal

Section 2 2017 Determination

6. The Tribunal undertook a significant review of the categories and the allocation of councils into each of those categories. The review was prompted by the amalgamation of councils resulting in the creation of 20 new councils and an overall reduction in the number of councils in NSW from 152 to 128.
7. In reviewing the categories the Tribunal examined a range of statistical and demographic data and considered the views of councils and Local Government NSW (the LGNSW). Having regard to that information, the Tribunal determined a categorisation model which differentiates councils primarily on the basis of their geographic location. Other factors which differentiate councils for the purpose of categorisation include population, the sphere of the council's economic influence and the degree of regional servicing.
8. The Tribunal's 2017 Determination was made on 12 April 2017 and determined the categories of general purpose councils as follows:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Regional City
- Regional Strategic Area
- Regional Rural
- Rural

9. The criteria for the categories were also determined and are now contained in Appendix 1. The Tribunal's determination also provided for each of the 128 Councils to be allocated into one of the above categories.
10. The 2017 Determination provided a general increase of 2.5 per cent which was consistent with the Government's policy on wages.

Local Government Remuneration Tribunal

Section 3 2018 Review

11. The Tribunal wrote to all mayors in November 2017 advising of the commencement of the 2018 Annual Review. In doing so the Tribunal noted that at the time of making the 2017 determination a number of further merger proposals were on hold as a consequence of legal action taken by councils covered by these proposals. On 27 July 2017 the Premier, the Hon Gladys Berejiklian MP, issued a media release which advised that due to the protracted nature of those legal challenges and the impact on ratepayers, that the following mergers would not proceed:

- Burwood, City of Canada Bay and Strathfield Municipal councils
- Hornsby Shire and Ku-ring-gai councils
- Hunter's Hill, Lane Cove and City of Ryde councils
- Mosman Municipal, North Sydney and Willoughby councils
- Randwick City, Waverley and Woollahra Municipal councils.

12. While the Tribunal is only required to review the categorisation every three years, given the changed circumstances, if requested, the Tribunal stated it would review the allocation of the above metropolitan councils into the existing categories.

13. In this respect, any requests for a review would need to be supported by evidence which would indicate that the council is more appropriately allocated into another category based on the criteria.

14. The Tribunal also stated that it does not intend to alter the groups or the criteria which apply unless there is a very strong case to do so.

15. The Tribunal also wrote to the President of LGNSW in similar terms, and subsequently met with the Chief Executive of LGNSW. The Tribunal wishes to place on record its appreciation to the Chief Executive for meeting with the Tribunal.

16. In response to this review the Tribunal received 13 submissions from individual councils and a submission from LGNSW. Those submissions addressed the categorisation model and criteria, the allocation of councils into those categories, and/or the fees. A summary of the matters raised and the Tribunal's consideration of those matters is outlined below.

Local Government Remuneration Tribunal

Categorisation

Categorisation model

17. The majority of submissions supported the categorisation model, suggested additional categories or made no comment. Concerns were largely based on the criteria and in particular the emphasis on population to determine appropriate categorisation.
18. One submission also requested that consideration be given to making the criteria for Principal CBD and Major CBD more general in nature.
19. Apart from requests for new categories, no case has been put to the Tribunal to adjust or change the categorisation model. The Tribunal is required to review the categories every three years. As the current model was introduced in 2017 the Tribunal will next consider the model and the allocation of councils into that model in 2020.
20. The Tribunal has reviewed the criteria which apply to the categories of Principal CBD and Major CBD. The criteria for Principal CBD and Major CBD are specific to the characteristics of councils within those categories. This is different to the other categories which have indicative population thresholds and general criteria which describe common features of councils in these groups.

Allocation of councils into categories

21. The criteria applicable to the categories are outlined in Appendix 1. The categories differentiate councils on the basis of their geographic location with councils grouped as either metropolitan or non-metropolitan. With the exception of Principal CBD and Major CBD, population is the predominant criterion to determine categorisation. Other common features of councils within those categories are also broadly described. These criteria have relevance when population alone does not adequately reflect the status of one council compared to others with similar characteristics. In some instances the additional criteria will be sufficient enough to warrant the categorisation of a council into a group with a higher indicative population range.
22. In respect of the request to reconsider the criteria for Principal CBD and Major CBD, the Tribunal notes that the current criteria are specific to the councils of Sydney City and Parramatta City respectively. Prior to the making of the 2017 determination Sydney City Council was a standalone category. Parramatta City Council was grouped with Newcastle

Local Government Remuneration Tribunal

City Council and Wollongong City Council. The Tribunal's 2017 review determined that Parramatta City Council would also be a standalone category within the group of metropolitan councils. Newcastle and Wollongong were placed in a separate category, Regional City.

23. The allocation of Sydney City Council and Parramatta City Council into unique categories reflects their status within the metropolitan area. These precincts have been identified by the NSW Government in its metropolitan planning policies¹ as "Metropolitan City Centres" and are the only local government precincts to be given this status. The Tribunal considers that Parramatta City Council is the only council which currently meets the criteria of Major CBD.
24. The Tribunal received ten requests for re-categorisation. Each of those requests was considered having regard to the case put forward and the criteria for each category. A multi variable approach was adopted in assessing each council against all the criteria (not only population) for the requested category and also the relativities within the categories. At the time of making the determination the Tribunal only had available to it population data as of 2016. The Australian Bureau of Statistics (ABS) has advised that more up to date population data will not be published until 24 April 2018 which is too late for consideration as part of this review. The Tribunal found that the current categorisation was appropriate, but noted that some of those councils seeking to be moved are likely to meet the criteria for re-categorisation in future determinations in the medium term. A summary of the Tribunal's findings for each of the applications is outlined in the following paragraphs.

Penrith

25. Penrith sought to be re-categorised to a new category (possibly Metropolitan Large – Growth Centre) to reflect expected population growth and development. The council submitted that the new category could have fees equivalent to Regional City. The submission also drew the Tribunal's attention to the regional servicing role of Penrith to Greater Western Sydney, the Blue Mountains and the Central West of NSW.

¹ Greater Sydney Commission's (GSC) Greater Sydney Regional Plan – *A metropolis of three cities – connecting people* – March 2018 (GSR Plan); Transport for NSW's *Future Transport Strategy 2056*, March 2018; NSW Government's *The NSW State Infrastructure Strategy 2018-2038*, 18 March 2018.

Local Government Remuneration Tribunal

26. The Tribunal examined Penrith's submission in the context of other councils in the Metropolitan Large category. Penrith currently has the smallest population in this group of councils and the degree of population growth is comparable to other fringe metropolitan councils. While the council area is host to a range of regional facilities these are similar to those available in other council areas within this group. On the basis of the information available the Tribunal does not find there is a case to create a new category to accommodate Penrith.

Inner West

27. Inner West has sought to be re-categorised from Metropolitan Medium to Metropolitan Large. The council has a population of 190,500 (2016) which is substantially below the population of other Metropolitan Large councils. In considering this request the Tribunal has reviewed the additional factors which guide categorisation to both Metropolitan Large and Metropolitan Medium, as outlined in Appendix 1 of this determination. The Tribunal notes that while significant residential development is proposed for this council that development is influenced by a number of urban renewal and infrastructure projects which have either not commenced or are in their early stages. The Tribunal finds the council does not demonstrate a sufficient number of additional criteria to warrant re-categorisation as Metropolitan Large at this time. However, with expected population growth it is likely the council may be more comparable with other Metropolitan Large councils in the short to medium term.

Randwick

28. Randwick has sought to be re-categorised from Metropolitan Medium to Metropolitan Large principally on the basis of its regional servicing and facilities. The Tribunal notes that the council's population of 146,250 (2016) is squarely within the indicative range for this category of (100,000 to 200,000). In reviewing this request the Tribunal has also considered the degree of regional servicing and sphere of economic influence. Having regard to those factors the Tribunal does not find that the council can display additional criteria to a degree comparable to other councils in Metropolitan Large or that re-categorisation into this group is appropriate.

Canada Bay

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29. Canada Bay has sought to be re-categorised from Metropolitan Small to Metropolitan Medium. Canada Bay has a population 90,850 (2016) which is the largest of the councils in Metropolitan Small but still well below the indicative range of Metropolitan Medium councils. The council has put a case forward based on its growing regional influence with a large influx of workers, shoppers and visitors each day.
30. The Tribunal has compared the profile of Canada Bay to other councils in Metropolitan Medium and finds that the scale of its operations and degree of regional servicing are not sufficient to warrant re-categorisation. The Tribunal notes however, that similar to Inner West, expected population growth it is likely to make the council more comparable to those in Metropolitan Medium in the medium term.

Willoughby and North Sydney

31. Both Willoughby and North Sydney have sought to be re-categorised from Metropolitan Small to Metropolitan Medium. Under the new categorisation model these councils were allocated into a category with lower fees than those previously available under the former categorisation. The Tribunal finds that while some existing councillors may be receiving lower fees as a result of the revised categorisation, this is not a factor in the categorisation of councils into categories.
32. The categories have been developed to group councils with as many like characteristics as possible. The Tribunal has considered the characteristics of Willoughby and North Sydney in the context of those that apply to both Metropolitan Small and Metropolitan Medium.
33. Willoughby has a population of 77,950 (2016) and North Sydney 72,150 (2016). Willoughby has sought to be re-categorised having regard to additional criteria including its scale of operations and businesses and the regional significance of its centres. North Sydney has sought consideration of its regional services and facilities and high percentage of non-resident visitors and workers.
34. Both councils have sought recognition of the significant number and percentage of non-resident workers, however the available data from the ABS would suggest that many other metropolitan councils across all categories host a significant number of non-resident workers.
35. The Tribunal notes that the current population of both councils is within the indicative population range for Metropolitan Small councils and well below that of Metropolitan Medium. Having regard to the addition criteria that apply to Metropolitan Small and

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Metropolitan Medium, the Tribunal finds that the characteristics of Willoughby and North Sydney are more appropriately aligned with those of other Metropolitan Small councils and finds no case for them to be re-categorised at this time.

Port Macquarie

36. Port Macquarie has sought to be re-categorised from Regional Rural to Regional Strategic Area. Alternatively, it is requested that consideration be given to the creation of a new category for similar councils in the Regional Rural group.
37. Port Macquarie has a population of 79,650 (2016) which is significantly below the indicative population range of Regional Strategic Area councils. The Tribunal finds that Port Macquarie has not demonstrated the additional criteria to warrant inclusion into this group.
38. The Tribunal notes that there is a large population range of those councils included in the Regional Rural category. These councils are grouped together to reflect their like features such as having a major township which provides regional servicing to smaller rural communities and rural councils. The Tribunal does not propose to further differentiate this group at this time.

Maitland

39. Maitland has sought to be re-categorised from Regional Rural to Regional Strategic Area or that a new category be created between Regional Rural and Regional Strategic Area.
40. Maitland has a population of 78,200 (2016) which is significantly below the indicative population range of Regional Strategic Area councils. The Tribunal finds that Maitland has not demonstrated the additional criteria to warrant inclusion into this group. As outlined above the Tribunal does not propose to further differentiate this group at this time.

Hilltops

41. Hilltops Council has sought to be re-categorised from Rural to Regional Rural. The new Hilltops Council is an amalgamation of three former councils in the Rural category (Young, Boorowa and Harden). The submission states that the new council has increased complexity of business and should be recognised as Regional Rural.
42. The Tribunal notes that Hilltops has a population of 19,150 (2016) which is just below the indicative population range of Regional Rural councils. The category of Regional Rural currently includes one council – Broken Hill – which has a population similar to that of Hilltops. Broken Hill warrants categorisation as Regional Rural in recognition of the degree

Local Government Remuneration Tribunal

of regional servicing it provides to far western NSW. It is not considered that Hilltops provides the same degree of regional services and on that basis re-categorisation is not warranted at this time.

Leeton

43. Leeton has sought reconsideration of the criteria for eligibility to the categorisation of Regional Rural to take into account councils with populations of less than 20,000. Leeton has a population of 11,750 (2016).
44. Leeton has not sufficiently demonstrated that it meets the additional criteria for re-categorisation to Regional Rural level. The Tribunal does not propose to further differentiate this group at this time.

Fees

45. The LGNSW submission requested that the Tribunal increase fees by the allowable maximum of 2.5 per cent. The submission also reiterated its view that the current arrangement for setting fees is inappropriate and does not provide proper compensation for the significant workload and the range of responsibilities of mayors and councillors. Comparative information was presented in respect to board fees, fees paid to mayors and councillors of councils in Queensland and salaries for Members of Parliament. It was also suggested that when determining fees the Tribunal consider other matters, including the new induction and other professional development training requirements and the implementation of the NSW Local Government Capability Framework. The LGNSW submission also sought consideration of the non-payment of superannuation.
46. A number of submissions also sought an increase to the allowable maximum of 2.5 per cent and raised similar issues to LGNSW in respect to the current fees not being adequate compensation for the heavy or “full-time” workload and time commitment required to carry out mayoral and councillor duties.
47. One submission also raised the matter of fees for deputy mayors, submitting that an additional fee of \$200.00 per month be payable when the role of deputy mayor exists in a council.

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Findings

Quantum of Fees

48. The Tribunal has considered the submissions received and notes the comparisons drawn between the fees paid to councillors and mayors in NSW with those in other states, members of Parliament in NSW, and members of boards and committees. The Tribunal is mindful that the roles and responsibilities of councillors and mayors in NSW are outlined in the LG Act and notes that they are not necessarily comparable to the roles and responsibilities of councillors and mayors in other states, members of Parliament or members of boards and committees.
49. The Tribunal also notes that some of the other matters raised by submissions are more appropriately dealt with in the context of the current Local Government reform agenda and are outside the Tribunal's powers.
50. The Tribunal is required to have regard to the Government's wages policy when determining the increase to apply to the maximum and minimum fees that apply to councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.
51. The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and had regard to budgetary limitations imposed by the Government's policy of rate pegging, and finds that the full increase of 2.5 per cent is warranted. The 2.5 per cent increase will apply to the minimum and the maximum of the ranges for all existing categories.

Other matters

52. The Tribunal notes that the NSW Independent Local Government Review Panel made a number of recommendations in 2013 which addressed the role and remuneration of mayors and deputy mayors. The Tribunal understands that those recommendations have not yet been implemented or were supported by the Government in part only.
53. Should the Government's policies change with respect to remuneration the Tribunal would be willing to participate in any further review or consideration of this matter.
54. The matter of the non-payment of superannuation has been previously raised in submissions to the Tribunal and is not a matter for the Tribunal to determine. Section

Local Government Remuneration Tribunal

251 of the LG Act confirms that councillors are not employees of the council and the fee paid does not constitute a salary under the Act. The Tribunal notes that the Australian Tax Office has made a definitive ruling (ATO ID 2007/205) that allows councillors to redirect their annual fees into superannuation on a pre-tax basis and is a matter for councils (*Ref: Councillor Handbook, Oct 2017, Office of Local Government p.69*).

55. Councils have raised the matter of separate fees for deputy mayors on previous occasions and the Tribunal notes that it has previously determined that there is no provision in the LG Act to empower the Tribunal to determine a separate fee or fee increase for deputy mayors. The method for determining separate fees, if any, for a deputy mayor is provided in section 249 of the LG Act as follows:

249 Fixing and payment of annual fees for the mayor

- (1) *A council must pay the mayor an annual fee.*
- (2) *The annual fee must be paid in addition to the fee paid to the mayor as a councillor.*
- (3) *A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (4) *A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*
- (5) *A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee."*

Conclusion

56. The Tribunal's determinations have been made with the assistance of the two Assessors - Mr Ian Reynolds and Mr Tim Hurst. The allocation of councils into each of the categories, pursuant to section 239 of the LG Act, is outlined in Determination No. 1. The maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils, pursuant to section 241 of the LG Act, are outlined in Determination No. 2.

Local Government Remuneration Tribunal

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 17 April 2018

Local Government Remuneration Tribunal

Section 4 Determinations

Determination No. 1- Determination Pursuant to Section 239 of Categories of Councils and County Councils Effective From 1 July 2018

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta
Metropolitan Large (8)	Metropolitan Medium (9)
Blacktown	Bayside
Canterbury-Bankstown	Campbelltown
Cumberland	Georges River
Fairfield	Hornsby
Liverpool	Ku-ring-gai
Northern Beaches	Inner West
Penrith	Randwick
Sutherland	Ryde
	The Hills
Metropolitan Small (11)	
Burwood	
Camden	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
North Sydney	
Strathfield	
Waverley	
Willoughby	
Woollahra	

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Table 2: General Purpose Councils – Non-Metropolitan

Regional City (2)		Regional Strategic Area (2)	
Newcastle		Central Coast	
Wollongong		Lake Macquarie	

Regional Rural (37)		Rural (57)	
Albury		Balranald	Kyogle
Armidale		Bellingen	Lachlan
Ballina		Berrigan	Leeton
Bathurst		Bland	Liverpool Plains
Bega		Blayney	Lockhart
Blue Mountains		Bogan	Moree Plains
Broken Hill		Bourke	Murray River
Byron		Brewarrina	Murrumbidgee
Cessnock		Cabonne	Muswellbrook
Clarence Valley		Carrathool	Nambucca
Coffs Harbour		Central Darling	Narrabri
Dubbo		Cobar	Narrandera
Eurobodalla		Coolamon	Narromine
Goulburn Mulwaree		Coonamble	Oberon
Griffith		Cootamundra-Gundagai	Parkes
Hawkesbury		Cowra	Snowy Valleys
Kempsey		Dungog	Temora
Kiama		Edward River	Tenterfield
Lismore		Federation	Upper Hunter
Lithgow		Forbes	Upper Lachlan
Maitland		Gilgandra	Uralla
Mid-Coast		Glen Innes Severn	Walcha
Mid-Western		Greater Hume	Walgett
Orange		Gunnedah	Warren
Port Macquarie-Hastings		Gwydir	Warrumbungle
Port Stephens		Hay	Weddin
Queanbeyan-Palerang		Hilltops	Wentworth
Richmond Valley		Inverell	Yass
Shellharbour		Junee	
Shoalhaven			
Singleton			
Snowy Monaro			
Tamworth			
Tweed			
Wagga Wagga			
Wingecarribee			
Wollondilly			

Local Government Remuneration Tribunal

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie

Local Government Remuneration Tribunal

Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2018 are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils – Metropolitan	Principal CBD	26,970	39,540	164,980	217,080
	Major CBD	17,980	33,310	38,200	107,620
	Metropolitan Large	17,980	29,670	38,200	86,440
	Metropolitan Medium	13,480	25,160	28,640	66,860
	Metropolitan Small	8,970	19,790	19,100	43,150
General Purpose Councils – Non-metropolitan	Regional City	17,980	31,260	38,200	97,370
	Regional Strategic Area	17,980	29,670	38,200	86,440
	Regional Rural	8,970	19,790	19,100	43,170
	Rural	8,970	11,860	9,540	25,880
County Councils	Water	1,780	9,890	3,820	16,250
	Other	1,780	5,910	3,820	10,790

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 17 April 2018

Local Government Remuneration Tribunal

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety has been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum population of 200,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum population of 100,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Local Government Remuneration Tribunal

Regional City

Councils categorised as Regional City will typically have a population above 150,000. These councils are metropolitan in nature with major residential, commercial and industrial areas. These Councils typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development.

These councils provide a full range of higher order services and activities along with arts, culture, recreation and entertainment facilities to service the wider community and broader region. These councils typically also contain ventures which have a broader State and national focus which impact upon the operations of the council.

Newcastle City Council and Wollongong City Councils are categorised as Regional City.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Rural category on the basis of their significant population. Councils categorised as Regional Strategic Area will typically have a population above 200,000. These councils contain a mix of urban and rural settlements. They provide a range of services and activities including business, office and retail uses, along with arts, culture, recreation and entertainment facilities to service the wider community. These councils host tertiary education campuses and health facilities.

While councils categorised as Regional Strategic Area may have populations which exceed those of Regional City, they would not typically provide the same range of regional services or have an equivalent sphere of economic influence.

Central Coast Council and Lake Macquarie Council are categorised as Regional Strategic Area.

Regional Rural

Councils categorised as Regional Rural will typically have a minimum population of 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- a major town or towns with the largest commercial component of any location in the surrounding area
- a significant urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages or may be located on or close to the coast with high levels of population and tourist facilities
- provide a full range of higher-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- regional services to the wider community through principal referral hospitals, tertiary education services and major regional airports
- these councils may also attract large visitor numbers to established tourism ventures.

Local Government Remuneration Tribunal

Rural

Councils categorised as Rural will typically have a population below 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Noxious Weeds Act 1993*.

ORANGE, BLAYNEY AND CABONNE

Regional Economic Development Strategy | 2018 – 2022



VISION

A large and diverse regional economy with a vibrant network of towns, villages and a regional city that leverage opportunities from being at the heart of NSW in order to grow wealth and prosperity.



Developed with the support of the NSW Government
as part of the Regional Economic Development Strategies program to assist local councils and their communities in regional NSW.

PREFACE

The NSW Government has assisted local councils and their communities to develop 37 Regional Economic Development Strategies across regional NSW. Each strategy is designed around one or more local government areas that form a functional economic region as defined by economic data and community input. While the strategies have been developed using consistent methodology, each is a product of detailed data analysis and local community consultation to ensure ownership through a 'bottom-up' process: it sets out a vision for the region, the strategies, and early stage actions required to achieve the vision.

Regional Economic Development Strategies articulate a framework for identifying actions crucial to achieving the regional vision. Projects listed within this strategy should therefore be viewed as example projects that have emerged from the initial application of the framework. Adoption of these projects would be subject to further evaluative processes.

The power of the strategy is its ability to be used on an on-going basis to identify additional high value projects over time. By complementing existing funding processes, these strategies present new opportunities to strengthen and increase investment in regional development across NSW.

Importantly, the strategy should be viewed as the first stage of a process that will assist those with an interest in the economic development of the region, particularly councils, communities and local businesses, in planning their future economic activities. It provides a vehicle for engaging the community in a 'conversation' about regional needs and priorities, assists in bringing together key stakeholders and mobilising resources, and in so doing, can facilitate faster access to dedicated NSW Government funding, such as the Growing Local Economies Fund, as well helping to capitalise upon other economic opportunities.

This Strategy, prepared by AgEconPlus on behalf of the region, was formed in collaboration with the Orange City, Blayney Shire and Cabonne Councils, key stakeholders and the broader regional community, which benefited from economic-analytical assistance from the NSW Government's Centre for Economic and Regional Development (CERD).

It is presented in two documents, the *Orange, Blayney and Cabonne Regional Economic Development Strategy 2018–2022* which allows the reader to quickly and easily determine key content, while the accompanying *Orange, Blayney and Cabonne Regional Economic Development Strategy – Supporting Analysis 2018–2022* details the Strategy methodology, evidence and the strategy development process.

For further information about the Regional Economic Development Strategies program please contact the CERD on 02 6391 3025 or CERD@dpc.nsw.gov.au.

AgEconPlus
CONSULTING

INTRODUCTION

The Orange, Blayney and Cabonne Regional Economic Development Strategy 2018–2022 (the Strategy) sets out a long term economic vision and associated strategy for the three local government areas (LGAs) of Orange, Blayney and Cabonne (the region).

It builds on the region's endowments, specialisations and economic core competencies to guide investment over the next four years¹. Economic principles suggest that endowments and specialisations play a key role in the development of regional economies².

The Strategy aims to leverage the region's endowments: its topography, water, climate and soils; natural and mineral resources; Central NSW location; access to Sydney, Brisbane and Melbourne; diverse agricultural lands, healthcare and education infrastructure; lifestyle advantages; Aboriginal heritage, historic heritage and villages; and strong local institutions. These endowments are the basis of the region's current specialisations in mining, sheep and cattle farming, food product manufacturing, healthcare, education and State Government administration. They also support the potential for the region's emerging specialisation in tourism.

These endowments and specialisations were identified through data analysis and subsequently informed and were confirmed through the community consultation process.

The Strategy, which builds on the endowments, specialisations and core competencies, aims to:

- develop existing strengths in agriculture, agricultural processing, agri-technology and manufacturing
- support growth in mining and mining services
- build on the region's core specialisation in healthcare
- realise economic opportunity in education and public administration
- drive tourism growth and enhance the liveability of the region.

The Strategy also takes account of regional risks and how they might be addressed.

This Strategy is the culmination of collaboration between the Orange, Blayney and Cabonne Councils, their respective communities and the NSW Government's Centre for Economic and Regional Development (CERD).

Figure 1: Map of Orange, Blayney and Cabonne Region Boundary and its constituent LGAs



Source: GHD (2016)³

1. Regional Economic Development Strategies, Centre for Economic and Regional Development. (https://www.dpc.nsw.gov.au/programs_and_services/centre_for_economic_and_regional_development/projects)
2. Regional Economic Growth Enablers Report (2017), Centre for Economic and Regional Development.
3. GHD (2016) Councils of Blayney, Cabonne and Orange City Sub-Regional Rural and Industrial Land Use Strategy Final Strategy

BACKGROUND

In 2016 the region was home to 60,987 people, with 40,344 residing in the Orange LGA, 7,257 residing in the Blayney LGA and 13,386 residing in the Cabonne LGA. Orange is one of the State's larger regional cities and has had continuing growth for more than two decades. People who work in the region typically live in the region: ninety-four per cent of the jobs in the three LGAs are held by residents, and 91 per cent of the resident workforce works in the region.⁴ As a result of this self-contained employment market, the three LGAs form a functional economic region.

The region's population has been growing quite strongly, but the rate of growth is projected to decline over the coming two decades. As with many regional areas, the region has an increasing incidence of older population cohorts, but there is also a relatively high proportion of couple families with children. It has affordable housing. Unlike many regional areas, the Orange-Blayney-Cabonne region is not suffering from a 'hollowing-out' of its work force age population.

The region has a relatively low level of unemployment and a relatively high incidence of full-time employment, and the labour force has relatively high levels of human capital.

Health Care and Social Assistance is the region's major employing sector, leveraging off one of the largest regional hospitals in NSW and the region's central location. The region also has a significant Public Administration presence, including the head office of

the NSW Department of Primary Industries (DPI) and a strong focus on Education and Training, based around Charles Sturt University and several TAFE campuses. Mining is a significant sector which leverages the region's unique geology containing metalliferous minerals, in particular, gold.

Employment in two of the previously largest employing industries in the region – Agriculture Forestry & Fishing (predominantly sheep and cattle farming) and Manufacturing – has declined over the past two decades (Figure 2) consistent with broader employment trends in these capital-intensive industries. Employment in viticulture and wine making has, however, grown and diversified these sectors and has potential for helping develop the tourism sector.

Manufacturing's decline in the region included the closure of Electrolux in 2016 however, the region still has a large Food Product Manufacturing base. Employment in Agriculture, Forestry & Fishing was impacted by the 'Millennium Drought' between 2001 and 2011. Since 2011, industry employment has recovered slightly, led by growth in Sheep and Cattle Farming.

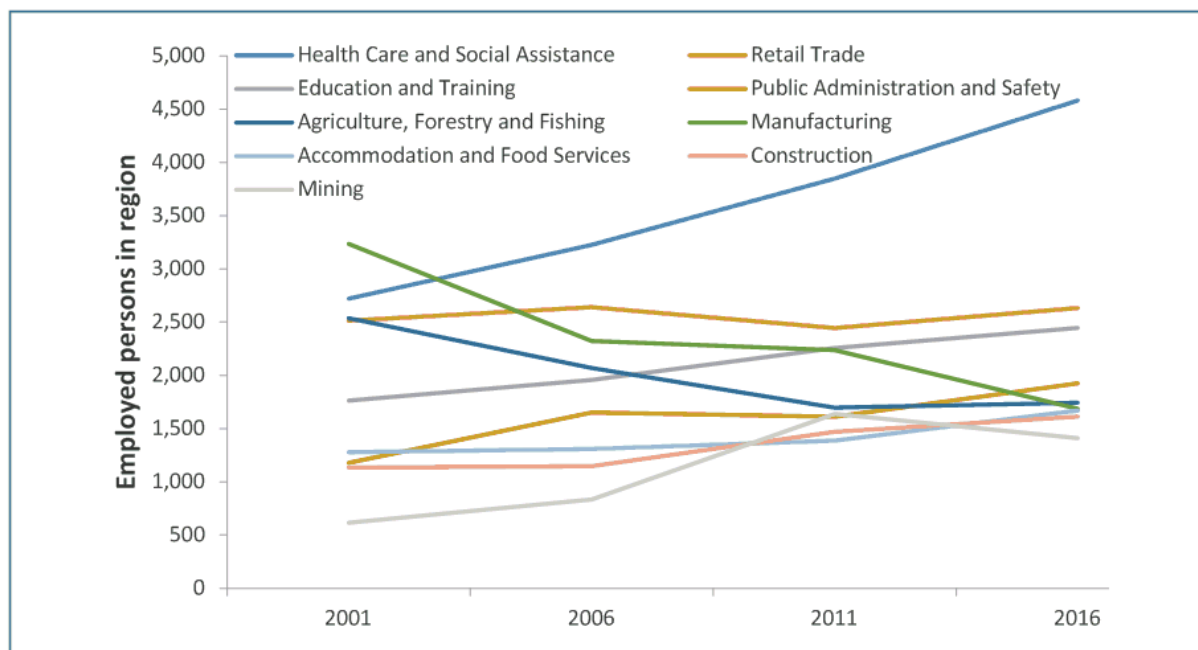
Employment size is an important indicator of an specialisation within a region. Using employment data, in conjunction with other sources such as community consultation and online surveys, the natural and built endowments can be established within the region.



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Figure 2. Employment in the Region, 2001–2016 (Source: Australian Bureau of Statistics)



Another important indicator of economic strength is the value of production in industry sectors and the degree to which there are linkages between a region's industry sectors, which is ascertained through Input-Output Analysis.

The three highest value-added industries are: Non Ferrous Metal Ore Mining, Health Care Services and Retail Trade.



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ENDOWMENTS

Endowments are strengths that a regional economy possesses and can capitalise on. Economic principles suggest that endowments play a key role in the economic development of regions. The CERD in its *Regional Economic Growth Enablers Report (2017)* found that:

*the future of individual regional economies is inexorably linked to their natural endowments and attempts to retain or establish industries without an underpinning endowment are unlikely to succeed.*⁵

A region seeking to encourage economic development should therefore concentrate on factors that enable the growth of endowment-based industries, as well as building local leadership and institutional capacity and capabilities, to facilitate businesses and public agencies and services to capitalise on the opportunities that a region's endowments present. Endowments can lead to opportunities from which commercial and industrial interests may leverage and develop specialisations.

Table 1. Endowments of the region identified through analysis and community consultation.

Water, climate and soil

The region experiences mild summers and cold winters and a reliable annual rainfall uniformly distributed throughout the year. Fertile volcanic soils are suitable for a range of agricultural enterprises focused around livestock, in particular sheep farming and cattle farming, as well as some grain production, dairy farming and fruit production. Viticulture for cool climate wine is continuing to develop in the region.

Mineral resources

The region has unique geology containing metalliferous minerals, in particular gold. This has enabled the development of one of the largest gold mines in Australia. Other exploration has been occurring in the region, with potential for other gold and copper mining projects.

Agriculture infrastructure and services

The region contains significant agriculture infrastructure and services, including the Central Tablelands Livestock Exchange, the DPI head office and the Global AgTech Ecosystem (GATE).

Orange airport

Orange Regional Airport is a key transport hub for the central west, providing daily passenger connections with Sydney and weekday passenger flights to Brisbane and Melbourne. It also provides a base for a growing number of aero-industry businesses. This direct access to major capital cities enhances the desirability of the region for businesses, residents and tourists.

Education infrastructure

The region is home to a range of education facilities for all ages, from primary schools and high schools offering unique education for a range of needs, through to Charles Sturt University and Orange College (TAFE), which offer courses related to job opportunities in the region.

Location, accessibility and lifestyle benefits

The region is centrally located, and is close to Parkes and its proposed national transport node. It is connected to Sydney, Brisbane and Melbourne via flights from Orange Regional Airport. It also has rail access to Sydney. The region's affordable house prices, rural lifestyle choices, small community feel, natural beauty, and diverse economy also make the region liveable and an attractive place to raise a family, retire or semi-retire.

Natural resources

The region is also endowed with a range of natural resources and features including lakes, waterholes and dams, National Parks, State Conservation Areas, nature reserves and caves. These are potentially important resources for regional tourism.

Aboriginal heritage, historical heritage and villages

The region has a rich Aboriginal and European heritage. There are many significant Aboriginal sites within the region, and the Wiradjuri people have an interest in a number of significant development projects. The region also contains numerous towns and villages with extensive built heritage. These offer new residents and businesses a diverse range of locational choices and are potentially important resources for regional tourism.

Healthcare infrastructure

The region contains diversified health services provision and one of the largest regional hospitals in NSW, which is a teaching hospital affiliated with the University of Sydney and is also used for teaching students from other universities including the Charles Sturt University, University of Newcastle and University of Wollongong. It is co-located with the redeveloped Bloomfield psychiatric hospital.

Local institutions and strong leadership

The region is well supported by an array of education, health, tourism and business institutions. In addition, the three Councils in the region have strong relationships between them and with businesses and economic development institutions.

5. Regional Economic Growth Enablers Report (2017), Centre for Economic and Regional Development.

SPECIALISATIONS

A simple form of analysis that can be used to gain an understanding of a region's competitive advantages⁶ is the Location Quotient (LQ) which measures the employment concentration in industry sectors within a regional economy, compared with the same sectors across NSW. The higher the LQ, the more specialised a region is in that industry relative to the rest of NSW. For the purpose of this analysis, specialisations as defined by LQs, are in turn used as a proxy measure for those sectors and industries that represent a region's true competitive advantages.

Importantly, while LQs are used in this document for that purpose, they are only a partial measure of those competitive advantages. Hence, they have been considered alongside additional qualitative evaluations and data analysis, such as Input-Output analysis, to arrive at the findings for the Orange, Blayney, Cabonne region REDS.

Health Care and Social Assistance is the largest sector in the region, employing 17.5% of the workforce⁷. It is also an industry in which the region specialises when compared to the rest of NSW. Between 2011 and 2016, employment in this sector grew at a much faster rate in the region than it did across NSW (exceeding the industry employment growth rate across NSW by 12%).

Other specialisations are Sheep, Cattle and Grain Farming (predominantly specialised sheep and cattle farming), Food Product Manufacturing, State Government Administration and School Education⁸. Not only are they important employers, but from 2011 to 2016, these sectors grew more strongly in the region than in the rest of NSW.

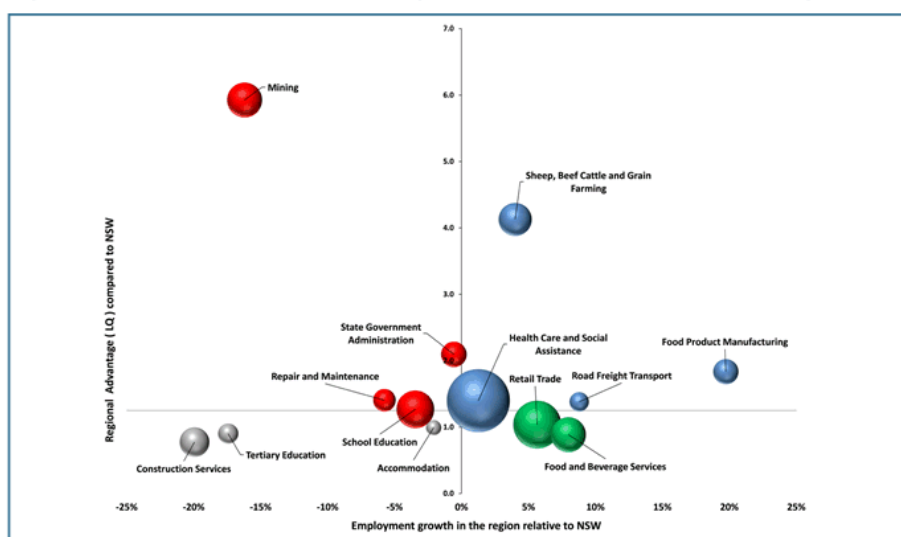
Mining (predominantly gold ore mining) is also a strong specialisation for the region, but employment growth was 5.5% slower than the rest of NSW from 2011 to 2016.

The regional economy does not currently have a specialisation in the Accommodation sector or Food and Beverage Services when compared to NSW. These are Australian and New Zealand Standard Industrial Classification (ANZSIC) industries that reflect the effects of tourism, but these measures do not capture all tourism impacts. Analysis by the CERD indicates that 4.6% of direct employment in the region is associated with tourism. The concentration of tourism employment falls short of the criteria for a specialisation, but growth in the Accommodation and the Food and Beverage Services industries, relative to NSW, points to a potential emerging specialisation, especially with the growth of the local wine industry which can be leveraged into an important visitor attractor.

Figure 3 charts selected industries in the regional economy in 2016, where:

- Industries with a larger 'bubble' employed more people.
- Industries further above the horizontal line are more specialised when compared to NSW (LQ greater than 1.25⁹), industries below the line are less specialised when compared to NSW.
- Industries to the right of the vertical line grew faster between 2011 and 2016 than comparable industries across NSW, industries on the left grew more slowly.

Figure 3. Location Quotients and Employment Growth for Industries in the Region



Sectors with a specialisation are coloured blue and red. Specialisation sectors, potentially emerging specialisations (coloured green) that have a reliance on local endowments and/or are traded outside the region (i.e. exported) or are servicing more than just the local population, are the focus of the Strategy.

6. A region's competitive advantage for an industry includes its ability to produce goods and services at a lower cost or differentiate its products from other regions, along with access to external factors which enhance business and operations/minimize risk (Stimson, Stough and Roberts, 2006).

7. Australian Bureau of Statistics Census data, August 2016.

8. While Tertiary Education is not a regional specialisation, it is a key export sector of the region with potential to become a specialisation.

9. A LQ of 1.25 is identified in the literature as denoting a specialisation.

STRATEGY

The five Strategy elements for the Orange, Blayney, Cabonne region link directly to the opportunities presented by the region's endowments, specialisations and core competencies and also aim to address some key regional risks.

The Strategy elements were derived from an analysis of the endowments that underpin the region's strengths, followed by examination of current industry specialisations and emerging specialisations, identified in consultation with the community and councils.

Each element is accompanied by a set of early actions, which should be interpreted simply as example actions derived from the preliminary application of the strategy framework. It is therefore expected that there will be other actions capable of contributing to the attainment of the region's vision that are yet to be identified. Consequently, an action's alignment with the Strategy is the primary strategic consideration, rather than it being listed in this document, and all proposed actions will be subject to further qualitative and quantitative evaluative processes.

The Five Elements of the Strategies

1	Develop existing strengths in agriculture , agricultural processing, agri-technology and manufacturing
2	Support growth in mining and mining services
3	Build on the region's core specialisation in healthcare
4	Realise economic opportunity in education and public administration
5	Drive tourism growth and enhance the liveability of the region



STRATEGY CONTINUED

1 | Develop existing strengths in agriculture, agricultural processing, agri-technology and manufacturing

Primary production is a feature of the region's economic activity in three sectors and this strategy looks to build on the region's specialisations:

- **Broadacre grazing and cropping** – to grow and add value to local agricultural production;
- **Agricultural processing such as food processing and wine production** – to encourage and further develop 'in region' agricultural manufacturing, and to contribute to the growth of tourism through leveraging the region's emerging wine industry; and,
- **Support services (including agricultural and mining equipment)** – to engage in manufacturing where the region has a competitive advantage.

This Strategy aims to build partnerships with NSW DPI that maintain and strengthen their research focus on regional needs and ensures rapid uptake of research

outputs. The DPI will also support the acceleration of agriculture related company 'start-ups' (GATE initiative). The Strategy addresses land-use planning to support the growth of intensive agricultural industries, the provision of budget accommodation to ensure a supply of harvest labour, and initiatives to support the efficient transport of processed agricultural product and manufactured goods. The strategy also recognises the importance of viticulture and winemaking in the region and its potential for further growth.

Priorities for investment include the development of a strategy to integrate the region into the Parkes Intermodal Freight Terminal and maximising opportunities created by direct international flights from Canberra Airport to the rest of the world.

Infrastructure Priorities

- **Rail infrastructure:** integrate the region with the Parkes Intermodal Freight Terminal, and better service grain growers and other freight-dependent businesses.
- **Road infrastructure:** deliver a network of B double permitted freight routes in the region and connect the region to other areas, including Port Botany and the airports at Canberra and Badgerys Creek (proposed).
- **Digital connectivity:** provide fast and reliable internet access (NBN rollout) as well as improve mobile reception in parts of the region.
- **Worker accommodation:** facilitate investment, including land-use planning provisions to support investment in budget accommodation. Additional accommodation options will assist with the supply of harvest labour (for example backpackers).

Early Stage Priority Actions

- NSW DPI maintains a research focus on current and future needs of the region's agricultural sectors with an early focus of the livestock and wine industries. New agricultural start-ups are achieved through DPI's GATE program.
- Further develop the region's growing reputation for high quality agricultural and food products through a strengthened focus on local food and wine events that enhance demand and shorten supply chains between producers and visitors.
- Investigate new manufacturing opportunities that build on the region's specialisations.
- Develop a rail strategy to capitalise on the Parkes International Freight Terminal.
- Provide evidence-based support for projects that improve freight networks, such as the B-double road routes, reopening of the Blayney to Demondrille rail line and a strategy to maximise export opportunities through Canberra Airport.
- Review current and likely future constraints to agricultural development in areas such as information technology, land use planning and labour requirements. Identify priority actions based on those that most strongly contribute to enhanced industry competitiveness.

STRATEGY CONTINUED

2 | Support growth in mining and mining services

The region has a long history of mining that goes back to the 1850s Gold Rush. With modern technology, gold and copper deposits previously beyond the reach of miners are now an economic proposition. For example:

- Newcrest's Cadia Valley Operations has recently had a large-scale expansion, has approval for mining until 2030, and has at least a 30-year resource.
- Regis Resources is presently securing approval for a large-scale gold mine eight kilometres from the centre of Blayney. The development is likely to yield 150,000 to 200,000 ounces of gold each year with royalty payments to the NSW Government totalling \$60 million. Some \$875 million local expenditure is expected during construction and operation.

This strategy recognises the large-scale positive economic impacts of mining and the prospect of future growth.

Infrastructure Priorities

- Ensure efficient natural resource access (land and water) to support a sustainable mining sector.

Early Stage Priority Actions

- Closely engage the community in land-use scenario planning to ensure future viability of developing mining industries.
- Proactively facilitate efficient mining development through local land-use strategies and environmental plans.
- Work with Regis Mine proponents to ensure planning approvals maximise mine benefits while minimising any social and environmental costs.
- Develop forward strategy to identify efficient sources of water supply for mining development.
- Develop a renewable energy strategy for the region with key stakeholders (such as Cadia and Regis) to address high energy prices and to enhance industry competitiveness.



STRATEGY CONTINUED

3 | Build on the region's core specialisation in healthcare

The region has a strong healthcare sector—this is a core specialisation that should be further developed. The region is well equipped with the Orange Health Service, a large private hospital and a proposed medi-precinct. Linked services include medical imaging, radiography, neurology and the Orange regional nursing service. District hospitals in Blayney, Canowindra and Molong all operate emergency services.

There is also a large aged-care sector in Orange and aged-care facilities in Blayney, Canowindra and Molong. Growth in this sector will increase demand for specialised aged care health services. The health and social assistance sectors shares linkages with both TAFE and the university sector.

This Strategy sets out to maximise economic activity and service provision stemming from the region's core specialisation in healthcare.

Infrastructure Priorities

- **Buildings:** may be required to house the establishment of the Murray Darling Medical School, a palliative care hospice, and the domestic violence centre.
- **Retirement village infrastructure:** continue to attract older people to the region from other areas and service local needs for specialised retirement housing and living facilities.

Early Stage Priority Actions

- Establish a healthcare strategy across the region to publicise the region's aged care strengths and enhance complementarities between large and small centres.
- Work with proponents of the proposed Orange medi-precinct to advance the concept and continue to provide strong support for the establishment of the Murray Darling Medical School.
- Work with the Orange Local Aboriginal Land Council to further the Land Council's interest in entering the aged-care sector.
- Work with the NSW Government to establish a palliative care hospice and a domestic violence crisis centre in Orange.



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STRATEGY CONTINUED

4 | Realise economic opportunity in education and public administration

The region is a centre for education and public administration in NSW.

The region hosts a thriving independent school sector as people from further west send their children to Orange for their education. It also boasts a strong tertiary sector, with three TAFE Western campuses in Orange and a Charles Sturt University campus. These institutions provide education and training in agriculture, business, trades, health and social assistance training.

The NSW Government is well represented in the region through offices for the Department of Industry, the Rural Assistance Authority, Local Land Services and the Department of Premier and Cabinet. The DPI's Head Office is also based in Orange and provides a large employment base.

Infrastructure Priorities

- **School infrastructure:** construct primary and secondary schools in Orange in both the public and private education sectors.

Early Stage Priority Actions

- Provide evidence-based support for the fast tracking of additional primary and secondary school capacity in North Orange.
- Investigate the extent of private school wait lists and whether there is scope to increase school capacity.
- Encourage the relocation of business and government entities to the region by providing information about the region's strengths and services.
- Work with Charles Sturt University to establish a campus of the Murray Darling Medical School in Orange.
- Work with NSW DPI to support its research commercialisation/company acceleration (GATE- Global Agri-Tech Ecosystem) and agri-tourism initiatives.
- Investigate opportunities to localise the education and public administration supply chain.



STRATEGY CONTINUED

5 | Drive tourism growth and enhance the liveability of the region

The region is becoming known for its natural beauty, attractive landscapes, wine industry, and its liveable city, towns and villages.

The goal of the Strategy is to attract more visitors to the region and further diversify the region's economic base, attract permanent residents and add critical mass to the city, towns and villages. In this way, the region will become more buoyant and sustainable, enriching the lives of residents and visitors alike.

This involves building on the region's strengths in food and wine, historic villages, events (such as F.O.O.D. Week and the Australian National Field Days), weddings, agri-tourism,

road trips, rail links to Sydney and airport links to Sydney, Brisbane and Melbourne. There is a need for investment in tourism infrastructure and for more tourist 'product', such as the type of adventure tourism proposed by the Mt Canobolas mountain bike track.

A wider range and variety of accommodation is also needed, ranging from temporary caravan parks for annual events, camping and backpackers through to five-star luxury. The aim should be to stay locally and travel widely in the region. The region may benefit from further consideration of the development of the Yugaway Local Aboriginal Land Council Hotel and Hospitality School.

Infrastructure Priorities

- **Highway upgrade:** to deliver shorter travel times to and from Sydney.
- **Local road infrastructure:** to enhance traffic flow and management while providing a platform for economic growth.
- **Improved passenger rail services:** to better connect the region to Sydney for the benefit of both visitors and residents.
- **Digital connectivity:** to enhance liveability and business competitiveness. Includes fast and reliable internet access (NBN rollout) and improved mobile reception in parts of the region.
- **Retirement village infrastructure:** to continue to attract older people to the region from other areas.
- **Visitor accommodation:** including temporary caravan parks, camping and backpackers through to five-star destination hotels.
- **Sport and recreation infrastructure:** could include new sporting fields, mountain bike trails, cycle pathways for winery visits, swimming pools, an equestrian centre.
- **Culture and entertainment infrastructure:** such as an upgraded regional conservatorium with planetarium in Orange, a cultural centre in Blayney, a library upgrade in Molong.
- **Water supply infrastructure:** to improve water supply consistency and link towns and villages to reduce the risk of highest level water use restrictions.

Early Stage Priority Actions

- Develop a long-term vision and marketing strategy for regional tourism consistent with current and future demands. Invest in supporting high demand tourism needs and attractions across the region.
- Develop a regional cultural heritage strategy to support tourism and the liveability of the region.
- Review the effectiveness of existing initiatives and investigate new measures to increase the supply of labour to the hospitality sector.
- Evaluate funding options for the Yugaway Hospitality School.
- Develop the case for improved rail, road and air travel services to boost tourism and liveability.
- Develop the Mt Canobolas Mountain Bike Centre and consider how best to accommodate the growing interest in cycling across the region, such as cycle paths from Orange to wineries.
- Evaluate the feasibility of improved utility services across the region, such as improved and more reliable water supplies and internet access. Such improvements enhance liveability and in so doing attract people to the region's city, towns and villages.

Strategies and Early Stage Actions					
Enablers	Develop existing strengths in agriculture, agricultural processing, agri-technology and manufacturing	Support growth in mining and mining services	Build on the region's core specialisation in healthcare	Realise economic opportunity in education and public administration	Drive tourism growth and enhance the liveability of the region
People and skills	<ul style="list-style-type: none"> ➤ Further develop the region's growing reputation for high quality agricultural and food products through a strengthened focus on local food and wine events that enhance demand and shorten supply chains between producers and visitors. ➤ Investigate new manufacturing opportunities that build on the region's specialisations. 	<ul style="list-style-type: none"> ➤ Closely engage the community in land-use scenario planning. 	<ul style="list-style-type: none"> ➤ Establish a healthcare strategy across the region to publicise the region's aged care strengths and enhance complementarities and linkages between large and small centres. ➤ Publicise the region's strength in aged-care services to providers and developers. 	<ul style="list-style-type: none"> ➤ Investigate the extent of private school wait lists and whether there is scope to increase school capacity. ➤ Encourage the relocation of business and government entities to the region by providing information about the regions strengths and services. 	<ul style="list-style-type: none"> ➤ Review the effectiveness of existing initiatives and investigate new measures to increase the supply of labour to the hospitality sector. ➤ Evaluate funding options for the Yugaway Hospitality School.
Government, regulation, services and information	<ul style="list-style-type: none"> ➤ NSW DPI maintains a research focus on current and future needs of the region's agricultural sectors with an early focus of the livestock and wine industries. New agricultural start-ups are achieved through the DPI's GATE program. ➤ Review current and likely future constraints to agricultural development in areas such as information technology, land use planning and labour requirements. Identify priority actions based on those that most strongly contribute to enhanced industry competitiveness. 	<ul style="list-style-type: none"> ➤ Proactively facilitate efficient mining development through local land-use strategies and environmental plans. ➤ Work with Regis Mine proponents to ensure planning approvals maximise mine benefits while minimising any social and environmental costs. ➤ Develop forward strategy to identify efficient sources of water supply for mining development. 	<ul style="list-style-type: none"> ➤ Work with proponents of the proposed Orange medi-precinct to advance the concept and continue to provide strong support for the establishment of the Murray Darling Medical School. ➤ Work with the Orange Local Aboriginal Land Council to further the Council's interest in entering the aged-care sector. ➤ Work with the NSW Government to establish a palliative care hospice and a domestic violence crisis centre in Orange. 	<ul style="list-style-type: none"> ➤ Provide evidence-based support for the fast tracking of additional primary and secondary school capacity in North Orange. ➤ Work with Charles Sturt University to establish a campus of the Murray Darling Medical School in Orange. 	<ul style="list-style-type: none"> ➤ Develop a long-term vision for regional tourism consistent with current and future demands. Invest in supporting high demand tourism needs and attractions across the region. ➤ Develop a regional cultural heritage strategy to support tourism and the liveability of the region. ➤ Develop the case for improved rail, road and air travel services to boost tourism and liveability. ➤ Develop the Mt Canobolas Mountain Bike Centre and consider how best to accommodate the growing interest in cycling across the region, such as cycle paths from Orange to wineries. ➤ Evaluate the feasibility of improved utility services across the region, such as improved and more reliable water supplies and internet access. Such improvements enhance liveability and in so doing attract people to the region's city, towns and villages.

Strategies and Early Stage Actions <small>continued</small>					
Enablers	Develop existing strengths in agriculture, agricultural processing, agri-technology and manufacturing	Support economic growth in mining and mining services	Build on the region's core specialisation in healthcare	Realise economic opportunity in education and public administration	Drive tourism growth and enhance the liveability of the region
Infrastructure	<ul style="list-style-type: none"> ➤ Rail infrastructure: integrate the region with the Parkes Intermodal Freight Terminal, and better service grain growers and other freight-dependent businesses. ➤ Road infrastructure: deliver a network of B double permitted freight routes in the region and connect the region to other areas, including Port Botany and the airports at Canberra and Badgerys Creek (proposed). ➤ Digital connectivity: provide fast and reliable internet access (NBN rollout) as well as improve mobile reception in parts of the region. ➤ Worker accommodation: facilitate investment, including land-use planning provisions to support investment in budget accommodation. Additional accommodation options will assist with the supply of harvest labour (for example backpackers). 	<ul style="list-style-type: none"> ➤ Natural Resource Access: Ensure efficient natural resource access (land and water) to support a sustainable mining sector. 	<ul style="list-style-type: none"> ➤ Buildings: may be required to house the Murray Darling Medical School, a palliative care hospice, and a domestic violence centre. ➤ Retirement village infrastructure: continue to attract older people to the region from other areas and service local needs for specialised retirement housing and living facilities. 	<ul style="list-style-type: none"> ➤ School infrastructure: construct primary and secondary schools in Orange in both the public and private education sectors. 	<ul style="list-style-type: none"> ➤ Highway upgrade: to deliver shorter travel times to and from Sydney. ➤ Local road infrastructure: to enhance traffic flow and management while providing a platform for economic growth. ➤ Improved passenger rail services: to better connect the region to Sydney for the benefit of both visitors and residents. ➤ Digital connectivity: to enhance liveability and business competitiveness. Includes fast and reliable internet access (NBN rollout) and improved mobile reception in parts of the region. ➤ Visitor accommodation: including temporary caravan parks, camping and budget through to five-star destination hotels. ➤ Sport and recreation infrastructure: could include new sporting fields, mountain bike trails, cycle pathways for winery visits, swimming pools, an equestrian centre. ➤ Culture and entertainment infrastructure: such as an upgraded regional conservatorium with planetarium in Orange, a cultural centre in Blayney, a library upgrade in Molong. ➤ Water supply infrastructure: to improve water supply consistency and link towns and villages to reduce the risk of highest level water use restrictions.

Strategies and Early Stage Actions <small>continued</small>					
Enablers	Develop existing strengths in agriculture, agricultural processing, agri-technology and manufacturing	Support economic growth in mining and mining services	Build on the region's core specialisation in healthcare	Realise economic opportunity in education and public administration	Drive tourism growth and enhance the liveability of the region
Utilities			<ul style="list-style-type: none"> Develop a renewable energy strategy for the region with key stakeholders (such as Cadia and Regis) to address high energy prices and to enhance industry competitiveness. 		<ul style="list-style-type: none"> Develop a renewable energy strategy to meet both community and mining sector needs.

IMPLEMENTATION

The effective implementation of the Strategy will involve the key stakeholders and regional community that contributed to its development, including all three councils as well as state government agencies and local entities.

The completion of this document is intended to be the first stage of an ongoing process where new specific actions to further progress towards the Vision are identified through application of the framework. It is therefore recommended that an Advisory Committee made up of representatives from each council and other groups such as business chambers be established to progress the implementation of actions listed to implement this Strategy, apply the Strategy's framework to identify new actions to be added to the Action Plan, develop key performance indicators and evaluate outcomes. The Advisory Committee would meet every two months as a side meeting of the Central NSW Councils (CENTROC) and would report progress

on actions to each council. The three councils also meet six monthly with the Regional Director, Western, NSW Department of Premier and Cabinet. These meetings could also be used to check the Strategy's progress and review against current grant opportunities.

After two years, the Advisory Committee will initiate the conduct of a formal review of the Action Plan and associated governance processes, producing a brief report card to be published as an addendum to the Economic Development Strategy. This will also provide an opportunity to update the Action Plan for new or modified actions in view of key economic, social, environmental and policy changes.

After four years, the Advisory Committee will also begin the process of updating or refreshing the Strategy.



ORANGE, BLAYNEY AND CABONNE | Regional Economic Development Strategy | 2018 – 2022

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Developed with the support of the NSW Government
as part of the Regional Economic Development Strategies program to assist local councils and their communities in regional NSW.

ORANGE, BLAYNEY AND CABONNE

Regional Economic Development Strategy | 2018 – 2022

SUPPORTING ANALYSIS



VISION

A large and diverse regional economy with a vibrant network of towns, villages and a regional city that leverage opportunities from being at the heart of NSW in order to grow wealth and prosperity.



Developed with the support of the NSW Government
as part of the Regional Economic Development Strategies program to assist local councils and their communities in regional NSW.

Preamble

The economic development strategy for the Orange, Blayney and Cabonne region is presented in the 'Orange, Blayney and Cabonne Regional Economic Development Strategy 2018–2022' (the Strategy). This document, the 'Orange, Blayney and Cabonne Regional Economic Development Strategy 2018-2022: Supporting Analysis' (Supporting Analysis), prepared by AgEconPlus, details the Strategy's methodology, evidence and development process. Both documents are publically available at dpc.nsw.gov.au/cerd.

Both the Strategy and Supporting Analysis have been developed with the support of the NSW Government as part of the Regional Economic Development Strategies program to assist local councils and their communities in regional NSW.

For further information about the program please contact the Centre for Economic and Regional Development (CERD) on 02 6391 3025 or CERD@dpc.nsw.gov.au.

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1. Vision

The long term economic vision for the Orange, Blayney and Cabonne region (region), given below:

"A large and diverse regional economy with a vibrant network of towns, villages and a regional city that leverage opportunities from being at the heart of NSW in order to grow wealth and prosperity."

has five pillars which were determined in consultation with the region's community. These pillars, outlined in Figure 1, support the vision and are separate and distinct from the five strategies for the region.



Figure 1: The five strategic pillars for the long term economic vision for the region



2. Introduction

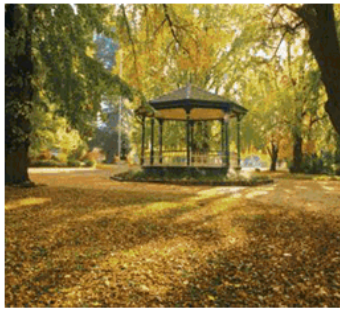
The region covers an area of 7,809 square kilometres and comprises the Local Government Areas (LGAs) of Orange, Blayney and Cabonne. It is located in the Central Tablelands of New South Wales, about 260 kilometres (3½ hours drive) west of the Sydney CBD, and 270 kilometres north of the Canberra CBD (distance measured from Orange City). A map of the region is shown in Figure 2.

Figure 2: Map of the region and its constituent LGAs



Source: GHD (2016)¹.

¹ GHD (2016) Councils of Blayney, Cabonne and Orange City Sub-Regional Rural and Industrial Land Use Strategy Final Strategy



Orange is a significant regional city located on the Mitchell Highway. Orange LGA is predominantly rural, with an expanding urban footprint of residential areas, as well as some industrial and commercial land uses. Settlement is based in the urban centre of Orange, the villages of Lucknow and Spring Hill, as well as the smaller localities of Huntley, Shadforth and Spring Terrace.

The LGA encompasses a land area of about 290 square kilometres, of which 90% is rural land. The rural area is used for forestry, mining, sheep and cattle grazing, crops, orchards and viticulture. Major features of the city include the Orange City Centre, TAFE NSW Western Institute (Orange College and Orange Rural Skills Centre), Charles Sturt University (Orange Campus), Orange Health Service (Hospital), Orange Botanic Gardens, Cook Park, Robertson Park and Orange Adventure Playground.



Blayney LGA is located to the south of Orange City LGA. The LGA is predominantly rural, with several townships which include residential, industrial and commercial areas. Blayney LGA encompasses a land area of about 1,600 square kilometres. The rural area is used for mining and farming, including sheep and cattle grazing, crops, orchards and viticulture. Settlement is based in the township of Blayney, the villages of Carcoar and Millthorpe, as well as the smaller villages of Barry, Lyndhurst, Mandurama, Neville and Newbridge, and the Forest Reefs locality.



Cabonne LGA surrounds Orange LGA to the west, north and east. The Cabonne LGA is predominantly rural, with several small townships. Settlement is based in the townships of Canowindra, Cargo, Cudal, Cumnock, Eugowra, Manildra, Molong and Yeoval, as well as the smaller localities of Baldry, Borenore, Lewis Ponds, Mullion Creek, Nashdale and Toogong. The Council area encompasses a land area of about 6,000 square kilometres, of which a large proportion is national park, state conservation area and nature reserve. Most of the rural area is used for farming (sheep and cattle grazing and grain growing), orcharding and viticulture, with small areas used for timber harvesting and mining.

3. Background

This section details economic and demographic characteristics of the region.

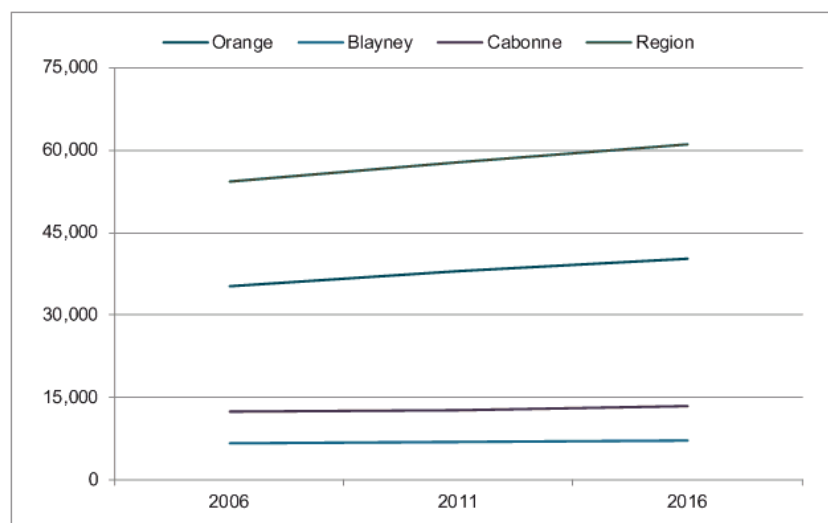


3.1. Population and Housing²

The 2016 Census of Population and Housing by the Australian Bureau of Statistics (ABS) reported the combined population of the region was 60,987 in 2016. Of these, 40,344 resided in the Orange LGA, 7,257 resided in the Blayney LGA and 13,386 resided in the Cabonne LGA.

According to the ABS, the population of the region has been growing strongly since 2006—see Figure 3. During this period the growth rate was greater than NSW between 2006 and 2011 (6.5% compared with 5.6%) but less than NSW between 2011 and 2016 (5.4% compared with 8.1%). Orange LGA has experienced the greatest population growth over this period, followed by Blayney and then Cabonne LGAs.

Figure 3: Historical Population of the Region



Source: ABS, 2016 Census of Population and Housing (Usual Resident Profile)

² The demographic profile relates to the Usual Resident Profile of the 2016 Census of Population and Housing unless otherwise stated.

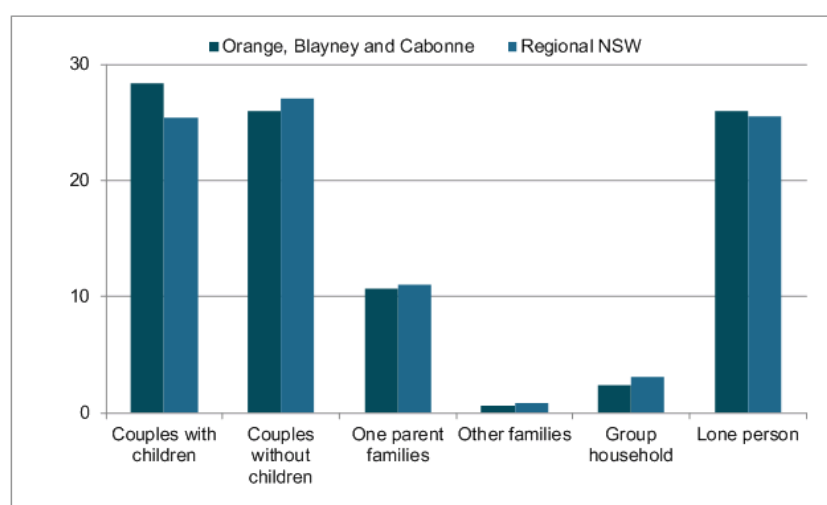
The 2016 Census also reported 26,376 private dwellings in the region. Of these, 89.5% were occupied, similar to those occupied in NSW (90.1%) and Regional NSW (87.6%). This equates to an average of 2.5 people per household, which was slightly below the NSW average of 2.6 and above that for Regional NSW (2.4). Cabonne LGA had the highest average household size at 2.6.

Compared with Regional NSW, the region has:

- a higher proportion of couple families with children (common in all LGAs)
- a higher proportion of lone person households (driven by Orange LGA)
- a lower proportion of couples without children (driven by Orange LGA)
- a lower proportion one parent families (driven by Blayney and Cabonne)
- a lower proportion of group households (driven by Blayney and Cabonne)

This is shown in Figure 4.

Figure 4: Household Composition for the region and Regional NSW—% of total



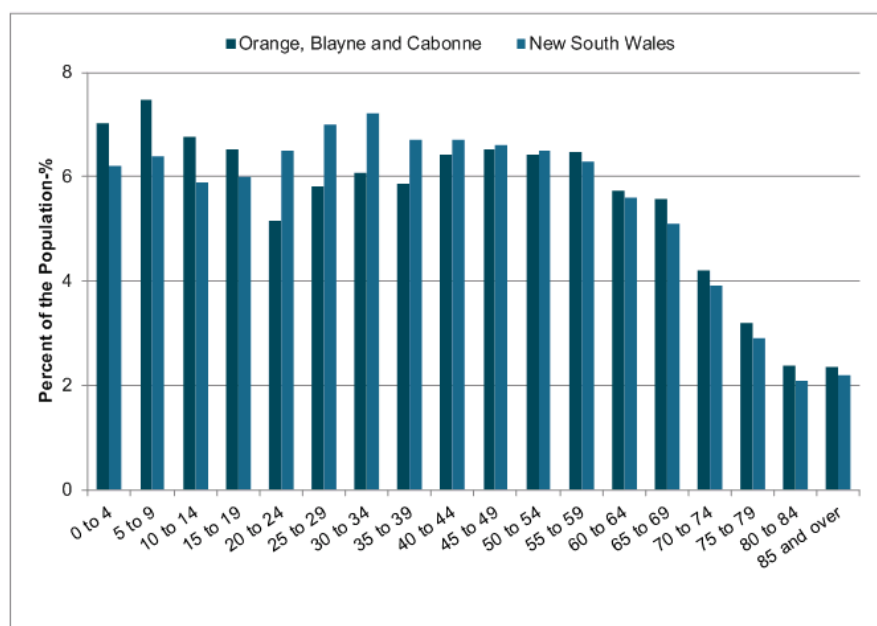
Source: ABS, 2016 Census of Population and Housing (Usual Resident Profile)

The weighted average median rent for the region was \$245 per week, compared to \$380 for NSW. The highest medium rents within the region are \$270 per week in Orange LGA, followed by \$220 per week in Blayney LGA and \$220 per week in Cabonne LGA.

The weighted average median age of the region was 39, while the median age for NSW was 38 years.

Figure 5 compares the age distribution of the region population with the distribution of the population across NSW. When compared with NSW as a whole, the region follows a similar pattern as Regional NSW with a greater proportion of its population over the age of 55 and a smaller proportion in the 20 to 54 age group. This 'hollowing-out' of the work force age groups (a phenomenon common across regional Australia) might reflect the out-movement of these workers to Sydney. However, the region also shows a greater percentage of the population in the 0 to 19 age group.

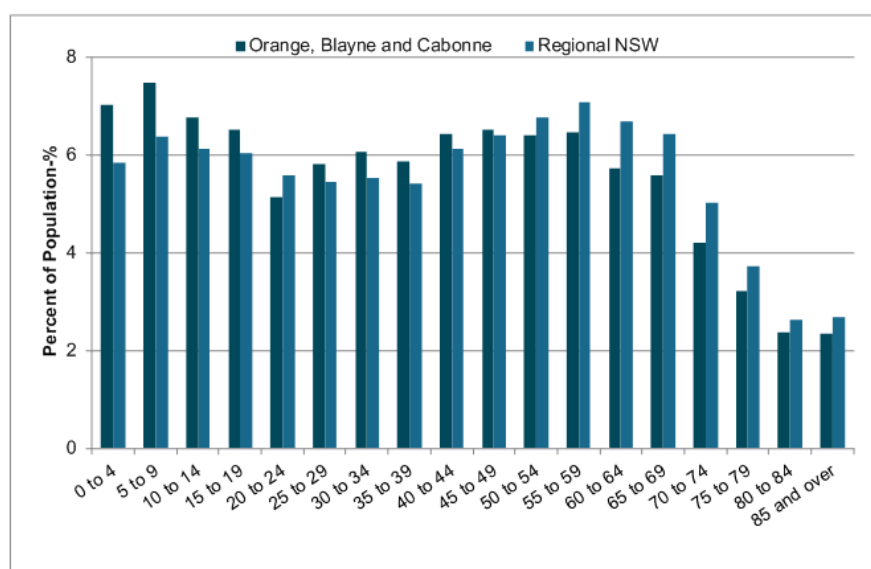
Figure 5: Region Population Age Distribution vs NSW



Source: ABS, 2016 Census of Population and Housing (Usual Resident Profile)

To take account of this systemic difference between Regional NSW and Sydney, the age profile of the region has also been compared with the age profile of Regional NSW, as shown in Figure 6. This shows that there is a higher proportion of people in the younger age groups (under 19) and 25 to 49 age group and a lower proportion of people in the 55+ age group. There is contrast between the three LGAs forming the region, with Blayney and Cabonne LGAs having a higher proportion in the 45+ age categories than Orange LGA and Orange LGA having a higher percentage in the 0 to 4 and 20 to 39 age categories.

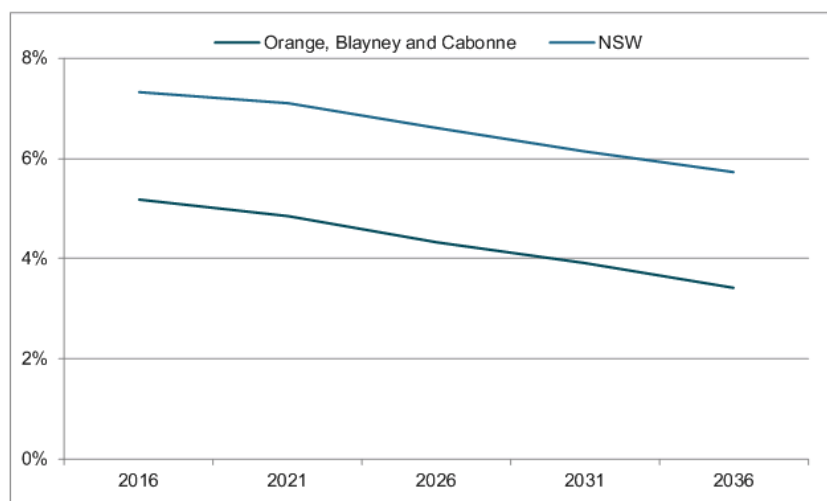
Figure 6: Region Population Age Distribution vs Regional NSW



Source: ABS, 2016 Census of Population and Housing (Usual Resident Profile)

The region has experienced strong population growth over the years leading up to 2011, exceeding growth rates in NSW as a whole. Between 2011 and 2016, however, growth for the region was less than that for NSW. The NSW Department of Planning and Environment (DPE) projects that the region will continue to have a population growth rate less than that for NSW. The growth rate will continue to decline from 5.2% between 2011 and 2016 to 3.4% between 2031 and 2036³. However, there is a contrast between the three LGAs in the region, with the growth rate for Cabonne LGA projected to be greater than that for Orange LGA and the growth rate for Blayney LGA to below that for Orange LGAs—see Figure 7.

Figure 7: NSW DPE Population Growth Rate Projections



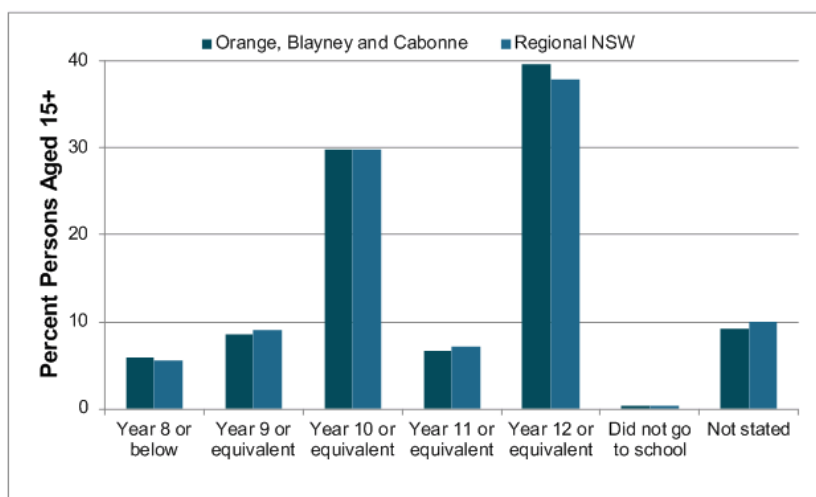
Source: NSW DPE, 2016 NSW population and household projections

³ For both the 2006-11 and 2011-16 periods population growth outcomes have been higher than that projected by the NSW DPE in the Orange, Blayney and Cabonne region according to the ABS Census of Population and Housing data. For example, from 2011 to 2016 the growth in the region's population was 5.4% according to the Census whereas the projected population growth was 4.85% (by NSW DPE, estimated in 2014).

3.2. Qualifications

As an indicator of human capital, the region had a higher proportion of people who completed Year 12 or equivalent in 2016 compared with Regional NSW. This was mainly driven by the Orange LGA population. Relative to Regional NSW, Blayney and Cabonne LGAs had a lower proportion of people who completed Year 12 or equivalent and a higher proportion that left in Year 10—see Figure 8.

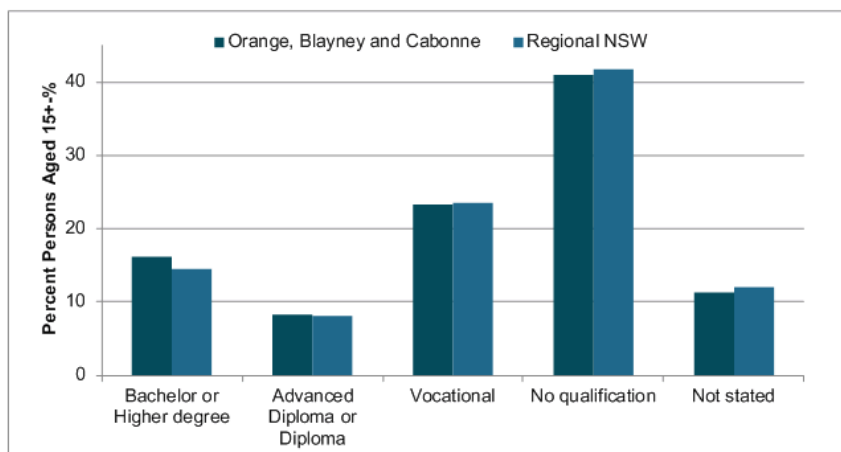
Figure 8: Highest level of schooling



Source: ABS, 2016 Census of Population and Housing (Usual Resident Profile)

For higher qualification attainment there was a higher proportion of people holding formal university qualifications (Bachelor or higher degree) and a lower proportion with no formal qualifications in 2016 compared with Regional NSW. This is largely driven by the Orange LGA population with Blayney LGA having a lower proportion holding formal university qualifications and a higher proportion with vocational qualification—see Figure 9.

Figure 9: Highest qualification attainment



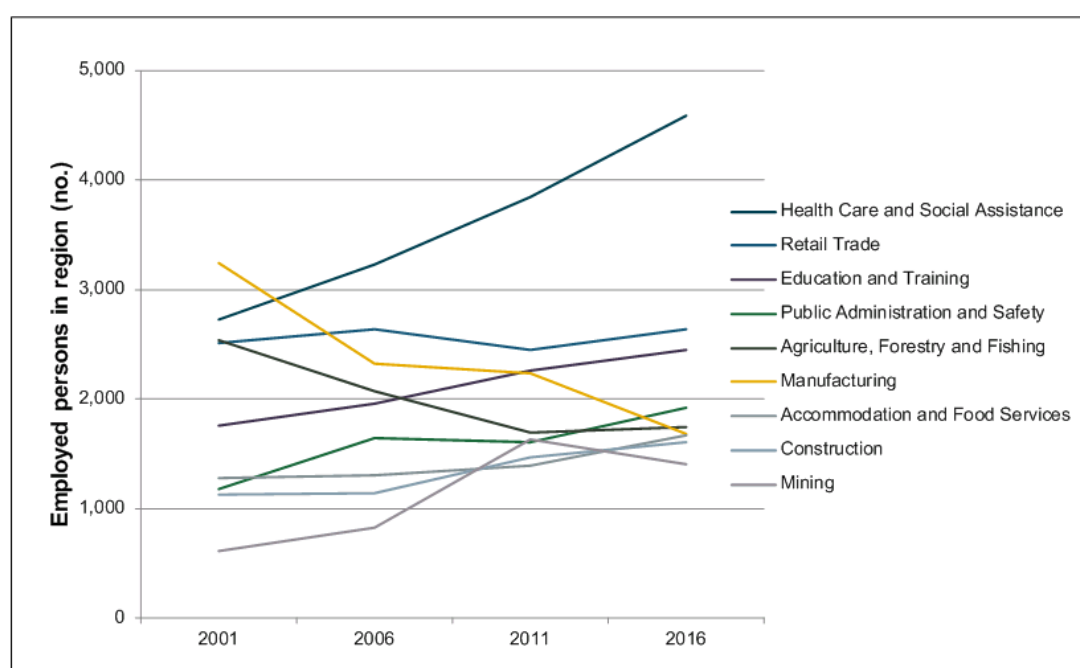
Source: ABS, 2016 Census of Population and Housing (Usual Resident Profile)

3.3. Employment

Historically, the largest employing industries in the region have been Manufacturing; Health Care and Social Assistance; and Agriculture, Forestry and Fishing. As shown in Figure 10, employment in Manufacturing as well as Agriculture, Forestry and Fishing have declined significantly over time while employment in Health Care and Social Assistance has increased to be the most significant sector in 2016. The top three employing sectors in 2016 were Health Care and Social Assistance, Retail Trade and Education and Training. Mining employment grew from 2006 to 2011 and declined from 2011 to 2016. Mining is economically important in the region but it employs a small number of people.

Employment in the region increased by 1,826 between 2011 and 2016 (with Cabonne LGA experiencing a decrease in jobs), at the same time that the number of the employed usual resident labour force increased by 679.

Figure 10: Historical Employment in the region



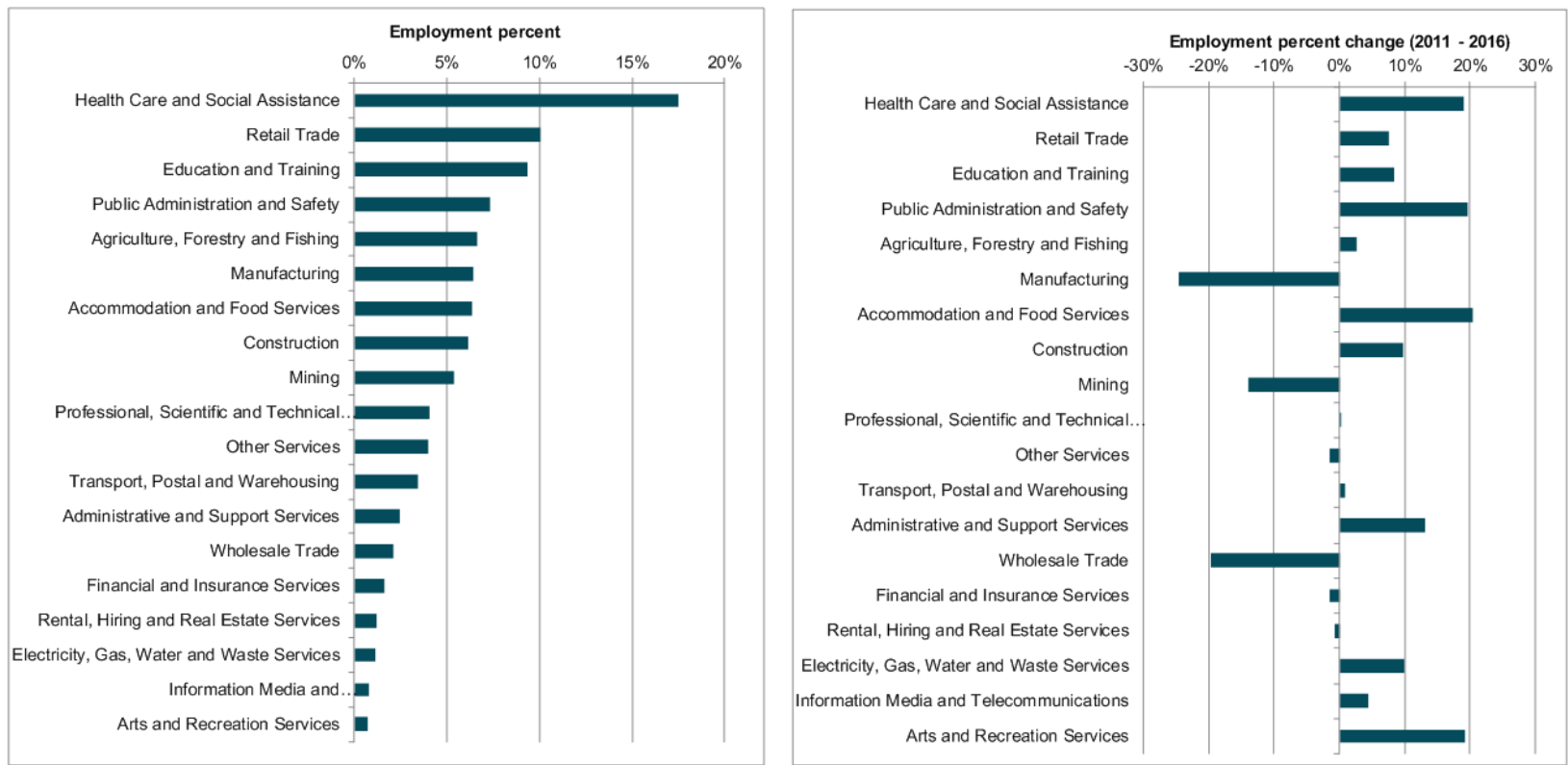
Source: ABS, 2016 Census of Population and Housing (Place of Work Profile)

The ABS 2016 Census of Population and Housing reports there were 25,288 people employed in the region. As illustrated in Figure 11, the largest employing industries in the region were:

- Health Care and Social Assistance
- Retail Trade
- Education and Training
- Public Administration and Safety
- Agriculture, Forestry and Fishing
- Manufacturing
- Accommodation and Food Services

Of these, all but Manufacturing grew between 2011 and 2016. Other growth sectors include Construction, Administrative and Support Services, Utilities, Information Media and Telecommunications, and Arts and Recreation Services.

Figure 11: Employed Persons in the region



Source: DPC

Notwithstanding the above information, there is a higher number of part-time and casual jobs in some sectors and wage differences between sectors. Income earned by employees provides another basis on which to compare employment between sectors. On this basis, the most significant sectors in the region are:

- Health Care and Social Assistance
- Public Administration and Safety
- Education and Training
- Retail Trade
- Mining
- Manufacturing

The significance of the Agriculture, Forestry and Fishing, Retail Trade and Accommodation and Food Services industries declined due to the smaller relative wages of these sectors. Comparatively, the significance of the Public Administration and Safety and Mining industries increased on this basis.

3.4. Work and Worker Locations

Those who work in the region, but live outside it, are predominantly from Bathurst LGA (4%), Cowra LGA (1%) and Western Plains Regional LGA (1%). The remaining 94% of jobs in the region were filled by those residing in the region in 2016, as shown in Table 1.

Table 1: Residential Location of Workers Employed in the Region

Category	No.	%
Live and work in the region	23,635	94
Work in the region, but live outside	1,534	6
Total workers in the region	25,169	100

Source: ABS, 2016 Census of Population and Housing (Place of Work and Place of Usual Residence)

The labour force residing in the region exceeds the number of jobs in the region. 91% of the workforce live and work in the region – a measure of employment self-containment. Six percent of the employed labour force residing in the region commutes to a work location outside the Functional Economic Region (FER)—see Table 2. Of this 6% the main location of work for those commuting outside the region is to Bathurst Regional LGA at 3% and Cowra at 1%. For 3% of the usual resident labour force the work location was unknown.

Table 2: Work Location of Employed Usual Residents in the Region

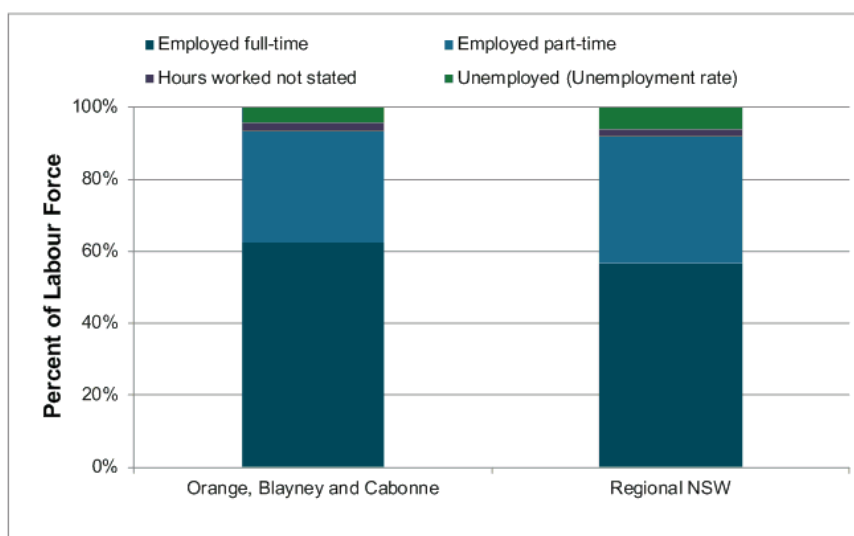
Category	No.	%
Live and work in the region (Employment Self Containment)	23,664	91
Live in the region, but work outside	1,486	6
Work location unknown	894	3
Total employed residents	26,044	100

Source: ABS, 2016 Census of Population and Housing (Place of Work and Place of Usual Residence)



Compared with Regional NSW, the region has a higher proportion of the labour force employed (i.e. lower proportion unemployed) and a higher proportion of the labour force in full-time employment and a lower proportion in part-time employment—see Figure 12. This is common to each LGA within the region.

Figure 12: Labour Force Status

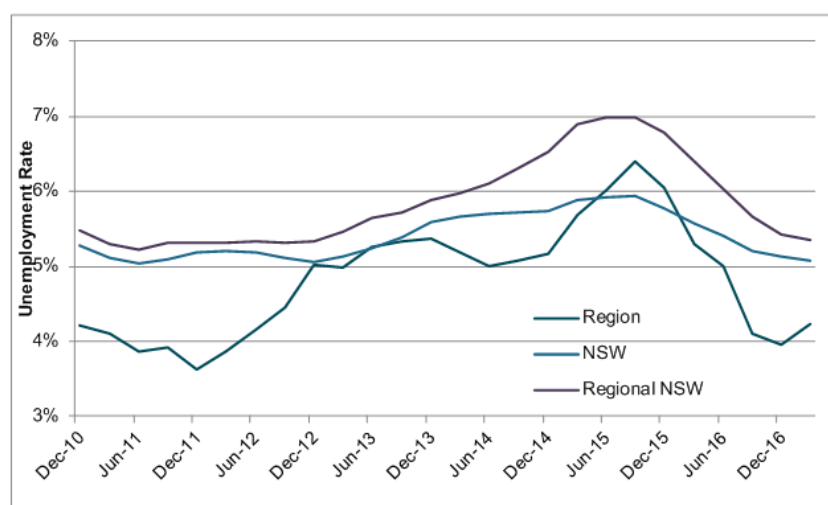


Source: ABS, 2016 Census of Population and Housing (Usual Resident Profile)

3.5. Unemployment

Unemployment in the region was 4.3% in 2016⁴, which was below the unemployment rates of 6.1% for Regional NSW and 5.9% for NSW according to the 2016 Census of Population and Housing. Within the region, the unemployment rate was lowest in Cabonne LGA at 3.7% and highest in Blayney LGA at 4.9% with Orange LGA at 4.4%. The Department of Employment's Small Area Labour Markets publication (see Figure 13) indicates that unemployment in the region has been consistently below that for Regional NSW and generally below that for NSW. Within the region unemployment rates have consistently been lowest for Cabonne LGA and highest for Orange LGA.⁵

Figure 13: Small Area Labour Markets Estimate of the unemployment rate in Region, Regional NSW and NSW



Source: Department of Employment, Small Area Labour Markets (March 2017)

⁴ ABS 2016 Census of Population and Housing

⁵ Estimates of individual LGA unemployment rates are highly variable and should be viewed with caution.

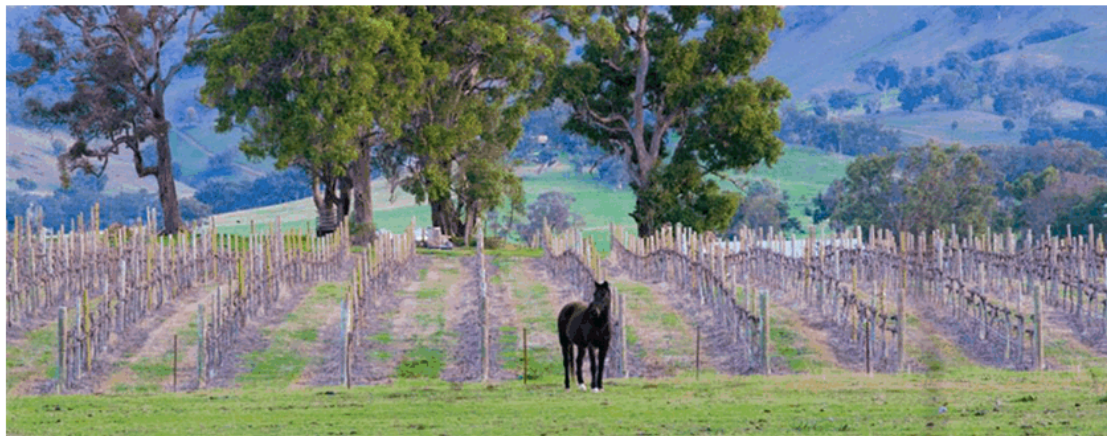
4. Endowments

Natural, infrastructure and institutional endowments are an important enabler of economic growth. Customers and businesses rely upon the physical and organisational structures and facilities that exist in a region, or that links it to other parts of the country or globe.

The traditional landowners of the region are the Wiradjuri Aboriginal people. There are a number of significant Aboriginal sites within the region and the Local Aboriginal Land Council has an interest in a number of significant development projects.

The region has a rich and varied European heritage. The region contains numerous towns and villages with extensive built heritage which are potentially an important resource for regional tourism and offer new residents and businesses a diverse range of locational choices.

4.1. Natural



The Eastern part of the region (which encompasses Orange and Blayney LGAs and the western part of Cabonne LGA) consists of cooler and wetter climates of the Central Tablelands, while the Western part of Cabonne LGA is lower in elevation and has more undulating topography. The region is characterised by mild summers and cold winters. Rainfall and elevation decreases to the west of Orange, with the Orange City Council area having mean annual rainfall of around 930mm, relatively uniformly distributed throughout the year. The topography and climate of the region has been identified as suitable for solar and wind farms.

Although the predominant farm enterprises are focused around livestock, in particular sheep farming and beef cattle farming, there is also some grain production, dairy farming and fruit production. Viticulture for cool climate wines is developing in the region. Agriculture based on the region's physical endowments has been a significant employer and regional specialisation and will continue to be so. With suitable infrastructure there is ample water for stock and domestic use in normal rainfall years. Irrigation, while present, is not a strength of the region.

The region is also endowed with a range of natural resources and features, including Lake Canobolas, Goobang National Park, Nangar National Park, Mount Canobolas State Conservation Area, Mullion Range State Conservation Area, Barton Nature Reserve, Freemantle Nature Reserve, Girralang Nature Reserve, Ophir Recreation Reserve, Borenore Caves, Tom's Waterhole, Escort Rock, Carcoar Dam, Belubula River, Mt Macquarie and Mt Murgar National Park. These are potentially important resources for regional tourism.

The region is located in Central NSW and is therefore in a position to provide services to, and be supplied from, a large and diverse rural region. Orange is 70 minutes' drive from Parkes and its proposed national transport node: linking Melbourne, Brisbane, Sydney and Perth; as well as Adelaide and Darwin. In addition, the region is connected to Sydney, Brisbane and Melbourne via flights from Orange Regional Airport. This provides residents and businesses in the Orange, Blayney and Cabonne region with access to the infrastructure and services associated with major cities. It also enables access by major population centres to the services and experiences provided by the region.

The region has unique geology containing metalliferous minerals, in particular gold with copper deposits also found in the region. The Cadia Valley Operations (CVO) located in the region is one of the largest gold mines in Australia with approval to operate to 2030. The resource at CVO may support mining beyond this time. Other exploration has been occurring in the region, with another gold mining project – McPhillamy's Gold - in the process of preparing an Environmental Impact Statement. Mining activity can contribute significantly to the health of regional economies.

Lifestyle is an important strength of the region. The region offers a rural lifestyle, services of a major regional centre and aeroplane access to the major centres of Sydney, Brisbane and Melbourne. Affordable house prices, small community feel, lifestyle choices, numerous rural towns and villages and natural beauty were all referred to in consultations. All of these factors make the Orange, Blayney and Cabonne region an attractive place to raise a family, semi-retire or retire.

4.2. Infrastructure

Infrastructure is an important enabler of economic growth. Customers and businesses rely upon the physical and organisational structures and facilities that exist in a region, or that links it to other parts of the country or globe. The following analysis includes statements of opinion about infrastructure needs sourced from the region's communities.

Transport

The city of Orange and the town of Molong (in the Cabonne LGA) lie on the main highway linking Sydney to Adelaide via Dubbo and Broken Hill (Mitchell Highway, A32). Blayney lies on the Mid-Western Highway (A24) and is linked to Orange via Millthorpe Road and to Bathurst via the Mid-Western Highway. Canowindra is linked to Orange via Cargo Road. Some of these roads are shown in Figure 14 **Error! Reference source not found.**

Figure 14: Regional Roads



Source: Google Maps, accessed 3 December 2017

The Mitchell Highway which joins the Great Western Highway heading east, is the main arterial route linking the Orange, Blayney and Cabonne region to Sydney via Katoomba. The 'Bells Line of Road' provides an alternative to the Great Western Highway between Lithgow and Sydney. Neither the Great Western Highway nor the Bells Line of Road provides the same motorway conditions as is found servicing Sydney's North and South. Lack of motorway access to Sydney acts as a 'brake' on economic development in the region. For example, B-double trucks are not able use these routes, reducing freight efficiency and increasing freight costs. The community has indicated that upgrading the Bells Line of Road to dual carriageway, capable of handling freight between the M7 and Marrangaroo (near Lithgow), may enhance economic development in the region.

Secondary roads link the region to other parts of rural NSW. The following priorities have been suggested by the community.

The upgrade of Banjo Paterson Way between Cumnock and Yeoval would provide livestock producers with a direct route between the two towns. This will also be subject to further assessment.

Kurrajong Road, Manildra, requires upgrade to B double standard. This would allow transport cost efficiencies for farmers transporting grain from Canowindra, Nyrang Creek and adjacent towns.

A new ring road is required for Blayney to act as a heavy vehicle traffic relief route. The new ring road would connect the Mid-Western Highway to Blayney Shire Council's industrial land and through to the Orange Road. Improved access to the Central Tablelands Livestock Exchange is also required. Improved access would be achieved via Old Lachlan Road and would result in freight savings and productivity gains for livestock producers.

A replacement is required for Cowriga Creek Bridge on Browns Creek Road in Blayney Shire Council. This project would remove a 10 tonne load limit on an important freight route and open up access to the west of the LGA.

Upgrade of roads servicing Orange's urban growth is also required. The South Orange economic corridor requires an orbital road to link the Mitchell Highway with the city's health precinct, Cadia Mine, Leewood Industrial Estate and a proposed 1,600 lot housing development. Clergate Road upgrade is also required to better service growth in the city's north including the CSU campus and northern residential developments.



The region is serviced by the Main Western Line. Trains from Sydney traverse the Blue Mountains and descend into Lithgow. Lithgow railway station is the terminus station for electrified passenger rail services from Sydney on the Blue Mountains line. The line then proceeds through Wallerawang where it becomes single track and then passes through Bathurst, Blayney and Orange. At Orange the line branches to Broken Hill and the main line proceeds to Wellington, Dubbo and on to Bourke. The 'Bathurst Bullet' provides a passenger service to Sydney Central Station.

Currently the 'Bathurst Bullet' is 'stabled' overnight in Lithgow. It has been suggested that overnighting in Orange would provide a daily return service for Blayney and Orange. Such a daily return service has the potential to attract more 'full fare' business customers from Orange, many of whom already drive to the Blue Mountains and catch a suburban service to Central Station.

Funding for a major \$8.4 billion inland rail freight network with an intermodal hub in Parkes provides opportunity predominately for high volume bulky goods producers in the region to link in with this network and receive its inputs and deliver its exports at lower cost. Upgrade of rail infrastructure for freight between Blayney and Demondrille may enhance economic development in the region.

Orange Regional Airport provides a daily Sydney passenger service operated by REX, as well as a base for a growing number of aero-industry businesses. Annual passenger numbers between Sydney and Orange are within the 55,000 and 60,000 persons range. The convenience of the REX service may be affected if the airline is required to land at the proposed Badgerys Creek airport instead of Kingsford Smith Airport. Fly Corporate provides weekday flights between Orange and Brisbane, and scheduled services to Melbourne commenced in late 2017. Orange Regional Airport is owned by the Orange City Council. A major expansion of the airport was completed in 2015 with Federal, State and Local Government funding support, as well as private funding. In addition to the passenger services, businesses operating from the airport include Orange Flight Centre Training, Thomas Aviation, Central West Helicopter School, R&M Aircraft, Wade Air, City and Country Air Charters, Aircraft Assemblers Australia, Orange Helicopters, Aero Refuellers and the Orange Aero Club.

Small air strips are located throughout the region, including more sophisticated assets in Canowindra.

Utilities

The city of Orange is appropriately supplied with water for domestic use. A new domestic water supply storage facility constructed high in the catchment is required to better service Blayney and Cabonne LGAs. The new storage facility would supply Central Tablelands Water, which delivers domestic water to Blayney, Canowindra, Carcoar, Cudal, Eugowra, Mandurama, Manildra, and Lyndhurst. An increase in the size of the Lake Rowlands storage from 4,500ML to 26,500ML and construction of a water supply pipeline to Gooloogong is also required. Project completion would include development of a pipeline from Gooloogong to Parkes.

The proposed Regis Mine in the Blayney LGA will provide a major stimulus for employment and economic activity in the Shire. In July 2017 Regis confirmed it had signed non-binding heads of agreement with Centennial Coal and Energy Australia to take between four and five gigalitres of waste water each year from the Mount Piper Power Station and Springvale Mine. Water supply for the Cadia Mine in the Orange LGA has recently been augmented. Longer term further investment will be required.

No major gaps in sewerage infrastructure were identified in Blayney during project consultation. However, stakeholders at the Cabonne workshop noted that village sewerage capacity was at its limit and near the end of its economic life. Orange City Council believes sewerage facilities are needed for the Scout Camp and Lake Canobolas reserves.

No gaps in power and/or energy infrastructure were identified during project consultation. Blayney is home to large scale wind turbine energy production and there was interest across the region for a renewable energy strategy to address current high power prices.

Blayney's wind farm capacity currently is 9.9 MW. Infigen's Flyers Creeks Wind Farm project will add 110—145 MW, with up to 38 turbines, when it is constructed.

The region has significant mobile phone blackspot and internet connection problems. People living in areas already connected to the NBN report the service is slow. Business reports 'first mover' issues with businesses opening in new areas forced to pay the totality of telecommunications connection cost. Regional Development Australia Central West has been working to assess the extent of the blackspot issue.

Industry

Infrastructure supporting large-scale agricultural irrigation is not relevant to the region. Nonetheless, irrigation occurs in some areas of the region. For example, irrigation systems support hay production around Canowindra, as well as orchards and vineyards. Other infrastructure supporting agriculture is appropriately supplied e.g. the livestock exchange at Carcoar and grain receival infrastructure throughout Cabonne. Failure to upgrade key road and rail systems will add to the cost of agricultural production in the region.

Agriculture in the region is well supported by the DPI head office. It includes support and research staff and the DPI has recently made investments in an Orange based research commercialisation centre (the Global Agri-Tech Ecosystem – GATE) and support for agri-tourism.

Large-scale and competitive mining operations located in the region are well serviced with essential infrastructure. The Cadia mine has recently completed a \$2 billion upgrade that will ensure production for the next 30 years. Outstanding investment includes a road upgrade linking Orange to the Cadia Mine. Both mining companies expressed interest in the development of renewable energy in the Orange, Blayney and Cabonne region.

An adequate supply of appropriately zoned industrial and mixed-use commercial land is available in all three LGAs and will meet the needs of the region for the next five to six years. There is a need to review supply across the three LGAs and develop a long-term employment land strategy that considers availability of flat large scale greenfield sites. Some existing employment land areas need improved road access.

In Orange, the former Electrolux factory land provides an opportunity for manufacturing or component assembly once it has been reconditioned.



The Orange CBD has been adversely affected by recent closure of the Myer department store, shop rents that are higher than other regional cities, and a dated streetscape that does not reflect the dynamism and food/wine culture of the region. In the absence of CBD investment, retail will be lost to other cities, such as Bathurst and Dubbo. Retailing is also at risk from the growth of internet shopping.

Education

Charles Sturt University (CSU) has an Orange campus. Courses focus on health sciences and agriculture – two of the region's core competencies. The current course offering includes a Bachelor of Clinical Science, Bachelor of Dental Science, Bachelor of General Studies (Science), Bachelor of Pharmacy, Bachelor of Physiotherapy, Bachelor of Science, Graduate Certificate of Sustainable Agriculture, Graduate Diploma in Sustainable Agriculture and Master of Sustainable Agriculture. The University of Sydney and The University of Newcastle both have health training programs that link in with the Orange Health Service.

TAFE Western has three Orange campuses, which provide training aligned to job opportunities in the region. Courses include Aboriginal health, accounting, animal studies, automotive, business skills, carpentry, children's services, community services, electrical, creative arts, fitting and machining, hair and beauty, health, horticulture, hospitality, tourism, information technology, music, nursing, plumbing, project management, real estate, sign writing, travel, turf, welding and welfare. No gaps in courses offered were identified during consultation and students from the Blayney and Cabonne LGAs travel to Orange for their training.

All three LGAs of the Orange, Blayney and Cabonne region are serviced by both the state and private education systems. Blayney and Cabonne do not have a catholic high school. Independent schools include Kinross Walaroi Orange, Orange Christian School, James Sheahan Catholic High School and Orange Anglican Grammar School. The schools thrive because people from regions further west send their children to Orange for their education. Investment in new schools has not kept pace with population growth, stakeholders report the need for both new primary and secondary schools in North Orange. Public and private schools in Orange currently have waiting lists.

Places in pre-schools and childcare centres are limited within the region and it is difficult to secure a place for children in long day care.

Health and Aged Care

Orange Health Service was opened in 2011 and is co-located with the redeveloped Bloomfield Hospital – Mental Health, Drug and Alcohol, formerly a psychiatric hospital. It replaced the Orange Base Hospital as the referral hospital for the Central West region. The facility provides a range of general, surgical and specialist services, in particular forensic psychiatry and cancer treatment. Other services include a 24-hour emergency department, a critical care unit, radiotherapy, gastroenterology, kidney dialysis, orthopaedics, maternity and rehabilitation wards. Pathology, medical imaging and interventional radiography are also available. Orange Health Service is a teaching hospital affiliated with The University of Sydney but is also used for teaching students from other universities including CSU, The University of Newcastle and the University of Wollongong. District hospitals in Blayney, Canowindra and Molong all operate emergency services. Eugowra, Molong and Blayney each have Multipurpose Health Service facilities.

Mental health is a critical rural and remote area issue and the NSW Government has recently addressed this need through the funding of the Centre for Rural and Remote Mental Health and the Rural Adversity Mental Health Program. Both are based in Orange city.

The Dudley Private Hospital, in Orange, is a 57-bed facility offering a comprehensive range of medical and surgical services including anaesthetics, colorectal surgery, dental, dermatology, ear, nose and throat, gastroenterology, gynaecology, mental health, ophthalmology, orthopaedics, rehabilitation, urology and vascular surgery. The Dudley Private Hospital has a hydrotherapy pool.

A new medi-precinct is also proposed for Orange. The development will include a GP super clinic, six-storey private hospital, retail and allied health facility, an 82-room motel with conference facilities and a 90-seat restaurant. The motel will include 12 medi-rooms, which will cater for recovering patients instead of the hospital. The development will eventually include assisted living, childcare and residential apartments. Some

835 parking spaces have been designed to meet the private hospital site's needs and will also offset parking issues at the public hospital.

Services linked to the hospital sector found in Orange include medical imaging, radiography, neurology and the Orange Regional Nursing Service.

All three LGAs have a core competency in aged care and no current gaps have been identified in aged care infrastructure. Capacity in Cabonne may be starting to come under pressure. Longer term, as elderly people migrate into the Orange, Blayney and Cabonne region from outlying areas, further investment in housing and specialist health support will be required.

Sport and Culture

All three LGAs have sporting and cultural infrastructure in place. Orange LGA has experienced population growth and newer areas such as North Orange require additional facilities. A Regional Sport and Recreation Park is a priority for North Orange and stakeholders note the need for more facilities for 8-16 year olds (e.g. rock climbing walls). An upgrade of the Scout Park to a tourist park and cycleways for fitness and tourist access to wineries have been proposed. Hockey fields are a priority for sporting facility upgrade.

In the Blayney Shire Council area recreation and sporting infrastructure gaps include equestrian facilities, ovals and an upgrade of the Blayney Centre Point pool and gym. In the Cabonne Council area there is need for improvement and/or upgrade of existing showgrounds and ovals so that they are able to cater to larger scale tourism events. The council is also exploring further swimming pool options within the LGA. A Mount Canobolas Mountain Bike Trail Centre and Recreation Precinct has also been proposed.

Orange is already serviced with an art gallery, museum and theatre precinct. Nevertheless, investment is required to upgrade a number of cultural and entertainment assets to meet modern expectations and changing demographics. The relocation and upgrade of the regional conservatorium and the addition of a planetarium is proposed for Orange. A Blayney cultural centre and urban revitalisation precinct is proposed. The project will include a new library, cultural centre and extended civic space. In Molong a new library, community meeting space and amenities are required. In Canowindra the Age of Fishes Museum needs further investment in digital display and interpretation, road works and access to the dig for further site exploration of fossils.

Accommodation

Accommodation in the Orange City Council area requires greater choice and variety. Capacity is constrained during major sporting events and there is nowhere to house large visiting groups. Budget accommodation is required for harvest labour and tourists. A new caravan park is proposed for Bathurst Road in Orange. Temporary caravan parks are required in Cabonne to cater for major events such as ballooning festivals. Temporary accommodation needs to be serviced with sewerage and/or ablution blocks.

4.3. Human

As identified in the Economic Audit, the region has a substantial labour supply that exceeds the internal demand for labour. Relative to Regional NSW, the Orange, Blayney and Cabonne region has a higher percentage of the labour force in full-time work and a lower proportion unemployed. Ongoing skills training is required to maximise the potential of this resources.

The region has a relatively high proportion of its workforce working as Professionals, Managers, Clerical and Administrative Workers, and Machinery Operators and Drivers compared with Regional NSW.

In addition, the region has a high proportion of people who completed Year 12 or equivalent and a higher proportion of people holding formal University qualifications (Bachelor or higher degree; Advanced Diploma or Diploma) compared to Regional NSW.



4.4. Institutions

Institutions play a fundamental role that can enhance or detract from the economic development process. This section lists the key institutions (see Table 3) in the region as well as their:

- role in the economic future of the regional economy
- strengths and capacity
- important linkages to other institutions

Table 3: Selected Institutions in the Region

Institution	Role in economic future of the region	Strengths and capacity	Important linkages to other institutions
Orange City Council Blayney Shire Council Cabonne Council	Local government plays a key regulatory, support and coordination role in the economic future of the region. In all three councils this role includes senior members of staff with responsibilities for economic development, budget allocated to this task and the establishment of, and consultation with, an economic development committee.	The three councils maintain an active relationship with local businesses and play a strong leadership role in the region.	<ul style="list-style-type: none"> ➤ Orange Business Chamber and various town and village chambers and progress associations e.g. Canowindra Business Chamber. ➤ Orange Region Tourism Board. ➤ Central NSW Councils (CENTROC).
Orange Business Chamber	As the primary business network and advocacy groups in the region, the Orange Business Chamber has a key role supporting and representing business interests when it comes to shaping the economic future of the region.	High level of membership amongst businesses in the region. Strong engagement with the mining, food processing, agriculture and health care sectors.	<ul style="list-style-type: none"> ➤ Orange City Council ➤ Orange Region Tourism Board ➤ Other business chambers and village based progress associations.
Orange Region Tourism Board Blayney Shire Council Cabonne Council	These three organisations are the primary tourism bodies in the region. They have a vital role in organising and coordinating events and marketing in the tourism sector.	Each organisation has a high level of engagement with many tourism-related businesses in the region. A staffed Visitor Information Centre is operated by the Orange City Council.	<ul style="list-style-type: none"> ➤ Orange City Council ➤ Orange Chamber of Commerce.
TAFE Western (Campuses on three sites in Orange)	TAFE campuses aim to provide innovative training aligned with job opportunities in the region.	Orange College provides courses in Aboriginal health, accounting, animal studies,	<ul style="list-style-type: none"> ➤ Strong links to the regional secondary education system. ➤ Links to major

Institution	Role in economic future of the region	Strengths and capacity	Important linkages to other institutions
		automotive, business skills, carpentry, children's services, community services, electrical, creative arts, fitting and machining, hair and beauty, health, horticulture, hospitality, tourism, information technology, music, nursing, plumbing, project management, real estate, sign writing, travel, turf, welding and welfare.	employers including hospital and aged care providers, mining and agriculture.
CSU, Orange Campus	Provides education for professionals in areas aligned with job opportunities in the region.	CSU Orange Campus provides Bachelor Degrees in Clinical Science, Dental Science, Science, Pharmacy and Physiotherapy. Agriculture qualifications include Graduate Certificates, Graduate Diplomas and Masters Degrees.	➤ Strong links to the regional secondary education system and Orange Base Hospital.
The University of Newcastle	The Centre for Rural and Remote Mental Health (CRRMH) and The Rural Adversity Mental Health Program are based in Orange.	The NSW Government provided \$19 million of funding in February 2016 to focus on mental health.	➤ Strong links with Orange Base Hospital.
The University of Sydney	School of Rural Health is based in Dubbo and Orange.	Medical students in Years 3 or 4 of the Sydney Medical Program can experience what it's like to live and work in rural NSW for at least one year.	➤ Strong links with Orange Base Hospital.
Orange Health Service (public hospital)	The public hospital for the Orange district is operated by the Western NSW Local Health District. It provides a direct source of employment as well as playing an	Emergency department, acute renal dialysis, alcohol and drug, coronary care, diabetes, domiciliary care, geriatric assessment, hospice,	➤ Training linkages with The University of Sydney and TAFE ➤ Private hospitals ➤ Ascot Gardens Aged Care, Blayney Multi-

Institution	Role in economic future of the region	Strengths and capacity	Important linkages to other institutions
	important role in attracting doctors and residents to the region. The public hospital also has linkages to the Dudley Private Hospital (doctors) and will develop linkages to the proposed 'one stop' medi-centre.	intensive care unit, obstetrics, paediatric, psychiatric and a rehabilitation ward. It is a teaching hospital affiliated with The University of Sydney.	Purpose Service, Calcare Aged Care, Lee Hostel Blayney, Prunus Lodge Molong, St Francis Aged Care, Gosling Creek Aged Care, Moyne Aged Care Canowindra, Opal Cherrywood Grove Aged Care, Uniting Parkwood Aged Care, Uniting Wontama.
DPI (incorporating the Rural Assistance Authority)	Includes current initiatives linked to regional and farm based tourism and a newly announced Global Agri-Tech Ecosystem (GATE) which will focus on commercialisation of research outputs.	Closely aligned with the major agricultural commodities in the region including livestock, broadacre crops and horticulture.	<ul style="list-style-type: none"> ➤ Local Government ➤ DPE ➤ Industry.
RDA Central West	RDA Central West is a Commonwealth and state government funded organisation responsible for the economic development of the Central West of NSW, it has an advisory, collaboration, awareness and promotion role on the economic future of the region. RDA Central West has also produced a Strategic Framework for Regional Development Priorities 2017-2020 for the Central West region.	RDA Central West maintains good relationships with businesses and organisations involved in economic development across the broader Central West region.	<ul style="list-style-type: none"> ➤ Orange City Council ➤ Blayney Shire Council ➤ Cabonne Council ➤ Other Central West Councils (Bathurst, Cowra, Forbes, Lachlan, Lithgow, Oberon, Parkes, Weddin).
CENTROC	A voluntary regional collaboration of councils in Central NSW, CENTROC has an advocacy, facilitation and leadership role in the economic future of the region.	CENTROC uses its regional role to lobby for Central NSW priorities such as a Bells Line of Road Expressway, telecommunications services, environmental sustainability, health, infrastructure and regional development.	<ul style="list-style-type: none"> ➤ NSW Government Departments ➤ Federal Government Departments.

5. Specialisations



The region has several industry specialisations, representing potential competitive advantage. These industries provide significant economic benefits for the region and the NSW economy more broadly. The specialisation industries include: Health Care and Social Assistance; Sheep, Cattle and Grain Farming; Food Product Manufacturing; State Government Administration; School Education; and Metal Ore Mining. Although not currently a specialisation per se, Tertiary Education and Tourism (based on data for Accommodation and Food Services), have potential to become specialisation industries in the region.

The following measures, derived from Input-Output analysis and ABS place of work data, provide an outline of the economic contribution of these industries, including Gross Regional Product, Gross Value Added, Shift-Share analysis and Location Quotients.

5.1. Gross Regional Product⁶ and Gross Value Added

An Input-Output Analysis for the region shows that the Gross Regional Product (GRP) of the regional economy was estimated at \$3,731 million in 2015-16. This represented approximately 0.7% of NSW Gross State Product (GSP) and \$61,183 GRP per capita (compared with \$71,991 GRP per capita for NSW) in that year.

The region is a net importer of goods and services, with exports out of the region of \$1,111 million and imports into the region of \$1,449 million. Using the Input Output industry classifications, the largest exporting industries by value are:

- Non-Ferrous Metal Ore Mining (\$779 million)
- Sheep, Grains, Beef and Dairy Cattle Farming (\$114 million)
- Grain Mill and Cereal Product Manufacturing (\$28 million)
- Technical, Vocational and Tertiary Education (\$15 million)

Conversely, the largest importing industries in the region are:

- Non-Ferrous Metal Ore Mining (\$263 million)
- Sheep, Grains, Beef and Dairy Cattle Farming (\$55 million)
- Construction Services (\$55 million)
- Health Care Services⁷ (\$51 million)

The following analysis uses the Input Output table data but reports the findings in terms of both the Input Output industry classifications and the ANZSIC one-digit industry classification.

⁶ The economic profile is based on ABS Place of Work data.

⁷ Although the household sector is the second largest importer in the economy, it is not an industry Sector as such.

Using the Input Output industry classifications, in terms of value-added, it is estimated that Non Ferrous Metal Ore Mining; Health Care Service; Retail Trade; and Public Administration had the highest value added in total, equal to approximately 40% of the region's economy—see Table 4.⁸

Table 4: Gross Value Added for the 5 Largest Industries in the region's economy (I-O Sectors)

Industry	Gross Value Added (\$m)	Proportion of Regional Economy (%)	Proportion of Regional Employment (%)	Per Capita Value Added (\$)
Non-Ferrous Metal Ore Mining	342	9.2	5.5	6,799
Health Care Services	270	7.2	11.9	5,612
Retail Trade	229	6.1	11.5	4,431
Public Administration and Regulatory Services	218	5.9	5.4	3,754
Residential Care and Social Assistance Services	171	4.6	6.7	3,583

Source: Department of Premier and Cabinet (DPC)

Based on the ANZSIC one-digit industry classification, it is estimated that the Rental, Hiring and Real Estate Services industry, had the highest value-added but provided a low proportion of regional employment. Health Care and Social Assistance, Mining, Public Administration and Safety and Retail Trade were the next most important for value added—see Table 5.

Table 5: Gross Value Added for the 5 Largest Industries in the regional economy (ANZSIC one digit sectors)

Industry	Gross Value Added (\$m)	Proportion of Regional Economy (%)	Proportion of Regional Employment (%)	Per Capita Value Added (\$)
Rental, Hiring and Real Estate Services	515	13.8	1.3	8,451
Health Care and Social Assistance	441	11.8	18.6	7,239
Mining	405	10.9	6.9	6,647
Public Administration and Safety	246	6.6	6.4	4,042
Retail Trade	229	6.1	11.5	3,754

Source: DPC

⁸ Gross Value Added (GVA) measures the value of goods and services produced in a region.

Table 6 depicts the main linkages associated with sectors reflecting areas of specialisation in the region. It also shows the degree to which expenditure on inputs to production (i.e. on intermediate sectors) and wages paid to labour are captured by the regional economy. It is based on the Input Output model of the regional economy and hence uses the Input Output sector classifications that best align with ANZSIC sectors of specialisation in the regional economy.

Table 6: Current Industry Linkages in the Region

Sector	Main backward linkages from intermediate sector expenditure	Percent of intermediate sector expenditure captured in the region	Percentage of wages to labour residing in the region
Sheep, Grains, Beef and Dairy Cattle	Sheep, Grains, Beef and Dairy Cattle	88%	93%
	Other Food Product Manufacturing		
	Agriculture, Forestry and Fishing Support Services		
Non-Ferrous Metal Ore Mining	Non-Ferrous Metal Ore Mining	69%	78%
	Exploration and Mining Support Services		
	Construction Services		
	Other Repair and Maintenance		
Grain Mill and Cereal Product Manufacturing	Sheep, Grains, Beef and Dairy Cattle	97%	79%
	Grain Mill and Cereal Product Manufacturing		
	Road Transport		
Other Food Product Manufacturing	Sheep, Grains, Beef and Dairy Cattle	87%	71%
	Other Food Product Manufacturing		
	Grain Mill and Cereal Product Manufacturing		
Accommodation	Grain Mill and Cereal Product Manufacturing	75%	94%
	Employment, Travel Agency and Other Administrative Services		
	Building Cleaning, Pest Control and		

Sector	Main backward linkages from intermediate sector expenditure	Percent of intermediate sector expenditure captured in the region	Percentage of wages to labour residing in the region
	Other Support Services		
Food and Beverage Services	Grain Mill and Cereal Product Manufacturing	77%	96%
	Non-Residential Building Construction		
	Employment, Travel Agency and Other Administrative Services		
Public Administration and Regulatory Services	Public Administration and Regulatory Services	68%	92%
	Professional, Scientific and Technical Services		
	Construction Services		
Technical, Vocational and Tertiary Education Services (including undergraduate and postgraduate)	Employment, Travel Agency and Other Administrative Services	67%	89%
	Non-Residential Building Construction		
	Public Administration and Regulatory Services		
Health Care Services	Employment, Travel Agency and Other Administrative Services	65%	92%
	Health Care		
	Wholesale Trade		
Residential Care and Social Assistance Services	Grain Mill and Cereal Product Manufacturing	74%	92%
	Retail Trade		
	Employment, Travel Agency and Other Administrative Services		

Source: DPC

5.2. Tourism

Tourism data from Destination NSW is available for the Orange LGA only. Key statistics are summarised in Table 7. Domestic day visitation is responsible for 66% of visitor numbers but domestic overnight visits are responsible for the majority (59%) of expenditure. The main purpose of domestic overnight visitation was to visit family and relatives and holiday.

Table 7: Destination NSW Visitor Profiles

	Orange LGA	
	No.	%
Total Visitors (000's)	912	
International Overnight	8	1
Domestic Overnight	300	33
Domestic Day	604	66
Total Nights (000's)	963	
International Overnight	118	12
Domestic Overnight	845	88
Total Spend (\$M)	232	
International Overnight	6	3
Domestic Overnight	136	59
Domestic Day	90	39

Source: Destination NSW (2016)

Tourism is not a sector in the Input Output or ANZSIC frameworks. Rather it encapsulates final demand expenditure by visitors to a region on a range of sectors, including Retail, Accommodation, Food and Beverage Services etc. Using tourism visitation and expenditure data, the CERD has used Input Output modelling to estimate the direct impact of tourism on the regional economy. This indicated that in 2015-16 tourism contributed \$94 million in value-added at 2.5% of the regional economy, as well as 1,153 Full Time Equivalent jobs at 4.3% of the regional economy and \$63 million in household income (wages) at 3.2% of the regional economy.

5.3. Employment Shift-Share Analysis

Shift-Share Analysis is a widely used technique to analyse regional economies where there is a specific interest in the growth or decline in a particularly macroeconomic variable; most often employment. The interest in shift share analysis arises from its ability to partition employment change in a given region into three distinct components:

- Changes in regional employment resulting from changes in the state economy. That is, employment will increase or decrease as a result of broader economic conditions. This component is called the State Shift.
- Changes in regional employment that are a result of broader industry specific trends. For example, an increase in demand for agricultural products will result in an increase in employment in agricultural industries. This component is called the Industry Mix Shift.
- Finally, changes in employment which results from unique regional factors that are not related to broader economic and industry factors. This component is called the Regional Shift, and it is a reflection of the role of endogenous factors influencing the employment performance of the regional economy.

The total employment change in the region is called the Total Shift.

Shift-Share Analysis is concerned with the 'share' that each of these 'shifts' hold in the total change in employment (the Total Shift). This relationship is also described by the following expression.

Total Shift = State Shift + Industry Mix Shift + Regional Shift

The Regional Shift component is of most interest to those involved in regional economic development. This is the residual change for the region, after accounting for State Shift and Industry Mix Shift, and is attributed to characteristics or competitiveness unique to the region. This value may be positive or negative.

Table 8 below shows the regional shift (number) in employment growth for all ANZSIC one-digit industries employing more than 5% of the regional workforce in 2011. The total growth in employed persons between 2011 and 2016 has been split into the three components: State Shift, Industry Mix Shift and Regional Shift. The Regional Shift component for both Education and Training, and Mining and Construction industries was positive during the period. This indicates that, after controlling for the growth in total employment and employment in these industries at the state level, employment in these industries grew faster than in the rest of the state.

Table 8: Regional Shift between 2011 and 2016 for Largest Industries

Industry	Employed persons (2011)	Industry size (2011)-%	State Shift	Industry Mix Shift	Regional Shift	Total growth in employed Persons (to 2016)
Health Care and Social Assistance	3,849	16	412	273	48	733
Retail Trade	2,445	10	262	-213	138	187
Education and Training	2,258	9	242	81	-134	188
Public Administration and Safety	1,610	7	172	-57	200	315
Agriculture, Forestry and Fishing	1,697	7	182	-78	-58	46
Manufacturing	2,238	9	239	-775	-15	-551
Accommodation and Food Services	1,388	6	149	71	63	282
Construction	1,469	6	157	233	-246	144
Mining	1,638	7	175	-138	-265	-228

Source: DPC

However, caution should be exercised in the interpretation of these results as they are based on 'point in time' measures. This is particularly the case for seasonal industries like Agriculture, Forestry and Fishing, where it is quite possible that the regional shift component was influenced by localised variation in seasonal conditions between 2011 and 2016 rather than systemic factors inherent to the regional economy.

In addition, the result is different at the various ANZSIC levels. Shift Share Analysis for employment by industry at the ANZSIC Division, Subdivision, Group and Class levels for sectors contributing greater than 1% of employment was undertaken. Sectors at each level of analysis where the Regional Shift is positive, indicating growth due to some regional advantage, are summarised in Table 9. The first ANZSIC level that regional advantage occurs is in bold. This indicates some regional competitive advantage in:

- Health Care and Social Assistance
- Retail Trade
- Public Administration and Safety
- Accommodation and Food Services
- Food Product Manufacturing
- Building Construction
- Road Freight Transport
- Legal and Accounting Services
- Building, Cleaning, Pest Control and Other Support Services
- Sheep, Beef Cattle and Grain Farming
- Automotive Repairs and Maintenance

Table 9: Regional Shift (RS, in %) between 2011 and 2016 for Largest Industries (>1% Regional Employment)

ANZSIC Division (1 Digit)	RS (%)	ANZSIC Subdivision (2 Digit)	RS (%)	ANZSIC Group (3 Digit)	RS (%)	ANZSIC Class (4 Digit)	RS (%)
Health Care and Social Assistance	1	Hospitals	7	Hospitals	6	Hospitals (except Psychiatric Hospitals)	3
		Social Assistance Services	14	Other Social Assistance Services	24	Other Social Assistance Services	25
		<i>Medical and Other Health Care Services</i>		<i>Medical Services</i>		General Practice Medical Services	3
Retail Trade	6	Other Store-Based Retailing	3				
		Food Retailing	2				
		Motor Vehicle and Motor Vehicle Parts Retailing	20				
Public Administration and Safety	12	Public Administration	13	Local Government Administration	14	Local Government Administration	14
		Public Order, Safety and Regulatory Services	12				
Accommodation and Food Services	5	Food and Beverage Services	8	Cafes, Restaurants and Takeaway Food Services	8	Cafes and Restaurants	4
						Takeaway Food Services	15
<i>Manufacturing</i>		Food Product Manufacturing	20	Other Food Product Manufacturing	36		

ANZSIC Division (1 Digit)	RS (%)	ANZSIC Subdivision (2 Digit)	RS (%)	ANZSIC Group (3 Digit)	RS (%)	ANZSIC Class (4 Digit)	RS (%)
<i>Construction</i>		Building Construction	1	Residential Building Construction	12	House Construction	33
<i>Transport, Postal and Warehousing</i>		<i>Road Transport</i>		Road Freight Transport	9	Road Freight Transport	9
<i>Professional, Scientific and Technical Services</i>		<i>Professional, Scientific and Technical Services (except computer system services)</i>		Legal and Accounting Services	13		
<i>Administrative and support services</i>		Building Cleaning, Pest Control and Other Support Services	18	Building Cleaning, Pest Control and Gardening Services	16	Building and Other Industrial Cleaning Services	26
<i>Agriculture, Forestry and Fishing</i>		<i>Agriculture</i>		Sheep, Beef Cattle and Grain Farming	4	Beef Cattle Farming (Specialised)	11
<i>Other Services</i>		<i>Repairs and Maintenance</i>		Automotive Repair and Maintenance	3		

Note: Sectors in *italics* indicate no specialisation at this level of disaggregation but are included so that it is clear what ANZSIC Divisions, Subdivision and Groups a sector with a specialisation belongs to. Sectors in **bold** indicate the first level that a specialisation occurs.

5.4. Location Quotients

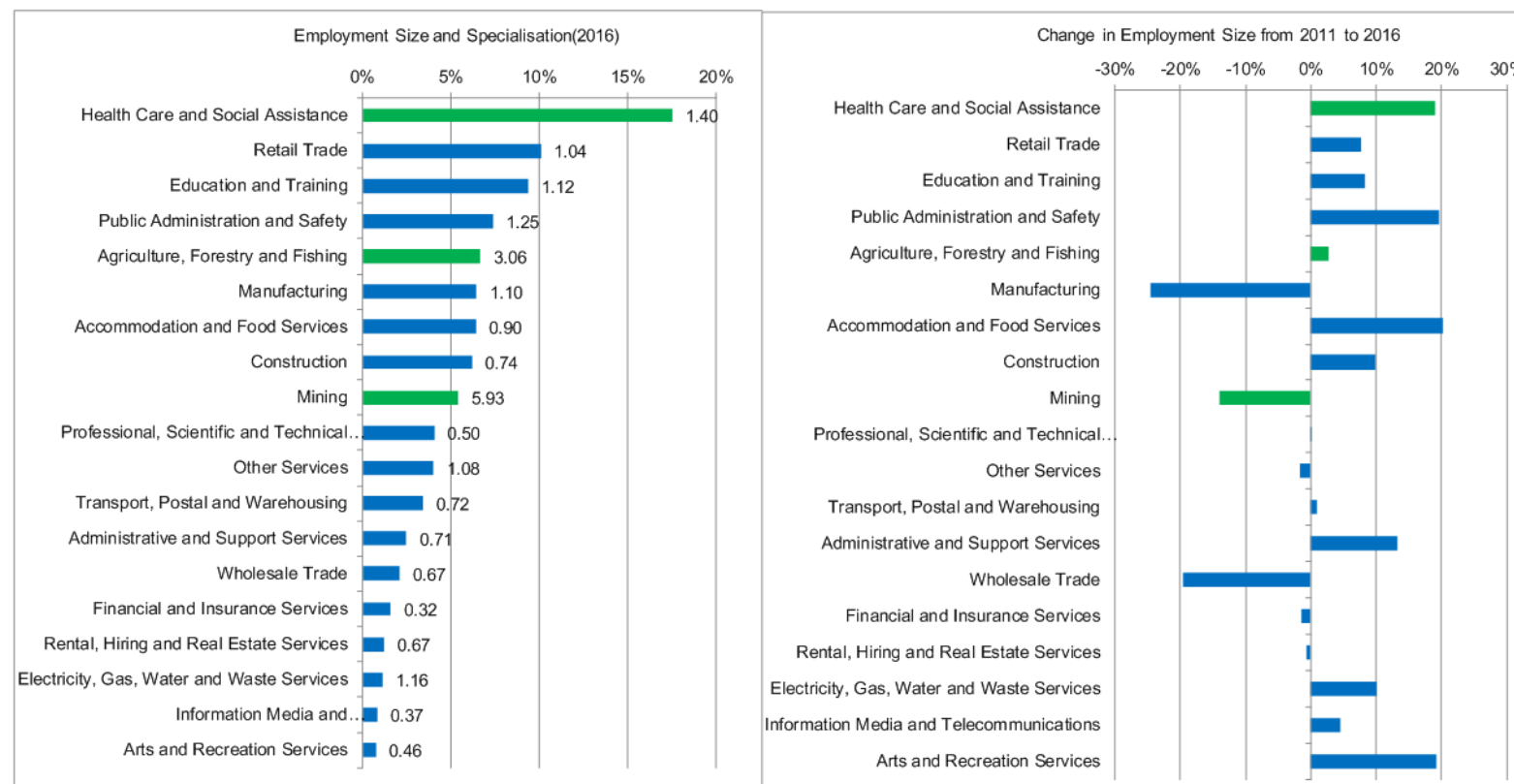
Obtaining an understanding of a region's competitive advantages⁹ is complex. A commonly used simple form of analysis is the Location Quotient (LQ) which measures the employment concentration in industry sectors within a regional economy, compared with the same sectors across NSW. In most situations, the higher the LQ, the more specialised a region is in that industry relative to the rest of NSW. For the purpose of this analysis, specialisations are determined by LQs, which are used as a proxy measure for those sectors and industries that represent a region's true competitive advantages.

Importantly, while LQs are used in this document for that purpose, they are only a partial measure of those competitive advantages. Hence, they have been considered alongside additional qualitative evaluations and data analysis using Input-Output analysis to arrive at the findings for the region.

Generally a LQ greater than 1.25 is taken as initial evidence of regional specialisation and that the industry has potential to be classified as an exporter i.e. servicing more than just the regional population. Figure 15 to Figure 18 summarises LQs (2016), size (2016) and change (2011 to 2016) for sectors that represent more than 1% of employment in the region at each level of ANZSIC Industry Classification.

⁹ A regions competitive advantage for an industry includes its ability to produce goods and services at a lower cost or differentiate its products from other regions, along with access to external factors which enhance business and operations/minimize risk (Stimson, Stough and Roberts, 2006).

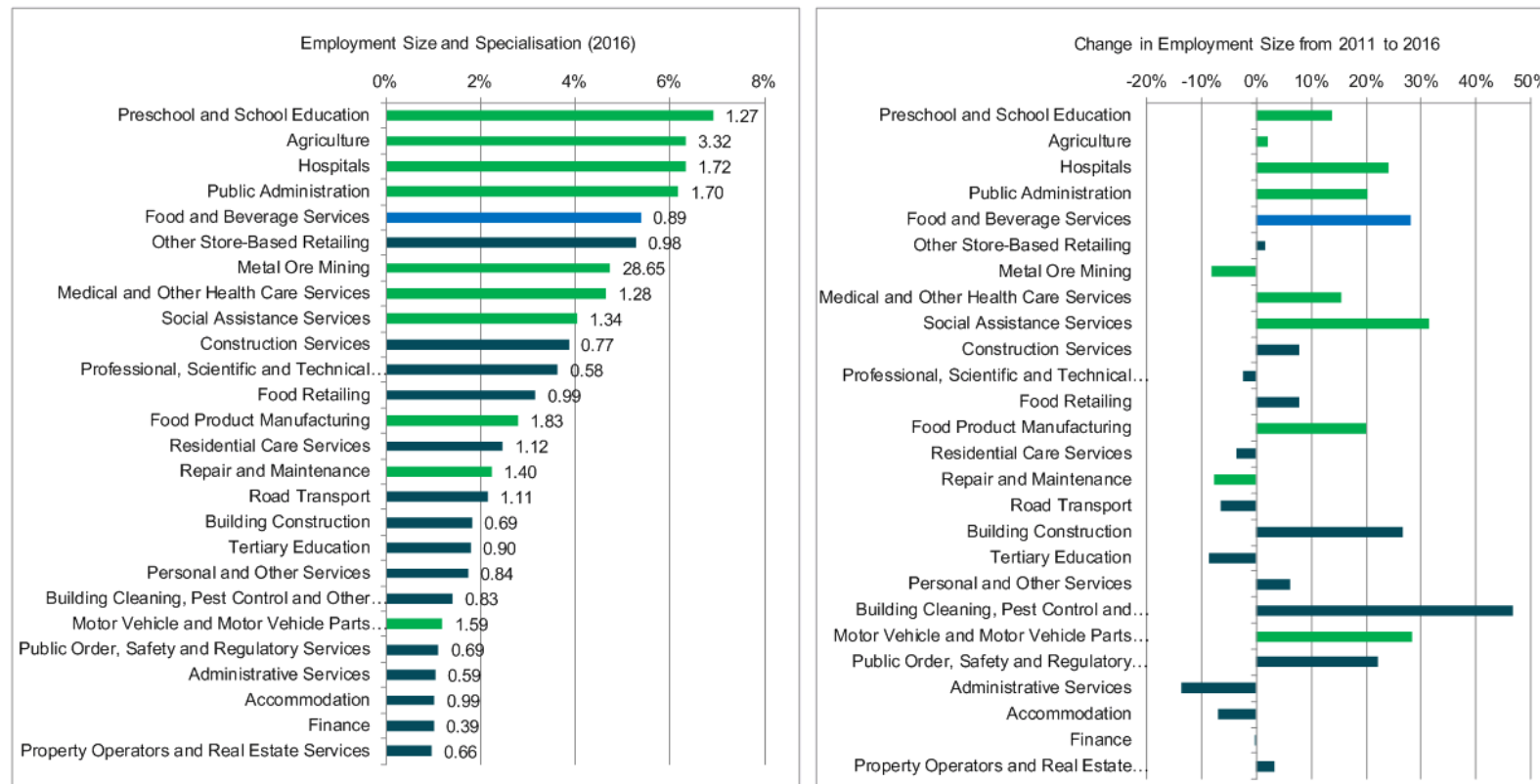
Figure 15: ABS 1 Digit ANZSIC Level Industry Employment Size, Specialisation (LQ) and Change in Employment Size



Source: DPC

Note: Green represents a sector with a specialisation. All other sectors are in blue. The LQ for each sector is provided at the end of each bar.

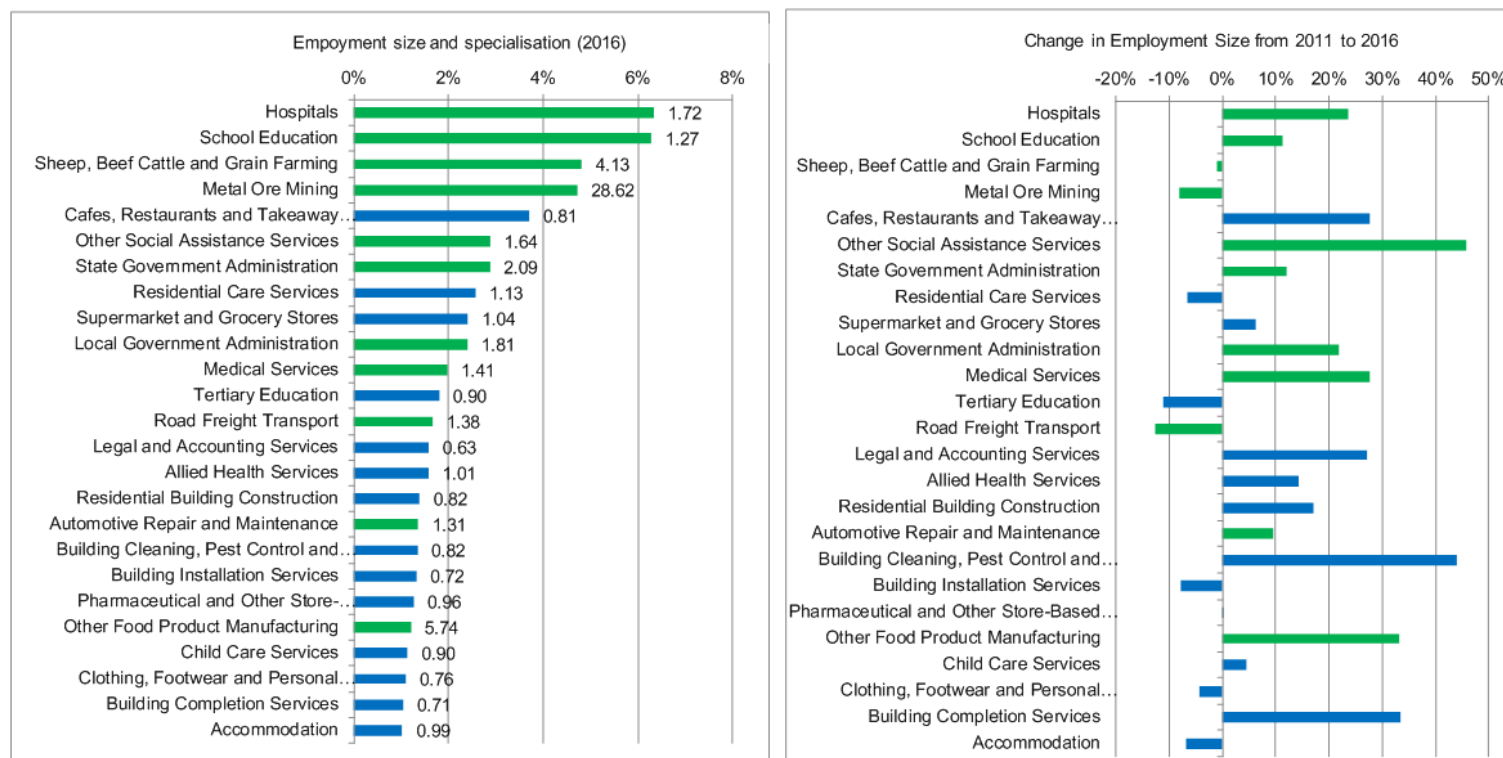
Figure 16: ABS 2 Digit ANZSIC Level Industry Employment Size, Specialisation (LQ) and Change in Employment Size



Source: DPC

Note: Green represents a sector with a specialisation. All other sectors are in blue. The LQ for each sector is provided at the end of each bar.

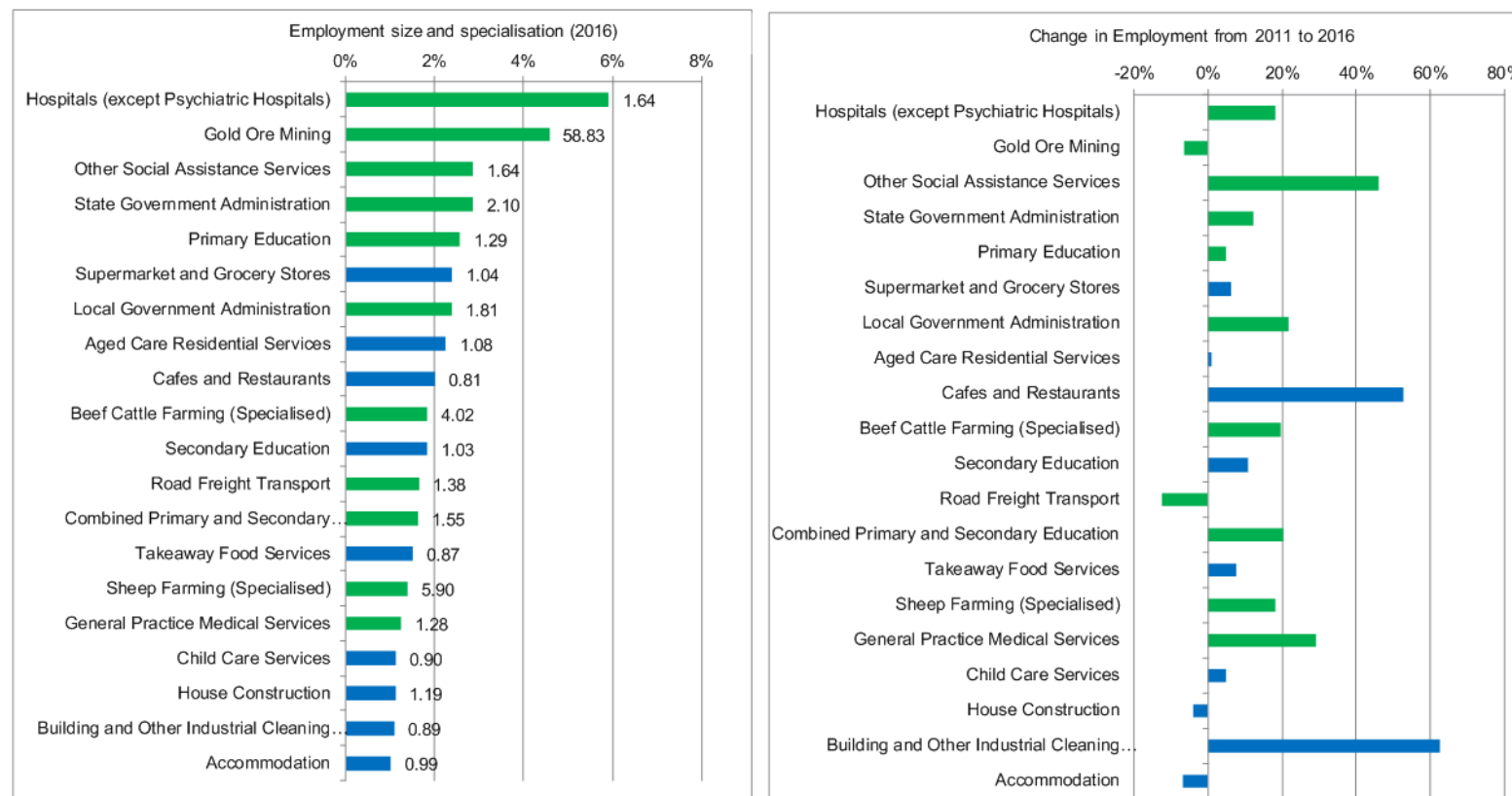
Figure 17: ABS 3 Digit ANZSIC Level Industry Employment Size, Specialisation (LQ) and Change in Employment Size



Source: DPC

Note: Green represents a sector with a specialisation. All other sectors are in blue. The LQ for each sector is provided at the end of each bar.

Figure 18: ABS 4 Digit Level Industry Employment Size, Specialisation (LQ) and Change in Employment Size

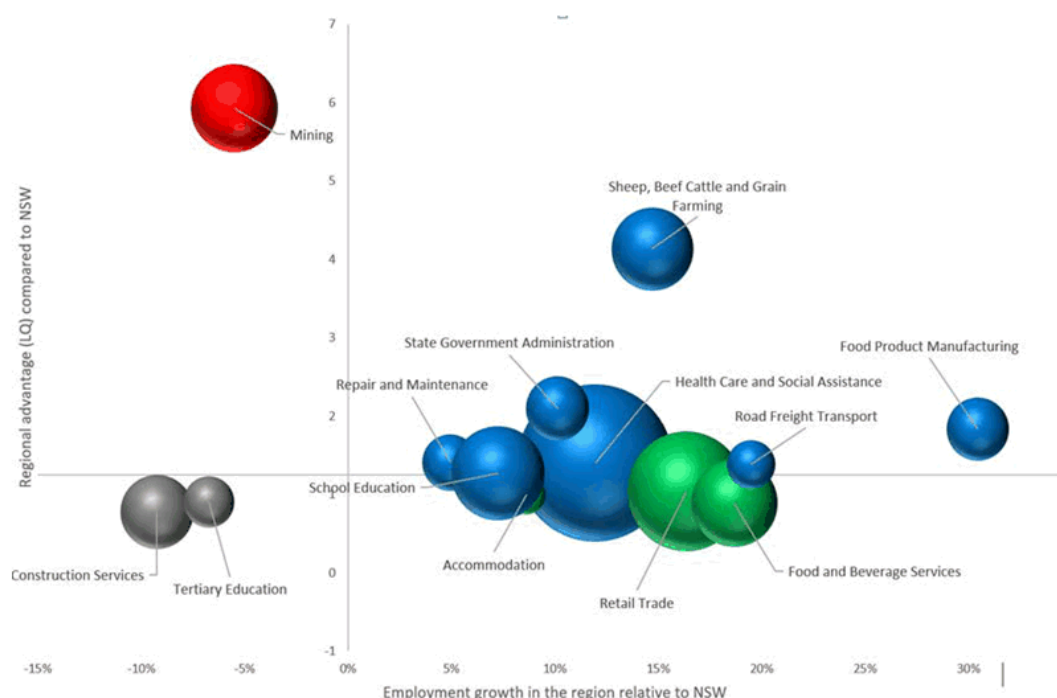


Source: DPC

Note: Green represents a sector with a specialisation. All other sectors are in blue. The LQ for each sector is provided at the end of each bar.

Figure 19 charts the performance of some of the key industries in the regional economy. The size of each bubble indicates the relative size of each industry in terms of employed persons in 2016. The vertical axis indicates the LQ for an industry, with those above the line indicating a specialisation when compared with NSW (i.e. an LQ greater than 1.25). The horizontal axis indicates the industries growth between 2011 and 2016 relative to NSW, with those industries to the right of the axis growing faster or contracting slower in the regional economy than in NSW.

Figure 19: Location Quotients and Employment Growth for Industries in the region



Source: DPC

This analysis shows that Mining is a key industry in the region, making up 5% of employment at the time of the ABS 2016 Census of Population and Housing. The region also has a high degree of specialisation in this industry with an LQ of 5.9, but between 2011 and 2016 it contracted at a greater rate than it did across NSW. Sheep, Beef Cattle and Grain Farming while not as large a sector also showed specialisation as well as growth relative to NSW as a whole.

Other specialisation sectors that grew relative to NSW include Food Product Manufacturing, Road Freight Transport, Health Care and Social Assistance, Repairs and Maintenance, School Education and State Government Administration.

Table 10 arranges specialisation data in Figure 15 to Figure 18 to the ANZSIC Division, Subdivision, Group and Class (one, two, three and four-digit classifications). The first level in which specialisation occurs is marked in bold. This is helpful as:

- it is possible for a region to have a specialisation in a sector at the Subdivision, Group or Class level but not at a higher level because this specialisation can get diminished as sectors are aggregated in the ANZSIC code used; and
- it indicates what sectors at the Subdivision, Group and Class are responsible for specialisation at higher levels of ANZSIC sector aggregation.

From Table 10 regional specialisations are in:

- Health Care and Social Assistance
- Agriculture, Forestry and Fishing [predominantly Sheep Farming (Specialised) and Beef Cattle Farming (Specialised)]
- Mining - Gold Ore Mining
- Food Product Manufacturing
- Road Freight Transport - likely servicing both Food Product Manufacturing and Mining
- Repairs and Maintenance, mainly automotive repair and maintenance - likely related to the region being a service centre for the surrounding regions
- Public Administration (both State and Local Government) - the former being primarily a function of the DPI being located in Orange and the latter being a function of there being three Councils servicing the region
- School Education most likely a function of the geographic spread of the region, numerous towns and villages and hence schools within the region. It may also reflect the region providing boarding school services for the surrounding region
- Motor Vehicle and Motor Vehicle Parts Retailing—a function of Orange being a major regional centre

The concentration of tourism employment in the region falls short of the criteria for a specialisation but growth in the Accommodation and Food and Beverage Services sectors, relative to NSW, points to a potentially emerging specialisation.

Table 10: Industry Specialisation by ANZSIC Classification Level

ANZSIC Division (1 Digit)	ANZSIC Subdivision (2 Digit)	ANZSIC Group (3 Digit)	ANZSIC Class (4 Digit)
Health Care and Social Assistance	Hospitals	Hospitals	Hospitals (except Psychiatric Hospitals)
	Medical and Other Health Care Services	Medical Services	General Practice Medical Services
	Social Assistance Services	Other Social Assistance Services	Other Social Assistance Services
<i>Retail Trade</i>	Motor Vehicle and Motor Vehicle Parts Retailing		
<i>Education and Training</i>	Preschool and School Education	School Education	Primary Education
			Combined Primary and Secondary Education
Public Administration and Safety	Public Administration	State Government Administration	State Government Administration
		Local Government Administration	Local Government Administration
Agriculture, Forestry	Agriculture	Sheep, Beef Cattle and	Beef Cattle Farming

ANZSIC Division (1 Digit)	ANZSIC Subdivision (2 Digit)	ANZSIC Group (3 Digit)	ANZSIC Class (4 Digit)
and Fishing		Grain Farming	(Specialised)
			Sheep Farming (Specialised)
<i>Manufacturing</i>	Food Product Manufacturing	Other Food Product Manufacturing	
Mining	Metal Ore Mining	Metal Ore Mining	Gold Ore Mining
Other Services	Repair and Maintenance	Automotive Repair and Maintenance	
<i>Transport, Postal and Warehousing</i>	<i>Road Transport</i>	Road Freight Transport	Road Freight Transport

Source: DPC

*Note: Sectors in *italics* indicate no specialisation at this level of disaggregation but are included so that it is clear what Divisions, Subdivision and Groups a sector with a specialisation belongs to. Sectors in **bold** indicate the first level that a specialisation occurs.

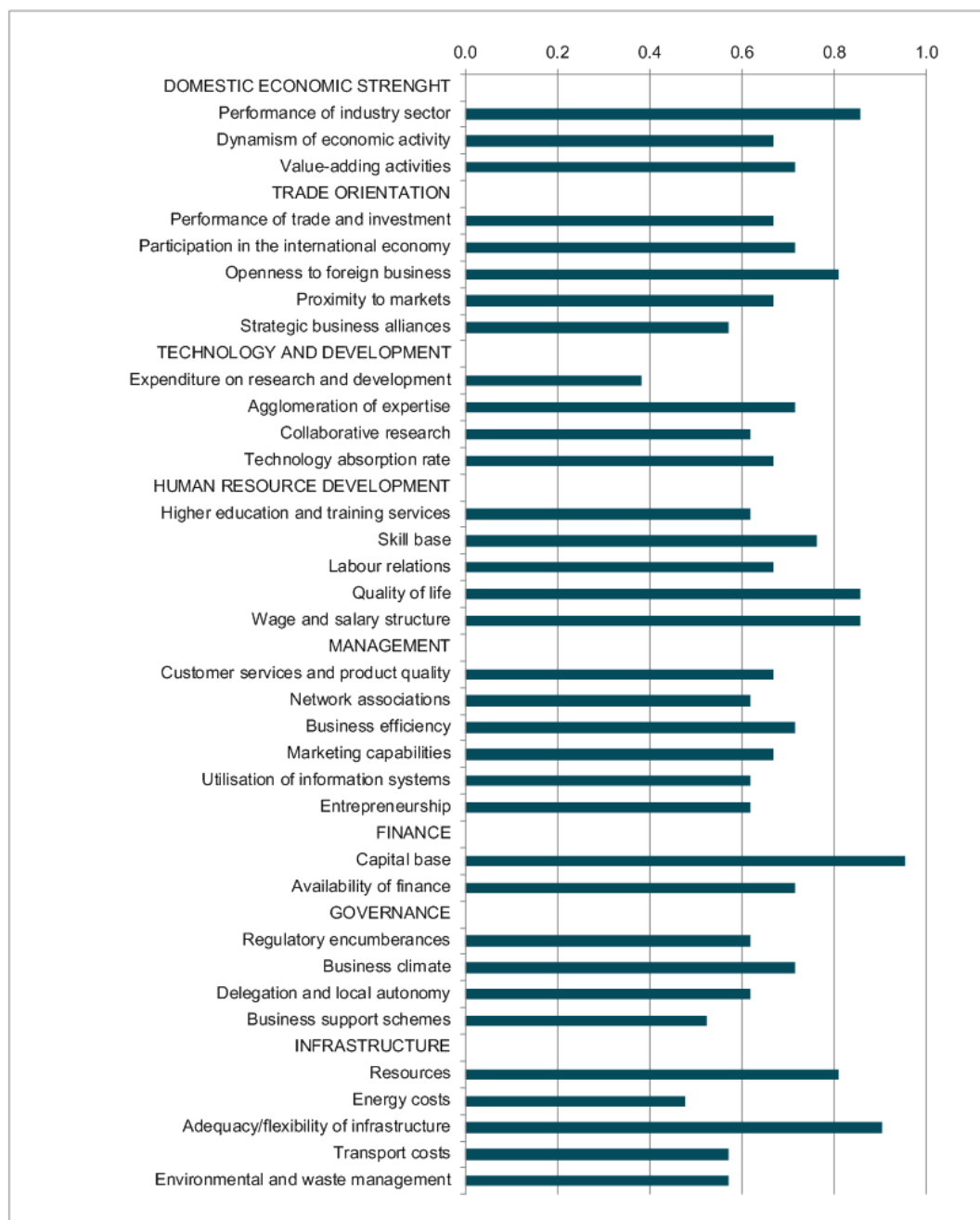
5.5. Core competencies

Core competencies represent the ability of a region to organise its resources (land, labour and capital) in order to produce goods and services. They refer to the set of skills, technology, resource applications and management unique to that region. The analysis of core competencies involved an assessment of seven sectors of regional specialisation using 34 core competency criteria employed by Roberts and Stimson (1998).

The selected competency criteria were ranked as either Strong (S), Average (A) or Weak (W). The ranking involved a subjective assessment, based on information derived from consultations, background reports, data analysis and industry knowledge. A weighting was then applied to the three selected competency criteria (a performance weighting score of 3 allotted to strong, 2 to average, and 1 to weak). Next, the column score for each sector industry was summed, then divided, against a possible maximum score for each industry to derive a relative index of strengths and weaknesses for each sector. The maximum relative index score for any industry sector is 1. The row score for each core competency can be derived in a similar manner. From this analysis it is possible to develop a regional factors core competency index.

The regional core competency index shown in Figure 20 indicates that the region has significant strengths in its capital base, adequacy/flexibility of infrastructure, openness to foreign business, quality of life and wage and salary structures. Notwithstanding, a number of infrastructure deficiencies were identified including those associated with road and rail access and tourism.

Figure 20: Regional Factors Core Competencies Index



Source: AgEconPlus and Gillespie Economics based on consultations

6. Strategy



The five Strategy elements for the Orange, Blayney, Cabonne region link directly to the opportunities presented by the region's endowments, core economic competencies and specialisations and also aim to address some key regional risks.

Strategy elements were derived from the analyses outlined in previous sections, along with inputs from the consultations with regional stakeholders. , and, in particular, taking account of the endowments that underpin the region's strengths, the examination of existing industry specialisations and identification of emerging specialisations. The strategies for the Orange-Blayney-Cabonne region proposed later in this section of the report clearly demonstrate that regional economic development can be based building on existing regional strengths and specialisations and pursuing new opportunities that are driven both by private sector investments and by public sector investments, both of which have played, and can continue to play, driving roles for growing the region's economy.

6.1. Economic opportunities and risks

Economic opportunities can be broadly categorised as either 'stretch' opportunities or 'leverage' opportunities, or a mixture of both. Stretch opportunities refer to those that make use of the existing core competencies and endowments within an industry. Leverage opportunities refer to those that take advantage of presently unrealised opportunities to exploit the region's endowments. In practice, these two types of opportunities are not mutually exclusive and regional economic development generally relies upon a combination of inter-industry relationships in a region as well as regional endowments and core competencies. Strategies to capitalise on these opportunities must also take into consideration regional risks.

Based on the local endowments, core competencies, inter-industry relationships and risks in the region, the following opportunities have been identified in Table 11.

Table 11: Economic Opportunities for the region

Opportunity	Relevant endowments and core competencies	Relevant sector (s)
Develop agriculture, agricultural processing, agri-technology and manufacturing	<ul style="list-style-type: none"> ➤ Topography, climate, water and soil ➤ Road and rail network ➤ Infrastructure ➤ Human resource development ➤ Capital base 	<ul style="list-style-type: none"> ➤ Beef cattle and sheep farming ➤ Grain growing ➤ Food product manufacturing ➤ Road freight transportation ➤ Construction ➤ Agricultural services – finance ➤ Agri-tech commercialisation services
Support growth in mining and mining services	<ul style="list-style-type: none"> ➤ Mineral resources – significant historic prospects and high future potential ➤ Manufacture of machinery for Mining and Construction ➤ Road and rail linkages ➤ Infrastructure ➤ Human resource development ➤ Capital base ➤ Skill base 	<ul style="list-style-type: none"> ➤ Mineral resources ➤ Exploration and other mining support services ➤ Mining machinery ➤ Construction
Build on the region's core specialisation in healthcare	<ul style="list-style-type: none"> ➤ Large public hospital ➤ Large private hospital ➤ Medi-centre proposal ➤ Allied health services ➤ Aged care facilities – Orange, Blayney, Cabonne ➤ Charles Sturt University ➤ University of Sydney ➤ University of Newcastle ➤ University of Wollongong ➤ TAFE Western ➤ Capital base ➤ Agglomeration of expertise 	<ul style="list-style-type: none"> ➤ Health care, social assistance ➤ Residential care ➤ Hospitals ➤ Public administration and safety ➤ Professionals ➤ Scientific and technical services ➤ Administration and support services ➤ Education and training - school and adult education ➤ Construction
Realise economic opportunity in education and public administration	<ul style="list-style-type: none"> ➤ Education – University, TAFE and prestigious private schools ➤ DPI Head Office ➤ Location in Central NSW with air linkages to Sydney, Brisbane, and Melbourne ➤ Labour supply ➤ Human resource development ➤ Capital base ➤ Agglomeration of expertise 	<ul style="list-style-type: none"> ➤ Education and training – school and adult education ➤ Public administration and safety ➤ Professionals ➤ Scientific and technical services ➤ Administration and support services
Drive tourism growth and enhance the liveability of the region	<ul style="list-style-type: none"> ➤ Natural beauty, attractive landscapes and towns ➤ Topography, climate, water and soil ➤ Location in Central NSW with 	<ul style="list-style-type: none"> ➤ Accommodation and food services ➤ Retail trade, particularly food retailing and takeaway food ➤ Rental, hiring and real estate

Opportunity	Relevant endowments and core competencies	Relevant sector (s)
	air linkages to Sydney, Brisbane, Melbourne	➤ Arts and recreational services
	➤ Local lifestyle benefits	➤ Public administration and safety
	➤ Historic heritage and villages	➤ Private administrative and support services
	➤ Hospitals – public and private	➤ Construction
	➤ Education facilities	
	➤ Local institutions	
	➤ Capital base	

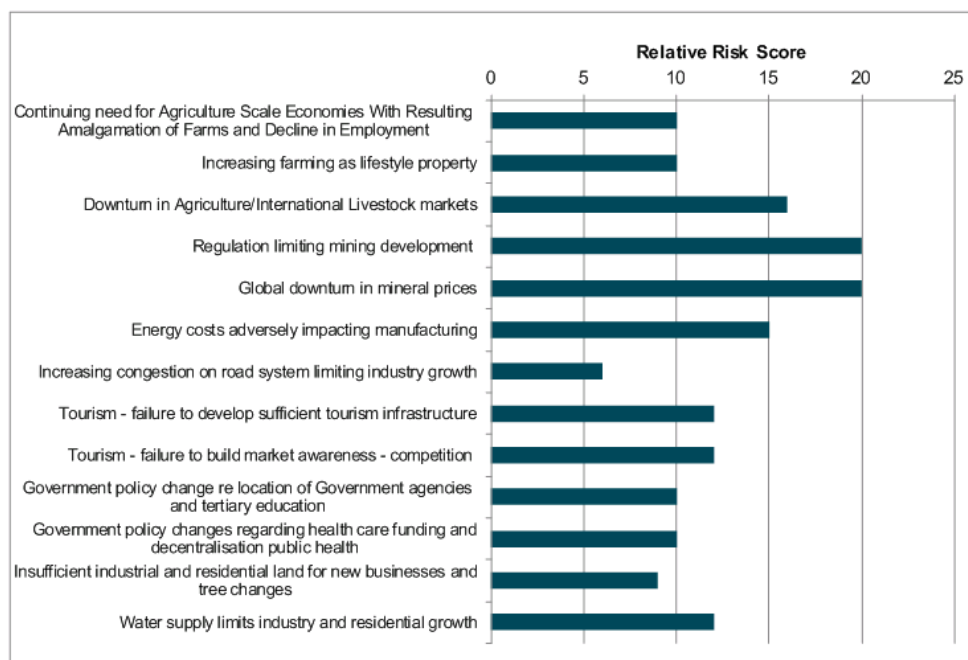
Risks impacting a region may be from factors that are endogenous to the region and from factors that are exogenous to the region.

The risks identified during the consultations included those within the following broad categories:

- economic risks (relates to the impact of global markets, trade factors, inflation or transportation disruptions)
- production risks (relates to access to resources, profits, production costs, changes in energy prices, labour disruptions, production process failures)
- governance risks (relates to sovereign risk [not just domestic], regulatory environment);
- environmental risks (relates to resource depletion, pollution, natural and /or man-made disasters)
- societal risks (relates to public liability claims against business, community attitudes toward development and pressure groups)

Figure 21 shows the relative impact of the risks for the region identified during consultations. This was generated using a 'likelihood and severity of the consequences' risk matrix approach, where the score for impact is multiplied by the score for likelihood. The higher the score the greater the relative risk. The figure indicates that global mineral prices, government regulation of mining development, global livestock market and energy costs for manufacturing pose the greatest risks to the regional economy.

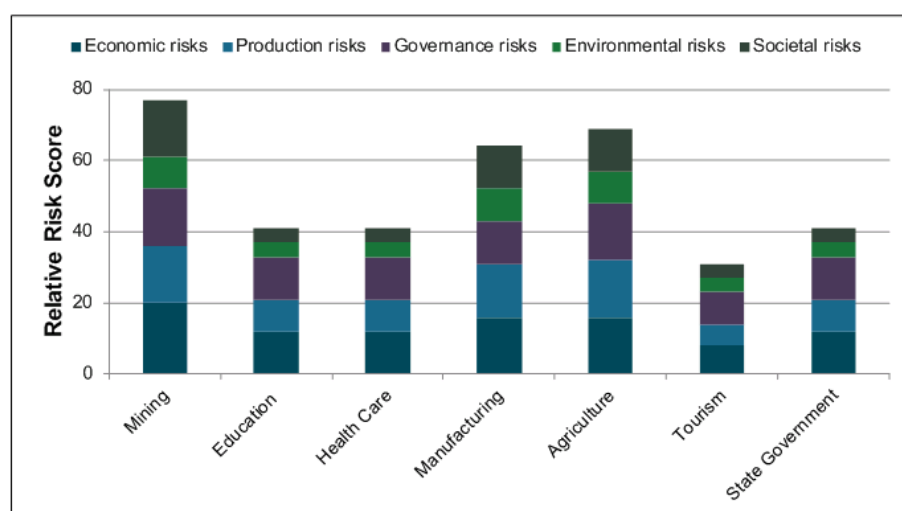
Figure 21: Relative Regional Risks for the Region



Source: AgEconPlus and Gillespie Economics

Figure 22 shows the risk impacts on each of the main regional specialisation sectors based on consultations and analysis. The figure shows that the Mining sector faces the greatest relative risk followed by the Agriculture and Manufacturing sectors. The Tourism Sector faces the least relative risk. Relative risks vary between sectors with all risk categories being important to Mining, Manufacturing and Agriculture. Education, Health Care, State Government Administration and Tourism have low environmental and society risks, but higher governance risks.

Figure 22: Industry Risk Impact for the Region

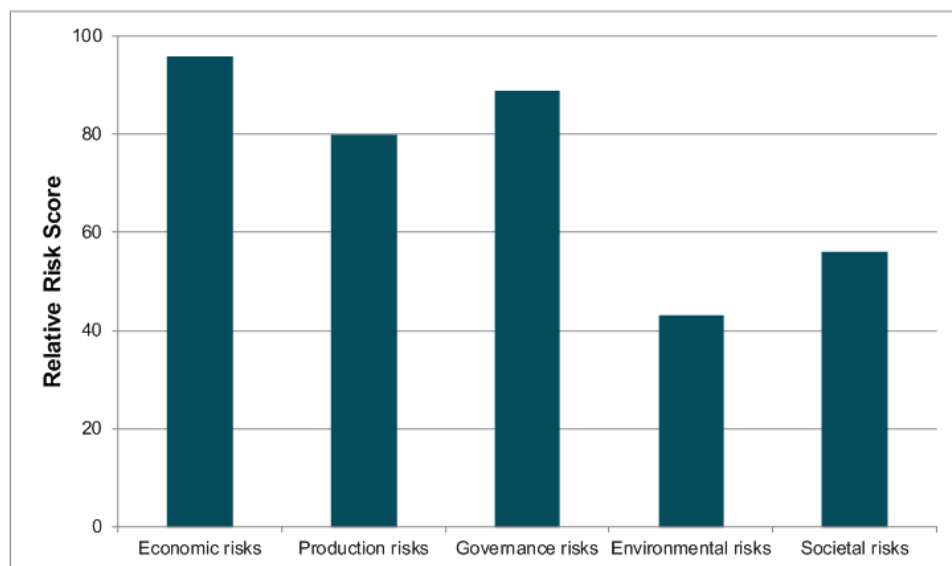


Source: AgEconPlus and Gillespie Economics

Figure 23 indicates that the main category of risk facing the key sectors of specialisation in the regional economy are economic risks - affecting trade exposed sectors of Mining, Manufacturing and Agriculture.

Governance risks are also important, particularly around regulation/approval of individual projects in Mining; as well as for Manufacturing and Agriculture.

Figure 23: Risk categories for combined sectors of specialisation in region



Source: AgEconPlus and Gillespie Economics

6.2. Strategy 1 – Develop agriculture, agricultural processing, agri-technology and manufacturing

The Orange, Blayney and Cabonne region has demonstrable strength and specialisation in agricultural production – broadacre grazing and cropping, agricultural processing especially food production and some types of manufacturing and support services including agricultural and mining equipment. This strategy looks to build on the region's core competencies, to grow and add value to local agricultural production, to encourage 'in region' agricultural processing and to engage in manufacturing where the region has a comparative advantage.

The agriculture, agriculture processing, agri-technology and manufacturing strategy address partnerships with DPI to maintain a program of regionally relevant research and development and the nurturing of agricultural start-ups (GATE initiative). It also includes land use planning to support the growth of intensive agricultural industries, the provision of budget accommodation to ensure a supply of harvest labour and initiatives to support the efficient transport of processed agricultural product and manufactured goods.

The region will specialise in the manufacture of goods that build on current core competencies including agricultural production, mining equipment and, potentially, health sector supplies. Priorities for investment include the development of a strategy to integrate the region into the Parkes Intermodal Freight Terminal, reopening the Blayney to Demondrille rail line and a B double network that will allow the more efficient transport of primary produce and manufactured goods within the region and to other regions. In addition, an action plan is required to ensure Orange, Blayney and Cabonne region primary producers and manufacturers maximise the opportunity created by direct international flights from Canberra Airport to Singapore and on to the rest of the world.

Potential benefits of developing agriculture, agricultural processing and manufacturing:

- Adding value to agriculture in the region creates wealth and job opportunities.
- Agricultural processing and manufacturing upskills the regional labour force and provides high-income career paths for local school leavers.
- Improved collaboration between different sectors of the economy, especially between agricultural producers and food and machinery manufacturers.

Challenges and other considerations:

- Agricultural expansion, especially that of intensive industries, runs the risk of land use conflict; this is especially due to the there are large numbers of lifestyle holdings.
- Support for manufacturing should focus on those areas where there is a regional strength, rather than getting into 'bidding wars' with other regions attempting to attract new employment opportunities.

Implications for stakeholders:

- Actions within this strategy will require significant financial input and coordination.

6.3. Strategy 2 – Support growth in mining and mining services

The Orange, Blayney and Cabonne region has a long history of mining stretching back to the 1850s gold rush days. With modern technology gold and copper deposits (particularly around Molong) previously beyond the reach of miners are now an economic proposition. Newcrest's Cadia Valley Operations has recently undergone a large-scale expansion, has approval for mining until 2030 with at least a 30 year resource. Regis Resources is presently securing approval for a large-scale gold mine 8 km from the centre of Blayney. The development is likely to yield 150,000 to 200,000 ounces of gold per annum with royalty payments to the NSW Government totalling \$60 million and local expenditure during construction and operation of approximately \$875 million.

This strategy recognises the large scale positive economic impacts of mining and the prospectively of the Orange, Blayney and Cabonne region with its potential for mine expansion and further mine development. Early Stage Priority actions include working with Regis Mine proponents to ensure planning approvals maximise mine benefits while minimising any social and environmental costs, proactively facilitate efficient mining development through local land-use strategies and environmental plans, among others. The strategy also includes developing a renewable energy strategy with both the Cadia and Regis mines, and scenario planning to understand the economic impact of mine expansion and contraction on the community.

Potential benefits of growing mining and mining services.

Mining and associated mining service activity are established and proven sources of employment and wealth generation in the Orange, Blayney and Cabonne region. Further growth in this sector, with appropriate safeguards in place, will add to regional employment, economic activity and wealth generation.

Potential benefits of growing mining and mining services.

- Mining and associated mining service activity are established and proven sources of employment and wealth generation in the region. Further growth in this sector, with appropriate safeguards in place, will add to regional employment, economic activity and wealth generation.

Challenges and other considerations:

- Mining is subject to international commodity cycles and hence the total quantum of economic activity may vary over time.
- Force majeure events resulting in reduced or halted production
- As it is a very large industry in the region, it is important to maintain the current high levels of community support; and consider potential impacts of large numbers of vehicle movements or failure to provide visual screening for pits.
- During the expansion of the Cadia mine, there were impacts on the availability of accommodation and knock-on impacts on tourism and rents. This indicates that proactive planning is required for when Regis is under construction.
- Mining brings new residents into an area and this influx needs to be managed through investment in infrastructure including measures to maintain the regions current high levels of liveability (see Strategy 1).

Implications for stakeholders:

- Growth in mining and mining services may 'crowd out' investment in other parts of the regional economy.
- Potentially increased traffic and congestion on roads servicing the mine – experience suggests this is more likely to arise from travel by mine workers than transport of resources.

6.4. Strategy 3 – Build on the region’s core specialisation in healthcare

The Orange, Blayney and Cabonne region has a specialisation in healthcare. The region is well equipped with Orange Health Service and a large private hospital. Linked services include medical imaging, radiography, neurology and the Orange regional nursing service. District hospitals in Blayney, Canowindra and Molong all operate emergency services. There is a large aged care sector in Orange and aged care facilities in Blayney, Canowindra and Molong. The Health Care and Social Assistance sector shares linkages with both TAFE and the university sector.

This strategy sets out to maximise economic activity and service provision stemming from the Orange, Blayney and Cabonne region’s core specialisation in health care. Actions include lobbying to advance the Murray Darling Medical School, investment in a palliative care hospice, support for a domestic violence crisis centre, construction of a car park to improve access to the Orange Health Service and development of retirement villages/gated communities in the region. Aged care is a major employer and offers jobs to young people who might otherwise find it necessary to leave their community to secure employment.

Potential benefits of growing the health care sector:

- Opportunities in this sector are recession proof and do not rely on either a buoyant domestic or international economy.
- The health care and social assistance sector creates local employment in tertiary education (TAFE and university sectors) and offers a range of both skilled and unskilled employment opportunities.

Challenges and other considerations:

- Opportunities in this sector are strongly linked to public policy considerations, so it is important that local councils remain in touch with state government decision makers and are aware of any policy changes that may affect local employment.

Implications for stakeholders:

- Strong partnerships are needed between those responsible for implementing the plan and management in the health care sector.

6.5. Strategy 4 – Realise economic opportunity in education and public administration

The Orange, Blayney and Cabonne region has a specialisation in school education and public administration, and significant tertiary education infrastructure. Boarding schools are key contributors to the regional economy. Other institutions delivering education and public administration services include TAFE Western with three campuses in Orange addressing agriculture, business, trades, health and social assistance; Charles Sturt University (CSU) with its focus on health and agricultural sciences; and the NSW DPI Head Office with its large employment base and recent investments in agri-tourism and research commercialisation. The NSW DPI employs almost 700 people in the Central West. The education and public administration strategy addresses the need to develop new secondary schools in regional growth areas, leveraging off CSU and TAFE's strengths to grow the education sector. This strategy will include support to NSW DPI and make sure their head office remains in Orange and realise opportunities associated with NSW DPI's investment in research commercialisation.

Potential benefits of growing education and public administration:

- Education and public administration both generate well paid employment opportunities.
- A strong education sector provides opportunity for local training and up-skilling of those already employed in the region.

Challenges and other considerations:

- Opportunities in this sector are strongly linked to public policy considerations and it is important that local councils remain in touch with state government decision makers and the tertiary education sector. Local leaders need to be aware of any policy changes that may affect local employment.

Implications for stakeholders:

- Actions under this strategy will require commitments of time and effort rather than large financial support. Actions include building partnerships with existing education and public administration providers and active engagement with State government to encourage the relocation of public sector service providers that fall into this category.

6.6. Strategy 5 – Drive tourism growth and enhance the liveability of the region

A buoyant and sustainable region is one that attracts both visitors and residents. To maintain a buoyant and sustainable region the community must make the most of its assets and invest in infrastructure that attracts visitors and enriches the lives of residents. A core endowment of the Orange, Blayney and Cabonne region is its natural beauty, attractive landscapes a liveable city, towns and villages.

To attract visitors, the region needs to build on its strengths in food and wine, historic villages, events, weddings, agri-tourism, road trips, rail links to Sydney and airport links to Sydney, Brisbane and Melbourne. The region needs to develop more tourist 'product' including adventure tourism such as the proposed Mt Canobolas mountain bike track. There needs to be a wider range and variety of accommodation spanning temporary caravan parks for annual events, camping and budget through to five-star luxury. The aim should be to stay locally and travel widely in the region. The region would benefit from the development of the Yugaway Local Aboriginal Land Council Hotel and Hospitality School.

Community priorities to enrich the liveability of the region include improved road, rail and digital connectivity, a main street upgrade and retailing strategy for Orange, urban renewal and improved land use planning for the region, the attraction of 'tree changers' to grow critical mass in Orange City and surrounding, towns and villages, investment in sport and culture and water supply upgrade.

Potential benefits of driving tourism growth and enhancing the liveability of the region:

- Additional visitors which lead to increased regional employment and economic activity.
- Additional employment opportunities for young people in the region.
- Greater integration of the region into the broader NSW economy.
- Further diversification from traditional commodity cycle dependent industries such as agriculture and mining.
- Driving tourism growth and enhancing liveability has few negative environmental impacts – carefully managed tourism does not diminish the natural environment.

Challenges and other considerations:

- The strategy may be seen as a low priority when compared with traditional industries with more immediate and obvious job creation potential i.e. it is a 'long-term play'.
- A number of the initiatives require large amounts of capital and this may make funding of the entire strategy difficult.

Implications for stakeholders:

- Care will be needed to ensure that the additional people attracted to the region through successful execution of the strategy do not compromise the lifestyles of long term residents.

7. Regional Action Plan

7.1. Develop agriculture, agricultural processing, agri-technology and manufacturing

Early Stage Priority Action	Issue	Responsibility
NSW DPI maintains a research focus on current and future needs of the region's agricultural sectors with an early focus of the livestock and wine industries. New agricultural start-ups are achieved through DPI's GATE program.	Ongoing investment in agricultural research, adoption and agri-tourism increase industry understanding, employment and economic activity in the region.	Blayney Shire Council, Cabonne Council and Orange City Council.
Further develop the region's growing reputation for high quality agricultural and food products through a strengthened focus on local food and wine events that enhance demand and shorten supply chains between producers and visitors.	The region has a strong and growing food and wine culture. More events and shorter supply chains that bring local consumers and visitors closer to producers will grow the sector.	Blayney Shire Council, Cabonne Council and Orange City Council.
Develop a rail strategy to capitalise on the Parkes International Freight Terminal.	Delivery of the inland rail strategy promises freight efficiencies and new market opportunity for business in the Orange region.	Blayney Shire Council, Cabonne Council and Orange City Council.
Provide evidence-based support for projects that improve freight networks, such as the B-double road routes, reopening of the Blayney to Demondrille rail line and a strategy to maximise export opportunities through Canberra Airport.	<ul style="list-style-type: none"> B-doubles cannot use Bells Line of Road and are not permitted on most of the country road network within the Orange, Blayney and Cabonne region and linking the Orange region to other parts of NSW. Faster and safer connections across the region for visitors and residents. Upgrade local road infrastructure essential to the efficient movement of freight e.g. Forest Road upgrade to service Cadia 	Blayney Shire Council, Cabonne Council and Orange City Council.

Early Stage Priority Action	Issue	Responsibility
	<p>Mine and Health precinct, Blayney industrial 'ring road', Old Lachlan Road, Blayney.</p> <ul style="list-style-type: none"> • The export opportunity best suits producers of cut flowers, micro herbs, fruit and vegetables, just in time componentry, paddock to plate premium cuts of meat and high value machinery. • Develop a strategy to maximise the opportunity created for exporters with direct international flights from Canberra Airport to Singapore and Wellington. 	
<p>Review current and likely future constraints to agricultural development in areas such as information technology, land use planning and labour requirements. Identify priority actions based on those that most strongly contribute to enhanced industry competitiveness.</p>	<p>Agriculture will continue to be a key sector for the region. To ensure it maximises its potential it is essential that key pieces of infrastructure and policy are in place.</p>	<p>Blayney Shire Council, Cabonne Council and Orange City Council.</p>

7.2. Support growth in mining and mining services

Early Stage Priority Actions	Issue	Responsibility
Closely engage the community in land-use scenario planning to ensure future viability of developing mining industries.	Mining is subject to economic and business planning cycles. It is important that the community work with the mining sector to understand when upswings and downswings are likely and their impact on the regional economy and jobs.	Blayney Shire Council, Cabonne Council and Orange City Council (in collaboration with Newcrest Mining, Regis Resources),
Proactively facilitate efficient mining development through local land-use strategies and environmental plans.	The region is highly prospective and there is scope for expansion of mining activity.	Blayney Shire Council, Cabonne Council and Orange City Council.
Work with Regis Mine proponents to ensure planning approvals maximise mine benefits while minimising any social and environmental costs.	The proposed Regis Mine is a major economic development opportunity for the region which will generate royalties for the NSW Government, local employment and economic activity.	Blayney Shire Council (in collaboration with Bathurst Regional Council.)
Develop forward strategy to identify efficient sources of water supply for mining development.	Large scale mining is a significant user of water resources. Water quality is less important than quantity. There are opportunities for use of wastewater. Secure water supply underpins mining investment.	Blayney Shire Council, Cabonne Council and Orange City Council.
Develop a renewable energy strategy for the region with key stakeholders (such as Cadia and Regis) to address high energy prices and to enhance industry competitiveness.	Stakeholders including Newcrest Mining Cadia Valley Operations gold mine and the proposed Regis mine are interested in lower cost renewable energy. The strategy may potentially include the development of bio-fuels.	Blayney Shire Council, Cabonne Council and Orange City Council.

7.3. Build on the region's core specialisation in healthcare

Early Stage Priority Actions	Issue	Responsibility
Establish a healthcare strategy across the region to publicise the region's aged care strengths and enhance complementarities between large and small centres.	The region has a core strength in aged care. Increased awareness of this strength and appropriate planning policies can add jobs to the sector.	Blayney Shire Council, Cabonne Council and Orange City Council.
Work with proponents of the proposed Orange medi-precinct to advance the concept and continue to provide strong support for the establishment of the Murray Darling Medical School.	<ul style="list-style-type: none"> The proposed Bloomfield Medical Centre is a private sector project and does not require government infrastructure spending. However, it does require NSW Government planning approval. There is a shortage of doctors in rural areas. The proposed school would train 120 doctors across 3 campuses in its first year and 180 doctors per year thereafter. The medical school located in the Murray Darling would focus on retention of trained doctors in the region. 	Orange City Council.
Work with the Orange Local Aboriginal Land Council to further the Land Council's interest in entering the aged-care sector.	The region has a core strength in aged care. Aged care for older Aboriginal people is needed in the region. The proposed Yugaway Hospitality School provides opportunity to train Aboriginal aged care workers.	Orange City Council.
Work with the NSW Government to establish a palliative care hospice and a domestic violence crisis centre in Orange.	Orange and Blayney have a base in aged care and have a strong need for additional palliative care facilities.	Orange City Council (in collaboration with Western NSW Local Health District and aged care providers)
	Domestic violence support is currently under resourced in Orange and a new centre is required to improve outcomes for victims.	Orange City Council.

7.4. Realise economic opportunity in education and public administration

Early Stage Priority Actions	Issue	Responsibility
Provide evidence-based support for the fast tracking of additional primary and secondary school capacity in North Orange.	Residential growth in North Orange has outpaced primary and secondary school capacity in the public sector.	Orange City Council.
Investigate the extent of private school wait lists and whether there is scope to increase school capacity.	Stakeholders report long waiting lists for Orange private schools. The private school sector is an important generator of economic activity. Assist private schools with development applications and expedite if required to increase school capacity.	Orange City Council.
Encourage the relocation of business and government entities to the region by providing information about the region's strengths and services.	New businesses will improve employment prospects in the region and diversification creates an even more robust regional economy.	Blayney Shire Council, Cabonne Council and Orange City Council.
Work with Charles Sturt University to establish a campus of the Murray Darling Medical School in Orange.	The Murray Darling Medical Centre would address the shortage of doctors in rural and regional areas and provide employment and economic activity in the region.	Orange City Council.
Work with NSW DPI to support its research commercialisation / company acceleration (GATE- Global Agri-Tech Ecosystem) and agri-tourism initiatives.	NSW DPI is a major employer in the region. Its ongoing investment in research, adoption and agri-tourism increase industry understanding, employment and economic activity in the region.	Blayney Shire Council, Cabonne Council and Orange City Council.
Investigate opportunities to localise the education and public administration supply chain.	Councils in other areas (e.g. Goulburn-Mulwaree) have had success in working with local industry to identify their purchasing needs and marry them to local suppliers. This success might be replicated in the region with education and public administration.	Orange City Council.

7.5. Drive tourism growth and enhance the liveability of the region

Early Stage Priority Actions	Issue	Responsibility
Develop a long-term vision and marketing strategy for regional tourism consistent with current and future demands. Invest in supporting high demand tourism needs and attractions across the region.	Stakeholders have expressed concern with local developments which depart from the region's traditional architecture. Tourists are attracted by the region's unique character. An effective vision will help attract 'tree changers' and new industry.	Blayney Shire Council, Cabonne Council and Orange City Council.
Develop a regional cultural heritage strategy to support tourism and the liveability of the region.	Visitors are attracted to the region's historical villages and towns and city. Build on current initiatives to market these assets and grow economic activity.	Blayney Shire Council, Cabonne Council and Orange City Council.
Review the effectiveness of existing initiatives and investigate new measures to increase the supply of labour to the hospitality sector.	There is further room to grow the hospitality sector in the region but operators report a lack of suitably qualified staff.	Blayney Shire Council, Cabonne Council and Orange City Council.
Evaluate funding options for the Yugaway Hospitality School.	Significant funds already committed to the project which will deliver much needed hospitality staff and address Aboriginal youth unemployment.	Orange City Council.
Develop the case for improved rail, road and air travel services to boost tourism and liveability.	<ul style="list-style-type: none"> Lobby NSW Government for the upgrade of rail infrastructure between Lithgow and Blayney and an improved passenger service between Orange and Sydney. Improved rail service would encourage visitation to the region and would also service business travellers (e.g. visiting doctors, mine workers) who seek an accident free alternative to driving. 	Blayney Shire Council, Orange City Council.
	<ul style="list-style-type: none"> Formulate an air travel strategy to maximise tourism and business opportunities from new airport linkages. 	Orange City Council.

Early Stage Priority Actions	Issue	Responsibility
	<ul style="list-style-type: none"> There is opportunity to grow tourism via commercial flights from Brisbane, Sydney and Melbourne. It may also be possible to attract another airline to Orange Airport. 	
Develop the Mount Canobolas Mountain Bike Centre and consider how best to accommodate the growing interest in cycling across the region, such as cycle paths from Orange to wineries.	Facility would attract visitors from other regions and would be an asset for use by local people.	Orange City Council.
Evaluate the feasibility of improved utility services across the region, such as improved water supplies and internet access. Such improvements enhance liveability and in so doing attract people to the region's city, towns and villages.	<ul style="list-style-type: none"> Lobby government for the provision of 4G towers and the NBN to ensure business and population connectivity. The Orange region has significant 'blackspot' problems with mobile phone and internet connections. 	Blayney Shire Council, Cabonne Council and Orange City Council (in collaboration with telephony companies and NBN Co.)
	<ul style="list-style-type: none"> Improve water security, Blayney and Cabonne – increase the capacity of Lake Rowlands, consider a new storage, link population centres by pipeline. The region suffers periodic water restrictions and shortages. 	Blayney Shire Council, Cabonne Council.

8. Consultation Methodology



An introductory meeting with all three Councils comprising the Functional Economic Region (FER) was facilitated by the NSW Department of Premier and Cabinet on 21 July 2017. At this meeting representatives from all three Councils expressed interest in the project and a willingness to work together. They also stressed the need to hold workshops in each LGA.

Taking on board this advice a tailored consultation approach was developed for each of the LGAs.

Central to the tailored consultation approach was the development, with councils, of an Orange, Blayney and Cabonne REDS discussion paper and survey.

The discussion paper and survey focused on the requirements of the final REDS document and included a summary of the economic audit, core competencies, endowments and economic drivers, an LGA focused SWOT analysis, LGA focused risk analysis, infrastructure audit, infrastructure priorities, opportunity to describe local strategies/actions and broader government policies/actions required for economic development. Consultation questions were embedded in the discussion paper.

To augment the discussion paper a semi-structured questionnaire was developed to inform the institution audit. The institution audit questionnaire was used in meetings with Council general managers, economic development officers and the leaders of other regional institutions, such as the chambers of commerce.

Orange City Council

The following approach to consultation in the Orange LGA was adopted:

- The consultants worked with Orange City Council to identify 20 key stakeholders to review the Orange, Blayney and Cabonne discussion paper and survey. Key stakeholders were drawn from industries consistent with Orange's core competencies. Industries consulted included health services, education, mining and mining services, agricultural processing and public administration.
- The discussion paper and survey was circulated to key stakeholders for comment along with an invitation to attend a community economic development workshop.
- An invitation to participate in a community economic development workshop was also circulated to approximately 200 businesses and community organisations in the Orange LGA by Orange City Council via email.

- The workshop invitation read: **Orange Regional Economic Development Strategy (REDS) Workshop** – Join us to identify the business, infrastructure and economic needs of the Orange Region and how we can enhance the community of Orange to continue to grow and prosper in future years. A free workshop with morning tea included will be held on Tuesday 24 October 2017 at Hotel Canobolas from 8.45am. Registration your place at <https://www.eventbrite.com/e/orange-regional-economic-development-strategy-workshop-reds-tickets-38308420517>
- The community economic development workshop attracted 32 business and community representatives. The workshop addressed preliminary REDS findings, infrastructure priorities and other actions required for economic development.
- Post the workshop, follow-up meetings were held with key Orange City Council staff.

Blayney Shire Council

The following approach to consultation in the Blayney LGA was adopted:

- A draft discussion paper and survey was provided to Rebecca Ryan, General Manager, Blayney Shire Council for comment 25 August 2017. Comment on the draft was duly received from Blayney Shire Council and the document was modified.
- Blayney Shire Council organised a community workshop for the evening of Tuesday 24 October 2017 at the Blayney Shire Community Centre. Workshop invitations were distributed to large employers in the Blayney LGA as well as to councillors and community leaders. The Blayney workshop attracted 23 key stakeholders noting that a number of Blayney residents attended the Orange workshop.
- Post workshop, a follow-up meeting and review of draft material was completed with key Blayney Shire Council staff.

Cabonne Council

The following approach to consultation in the Cabonne LGA was adopted:

- A draft discussion paper and survey was provided to Stephen Harding, General Manager, Cabonne Council for comment 25 August 2017.
- Cabonne Council organised a community workshop for Wednesday 25 October 2017 at the Council Chambers, Bank Street Molong. Workshop invitations were distributed to businesses, councillors and community leaders. The Cabonne workshop attracted 20 key stakeholders.
- Post workshop, a follow-up meeting and review of draft material was completed with key Cabonne Council staff.

Cross LGA Consultation on the Draft REDS

Analysis and consultation findings were combined into a draft REDS. The complete draft document will be circulated to council representatives from each of the three FER LGAs.

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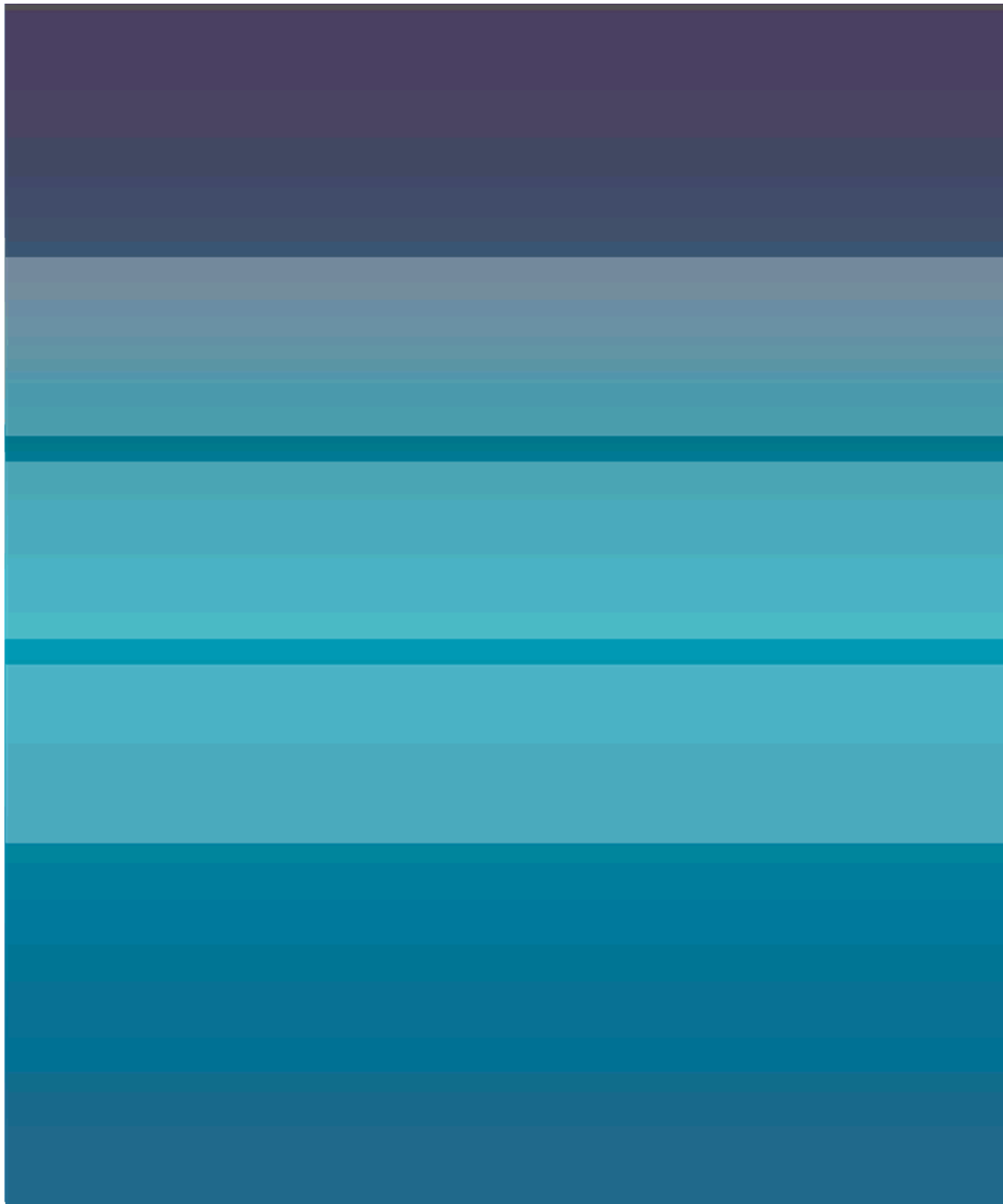
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CABONNE COUNCIL

GENERIC PLAN OF MANAGEMENT FOR COUNCIL OWNED COMMUNITY LAND

DRAFT

Foreword

This Plan of Management is an important document that provides information for the effective long-term management of public open space. It also establishes directions for planning, resource management and maintenance of public land.

This generic Plan of Management is being developed by Cabonne Council to comply with the requirements of the 1993 Local Government Act. This Act was amended to promote best management practices of environmentally sensitive land and to curb the inappropriate alienation of Community Land for private purposes

This Plan will be superseded to become individual Plans of Management when large-scale development or change is anticipated in an individual reserve.

This Plan of Management relates to all public land categorised as Community Land within Cabonne Council which is open space land that can be used for recreation purposes.

The Plan addresses these public reserves as they are today and establishes a clear direction for future management and development of this important public resource.

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1 Introduction

1.1 Background

The Local Government Act, 1993 (the Act) requires that Council prepare Plans of Management for all land classified by the Act as Community Land. In addressing this requirement Council has adopted a strategy whereby generic plans are being prepared. All of the Council owned open space will be initially addressed through these Plans of Management. Subsequently, individual plans will be developed where the nature and use of Community Land is anticipated to change, or where large scale development suggests a more specific management approach is necessary.

Community Land has been defined for the purpose of this plan to be Land that has been acquired by Council with the potential to be developed for Community Open Space and Recreation purposes. It may also be land that does not fit within the definitions of natural area, sportsground, park or culturally significant area specified by the Act.

This Generic Plan of Management is consistent with Councils strategic direction and land management objectives. Its preparation is a comprehensive and holistic approach to the management of the Council owned public land. The plan will be part of Councils overall open space planning activities reflecting Councils priorities.

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1.2 Scope of the Plan

This Plan of Management has been prepared under the terms of section 36 of the Local Government Act, 1993. Other documents may imply management strategies and actions over Community Lands that are not identified in this plan. Specific reference should be made to:

- Dog Control Policy
- Asset Management Plan for Open Spaces

Council adopted this plan in its meeting of DATE

This Plan will be reviewed every five (5) years and updated to reflect any changes.

In instances where the nature and use of Community Land is not being altered by a proposed development then this Plan of Management gives authorisation for the development of compatible facilities on Community Land under this category. This authority is subject to the proposed development being permissible development as defined by the objectives for the land category and approved by the Council under Section 47E of the Act.

This Plan has been developed to give clear management directions for Community Land by means of identifying the performance objectives and performance criteria for the land category. These objectives will be used to assess whether Council has achieved its desired management direction.

In all instances where development of Community Land may have an adverse impact on the surrounding neighbourhood, then that proposal will be subject to community consultation in accordance with Council policy.

1.3 Structure of the Document

The Plan of Management is divided into four main parts.

Management Strategy; identifies the corporate goals, core objectives (defined by the Local Government Act) and the permissible leasing and license arrangements for this category of Community Land.

Management Objectives; a series of desired outcomes or performance objectives for the management of this land category.

Action Plan; outlines the means of achieving the performance objectives and how that performance is to be measured.

Schedule of Lands; identifies those public reserves that are covered by this Plan of Management. Where a portion of a public reserve is categorised in more than one category that area should be read in conjunction with the Generic Plan(s) of Management that apply to the public reserve.

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2 Basis for Management

Council often has land under its management that is awaiting development as open space. This land is still available as Community Land but may, as a result of its inherent topography or development for another purpose, be unsuitable for use until it is developed by the Council.

Council's main objective is to ensure that the land is appropriately managed with regard to public access and safety.

2.1 Our Strategic Direction

Council's strategic direction will be guided by the *Cabonne Community Strategic Plan 2025*.

2.2 Our Vision Statement

What we want Cabonne Council to be in 2025

Passionate people

In a world where we yearn for a more genuine life, Cabonne offers a pace of living that is both relaxing and invigorating. Those of us who live here are passionate about the place we call home and other recognise this immediately. It is an experience we are happy to share with others.

Thriving villages and caring communities

There is a thriving heartbeat to Cabonne. The social and economic life of our villages is vibrant; our communities supportive and welcoming.

Respecting and sustaining our environment

We care and respect our environment making sure our rivers, waterways, soils, vegetation and air are clean and healthy for all living things.

With an agricultural heart

The heart of Cabonne is found in our beautiful and productive landscapes. The land nurtures and sustains us and at the same time provides the inspiration for us to strive and reach our full potential.

Note: the vision statement is written in the present tense as if we have achieved the community aspirations for 2025.

Values Statement

These are the values will guide future choices and the way we work together as a community.

In all we do, we will:

Respect each other, our community and the environment in which we live

Have the courage and confidence to "have a go"

Balance today's decisions with the long-term future in mind

Be friendly, approachable and work together

Strive to do our best and take personal responsibility for our actions

Future Directions

These five future directions will guide us toward our vision

- Build business and generate employment

- Manage our natural resources
- Provide and develop community facilities
- Grow Cabonne's culture and community
- Connect Cabonne to each other and the world

2.3 Core Objectives of the Land Category

The core objectives of the 1993 Local Government Act in relation to land categorised as General Community Use are as follows:

- *in relation to public recreation and the physical, cultural, social, and intellectual welfare or development of individual members of the public, and*
- *in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provisions of public utilities and works associated with or ancillary to public utilities)."*

These corporate goals and core objectives define the strategic framework under which performance objectives have been developed. As issues arise in the management of Community Land these are tested against the performance objectives and used to develop a series of planned activities or strategies.

To ensure the actions needed to complete the identified strategy are undertaken in a planned manner responsibilities, performance targets and performance indicators have been identified and outlined in the action plan.

Essentially, only the key strategies and actions have been identified within this plan of management.

2.4 Leases, Licences and Other Estates

Leases and licences formalise the use of Community Land by groups such as sporting clubs, community groups and schools, or by commercial organisations and individuals providing facilities or services for public use.

The Local Government Act requires that a lease or licence applying to Community Land must be expressly authorised by a Plan of Management (section 46). A lease will be required where exclusive occupation or use of all, or part, of an area is proposed unless it is exempt by the provisions of section 47D of the Act.

This Plan of Management expressly authorises the lease, licence or grant of any other estate over the land specified in the Schedule of Land contained within, and any buildings located on the land specified, for community purposes as determined by Council, for a term not exceeding twenty-one (21) years.

Leases may be granted for exclusive use to any organisation for any community purpose as determined by Council, on such terms as Council may provide. The purposes must be consistent with the core objectives of land categorised as "Community Land" as outlined in the Local Government (General) Regulation 2005, and other applicable legislative requirements.

2.5 Access for Building Purposes

Access across Community Land shall be authorised by this Plan of Management provided that:

- the access is of a temporary nature;
- the works requiring the access is associated with an adjoining property;
- a bond in respect of potential damage is held by Council; and
- Council is in receipt of proof of suitable insurances.

2.6 Agistment of Livestock

Community Land by its nature may be suitable for the agistment of livestock, or the rental of housing existing on the land at time of purchase. In these instances it may be appropriate to license the rental activity for the period the land is not required for public recreational purposes. These arrangements shall be authorised by this Plan of Management.

The license shall be for a period not exceeding five (5) years and is not subject to public exhibition.

2.7 Casual Hirers

Casual uses of a public reserve for events of no more than three (3) consecutive days will be considered by Council without the need for a lease or license, provided that:

- no significant damage to the reserve is anticipated as a result of the proposed activity;
- the activity is permissible under the objectives identified for that land category;
- the use or occupation does not involve the erection of any building or structure of a permanent nature;
- there is anticipated to be no significant disturbance to adjacent property owners;
- no interference with other users;
- proof is obtained by Council of suitable insurances; and
- all litter is removed.

2.8 Encroachment on Public Land

In instances where there is an encroachment upon public land by a permanent structure, and the structure does not significantly interfere with the functioning of the reserve, Council may consider a lease or licence agreement with the adjoining property owner and recoup a fee as part of that agreement. This lease or licence will be required to be advertised and may not be granted for more than twenty-one (21) years.

2.9 Guide and Scout Halls

Guide and Scout halls are included within this land category and shall be subject to a formal leases agreement with Council where the exclusive use of a building on Community Land is used by the group to provide their core activities. The maximum permissible term for use of the building and associated facilities shall be twenty-one (21) years.

2.10 Not for Profit Groups

Reserve administration committees, playgroups and other not for profit organisations may from time to time utilise public buildings for their activities. These activities will not require a formal lease or license provided that the use is ancillary to the physical, cultural, social or intellectual wellbeing of the community and does not result in the exclusive use of public facilities.

Any fee that may apply will be outlined in Councils adopted schedule of fees and charges.

2.11 Other Estates

Easements across Community Land for the purpose of public utilities, providing pipes, conduits or other connections under the surface of the ground, for the connection of premises adjoining the Community Land to a facility on the Community Land shall be authorised by this Plan of Management, and shall be subject to the following criteria:

- there is no feasible alternative to connecting to a facility on the Community Land;
- there is no significant impact on the reserve; and
- where the proposal involves the creation of an easement and/or a restriction on the future development potential of the property, compensation assessed by the Valuer General's Office shall be payable to Council.

In all cases, the applicant is to be responsible for all costs incurred by Council in the creation of the easement.

An estate in respect of this land category is expressly authorised by this Plan of Management for the purpose of a "public road" where the provision of that road is consistent with the core objectives stated herein and where the road is necessary for the enjoyment of that land.

2.12 Telecommunications Towers

Leases and licenses for telecommunications towers on Community Land will be authorised by this Plan of Management subject to the following criteria:

- the lease or license is for a period of no more than ten (10) years and is to be renegotiated at its expiration. Any option, extension or second period of a lease or license will be subject to public exhibition; and
- a rental fee is payable to Council and that fee is used for the embellishment of the reserve in which the facility is located.

2.13 Service Standards and Maintenance

The maintenance of public land is a core business activity of Council. Maintenance is carried out to a standard that reflects the nature and use of the facility, available budgets and the safety of users.

Council will endeavour to provide, within its resources, facilities that are fit for their intended purpose.

Service standards will be developed with community input and identified in asset management plans for all public land and associated infrastructure in accordance with the requirements of the Local Government Act.

2.14 Vision for the Future Use of the Land

The vision for the future use of the land is directly related to the values, goals and issues identified. It is anticipated that all of the goals identified will be accommodated within the objectives and strategies of this plan in some way and that any potentially negative impacts will be minimised.

Given the need demonstrated by sporting groups and the broader community and the overall suitability of the land, it is envisaged that appropriate action will be taken to continue to accommodate active recreation activities whilst ensuring that all other goals, values and issues are considered in the decision making process. That is, it is the intention of this plan to allow the use of land for active and passive recreation purposes and allow the development of appropriate sporting and ancillary facilities to support such use.

To enable effective management of the site, this plan authorises the granting of a lease, licence or other estate over the subject land for community, recreation and ancillary purposes as determined by Council. These purposes may include, but are not limited to, sports facilities, clubhouses, amenity buildings, kiosks, camping / overnight stays and short term casual uses prescribed by the LGA.

2.15 Camping

Camping within Community Land is prohibited except where designated by Council.

2.16 Roads and Civil Infrastructure

Many local parks incorporate streams and drainage lines. Creeks and drainage lines will be managed:

- to protect riparian vegetation, habitats and bank stability;
- to maintain and improve the hydrological health of streams (in terms of nutrient content, turbidity, volume and velocity) contained in local parks;
- to minimise soil erosion;
- to reduce peak flows and pollutant loads resulting from stormwater runoff from developed areas;
- to restore degraded watercourse;
- to promote community access to, and use of the watercourse without detrimentally affecting the environment; and
- to promote community education.

Council provides open space areas for dual purposes. In some instances this results in park areas serving the dual purpose of public open space and:

- stormwater detention;

- other drainage functions; and/or
- location of other civil infrastructure.

Other drainage functions may include the provision of:

- Underground drainage infrastructure including pipe drainage and box culverts; and
- Overland flow channels and earth berms that manage water flow in a responsible manner.

Utilisation of park areas for this purpose forms an efficient link into the management of drainage catchments.

Where the location of a park necessitates the provision of infrastructure such as roads, footpaths, drainage (including detention basins), water and sewer, Council will ensure that all infrastructure is constructed in accordance with appropriate standards and that works will not:

- remove the ability of a particular park to continue to be used for informal outdoor enjoyment by the general public;
- detrimentally affect the water quality or catchment function; and
- compromise the safety of the users of the park.

Community Land may be used for the creation of public roads under section 47F of the Local Government Act 1993. This section allows for a public road to be dedicated subject to restrictions under section 10 of the Roads Act 1993, namely for road widening works and other minor works authorised by a Plan of Management.

2.17 Closed Circuit TV Cameras

Should the need arise, Council may install and operate such equipment according to the regulation.

3 Management Strategy

The Local Government Act requires that a Plan of Management for Community Land must identify the performance objectives and performance targets of the plan in respect to the future management of the land (Section 36).

Performance objectives are broad statements that identify the end result or a desired outcome. For ease of identification these have been categorised under resources management headings.

3.1 Access

Access to Community Land, where provided, will be safe for general purpose use.

Ensure Community Land has definable boundaries to discourage the land being used by unauthorised vehicles intent on causing damage to the land.

In instances where the land is temporarily being used for residential purposes, then public access to the property will be prohibited.

Access to the land for purposes of agistment of animals and/or livestock, will be authorised by way of a temporary licence agreement with Council.

3.2 Companion Animals on Public Lands

In the interest of public safety and health, dog usage of public land shall be undertaken in accordance with the Dog Control Policy

Under the requirements of section 14 of the *Companion Animals Act 1998* dogs are prohibited at all times (whether on or off leash) in the following places:

- Within ten (10) metres of children's playground equipment;
- Food preparation and consumption areas such as public barbeques and kiosks;
- Recreation and public bathing areas where dogs are declared to be prohibited; and
- Wildlife protection areas (where prohibited).

3.3 Category and Function

Council recognises Community Land as part of the open space supply with potential to cater for the future recreation needs of the local community.

3.4 Funding and Budgeting

Allocate an appropriate level of funding to cater for the embellishment of Community Land and, ensure a cost efficient maintenance program is continued.

In determining capital expenditure for parks the following criteria will be used to assess potential projects for Council's consideration:

- Community Demand (latent and expressed demand based upon a needs analysis);
- Participation Rates (monitored level of use for the activity or service);
- Current Level of Service;
- Risk of Not Proceeding (risk to reputation and/or service); and
- Operating and Lifecycle Costs (affordability of the facility and/or service).

3.5 Maintenance

Maintenance of Community Land will reflect a hierarchy of service levels that respond to usage patterns.

Maintenance of Community Land will concentrate upon ensuring the land is safe and secure for general use.

3.6 Promotion of Services and Facilities

Increase the communities' awareness of Council's open space resources, promoting existing facilities, future provisions and avenues for community input.

3.7 Public Risk

Council will actively identify, monitor and manage public risk through progressive and responsive mechanisms.

Community involvement in the recognition and remediation of public risk will be encouraged.

3.8 Relationship with Neighbours

Encourage good neighbourly relations to discourage vandalism and increase a sense of ownership of community land.

At all times good neighbourly relations will be encouraged.

3.9 Work by Third Parties

Council will always encourage and assist community groups, service clubs and residents who wish to help maintain and improve parks for the community.

This work will be undertaken in a way that Council assures that the works are safe for the community to use. This means that all relevant standards and building codes are met.

3.10 Prohibited Activities

- I. Riding of horses
- II. Driving of motor vehicles
- III. Riding of motor cycles
- IV. Playing of golf
- V. Lighting of fires
- VI. Camping / overnight stays
- VII. Rubbish disposal
- VIII. Smoking within 10m of sports ground or playground

4 Action Plan

The action plan is the working component of the Plan of Management. It outlines the means of achieving the performance objectives and how that performance is to be measured.

The action plan identifies strategies and/or actions needed to address common issues that have arisen or, preferred management directions that ensure the objectives identified in the Plan of Management are achieved. It describes the means by which the council proposes to achieve the plan's objectives.

The stated timing in the plan is subject to the availability of resources to achieve the desired outcome and will be subject to constant review as resources change.

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4.1 Access

Key Strategies and/or Action (What is going to be done)	Performance Targets (What is to be achieved)	Responsibility (Who is going to do it)	Performance Indicator (How will it be measured)
Investigate the provision of disabled access to any community buildings and/or amenities at locations currently not providing these facilities	A rolling program of upgrades to recreation facilities responding to community demand	Urban Services Manager	Compliance with the requirements of the Disability Discrimination Act
Permit leases, licences and other estates of up to twenty one years in accordance with the local Government Act and the core objectives for the "Community Land" category	Leases are only granted in accordance with the Local Government Act and relevant regulations	Administration Manager	Compliance with the requirements of the Local Government Act
Restrict vehicular access on public land to designated parking areas, except for maintenance, events and emergency purposes	Reduction in the damage to public land infrastructure by unauthorised vehicle access	Ranger	Number of incidences of unauthorised vehicles on parks
Develop a regular monitoring systems to measure community satisfaction and participation in recreation activities	A recreation demand and needs analysis undertaken every five (5) years with comparisons to state participation rates for sport and leisure activities	Urban Services Manager	Recreation needs analysis

4.2 Companion Animals on Public Land

Promote the use of designated off leash dog areas noting that dogs are required to be on leash at all times unless in a designated off leash space (<i>Companion Animals Act, s13</i>)	Reduction in conflict between dogs in public places and other recreational activities	Ranger	Number of reported incidences
Enforce the requirements of s14 of the Companion Animals Act requiring that no dogs on or off leash are permitted in, or around kiosks,	Reduction in risk through appropriate dog management practices	Ranger	Number of reported incidences

barbeques, change rooms or playgrounds			
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4.3 Category and Function

Review the existing master plans for major open space areas to ensure they are responsive to community expectations, latent demand and sustainable use of public land	Strategic planning of development of recreation areas that respond to current and future needs A rolling program of upgrades to recreation facilities responding to community demand	Technical Services Manager	Percentage of master plans completed within an agreed timeframe
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4.4 Funding and Budgeting

Conduct regular inspections and ensure repairs, renovations and cyclic maintenance are carried out to the agreed service level standards	Asset condition rating inspections at minimum once every 5 years Annual review of cyclic maintenance service level standards and performance	Urban Services Coordinator	Adopted service levels that respond to use, and purpose of the facility
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4.5 Maintenance

Continue to develop Council's asset management plans to incorporate designated levels of service and maintenance guarantees	Maintenance levels of service based upon technical and customer levels of service indicators	Urban Assets Coordinator	A maintenance management system incorporated into the asset management plans for parks and community facilities
Regularly monitor reactive maintenance performance responses with Reserve Management Committees	An agreed maintenance service level guarantee that identifies turn around times for reactive maintenance works at sports grounds	Urban Services Manager	Average time taken to close works orders for reactive maintenance at sports grounds

4.6 Public Risk

Provide safe environments for participants in public open space utilising the safer by design principles	Increased perception of safety at sports grounds	Urban Services Manager and Risk Management officer	
Provide access with people with a disability	A reduction in impediments to disable persons who wish to engage in sporting activities	Urban Services Manager	Compliance with DDA legislation
Investigate and improve the outdoor lighting of public places	Inclusion in Council's rolling capital works program to upgrade and improve lighting in public places	Urban Services Manager	

4.7 Relationship with Neighbours

Engender a collaborative approach to the use and development of recreation facilities across the Cabonne Council Area.	Good neighbourly relationships between hirers, visitors and neighbours	Urban Services Manager	A reduction in customer complaints from neighbours
Encourage residents to become actively involved in the care and management of their local park areas	A noticeable increase in the number of residents who are members of reserve committees	Urban Services Manager	Fifty (50) percent of members of reserve committees represent the local neighbourhood

4.8 Environmental Management

Maintain and develop public land in an ecologically sensitive manner so bushland and waterways are not adversely impacted upon	Open spaces that are an integral component of the natural values of the Region and ecologically sustainable	Urban Services Manager and Weeds Officer	Reduction in weed species
Increase community awareness about the environmental values of open space and ways in which they can contribute to a sustainable future	A greater understanding of the natural environment and a move toward sustainable use of public land	Engineering Environmental Officer	Increase in biodiversity of natural habitats across the Cabonne Council Area

Minimise runoff and avoid the use of chemical fertilisers, pesticides and herbicides that will adversely impact adjoining bushland habitat	Sustainable maintenance practices	Engineering Environmental officer	Increase in biodiversity of natural habitats across the Cabonne Council Area
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4.9 Work by Third Parties

Encourage works by groups other than Council that meet legislative approval requirements and minimises life cycle costs of future community assists	Appropriate and cost effective development of sports grounds in partnerships with Council, government agencies and private sector	Urban Services Manager	Partnerships with community groups for the improvement of public facilities Compliance with legislative requirements for approval
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4.10 Consumption of Alcohol

Ensure all users are aware of the necessary permits and licences required to consume and/or sell alcohol in public places	A reduction in anti-social behaviours associated with alcohol abuse in public spaces	Urban Services Manager	Number of reported incidences of anti-social behaviour
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5 Schedule of Lands and Generic Plans of Management

Section 36 (4) of the Local Government Act requires that all Community Land be categorised. This schedule identifies the Community Land under Council's ownership. The criteria used to categorise the land are outlined in clauses 101 to 111 in the Local Government (General) Regulation 2005 attached to the Act.

This Plan of Management applies to a number of public reserves throughout the Cabonne Council area. This schedule identifies the Community Land to which this, and other generic plans, applies.

This schedule lists all Community Land at the time of this plan being written. During the course of this plan further Community Land may be either purchased by Council or gifted to Council. This land will be managed in accordance with this plan and added at each review period.

Some reserves may have individual plans applicable to that specific area of Community Land. In areas of conflict between a generic Plan of Management and a Specific Plan of Management the Specific Plan will have precedence.

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FACILITY NAME	ADDRESS	LOCALITY	OWNER	LEGAL DESCRIPTION	LAND REGISTER CLASSIFICATION
Vacant land, rear of Gaskill Street, Canowindra	Gaskill Street, Canowindra	Canowindra	Cabonne Council	Lot 1, DP 520882	Community
(Part) Canowindra Recreation Ground	Rodd Street	Canowindra	Cabonne Council	Lots 192, 195 DP 750147	Community
Drainage Reserve	Belmore Street	Canowindra	Cabonne Council	Lot 2 DP 616549	Community
Drainage Reserve	Mill Street	Canowindra	Cabonne Council	Lot 1 DP 1169019	Community
Landauer Park (Cudal Memorial Park)	Main Street	Cudal	Cabonne Council	Lot 5, DP 66565	Community
Tree planting	Orange Road	Cudal	Cabonne Council	Lot 11 DP 571107	Community
Pathway / cycle	Rodda Drive	Cudal	Cabonne Council	Lot 19 DP 1135607	Community
Un-named Park	Brown Street	Cudal	Cabonne council	Lot 9 DP 253003	Community
Community hall Cudal	Main Street, Cudal	Cudal	Cabonne Council	Lot 1 DP 935937	Community
Public Pound	Cudumble Road	Cumnock	Cabonne Council	Lot 213 DP 753225	Community
(Part) Pioneer Park	Grevillea Avenue	Eugowra	Cabonne Council	Lot 1 DP 314764	Community
(Part) Pioneer Park	Grevillea Avenue	Eugowra	Cabonne Council	Lot 211 DP 750182	Community
Vacant Land	Broad Street	Eugowra	Cabonne Council	Lots 5 – 6 DP 758396	Community

Tennis courts and RFS station	Dry Creek Road	Lewis Ponds	Cabonne Council	Lot 10, DP 855809	Community
Lions Park	Kiewa Street	Manildra	Cabonne Council	Lot 257, DP 750155	Community
Hunter Caldwell Park	Wellington Street	Molong	Cabonne Council	Lots 1-11 DP 758693. Lot 1, DP 1085508 Lot 19 DP 1151539	Community
Molong Multipurpose Sports Field (old Hockey Fields)	Betts Street	Molong	Cabonne Council	Lots 30 – 35 DP 1089785	Community
Fairbridge Park	Mitchell Highway	Molong	Cabonne Council	Lot 10 DP 247214	Community
Pillan's Park	Edward Street	Molong	Cabonne Council	Lot 1 DP 229187	Community
Molong Swimming Pool	Watson Street	Molong	Cabonne Council	Lots 1 and 2 DP 1151531	Community
Public Reserve	Ostini Lane (Lot 1) Long Point Road (Lot 12)	Mullion Creek	Cabonne Council	Lot 1 DP 41570 Lot 12 DP 253307	Community
Water reservoir	Banjo Paterson Way	Yeoval	Cabonne Council	Lot 1 DP 551186	Community

CROWN LAND – COMMUNITY LAND

63	753248	Baldry Reserve, Baldry	Reserve 41717 - Baldry Tennis Courts	BALDRY	State of NSW	Crown land
7002	1032705	Baldry Road, Baldry	Reserve 97972 - Little River Reserve	BALDRY	State of NSW	Crown land
7300,7301	1143013	Renshaw McGirr Way, Baldry	Reserve 1020328 & 753248 - Baldry Cemetery	BALDRY	State of NSW	Crown land
93	753248	Peak Hill Road	Peak Hill Road	BALDRY	State of NSW	Crown land
7301	1152416	Euchareena Road, Boomey	Reserve 90844	BOOMEY	State of NSW	Crown land
7010, 7011	1127892	The Escort Way, Borenore	Reserve 839318 & 89319 - Resting Place	BORENORE	State of NSW	Crown land
13	718922	Bruce Rd Orange, Borenore	Reserve 97644	BORENORE	State of NSW	Crown land
135, 7002	750180, 1020088	Henry Parkes Way, Bumberry	Reserve 89121	BUMBERRY	State of NSW	Crown land
7001, 7002	1055131 1055130	Canomodine	Reserve 17150 - Water Supply	CANOMODINE	State of NSW	Crown land

117	750147	Cahill Road, Canowindra	Reserve 750147 Gravel pit	CANOWINDRA	State of NSW	Crown land
302	750147	Nangar Road, Canowindra	Reserve 61918 - Pound	CANOWINDRA	State of NSW	Crown land
Cannot locate 178, 7005	750368, 1020354	Sutton Street, Canowindra	Reserve 65464 - South Canowindra Reserve (Rodeo Grounds)	CANOWINDRA	State of NSW	Crown land
303	750147	Longs Corner Road, Canowindra	Reserve 96843	CANOWINDRA	State of NSW	Crown land
322	820931	4 Gaskill Street, Police Station	Reserve 1414	CANOWINDRA	State of NSW	Crown land
Police Station PT 64	750147	1 Gaskill Street, Canowindra	Reserve 76654 Caravan Park	CANOWINDRA	State of NSW	Crown land
87	750147	Nangar Road, Canowindra	Reserve 26025 Cemetery	CANOWINDRA	State of NSW	Crown land
1, 7012, 2, 7309	668440, 1020079, 1111117, 1157076	Rodd Street Canowindra	Reserve 1021708 & 7 - Canowindra Cemetery	CANOWINDRA	State of NSW	Crown land
321	820931	Gaskill Street, Canowindra	Reserve 190090 - Canowindra Court House	CANOWINDRA	State of NSW	Crown land
1	430733	Gaskill Street, Canowindra	Reserve 71105 - Canowindra Memorial Park	CANOWINDRA	State of NSW	Crown land

1	45	758221	Rodd Street, Canowindra	Reserve 59578 - Morris Park	CANOWINDRA	State of NSW	Crown land
62, 193, 194		750147	Tilga Street, Canowindra	Reserve 590013 - Canowindra Sports Oval	CANOWINDRA	State of NSW	Crown land
PT 64		750147	Gaskill Street Canowindra	Reserve 66072 - Canowindra Swimming Pool	CANOWINDRA	Cabonne Council	Crown land
203		750134	Nangar Road, Canowindra	Reserve 70823 - Canowindra Rubbish tip	CANOWINDRA	State of NSW	Crown land
7301		1151129	Nangar Road, Canowindra	Reserve 86019 - Canowindra Rubbish Depot	CANOWINDRA	State of NSW	Crown land
51/52, 1-7		750145, 1041279	Davys Plain Road, Cargo	Reserve 2302, 1001360, 1022768, 2301 - Cargo Cemetery	CARGO	State of NSW	Crown land
44		1126505	Belmore Street, Cargo	Reserve 47585 - Mechanics Institute	CARGO	State of NSW	Crown land
155		750145	Loftus Street, Cargo	Reserve 43363 - Public Pound	CARGO	State of NSW	Crown land
172-181/PT 182- 187/336, PT 7012		750145, 1020070	Reservoir Street, Cargo	Reserve 61607 & 22 - Cargo Common	CARGO	State of NSW	Crown land

7018 In name of Watson, Cargo.		1020714	Cargo Road, Cargo	Reserve 78950	CARGO	State of NSW	Crown land
1,2	28	758226	Belmore Street, Cargo	Reserve 71367 - Baby Health Centre	CARGO	State of NSW	Crown land
7015, 7016	1020716		Church Street Cargo	Reserve 77784 - Cargo Park	CARGO	State of NSW	Crown land
41	750145		Cargo Road, Cargo	Reserve 590014 - Recreation Ground	CARGO	State of NSW	Crown land
333	750145		3635 Cargo Road, Cargo	Reserve 70751 - Cargo Rubbish Tip	CARGO	State of NSW	Crown land
7300	1150139		Brown Street, Cudal	Reserve 22448 - Apex Park	CUDAL	State of NSW	Crown land
248	750137		Rubbish Depot, Cudal	Reserve 82612 - Rubbish Depot	CUDAL	State of NSW	Crown land
7008	1023284		Bowan Park Road, Cudal	Reserve 5046 - Quarry	CUDAL	State of NSW	Crown land
70	750150		The Escort Way, Cudal	Reserve 17658 - Public Pound	CUDAL	State of NSW	Crown land
7301	1151133		377 Forbes Road, Cudal	Reserve 23587 - Quarry	CUDAL	State of NSW	Crown land
7004	1021148		Cudal	Reserve 24433 - Cudal Common	CUDAL	State of NSW	Crown land

7007	1059869	Cudal	Reserve 590141- Cudal Common	CUDAL	State of NSW	Crown land	
701	1020707	Main Street, Cudal	Reserve 83772 - Cudal Caravan Park	CUDAL	State of NSW	Crown land	
2	113660	Cudal Cemetery, Cudal	Reserve 1001360 - Cudal Cemetery	CUDAL	Joint tenants	Crown land	
1	113660	Cudal Cemetery, Cudal	Reserve 1001360 - Cudal Cemetery	CUDAL	Joint tenants	Crown land	
3	113660	Cudal Cemetery, Cudal	Reserve 1001360 - Cudal Cemetery	CUDAL	Joint tenants	Crown land	
7007, 7009	1023301, 1023287	Cudal Cemetery, Cudal	Reserve 1001360 - Cudal Cemetery	CUDAL	State of NSW	Crown land	
124	750150	Dean Park, Cudal	Reserve 44489 - Dean Park	CUDAL	State of NSW	Crown land	
7008	1020069	121 Davys Plains Road, Cudal	Reserve 590015 – Showground	CUDAL	State of NSW	Crown land	
5, 6	25	758311	57 Main Street, Cudal	Reserve 83772 - Cudal Swimming Pool	CUDAL	State of NSW	Crown land
	8	758311	Main Street, Cudal	Reserve 1000244 Cudal Office	CUDAL	Cabonne Council	Reserve
7004	1028804	Banjo Paterson Road	Reserve 75336 – Myrangle	CUMNOCK	State of NSW	Crown land	

178, 220, 190	753225		MacLauchlan Street Cumnock	Reserve 87829 - Golf Club	CUMNOCK	State of NSW	Crown land
1-7	1041229		Cemetery Road, Cumnock	Reserve 1026448 – Cemetery	CUMNOCK CEMETERY	State of NSW	Crown land
217, 185, 124, 184	753225		Baldry Road, Cumnock	Reserve 62880 – Showground	CUMNOCK	State of NSW	Crown land
83		753224	Garbage Depot, Cumnock	Reserve 66812 - Garbage Depot	CUMNOCK	State of NSW	Crown land
PT 7001		1125814	Nangar Road, Eugowra	Licence 501015	EUGOWRA	Cabonne Council	Crown land
7004		1021059	The Escort Way, Eugowra	Reserve 84858	EUGOWRA	Cabonne Council	Crown land
119		750182	Casuarina Dr, Eugowra	Reserve 95835 - Casuarina Dr, Eugowra	EUGOWRA	State of NSW	Crown land
PT 7002		1125814	Rifle Range, Eugowra	Reserve 97973 - Rifle Range	EUGOWRA	State of NSW	Crown land
2-8	30	758396	Pye Street, Eugowra	Reserve 89811 - Pye Street	EUGOWRA	State of NSW	Crown land
7004		1020376	West Street, Eugowra	Reserve 49130 - West Street	EUGOWRA	State of NSW	Crown land

257	1022122	Nanima Street, Eugowra	Reserve 76807 - Eugowra Police Station Reserve	EUGOWRA	State of NSW	Crown land
7003	1021053	Broad Street, Eugowra	Reserve 67014 - Access to Water	EUGOWRA	State of NSW	Crown land
PT 7001	1125814	Casuarina Drive, Eugowra	Reserve 94126	EUGOWRA	State of NSW	Crown land
1 In name of Keenahan	758396	Sharpe Street Eugowra	Reserve 1967 - Public Buildings	EUGOWRA	State of NSW	Crown land
52,/55/138, 7306	750157, 1162323	Bowler Street, Eugowra	Reserve 750157	EUGOWRA	State of NSW	Crown land
7007	1027434	Eugowra	Reserve 81692	EUGOWRA	State of NSW	Crown land
7005	1020383	Mandagery Creek, Eugowra	Reserve 1970 - Public Recreation	EUGOWRA	State of NSW	Crown land
42/44/46-49, 7007, 7305	750157, 1020378, 1151639	North Street, Eugowra	Reserve 38529 & 1026548 – Cemetery	EUGOWRA	State of NSW	Crown land
701	1020381	North Street, Eugowra	Reserve 1971 - Memorial Park	EUGOWRA	State of NSW	Crown land
PT 214, 7009, 257	750182, 1021063, 1022122	Nanima Street, Eugowra	Reserve 76807 - Recreation Ground	EUGOWRA	State of NSW	Crown land
PT 214	750182	Nanima Street, Eugowra	Reserve 79129 - Bushfire Shed	EUGOWRA	State of NSW	Crown land

71, 150		750182	Noble Street, Eugowra	Reserve 590017 - Showground & racecourse, tennis courts	EUGOWRA	State of NSW	Crown land	
4/5, 7011, 7013	34	758396, 1021063, 1108737	Oberon Street, Eugowra		Reser ve 84523 - Swim ming Pool	EUGOW RA	State of NSW	Crown land
178		750186	The Escort Way, Eugowra	Reserve 45623 - Eugowra Garbage Depot	EUGOWRA	State of NSW	Crown land	
164		750371	Four Mile Creek Road	Reserve 79599 - Gravel Pit Reserve	FOUR MILE CREEK	State of NSW	Crown land	
7001		1020356	Four Mile Creek Road, Orange	Reserve 80064	FOUR MILE CREEK	State of NSW	Crown land	
2, 7, 7301-3		1111000, 1111004, 1143042	Garra Cemetery Road, Garra	Reserve 1020728 - Garra Cemetery	GARRA	State of NSW	Crown land	
750138 Cannot locate		Keenan's Hill	Reserve 60446 - Resting Place		KEENAN'S HILL	State of NSW	Crown land	
7001, 7002		93408	Resting Place, Burrendong Way, Kerr's Creek	Reserve 89256	KERR'S CREEK	State of NSW	Crown land	

53		750418	Lewis Ponds	Reserve 68653 - Public Hall	LEWIS PONDS	State of NSW	Crown land
7006		1030469	Lower Lewis Ponds Road	Reserve 96775 - Native Reserve	LEWIS PONDS	State of NSW	Crown land
7006		1019943	Cargo Road, Lidster	Reserve 74350 - Canobolas Reserve	LIDSTER	State of NSW	Crown land
208		750143	Cargo Road, Lidster	Reserve 90825 - Black Flat Creek Reserve	LIDSTER	State of NSW	Crown land
7009		1019942	Cargo Road, Lidster	Reserve 90916 - Public Recreation	LIDSTER	State of NSW	Crown land
199		750155	Henry Parkes Way, Manildra	Reserve 61513 - Red Hill Public Hall	MANILDRA	State of NSW	Crown land
7307		1149854	Manildra	Reserve 87284 - Resting Place	MANILDRA	State of NSW	Crown land
200		750155	Henry Parkes Way, Manildra	Reseve 750155 - Red Hill Public Hall	MANILDRA	State of NSW	Crown land
7300		1145082	Cnr Derowie & George Street Manildra	Reserve 72720	MANILDRA	State of NSW	Crown land
1	37	758643	26 Kiewa Street, Manildra	Reserve 79047 – Carpark	MANILDRA	State of NSW	Crown land

701	93545	Whitton Street, Manildra	Reserve 2013 – Recreation	MANILDRA	State of NSW	Crown land
184	750162	3 Boree Street, Manildra	Reserve 190118 - Honan Reserve	MANILDRA	State of NSW	Crown land
701	93544	Loftus street, Manildra	Reserve 2014 - Public Recreation	MANILDRA	State of NSW	Crown land
701	93546	Loftus Street, Manildra	Reserve 2016 - Adventure Park Manildra	MANILDRA	State of NSW	Crown land
7005	93539	Off Coates Creek, Manildra	Reserve 534 – Water	MANILDRA	State of NSW	Crown land
7003	93538	Henry Parkes Way, Manildra	Reserve 59800 - Gravel Pit	MANILDRA	State of NSW	Crown land
7008	93540	Coates Creek Road, Manildra	Reserve 672 - Coates Creek Road	MANILDRA	State of NSW	Crown land
7009	93541	Yellowbox Road, Manildra	Reserve 80879 - Resting Place	MANILDRA	State of NSW	Crown land
7004	93130	Mandagery lane, Manildra	Reserve 86106 - Mandagery lane	MANILDRA	State of NSW	Crown land
7308-9, 1	1151921, 1152144	Manildra Cemetery Road, Manildra	Reserve 1017728 & 1023108 - Manildra Cemetery	MANILDRA	State of NSW	Crown land
PT 157	750155	Sports Ground, Manildra	Reserve 590021 - Tennis Courts	MANILDRA	State of NSW	Crown land

157, 7302		750155, 1146412	Derowie Street, Manildra	Reserve 84208 & 590021 - Jack Huxley Oval	MANILDRA	State of NSW	Crown land
701		93129	Orange Street, Manildra	Reserve 52917 - Swimming Pool/Griffith Memorial Park	MANILDRA	State of NSW	Crown land
85, 254		750155	368 Yellowbox Road, Manildra	Reserve 50586 & 80880 - Manildra Garbage Depot	MANILDRA	State of NSW	Crown land
7301		1148253	Mulyan Road, Clergate	Reserve 91057 - Public Recreation	MARCH	State of NSW	Crown land
203		756890	Mulyan Road	Reserve 85793 - Public Recreation	MARCH	State of NSW	Crown land
7301		1152113	Henry Parkes Way (Cudal)	Reserve 86998	MOLONG	State of NSW	Crown land
PT 97		750137	Peabody Road, Molong	Reserve 86936	MOLONG	State of NSW	Crown land
PT 7323		1152548	Smith Street, Molong	Molong Dog Pound	MOLONG	State of NSW	Crown land
6	14	758693	Thistle Street, Molong	Reserve 84283 for Sewer	MOLONG	State of NSW	Crown land
PH Molong MISC Vals, Molong Cannot locate			Moss Hollow Reserve	Reserve 85817 -	MOLONG	State of NSW	Crown land

PT 7323		1152548	Phillip Street, Molong	Reserve 48134 - McGroder Park	MOLONG	State of NSW	Crown land
7312		1149934	Market Street, Molong	Reserve 2694 - Market Street Reserve	MOLONG	State of NSW	Crown land
7308,		1145034,	Packham Drive, Molong	Reserve 60266 & 67672 Pinecliff Res.	MOLONG	State of NSW	Crown land
7310		1145335	Packham Drive Molong	Reserve 67572 - Resting Place	MOLONG	State of NSW	Crown land
2		1078598	Mitchell Highway, Molong	Reserve 87797	MOLONG	State of NSW	Crown land
7004		1124157	Main Road, 234, West Molong	Reserve 89456	MOLONG	State of NSW	Crown land
204		39495	Molong	Reserve 94536	MOLONG	State of NSW	Crown land
12		1071415	100-104 Edward Street, Molong	Reserve 85478 - Bush Fire Shed	MOLONG	State of NSW	Crown land
8, 9	30	758693	William street, Molong	Reserve 190093 - Molong Bushfire Shed	MOLONG	State of NSW	Crown land
1, 1, 7300		724353,1125144, 1150695	Cemetery Road, Molong	Reserve 1010448 - Molong Cemetery	MOLONG	State of NSW	Crown land
1		1120962	Hill Street, Molong	Part Reserve Molong Rec. 590023 - Licence 545919	MOLONG	Cabonne Council	Licence 545919

7007, 7008		1124098	Thistle Street, Molong	Reserve 590023 - Molong Rec Ground	MOLONG	State of NSW	Crown land
1 Duplicate entry – see above		1120962	Hill Street, Molong	Reserve 590023 - Dr Ross Memorial Recreation Ground	MOLONG	Joint tenants	Crown land
131		756883	Euchareena Road, Molong	Reserve 590024 - Molong Showg'd Golf course	MOLONG	State of NSW	Crown land
166		750133	64 Nyora Lane Molong	Reserve 44492 - Garbage Depot	MOLONG	State of NSW	Crown land
68, 7300		750170, 1149700	Packham Drive, Molong	Reserve 2689 & 69807 - Garbage Depot	MOLONG	State of NSW	Crown land
6	14	758693	Thistle Street, Molong	Reserve 49696 - Thistle Street Pump Station	MOLONG	State of NSW	Crown land
7302, 7303		1153392	Marsden Street, Molong	Reserve 85816 & 83245 - Old Molong Weir	MOLONG	State of NSW	Crown land
312		750147	Moorbel	Reserve 87619 - Public Recreation	MOORBEL	State of NSW	Crown land
27		750147	Moorbel Hall Auxiliary Road	Reserve 57387	MOORBEL	State of NSW	Crown land

287	750147	Moorbel hall Auxiliary Road	Reserve 57389 - Moorbel Hall	MOORBEL	State of NSW	Crown land
PT 70	756881	Macquarie River on Boundary, Mullion Creek	Reserve 62504	MULLION CREEK	State of NSW	Crown land
100	750174	Murga	Reserve 49579 – Camping	MURGA	State of NSW	Crown land
7001	1020075	Murga	Reserve 77782 - Public Recreation	MURGA	State of NSW	Crown land
185	750134	Main Road, 238, Nyrang Creek	Reserve 42908 - Mechanics Institute Site	NYRANG	State of NSW	Crown land
7005	1020082	Nangar Road, Canowindra	Reserve 86011- Nyrang Creek Cemetery	NYRANG	State of NSW	Crown land
120	753243	Matthews Road, Obley	Reserve 89994	OBLEY	State of NSW	Crown land
7001	1051644	Obley Road, Obley	Reserve 190095	OBLEY	State of NSW	Crown land
7002, 7003	1050863	Obley	Reserve 64748 - Resting Place	OBLEY	State of NSW	Crown land
7001	1020625	Gundong Road, Obley	Reserve 90682	OBLEY	State of NSW	Crown land

7002 Not Council		1020644	Ophir Road, Ophir	Reserve 65909 - Ophir Memorial Reserve	OPHIR	State of NSW	Crown land
149, 150, 159		756910	Lake Canobolas Road, Orange	Reserve 61743 - John Williams Park	ORANGE JOHN WILLIAMS PARK	State of NSW	Crown land
PT 156 Cannot locate		750180	14 Mandagery Road, Mandagery	Reserve 61276 - Public Hall & Recreation	REEDY CREEK	State of NSW	Crown land
7002, 7003		1019946	Monaghans Road, Minghan Falls, Manildra	Reserve 1044 & 53516 - Minghan Falls	REEDY CREEK	State of NSW	Crown land
7003, 7004		1052035	Toogong Road, Toogong	Reserve 1025988 – Cemetery	TOOGONG	State of NSW	Crown land
4	21	758984	Lachlan Street, Toogong	Reserve 59764 - Quarry Reserve	TOOGONG	State of NSW	Crown land
7002		1019973	The Escort Way, Toogong	Reserve 79803	TOOGONG	State of NSW	Crown land
7001		1060805	Renshaw McGirr Way, Yeoval	Reserve 89774	YEOVAL	State of NSW	Crown land
PT 7003		1032709	Ganoo Street Yeoval	Bushfire Station	YEOVAL	State of NSW	Crown Land
116		753223	Warne Street, Yeoval	Reserve 17 - Yeoval Showground	YEOVAL	State of NSW	Crown land

701	1032707	3 Lucknow Street, Yeoval	Reserve 1002856 - Swimming Pool & Sports Ground	YEOVAL	State of NSW	Crown land
151	753223	Buckinbah, Yeoval	Reserve 62664 - Yeoval Garbage Depot	YEOVAL	State of NSW	Crown land

DRAFT



Code of Meeting Practice Policy

1 Document Information

Version Date (Draft or Council Meeting date)	19 April 2018
Author	Administration Manager
Owner (Relevant director)	Director of Finance & Corporate Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Draft
Next Review Date	Within 12 months of Council being elected
Minute number (once adopted by Council)	

2 Summary

Council as a matter of policy has adopted the Meeting Code which was developed to help councillors and staff conduct council meetings in accordance with best practice standards.

3 Approvals

Title	Date Approved	Signature
Director of Finance & Corporate Services		

4 History

Minute No.	Summary of Changes	New Version Date
17/10/94	Previous version originally adopted by Council	October 1994
	Draft prepared based on DLG Practice Note 16 for initial consideration by Council and public exhibition inviting submissions before adopting it (s.361 and s.362 of the Act)	December 2009
09/12/06	Provision for Acknowledgement of Country added at 2.1.1 in accord with December Council resolution.	22 December 2009
10/02/20	Adopted by Council	15 February 2010
10/04/39	Additional note added to Mayoral Minute section (2.7) requiring same to be distributed to all Councillors prior to further consideration.	19 April 2010
10/05/10	Additional Note added (1.4.7) undertaking a six (6) month trial during which the deadline for all tabled documents will be 5pm on the Friday preceding the monthly meetings and these late documents shall be emailed to all councillors and relevant staff by this time.	17 May 2010

10/06/10	Additional clarification added at 2.5 Questions at Council Meetings re adoption of "Questions for Next Meeting".	21 June 2010
10/08/13	Added definition of "Matter of Urgency"	23 August 2010
10/09/09	Removed reference to " <i>Council has delegated (Delegation G2 refers) the Mayor, (or Deputy Mayor in the Mayor's absence) to call an Extraordinary Meeting where circumstances are such that a Council decision is required on a matter prior to the next Ordinary meeting.</i> " at 1.1.2. Delegation was not renewed at September 2010 Council meeting (calling of Extraordinary meetings can not be delegated).	20 September 2010
10/12/15	Council resolved to continue with the policy that the deadline for all tabled documents be 5pm on Friday preceding the monthly meetings, and these late documents be emailed to all Councillors and relevant staff by this time.	20 December 2010
11/02/16	Updated with a reference to the prescribed Form to be used to request the calling of an Extraordinary meeting.	21 February 2011
11/12/25	November 2011 – reviewed to remove narrative content and make statements affirmative. Non Use of Mobile phones and internet access during meetings added.	19 December 2011
12/06/14	Reference to trial of Committee meetings starting at 5.00pm removed from 1.3.1. "Councillor Fees (Meeting Fees) Policy" 08/02/15 re payment for councillors not attending meeting limited to 3 months added at 4.1.2.	Reviewed June 2012 (doc id 304010 refers)
12/12/09	Amended reference to Council meeting times to indicate process by which times are set rather than stating meeting times. (1.1.1 and 1.3.1)	17 December 2012
13/06/21	A sentence has been added at 15.2.4 to the effect that "The Council Seal shall be kept and safeguarded by the General Manager." to have a record of Council's determination.	25 June 2013
13/09/30	Readopted as per s165(4)	17 September 2013
15/02/06	Amendments made at 9.1.2 relating to Council's standing committees ceasing to meet and abolishing most committees that meet as and when required. Reference to DLG updated OLG. Reference to the Environmental Services Committee being delegated to resolve approvals also removed.	24 February 2015
n/a	Administration amendment (not substantial) re 2.1.2 - sitting arrangement by general manager and directors and 2.14 - addition of a petition form	24 March 2015

5 Reason

The Meeting Code explains the provisions of the *Local Government Act 1993* and the Local Government (General) Regulation 2005 as they relate to council meetings and decision-making processes.

6 Scope

All councillors, staff and community members participating in council meetings must act with good intentions and behave to the standard of conduct expected by the community. Meeting procedures contribute to good public decision-making and increase council's transparency and accountability to its community. Councillors are accountable to their communities for the decisions that they make. Those decisions should be based on sound and adequate information. The conduct of effective meetings is an indicator of good governance. Well run meetings reflect an effective partnership and relationship between the governing body of council and council administration. (Sections 232 and 439 of the Act).

7 Associated Legislation

The revision has taken into account legislative changes that have occurred since the (then named) Department of Local Government's Practice Note was first published on 31 January 2006.

The Government Information (Public Access) Act 2009

The *Privacy and Personal Information Protection Act 1998*

8 Definitions

"Matter of Urgency" - Any matter which requires a decision prior to the next meeting or a matter which has arisen which needs to be brought to council's attention without delay such as natural disasters, states of emergency, or urgent deadlines that must be met.

"Emergency" – Includes but is not limited to things such as natural disasters, states of emergency, or urgent deadlines that must be met.

"GIPA Act" – The Government Information (Public Access) Act 2009

"PPIPA" - The *Privacy and Personal Information Protection Act 1998*

"OLG" – *Office of Local Government*

9 Responsibilities

9.1 General Manager

The general manager is responsible for the overall control and implementation of the policy.

9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

9.3 Employees

Employees are responsible for adhering to the policy when report writing.

9.4 Councillors

Councillors are responsible to adhere to the policy where relevant.

10 Related Documents

Document Name	Document Location
Access to council information policy	Policy database
Code of Conduct	Policy database
Request to the Mayor to hold an Extraordinary meeting of Cabonne Council Form	Magiq Doc ID 200525
Mobile Phone Policy	Policy database
Public Address Application Form	Magiq Doc ID 901609

11 Policy Statement

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PART 1 - BEFORE THE MEETING

1.1. Holding Meetings

1.1.1 When are ordinary council meetings held?

Ordinary council meetings are held on a regular basis, as decided by the council. Council must meet at least ten (10) times a year, with each meeting being in a different month (s.365 of the Act).

The general manager shall report to council in September of each year, recommending the timing for meeting times of ordinary Council Meetings and standing committee meetings. The council shall adopt a schedule for meeting dates for the ensuing twelve months and the times at which those meetings are to be held.

Council may resolve to not meet in January of each year.

When public holidays applicable to Local Government fall on a Monday, if this were a council or committee meeting day, council would hold the meetings on the Tuesday after the Public Holiday.

1.1.2 When is an extraordinary meeting held?

At least two (2) councillors can make a written request to the mayor to hold an extraordinary council meeting. Councillors are required to complete the prescribed Form for this purpose.

The mayor can be one of the two councillors, but the mayor cannot call extraordinary meetings by him or herself without having a written request with another councillor's signature. The mayor must then 'call' the meeting, which is to be held as soon as practical but within fourteen (14) days after the request is made (s.366 of the Act).

Extraordinary meetings are not only held in 'extraordinary' circumstances. These meetings may be held to deal with special business or where there is so much business to be dealt with that an additional meeting is required (cl.242 of the Regulation).

1.1.3 Where are council meetings held?

Normally meetings will be held at the Council Chambers, Bank Street Molong with any variation to be advertised if resolved to be held elsewhere.

1.2. Notice of Meetings

1.2.1 What notice has to be given to the public of ordinary council and committee meetings?

Council must give public notice of the time and place of ordinary council and committee meetings (s.9 of the Act). The notice must be published in a local newspaper, indicating the time and place of the meeting (cl.232 of the Regulation). Notice can also be given in other ways if it is likely to come to the public's attention — for example, by a list or poster at the council's office or the library. More than one meeting may be advertised in a public notice.

Enough notice will be given so that the public can find out when and where the council is meeting.

1.2.2 What notice has to be given to councillors of ordinary council and committee meetings?

At least three (3) calendar days before a council or committee meeting, council's general manager must send each councillor a notice of the time, place and business on the agenda of the meeting (s.367 of the Act; cl.262 of the Regulation).

1.2.3 What notice has to be given of extraordinary council and committee meetings?

Public notice must be given of the time and place of extraordinary council and committee meetings (s.9 of the Act), but this does not have to be by publication in a local newspaper (cl.232 of the Regulation).

If an extraordinary meeting is called in an emergency, less than the usual three (3) days notice can be given to councillors (s.367 of the Act).

Initially the general manager will decide what an 'emergency' is.

Whilst the Act does not define 'emergency', a definition is provided in this policy.

1.2.4 Is a council decision invalid if proper notice was not given for that meeting?

A council decision will still be valid even if proper notice had not been given for the meeting in which the decision was made (s.374 of the Act), provided a quorum was present. If the meeting does not follow the Act, the Regulation, the Model Code or council's Meeting Code there may be a breach of the Act (s.672), but this does not mean that the decision is invalid (s.374 of the Act).

Any person concerned about the running of a meeting can apply to the Land and Environment Court to stop or fix a breach of the Act (s.674(1) of the Act).

1.3. Times of Meetings

1.3.1 What time should council meetings start?

This is not covered in the Act or the Regulation.

The general manager shall report to council in September of each year, recommending the timing for meeting times of ordinary council Meetings and standing committee meetings. The council shall adopt a schedule for meeting dates for the ensuing twelve months and the times at which those meetings are to be held.

Council allows meetings to be held at other times in special circumstances subject to the required public notice being given.

In setting these times for its meetings council's foremost consideration has been the convenience of councillors. Matters to be taken into account included:

- employment or business commitments;
- carer responsibilities;
- safety issues (eg long travel distances at night).

There are good arguments for daytime meetings, for example, in large rural areas where councillors may have to travel long distances to attend meetings. There are also good arguments for early evening meetings, allowing councillors and members of the public with daytime jobs to attend the meetings.

Council may on occasions set the time and place of a meeting to suit a particular interest group which may be expected to attend.

1.4. Agendas and Business Papers

1.4.1 What must be in a meeting agenda?

The general manager must send each councillor notice of the business to be dealt with at the upcoming meeting (the agenda) (s.367 of the Act). Copies of the agenda must be available for the public at the council's offices and at the meeting, free of charge (s.9 of the Act). In addition council will place agendas on its website.

The agenda must indicate all business arising from a former meeting; any matter that the mayor intends to put to the meeting; and any business of which 'due notice' has been given (cl.240 of the Regulation). The amount of time that is 'due notice' is consistent with the latest notice allowed for tabled reports (see 1.4.7) which are to be emailed to councillors by 5pm on the Friday preceding a meeting.

The general manager must include in the agenda for a meeting of the council any business of which due notice has been given (eg notice of motion, question on notice) except business that is unlawful (cl.240 of the Regulation).

1.4.2 What must be in the meeting business papers?

Business papers are documents relating to business to be dealt with at a meeting, for example, correspondence and reports from staff. Business papers should be provided as early before the meeting as possible. This gives councillors time to consider the issues and prepare for debate.

The business papers of Cabonne Council are to be available for access by councillors through their iPads no later than the Wednesday preceding the Ordinary Meeting. A copy of the business papers shall be placed on Council's website on the Thursday preceding the meeting.

Printed copies of the business papers for council meetings for the media and the public are to be available on request for collection from Council's Molong Office on Friday morning prior to Council Meeting Day.

In order to achieve this, the Agenda for council meetings will close one week before the meeting and any other business shall be brought forward as prescribed by this Code.

In the event of tabled reports, Council has set different time frames – see 1.4.7.

In the event of the calling of an Extraordinary Meeting, the above procedures will not necessarily be able to be followed and those business papers will be available on the day of the meeting at the latest.

Council staff should, when preparing business papers which will be open to inspection by the public, avoid including personal identifiers such as names and addresses unless such information is required by legislation. An example of when such information would be required is a development application, in which case the name and address of the applicant must be provided.

1.4.3 Can payments made by council be included in council's business papers?

These payments are often called 'cheque warrants' and will list the names of persons and amounts paid by council for various reasons.

Cheque warrants do not have to be included in council's business paper. The requirement in the *Local Government Act* 1919 that cheque warrants be included in council's business paper was removed in the *Local Government Act* 1993.

Cheque warrants usually contain 'personal information' covered by the *Privacy and Personal Information Protection Act 1998* (PPIPA). As a result, the Local Government and Shires Associations of NSW and Privacy NSW (the agency that looks after the PPIPA) believe that cheque warrants should not be included in business papers. The OLG agrees with this position and covers this issue in its Circular to Councils No. 01/14 "Public Access to Council Documents", available from the OLG's website at www.olg.nsw.gov.au.

Payments made by councils can be found in council's quarterly review of the management plan (s.407 of the Act). Councillors may request access to warrants outside of council meetings, but may be refused on privacy grounds.

Council does not include payments in its business papers.

1.4.4 Should development plans be included in the business paper?

Applications for development consent, called 'development applications', must come with different types of plans under the *Environmental Planning and Assessment Act 1979*.

The Act does not require a council to make copies of these plans available in its business papers. Because of privacy and copyright issues, development plans (being the internal floor plan of domestic residences) will not be included in the business papers. Instead, interested members of the public should be allowed to view these plans at the council's office. The plans could also be brought to council and committee meetings by council staff.

Copyright raises some very complex issues for councils, particularly in the area of development applications. Copyright in development plans ('a work') is usually held by the person who drew them. Copyright may be breached when a document is copied and distributed, but not when it is viewed or placed on public exhibition.

The *Environmental Planning and Assessment Act 1979* and other State legislation do not allow a council to ignore copyright law when it is dealing with development plans. It would be unwise for a council to give out copies of plans unless the copyright owner has given permission to do so.

The Office of the Information Commissioner has provided guidelines in relation to information to not be released: Guideline 3: "local councils – personal information contained in development applications: what should not be put on council websites".

1.4.5 Can additional information to that in the business papers be provided to councillors?

Yes. A council may direct its general manager to provide its councillors with additional information. If this is done, it is suggested that the additional papers be marked separately from the business papers so as to avoid any confusion. Additional information won't be automatically available to the public like the business papers.

Any information given to a particular councillor in the performance of that councillor's duties must also be available to any other councillor who requests it in accordance with council procedures (Clause 10.4 Model Code).

1.4.6 Can Staff Reports be included in the business paper?

The only reference to staff reports in the Regulation is in clause 243(3), which states that a recommendation made in a report by a council employee is, so far as it is adopted by the council, a resolution of the council. The procedure for presenting staff reports at council meetings is not covered by the Regulation - it is a matter for council's Meeting Code.

Council requires staff reports to be prepared on each agenda item before the meeting is held. Staff reports are expected to contain sufficient information to enable the council to reach an informed decision.

1.4.7 Can a Tabled Report be submitted at a Council meeting?

Whilst council does not generally support the use of late tabled reports because of the lack of opportunity for the elected councillors to fully consider such material, as a general rule, where necessary and urgent, council is prepared to consider matters by way of tabled reports.

It is noted this policy provides notice different to that required by s.367 of the LG Act (at least 3 days clear notice) and is adopted subject to being utilised in extenuating circumstances.

Following a six (6) month trial (from June 2010) Council resolved the deadline for all tabled reports (documented) to be 5pm on the Friday preceding the monthly meetings and these late reports shall be emailed to all councillors and relevant staff by this time.

1.4.8 Can council staff change the wording of a committee recommendation when including it in the agenda?

The general manager has to make sure that certain information is in the agenda (cl.240 of the Regulation). The general manager can decide how this information is to be expressed.

Committee recommendations to the council are usually in the form of an Item in the Council's Determination section of the agenda including a report of each committee as an attachment with a recommendation:

"THAT the report and recommendations of the [insert name of Committee] Committee Meeting of Cabonne Council held on [insert date] be adopted."

The recommendation shown in the agenda should be the same as the one decided by the committee. When the council discusses the recommendation at the council meeting, it can adopt, amend and adopt, or reject the recommendation (cl.269 of the Regulation). A council amendment could alter the meaning or intention of the recommendation, or simply correct its wording.

1.4.9 How should a matter be treated if its subject is confidential and the motion will probably be discussed in the closed part of a meeting?

Certain matters, because of their confidential nature, may be considered in closed meetings. Parts of council meetings may be closed to the public to discuss the types of matters referred to in section 10A(2) of the Act. Although a council decides whether the public is to be excluded from part of a meeting, the general manager must first decide whether an item of business is *likely* to be discussed in a closed part of a meeting.

Section 9(2A) of the Act directs the general manager to indicate on the agenda (without details) that an item of business is likely to be discussed in a closed part of the meeting. For example:

"Item 5: Annual tenders for goods and services"

The agenda will also indicate the reason the item will be dealt with in the closed part of the meeting. For example:

"Item 5: Annual tenders for goods and services

Reason: Information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business (section 10A(2)(c))."

The general manager must make sure that any details of this item are put in a confidential business paper (cl.240(4) of the Regulation). A council can disagree that an item should be discussed in a closed part of the meeting. In this case, the item would be discussed during the open part of the meeting.

Sections 9, 10A and 664 of the Act and Section 10 of the Model Code deal with confidential information.

1.4.10 Can a council decide that notices of motion on its agenda will not have any supporting notes or comments from staff?

Yes. While clause 240 of the Regulation sets out what must be included in the agenda, each council can decide how its business is to be stated in the agenda and whether supporting notes or comments should come with notices of motion.

Council has considered the benefits for making well-informed decisions by having extra information or expert views provided in the notes or in the comments. This additional information would be publicly available and may assist community members in understanding the reasons for, and effects of, council decisions.

Notwithstanding, Council does not require notices of motion on its agenda to have any supporting notes or comments from staff.

(See also 5.2.3 of this Meeting Code)

1.4.11 Can an agenda include provision for questions from councillors?

Yes. Council agendas contain an item “Questions for next Meeting”. Councillors are provided with an opportunity to ask questions or raise matters which can be and answered as meeting if possible or addressed by way of a report to the next Council Meeting.

Questions provided in this way, and responses to those questions, would be considered council business and as such council’s Meeting Code covers this issue. As responses to questions on notice would be considered council business, responses could form the basis for further motions on the same topic at that meeting.

Agendas and business papers (other than business papers for a confidential item) must be available for the public to look at or take away (s9 of the Act). Any non-confidential questions included in the agenda or business papers would also need to be available to the public.

For information relating to asking questions about matters on the agenda during the meeting, see 2.5 of this Meeting Code.

1.4.12 Is it appropriate to have as an agenda item “Questions Without Notice”?

No. Having an agenda item, “questions without notice” is inconsistent with the provisions of the Regulation that require notice to be given of matters to be discussed at council meetings (cl 241).

Allowing questions without notice would avoid the notice provisions of clause 241 of the Regulation. That clause enables all councillors and the public to be aware, by reading the agenda, of matters that will be raised at each meeting. It also enables councillors to give careful thought to any pecuniary interest or conflict of interest they might have in a matter, rather than having to hastily confront an issue during the meeting.

However, questions can be proposed by giving notice to the general manager in the usual way (see 1.4.11) and can be asked during the meeting in relation to business already before council (see 2.5). If the matter is genuinely urgent, and the matter is not on the agenda, it could be dealt with under clause 241(3) of the Regulation. Cabonne Council’s agenda provides for Matters of Urgency – which are defined in this policy.

For information relating to asking questions about matters on the agenda during the meeting, see 2.5 of this Meeting Code.

Further information on questions is contained in clause 5.2.8 of the DLG’s Meeting Code No. 16.

1.4.13 Can an item of business which is on the agenda be removed from the agenda prior to the meeting?

No. Once the agenda for a meeting has been sent to councillors an item of business on the agenda should not be removed from the agenda prior to the meeting.

If it is proposed that an item of business which is on the agenda not be dealt with at the meeting council should resolve to defer that business to another meeting or resolve not to consider the matter, as the case may be.

1.5. Order of Business

The order of business for meetings (except for extraordinary meetings) is generally fixed by council's Meeting Code (cl.239(1) of the Regulation).

If the Council did not have a Meeting Code, then the order of business could be decided by council resolution (cl.239 (1) of the Regulation).

The Business of Council is conducted in the following format: -

1. Open Ordinary Meeting
2. Procedural Reports
3. Consideration of Mayoral Minute and Other Councillors Reports*
4. Consideration of General Manager's Reports
 - a. Determination
 - b. Called Grouping of Report items
 - c. Called Notation items
5. Matters of Urgency
6. Resolve into Committee of the Whole
7. Consideration of Closed Items
8. Resumption of Open Meeting
9. Adoption of Closed Committee of the Whole Report

The order of business can be changed by the passing of a motion (with or without notice). Unlike other motions, only the mover of a motion to change the order of business can speak for or against it in the meeting (cl.239 (1) of the Regulation).

** - Councillors reports should be written/typed and submitted to the minute taker for inclusion in the minutes.*

1.6. Public Access to Agendas and Business Papers

1.6.1 Who can access information that is available publicly?

The GIPA Act gives a right of access to certain documents to any interested person, not just people who are residents or ratepayers of the council area. Access does not depend upon the reasons for the request being made. Council publishes these documents on its website for easy access.

1.6.2 Which council meeting documents can a person have access to and inspect?

Access for inspection of all council documents relating to meetings of Council is allowed being only limited in that information or documents relating to meetings closed to the public as provided by s10A of the Act are not accessible. (See Part 7 of this Meeting Code.)

1.6.3 Is a person entitled to inspect the agenda and minutes of an advisory council committee that includes staff members or the public?

The agenda and minutes of an advisory council committee which have been included in a council meeting agenda (excepting a closed meeting) can be inspected and are available as part of the business papers on council's website.

Access to the agenda and minutes of an advisory council committee which have not been included in a council meeting agenda may be allowed unless inspection would be contrary to the public interest as defined by the GIPA Act.

1.6.4 Can a council charge a reasonable copying fee or postage for providing copies of its agenda and business papers?

Copies of the current agenda and associated business papers (excepting for a closed meeting) are made available to the public to look at or take away, and must be free of charge (s.9 of the Act).

GIPA legislation aims to foster and promote responsible and representative government that is open, accountable, fair and effective by encouraging proactive and informal release of information free of charge or at the lowest reasonable cost. Accordingly, most government information should be available free of charge. Under certain circumstances charges may be applied – refer to the OIC's 'GIPA Act fees and charges' fact sheet. In the first instance the requestor should be encouraged to download a copy of the business papers from Council's website or receive an email version of the business papers.

1.6.5 Are papers created or received by councillors classified as council documents?

Council documents include those created or received in the course of the official duties by councillors. Information generated by, in the possession of, or under the control of the councillors that concerns their civic or council duties under any Act is considered by the OLG to be a document of the council. These documents may include information that does not form part of the council's official filing system.

1.6.6 Can councillors copy information additional to the business papers (such as plans and legal opinions from council files) and give it to the public?

Section 664(1) of the Act states that "a person must not disclose any information obtained in connection with the administration or execution of the Act unless that disclosure is made:

- (a) with the consent of the person from whom the information was obtained; or
- (b) in connection with the administration or execution of the Act; or
- (c) for the purposes of any legal proceedings arising out of the Act or of any report of any such proceedings; or
- (d) in accordance with a requirement imposed under the *Ombudsman Act 1974* or the *Government Information (Public Access) Act 2009*, or
- (e) with other lawful excuse."

There is a maximum penalty of \$5,500 for breach of this provision.

Provided the additional information is not part of the business paper and is made publicly available, it can only be given out in accordance with section 664(1) of the Act. It is also important to remember copyright law when making copies of information.

Council has documented procedures for public access to documents as provided under the *Government Information (Public Access) Act 2009* and subject to the *Privacy and Personal Information Protection Act 1998*.

Section 10 of the Model Code talks about access to and use of personal, council and confidential information. The general manager or public officer, rather than individual councillors, are the appropriate people to assist members of the public to access documents.

PART 2 - AT THE MEETING: GENERAL

2.1 Coming Together

2.1.1 How may council open its meetings?

A council may open its meetings with a prayer if it chooses. This decision should be made after considering the religious beliefs and views of the councillors and the community. This issue could be included in council's Meeting Code. Council has not determined to open its meetings with a prayer.

A council may also choose to include an Acknowledgement of Country. Acknowledgement of Country is where people acknowledge and show respect for the Aboriginal Traditional Custodians of the land upon which the event is taking place. It is a sign of respect.

Council will include an Acknowledgement of Country on special/formal occasions; at the September Council Meeting for the election of mayor & deputy mayor; and at other occasions at the discretion of the mayor.

2.1.2 Who can sit at the meeting tables?

The general manager can attend, but not vote at, council meetings. The only exception to this is when the meeting is dealing with the general manager's employment or standard of performance — then the council may resolve to exclude the general manager from the meeting (s.376 of the Act).

Sitting at a meeting table during a Council meeting, will be as follows:

The mayor will occupy the central seat facing other councillors and the gallery. To his immediate right will sit the general manager and then the Director of Finance & Corporate Services. To the mayor's immediate left will sit the Director of Engineering & Technical Services and then the Director of Environmental Services.

Councillors will sit in the 'horseshoe' arrangement of chairs at a seat determined by themselves at the first meeting following an election, and then remain in the same chair for the remainder of the term.

It is important to remember that if a councillor is anywhere in the room where the council meeting is being held, they are considered to be 'present' for the purposes of voting (cl.251(1) of the Regulation). This means that if they are in the room but do not vote on an issue (for example, by staying silent) their vote is taken as against the motion (cl.251(1) of the Regulation).

2.2 Addressing Councillors

2.2.1 How should councillors be addressed at council meetings?

Councillors are to be addressed as "Councillor [surname]", whether the councillor is male or female.

If a councillor has a title (for example the Honourable or the Reverend); and whether or not the councillor has a qualification (for example, Doctor of Philosophy) a councillor's title or qualification will be included when addressing them (for example, 'Councillor Doctor X').

2.2.2 How should the chairperson be addressed at council meetings?

If the chairperson is the mayor they are usually addressed as 'Mr Mayor' or 'Madam Mayor'. When the chairperson is not the mayor, they would be addressed as 'Mr/Madam Chair' or 'Mr/Madam Chairperson'.

2.3 Councillor Accountability - Open Decision-making

Open decision-making is an important part of local government and should be the rule rather than the exception. The ability of the public and media to attend and watch council and committee meetings — seeing the deliberations and decisions of elected representatives — is essential for councillor accountability. This is recognised by the legislation, which encourages open decision-making at council meetings.

Councillors should be prepared to state their views publicly on both controversial and routine issues. Informed voting by electors is best achieved when they can observe the speeches, debate and voting patterns of their councillors.

Council decisions should be based on fairness, impartiality, objectivity and consideration of all the issues (Sections 4 and 6 of the Model Code). Open decision-making helps achieve this, as well as preventing misunderstanding and unfounded criticisms from the public.

2.4 Business at Council Meetings

2.4.1 What business can be discussed and dealt with at council meetings?

Business which a councillor has given written notice of within the required time before the meeting (cl.241(1)(a) of the Regulation), and of which notice has been given to councillors (s.367 of the Act) can be dealt with at a meeting.

Business that is already before the council or directly relates to a matter that is already before the council (cl.241(2)(a) of the Regulation). For example, business in a report made by council staff in response to an earlier council request for a report;

- The election of a chairperson for the meeting (cl.241(2)(b) of the Regulation);
- A matter raised in a mayoral minute (cl.241(2)(c) of the Regulation);
- A motion to adopt committee recommendations (cl.241(2)(d) of the Regulation);

Business ruled by the chairperson to be of great urgency (cl.241(3) of the Regulation) but only after a motion is passed to allow this particular business to be dealt with. This motion can be moved without notice.

Business which does not fall within any of the above categories should not be transacted at a meeting.

2.4.2 What business can be discussed at extraordinary council meetings?

In general, only matters stated in the meeting agenda may be dealt with at an extraordinary council meeting. Other business ruled by the chairperson to be of great urgency may also be dealt with at the meeting, but only after the business in the agenda is finished (cl.242 of the Regulation).

2.5 Questions at council meetings

2.5.1 Can Questions be asked of councillors or staff concerning a matter on the council agenda?

A councillor may ask a question of another councillor or a staff member. A question to a councillor must be put through the chairperson. A question to a staff member must be put through the general manager.

Any person to whom a question is put is entitled to be given reasonable notice of the question so as to allow that person time to research the matter, for example by referring to documents or making enquiries of other persons.

Questions must be put succinctly and without argument. The chairperson must not allow any discussion on any reply or refusal to reply to such questions (cl 249 of the Regulation). It is considered that staff refusal to reply would be in circumstances where they require further time to research the response to the question. In this case, it would be good practice for council and/or the general manager to identify a timeframe for the response so that the period to respond is not open-ended.

When further time is required to respond to a question asked during a council meeting, it would be good practice to record the question and responses in the minutes.

2.5.2 Can Questions be asked of councillors or staff concerning a matter that is not on the council agenda?

Allowing questions without notice is inconsistent with the provisions of clause 241(1) of the Local Government (General) Regulation 2005 which requires notice to be given of matters to be raised at council meetings.

The purpose of the notice requirement is to enable all councillors and the public to be aware, by reading the agenda for the meeting, of matters that will be raised at the meeting. This in turn promotes openness and transparency in the conduct of council meetings.

The notice requirement also ensures that questions, when asked, are appropriately recorded and responded to.

If the subject matter of a question is genuinely urgent and the question is not on the agenda, the question could be raised under clause 241(3) of the Regulation. That clause allows a matter to be raised before council, despite notice not having been given, if:

- A motion is passed to have the matter brought before the meeting; and
- The matter is ruled by the chairperson to be of great urgency.

The Office of Local Government considers that it is acceptable for a council to adopt a practice of allowing councillors, just prior to the end of a meeting, to raise questions on the understanding that the answers will be provided at the following meeting.

Council has adopted this practice (June 2010 meeting). An agenda item "Questions for Next Meeting" has been added to each agenda, immediately prior to the conclusion of the Ordinary meeting. This provides a means of giving notice of the question for the following meeting, provided that there is sufficient time between the two meetings to meet the notice requirements of clause 241. When such questions are listed, there is nothing preventing an answer being given straight away, if it makes sense to do so.

2.6 Committee of the Whole

2.6.1 What is the committee of the whole?

During the course of a council meeting a council may resolve itself into the 'committee of the whole' under section 373 of the Act. That part of the council meeting then becomes a committee meeting. The only advantage of a council forming a committee of the whole is that by reason of clause 259 of the Regulation the limits on the number and duration of councillor speeches referred to in clause 250 of the Regulation do not apply.

If at the time council resolves itself into the “committee of the whole” the meeting was open to the public then the meeting will remain open to the public unless council resolves to exclude the public under section 10A of the Act. (see also 7.3.3 of this Meeting Code)

2.6.2 May council resolutions be made by the committee of the whole?

No. The committee of the whole may not pass a council resolution. It makes recommendations to council in the same way as any other committee of council. Once the committee has completed its business and the council meeting has resumed council considers any recommendations made by the committee of the whole.

Cabonne Council’s procedure is to resume the Ordinary (open) meeting and then resolve to adopt the recommendations of the “open” or “closed” sessions of the Committee of the whole.

2.7 Mayoral Minutes

2.7.1 What is a mayoral minute?

The mayor may put to a meeting (without notice) any matter which the council is allowed to deal with or which the council officially knows about (cl.243(1) of the Regulation). This would cover any council function under the Act or other legislation, or any matter that has been brought to the council’s attention, for example, by letter to the mayor or the general manager.

This power to make mayoral minutes recognises the special role of the mayor. A mayoral minute overrides all business on the agenda for the meeting, and the mayor may move that the minute be adopted without the motion being seconded.

Mayoral minutes should not be used to introduce, without notice, matters that are routine, not urgent, or need research or a lot of consideration by the councillors before coming to a decision. These types of matters would be better placed on the agenda, with the usual period of notice being given to the councillors.

All Mayoral minutes must be tabled at the meeting and distributed to all councillors prior to further consideration (May 2010 meeting).

2.7.2 Can mayoral minutes be introduced at council committee meetings?

A council committee consisting entirely of councillors must run its meetings as set out in the Meeting Code (s.360(3) of the Act).

2.7.3 Can a mayoral minute be amended?

While not addressed in the Regulation, mayoral minutes may be altered in practice. Changes to mayoral minutes should avoid making changes that will introduce, without notice, matters which need research or a lot of consideration by the councillors before coming to a decision.

2.8 Voting

2.8.1 What are the voting entitlements of councillors?

Each councillor has one (1) vote (s.370 of the Act). A councillor must be present (in person) at the council or committee meeting to vote (cl.235 of the Regulation).

2.8.2 How is voting conducted?

Voting at a council meeting is to be by 'open means', for example, by voices or show of hands (cl.251(5) of the Regulation). The only exception is voting on the position of mayor or deputy mayor.

Councils may use an electronic device to record the votes cast by councillors, but the requirement that voting take place by 'open means' still applies. It will depend on the type of device used as to whether it is voting is by 'open means'. Votes in writing are not permitted.

2.8.3 Can voting be by proxy or other means?

A councillor must be present (in person) at the council or committee meeting to vote (cl.235 of the Regulation). Councillors cannot participate in a meeting by video-conferencing or tele-conference. There are no 'proxy'* votes at council or committee meetings.

*- A 'proxy' is a system where an absent councillor can cast his or her vote by giving their vote to another councillor.

2.8.4 Can a councillor choose not to vote on a motion?

Although a councillor does not have to vote, voting at council meetings is one of the responsibilities of a councillor and should be regarded seriously.

Councillors who are not present for the vote are not counted as having voted. A councillor will be absent from voting if they have physically left the meeting room. If in the room, but choose not to vote or say they are abstaining from voting, it is taken that the councillor has voted against the motion (cl.251(1) of the Regulation). This will be the case even if a councillor is sitting away from the meeting table, such as in the public forum.

Councillors with a pecuniary interest in a matter cannot be present at, or in sight of, the meeting that is considering the matter or voting on it (s.451(2) of the Act). The only exception to this is where the Minister has given permission for such a councillor to be present in the meeting and to vote on the issue (s.458 of the Act).

2.8.5 Can a councillor who votes against a motion have that vote recorded?

Yes. A councillor can request to have their name recorded in the minutes to show that they have voted against a motion (cl.251(2) of the Regulation).

2.8.6 Can a council record votes on matters in its minutes?

Yes. Council can choose to record the voting on all matters in its minutes. Council records a division in relation to all Planning matters (see 2.9.2) and when requested by councillors (2.9.1).

2.9 Divisions

2.9.1 What is a Division?

A 'division' is a means by which the support or objection to a motion is easily seen and is recorded.

A minimum of two (2) councillors must rise and call for a division on a motion. The chairman must then ensure that a division takes place immediately (cl.251(3) of the Regulations).

2.9.2 Are there any other occasions when a division is required?

Yes. A division is always required whenever a motion for a planning decision is put to the vote at a meeting of council or a meeting of a council committee (section 375A of the Act).

2.9.3 How is a division conducted?

The general manager must ensure that the names of those who voted for the motion and the names of those who voted against it are recorded in the minutes (cl.251(4) of the Regulation).

The method of conducting a division is for the Chairperson to declare that a division is called (once at least 2 councillors rise and demand a division) or as required by section 375A of the act and then to ask for a show of hands of those voting in favour of the motion and call the names. The Chairperson would then ask for a show of hands for those voting against the motion and call the names. In this way, the meeting can both see and hear how councillors are voting on the matter. This also enables the general manager to ensure that all councillors who are present at the meeting have their vote recorded.

2.10 Casting Vote of Chairperson

2.10.1 When can the chairperson exercise a casting vote?

Each councillor is entitled to one vote (s.370 of the Act). If the voting on a matter is equal, the chairperson has a second or 'casting' vote (s.370 of the Act). This is in addition to any vote the chairperson has as a councillor.

The Act uses the word 'second' vote, which indicates that the chairperson has already voted once before using their casting vote. Usually the chairperson casts a vote, and if the votes are tied, the chairperson then uses a casting vote to decide the matter.

2.10.2 How should a casting vote be exercised?

There is nothing in the legislation saying how a casting vote is to be used. It is a matter for the chairperson as to how they will vote, after taking into consideration all relevant information. They do not need to vote the same way on their first and second vote.

Should the chairperson fail to exercise a casting vote the motion being voted upon would be lost.

2.11 Decisions of Council

2.11.1 What is a decision of a council?

Once a motion is passed by a majority of votes at a meeting at which a quorum is present, the motion becomes a decision of the council (s.371 of the Act). This is sometimes termed a 'resolution'. A quorum is the minimum number of councillors necessary to conduct a meeting.

2.11.2 Are council decisions affected when councillors change?

In legal terms, a local council is a body corporate of the State with perpetual succession and the legal capacity and powers of an individual (s.220 of the Act). This means that the council is legally separate from the councillors on it, and that council decisions are not affected by changes in its councillors.

2.11.3 Are there any limits on the decisions a council can make before an ordinary election is held?

The Act does not impose such limits.

While the Act does not impose such limits, like Commonwealth and State Governments, councils are expected to assume a “caretaker” role during election periods to ensure that major decisions are not made which limit the actions of an incoming council.

It is the OLG’s practice, prior to ordinary elections, to issue a circular to councils reminding them of this caretaker convention. Circular to Councils No. 08-37 “*Council Decision-making Prior to Ordinary Elections*” was issued prior to the 2008 ordinary elections and is available on the OLG’s website at www.olg.nsw.gov.au.

2.11.4 Are there any restrictions on a council making decisions after an ordinary election?

No. Although the decisions of a council do not lapse after an election is held, there will be some opportunities for the new council to review earlier decisions.

2.11.5 When do the councillors, including the mayor, start and finish holding office?

All councillors start holding office on the day the person is declared to be elected (s.233(2) of the Act). All councillors, other than the mayor, stop holding office on the day of the ordinary election (s.233(2) of the Act).

The mayor holds office until his or her successor is declared elected (s.230(3) of the Act). This applies to both a mayor elected by the public (popularly elected) and a mayor elected by councillors, even if the (outgoing) mayor has not been re-elected as a councillor. It is expected that the outgoing mayor would only exercise the powers that can be exercised by the mayor during such periods. For guidance on this issue, see Circular to Councils No. 08-46 “*Mayor’s Role After Ordinary Election*” available on the OLG’s website at www.olg.nsw.gov.au.

Council should treat its responsibility for electing a mayor seriously. It should make sure that annual mayoral elections will be held as required under the Act. This can be done through the early fixing (through a council resolution) of a date for mayoral elections, to ensure a quorum.

An election of the mayor by councillors must be held within three (3) weeks after an ordinary election (s.290(1)(a) of the Act). The outgoing mayor would be entitled to chair the meeting until the new mayor is elected. The outgoing mayor can do this even if he or she has not been re-elected as a councillor.

The procedure for electing a new mayor is set out in schedule 7 of the Regulation (cl.394 of the Regulation)

If the outgoing mayor chooses not to chair the meeting to elect the new mayor, the chairperson should be a councillor elected by the council (cl.236 of the Regulation).

2.12 Defamatory Statements

2.12.1 Can a councillor make defamatory statements at a council meeting?

The NSW Ombudsman publication *Better Service and Communication for Councils*, available at www.ombo.nsw.gov.au, provides information about defamation. It states:

“A statement may be defamatory of a person if it is likely to cause an ordinary reasonable member of the community to think less of a person or to shun or avoid the person”.

Councillors, staff and members of the public can seek legal compensation, apology etc if they are defamed.

Councillors acting within their official capacity at meetings of council or council committees have a defence of 'qualified privilege' to actions in defamation. This recognises that you may need to speak freely and publicly in carrying out your duties. However qualified privilege needs to be treated with great caution. It only covers statements made at a council or committee meeting when you are carrying out your duties and on business relevant to the council. Statements also need to be made with good intentions, not malice.

A statement made outside a council or committee meeting will not be protected by qualified privilege, but may be protected under the *Defamation Act 1974*. You should be guided by your own legal advice on defamation issues.

2.12.2 What happens if a councillor makes a possibly defamatory statement at a council meeting?

The chairperson of a council meeting is responsible for making sure that the council carries out its meetings in line with its Meeting Code and any relevant legislation. One part of this is maintaining order at meetings. This would include requiring a councillor to apologise for insults, personal comments, or implying improper motives with respect to another councillor.

The chairperson may call a councillor to order whenever he or she believes it is necessary to do so. The chairperson may ask you to take back the statement and apologise. If you refuse to do this, you may be expelled from the meeting for an act of disorder (cl.256(3) of the Regulation and s.10(2) of the Act). This does not prevent legal action from being taken against you by the council or by another councillor, a member of council staff or a member of the public under the *Defamation Act 1974* or the common law.

Council has authorised the chairperson of a meeting under s10 (2) of the Act and cl 258 of the Regulation.

2.13 Formalising Mayoral Actions

When necessary, the mayor may exercise the policy-making functions of the council between meetings (s.226 of the Act). The mayor is to report his or her actions taken in this regard to the next available council meeting for "endorsement" during the Mayoral Minute.

2.14 Petitions

2.14.1 What procedure applies to petitions from members of the public?

The Act and the Regulation do not refer to the submission or tabling of petitions to a council. The general manager will submit a report to the next available council meeting any petition received. However, a petition will not be tabled if, in the opinion of the general manager:

1. it does not contain the content details outlined below, or
2. it is defamatory, or
3. any action it proposes is unlawful.

Petitions must contain the following content detail:

- a) a heading on each page indicating the subject matter of the petition and the action sought from Council.
- b) a brief statement on each subsequent page of the subject matter and the action requested.
- c) name, address and signature of those people who support the petition.

A Petition form is attached as annexure A.

2.14.2 What details of petitions should be included in agendas and business papers?

Care should be taken to follow the *Privacy and Personal Information Protection Act 1998* (PPIPA) with respect to the use and communication of personal information contained in petitions. Section 18 of PPIPA provides that a council may not communicate personal information unless it is directly related to the reason why the information was collected, and the council has no reason to believe that the person concerned would object.

Communication of the information can also take place if a person is likely to have been aware (or has been made aware in line with section 10 of PPIPA) that this type of information is usually told to another person or organisation.

The question of whether a petition may be published in council's business papers can only be decided by reference to the subject matter and wording of the petition; how council advertises matters in its business papers; and what instructions council staff provide to people making a petition to council.

2.15 Public Questions and Addresses

2.15.1 Can the public ask questions or address the council at council meetings?

There is no automatic right under the Act or the Regulation for the public to participate in a council meeting, either by written submission or oral presentation. This includes being able to ask questions or address council meetings, or to comment on matters during meetings.

However, providing some form of public participation in council meetings is good practice. If participation is permitted, councils should consider giving basic guidance to potential speakers on meeting processes and practices.

Council's policy is that members of the public be given the opportunity to address Council at a public forum on the second Tuesday of each month.

Members of the public shall, upon prior request, be allowed to address Councillors at allocated public forums on matters, provided the matter is within the responsibilities of Council and not a general request for council services – members of the public will be allocated 5 minutes to do so. A written request, using the Public Address Application form, must be lodged to Council by 12pm on the Wednesday before the meeting.

Speakers should be asked not to make insulting or defamatory statements, and to take care when discussing other people's personal information (without their consent).

2.15.2 Can a councillor speak to the council as a resident or ratepayer in the public access section of a meeting?

Residents or ratepayers can speak to council if allowed by the chairperson of the meeting.

Given the opportunities for a councillor to raise matters at a meeting through notices of motion and questions, there is no provision to allow a councillor to speak to the council from the public access section.

Councillors who aren't allowed to take part in a discussion because of a pecuniary interest cannot escape this by addressing the meeting as a 'resident' or 'ratepayer'. Section 451(2) of the Act states that a councillor must not be present at or in the sight of the meeting of council at any time during which the matter (for which the councillor has declared a pecuniary interest)

is being considered, discussed or voted on. This has been interpreted as excluding councillors in both their official capacity and as a member of the public.

Exclusion from speaking to a matter which is the subject of conflict goes beyond discussions on a formulated motion or resolution - see the (then named) Department of Local Government Circular to Councils No. 05/17 "Codes of Meeting Practice - Councillors Invited To Speak After Declaring A Pecuniary Interest In A Matter" available from www.olg.nsw.gov.au.

2.16 Audio or Visual Recording of Meetings

A person may only use a recording device to record the meeting of a council or its committees with permission (cl.273 of the Regulation). A council could decide to record its meetings to ensure the accuracy of its minutes or for some other council function.

Council does not record its meetings for minute taking purposes, notwithstanding that the media may attend open meetings.

2.17 Use of Mobile Phones and Accessing the Internet during Council meetings prohibited

Councillors are required under the Act to exercise a reasonable degree of care and diligence in carrying out their functions (s.439 of the Act). Accordingly full attention should be focused on the meeting and the matters at hand. Use of mobile phones or accessing the Internet for email or other purposes during a meeting is not conducive to meeting this obligation.

All mobile phones are to be turned off unless permission has been granted by the Chair to have the phone on silent mode due to exceptional circumstances. The Chair shall decide if the circumstances advised by a councillor or staff member warrant the phone being on – "exceptional circumstances" could include receiving the results of a medical test, or such.

All other persons present at a council or committee meeting will have their mobile phones turned off.

Under no circumstances will a councillor access Internet for email or other purposes during a council or committee meeting.

PART 3 - CONFLICTS OF INTERESTS

(PECUNIARY AND NON-PECUNIARY)

3.1 Pecuniary Conflicts of Interests

3.1.1 What is a pecuniary conflict of interests?

The Act, the Regulation, the Model Code and the Model Code Guidelines provide guidance on pecuniary (or money-related) conflicts of interests. These place obligations on councillors, council delegates and council staff to act honestly and responsibly in carrying out their functions. They require that the pecuniary interests of councillors, council delegates and other people involved in making decisions or giving advice on council matters be publicly recorded. They also require councillors and staff not to deal with matters in which they have a pecuniary interest.

Section 442 of the Act defines pecuniary interest as:

"... an interest that a person has in a matter because of the reasonable likelihood or expectation of appreciable financial gain or loss to the person."

Section 443 of the Act provides that a person has a pecuniary interest in a matter if the pecuniary interest is that of any of the persons listed in that section. Those persons include spouses, de facto partners, relatives, partners and employers.

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it is unlikely to influence that person's decision-making (see s.442 of the Act), or if the interest is of a kind described in section 448 of the Act.

If a person is not aware of the relevant pecuniary interests of the other persons listed in section 443 then that person is not taken to have a pecuniary interest in the matter (s.443(3) of the Act). Similarly, just because someone is a member of, or is employed by, a council, a statutory body or the Crown, they are not considered to have a pecuniary interest (s.443(3) of the Act). This principle also applies to someone who is a member of a council, a company or other body that has or may have a pecuniary interest in the matter, so long as that person has no beneficial interest in any share of the company or body (s.443(3) of the Act).

3.1.2 What procedure must be followed if a councillor has a pecuniary interest in a matter before council?

A councillor or a member of a council committee who has a pecuniary interest in any matter before the council, and who is present at a meeting where the matter is being considered, must disclose and identify the nature of the interest to the meeting as soon as practical (s.451 of the Act).

A councillor must not be present at or in the sight of the meeting of council at any time during which a matter to which they have declared a pecuniary interest is being considered (s.451(2) of the Act). This has been interpreted as excluding councillors in both their official capacity and as a member of the public. Councillors barred from taking part in a discussion because of a pecuniary interest cannot escape this by addressing the meeting as a 'resident' or 'ratepayer'.

This exclusion is from all discussions on the matter, not just discussions on a formulated motion or a resolution on the matter — see the (then named) Department of Local Government Circular to Councils No. 05/17 "Codes of Meeting Practice — Councillors Invited To Speak After Declaring A Pecuniary Interest In A Matter" available from www.olg.nsw.gov.au.

A disclosure made at a meeting of a council or council committee must be recorded in the minutes of that meeting (s.453 of the Act). However, proceedings will not be invalid just because a councillor or committee member does not identify a pecuniary interest at the meeting in accordance with section 451 of the Act.

Sometimes it is difficult to tell when one has a pecuniary interest that must be disclosed. Judgments of the Pecuniary Interest and Disciplinary Tribunal specifically dealing with this issue are available from the OLG's website at www.olg.nsw.gov.au to help in this process.

Part 4.2 of the Model Code Guidelines also provides guidance on conflicts of pecuniary interests. Example scenarios are given in the Guidelines for issues such as club/organisation membership.

3.2 Non Pecuniary Conflict of Interests

3.2.1 What is a non-pecuniary conflict of interests?

Part 4.2 of the Model Code Guidelines also gives examples of non-pecuniary conflicts between public duty and private interest. These conflicts exist where a reasonable and informed person

would perceive that a councillor or designated person could be influenced by a private interest when carrying out one's public duty (Clause 7.1 of the Model Code).

The Model Code recognises that because of their official status, councillors have the power to make decisions or act in ways that can benefit their own private interests. Areas of potential conflict include: club/organisation membership, personal relationships, sponsorship, lobbying, caucus votes, dealings with former council officials, and political donations. The Model Code Guidelines provide information and examples to assist one in identifying conflicts of interests.

3.2.2 What procedure should be followed if a councillor has a non-pecuniary conflict of interests?

A non-pecuniary conflict of interests is a conflict between a councillor's private interest in a matter being considered by the council, and his or her interest as a civic official. The Model Code prescribes procedures to cover such conflicts, which need to be adopted and applied by councils.

There are three types of non-pecuniary conflicts of interests. They are 'significant', 'less than significant' and 'political donations'. Clauses 7.13 - 7.25 of the Model Code describes the procedures that need to be followed in respect of each type.

If one has a non-pecuniary interest that conflicts with your public duty one must disclose that interest fully in writing even if it is not significant. One must do this as soon as practicable (clause 7.13 of the Model Code).

The disclosure of a conflict must be recorded in the minutes of the meeting and a record kept by council. The disclosure recorded in the minutes constitutes written disclosure as required by clause 7.13 of the Model Code.

If one is aware in advance of a meeting of a possible non-pecuniary conflict of interests in a matter but remain in doubt, one is encouraged to seek legal or other appropriate advice.

The Model Code and Model Code Guidelines have been developed to assist councils implement, review and enhance their Meeting Code and Code of Conduct in regard to conflicts of interests. The Model Code Guidelines provide guidance, better practice suggestions, examples and a list of relevant resources.

PART 4 - QUORUM AND ATTENDANCE

4.1 Attendance at Meetings

4.1.1 Can a councillor participate in a council meeting by video or tele-conferencing?

No. A councillor must be personally present in order to participate in a council or committee meeting (cl.235 of the Regulation).

4.1.2 What happens if a councillor misses too many council meetings?

If a councillor is absent from three consecutive ordinary meetings of the council without the leave of the council having been granted then the councillor automatically vacates office (section 234(1)(d) of the Act). Leave can only be granted by council prior to the meeting or at the meeting concerned.

This does not apply if the councillor has been suspended from office by the Local Government Pecuniary Interest and Disciplinary Tribunal under section 482 of the Act.

Council has resolved that councillors will be paid the monthly fee regardless of whether a councillor attends the monthly Ordinary Meeting or not up to a maximum of 3 months however

the council must not pay any fee to that councillor that relates to the period of absence that is in excess of 3 months. (s.254A of the Act refers).

4.1.3 I am a councillor and I can't attend a council meeting. What should I do?

You should seek leave of absence from the council. Leave of absence may be granted to councillors at the discretion of the council (s.234(1)(d) of the Act). It is expected that you will attend all council and relevant committee meetings. However it is acknowledged that sometimes there are good reasons why you may miss a meeting.

Leave of absence may be granted by the council prior to the meeting, or at the meeting. An application for leave does not need to be made in person and the council may grant the leave in your absence (s.234(2) of the Act).

It would be wise to make the application in writing and state the reasons for the leave so that the council may consider it. Written applications should be lodged with the general manager. You should identify (by date) the meetings from which you will be absent.

If you intend to attend a meeting from which you have been granted leave of absence you should if practicable give the general manager at least two days notice of your intention to attend (cl 235A of the Regulation). You should not assume that the council will grant you leave. The council has discretion whether or not to grant a leave of absence. It is expected that in considering such an application the council will act reasonably given that there are consequences for failing to attend council meetings. There may also be consequences in terms of the public's perception of both the council and the applicant.

4.1.4 Is tendering an apology the same as applying for a leave of absence?

No. The tendering of an apology is an accepted convention by which those present at a meeting are notified that the person tendering the apology will not be attending the meeting. It is a form of courtesy to those attending the meeting. Its purpose is also to aid the efficient conduct of meetings by informing the chairperson as to who will not be attending. This avoids delaying the opening of a meeting pending the arrival of such persons.

The acceptance of an apology is a positive acknowledgement of the courtesy of the person who tendered it. It does not amount to a grant of a leave of absence.

Although the practice of tendering of apologies is recognised as a component of good meeting practice, it has no recognition in either the Act or the Regulations.

By contrast, a leave of absence is a formal permission granted by way of council resolution to a councillor excusing that councillor's attendance at a particular meeting. It is sought by way of application to the council. It is recognised in both the Act and in the Regulation.

4.1.5 Is a councillor required to remain at a council meeting while council business is conducted?

There is no requirement that a councillor remain at a council meeting while business is being conducted. However, it is expected that a councillor would attend and remain at council meetings (unless prevented by illness or pressing circumstances) in order to responsibly perform the role of a councillor (s.232 of the Act) and to assist the council in complying with its charter (s.8 of the Act).

Councillors must follow the council's Code of Conduct (s.440 of the Act). The Act requires councillors to act reasonably and responsibly in the performance of their duties (Section 6

Model Code). In addition, section 439 of the Act requires councillors to exercise reasonable care and diligence in carrying out their civic functions. Attending and remaining at meetings is an important part of this.

4.2 Quorum at Meetings

4.2.1 What is a quorum?

A quorum is the minimum number of councillors necessary to hold a meeting. This minimum is set so that decisions are made by an appropriate number of councillors. Provided a quorum of councillors is present, council business can go ahead. If a quorum is not reached and maintained, the meeting cannot be held.

4.2.2 What are the quorum requirements for council meetings?

A quorum is present if a majority of the councillors who hold office for the time being are present at the meeting (s.368 of the Act).

In determining the number of councillors for the purposes of calculating quorum any casual vacancies in councillor offices and any suspended councillors are not to be counted.

By way of example, in the case of a council with seven (7) councillors, four (4) councillors must be present to form a quorum. If one of those councillors has been suspended from office and another has resigned then five (5) councillors hold office for the time being and the quorum will be three (3).

4.2.3 How do pecuniary interests affect quorum?

The case of *Levenstrath Community Association Incorporated v Council of the Shire of Nymboida* [1999] NSWSC 989, confirmed that a councillor who is not capable of voting on the business before the council (by reason of having disclosed a pecuniary interest in a matter) is regarded as being absent from a meeting for the purpose of determining whether or not a quorum is present. In other words the councillor is regarded as holding office but not as being present at the meeting.

If so many councillors declare a pecuniary interest in a matter that the council is unable to form a quorum to deal with the business before it, the councillors concerned may apply to the Minister to allow them to participate in the discussion and vote on that matter (s.458 of the Act). This recognises that council business must sometimes proceed even though the decision is being made by councillors with pecuniary interests declared. The Minister does not grant such exemptions lightly.

4.2.4 What procedure must be followed if the meeting lacks a quorum?

A meeting may lack a quorum either by an insufficient number of councillors turning up to the meeting or by a councillor or a number of councillors leaving the room during the course of the meeting.

If a quorum is not present the meeting must be adjourned to a time, date and place fixed by the chairperson, or (in the chairperson's absence) by a majority of the councillors present, or (failing that) by the general manager.

The general manager must record the absence of a quorum (including the reasons for the absence of a quorum) in the council's minutes. The names of the councillors present must also be recorded (cl.233 of the Regulation).

(See also 5.2.9 of this Meeting Code)

4.2.5 What is the effect of councillors meeting without a quorum?

Without a quorum the meeting is not a meeting of the council. Resolutions cannot be made. Any action taken will have no legal validity.

4.2.6 Can a council later ratify a resolution made by councillors at a meeting without a quorum?

No. A quorum of councillors must be present before a council decision can be validly made (s.371 of the Act). If a resolution is purportedly passed when there is no quorum, it is invalid. It cannot be made valid at a later meeting. However the matter may be considered afresh at a later meeting with a quorum present.

4.2.7 What can a council do to maintain a quorum at meetings?

Sometimes councillors leave a meeting with the intention of removing the quorum so that business cannot proceed. This is a political misuse of the meeting procedure and should be avoided.

If a council is unable to maintain a quorum because of disputes between councillors, negotiating the matters in contention outside of the meeting forum is suggested. You should try to resolve your concerns (perhaps with the assistance of a mediator) and come to a position so that the business may be dealt with in the meeting.

Clause 239(2) of the Regulation allows for a procedural motion without notice to change the order of business at a meeting from that set out in the agenda. In this way, controversial issues can be dealt with last (to avoid losing quorum) and the remainder of the current business can be dealt with.

4.2.8 Can a council abandon a meeting before the time set for the meeting because of an anticipated lack of a quorum?

There is no provision in the Act or the Regulation for a council meeting to be abandoned or cancelled. If notice of a meeting has been given, it must be held or at least opened. While a meeting without a quorum can be opened, it cannot make any decisions (s.371 of the Act).

Clause 233(1)(a) of the Regulation provides that a council meeting must be adjourned if a quorum is not present within half an hour after the meeting is due to start.

4.3 Adjourning Meetings**4.3.1 What is the effect of adjourning a meeting?**

If a meeting is adjourned because it cannot be held, for example because of a lack of a quorum, it is postponed to a later time or date and, possibly, to a different place.

If, part way through a meeting, the meeting is adjourned (for example because a quorum ceases to be present or because of time constraints) the meeting will recommence at the time and place that it is adjourned to.

An adjourned meeting is a continuation of the earlier part of the same meeting, not a new meeting.

4.3.2 What notice should be given of an adjourned meeting?

If a meeting is adjourned to a different date, time or place, each councillor and the public should be notified of the new date, time or place.

4.3.3 What business can be conducted at a meeting that has been adjourned?

As an adjourned meeting is a continuation of the same meeting (not a new meeting), council does not need to issue a new agenda and business papers for the adjourned meeting. The agenda and business papers already issued would be the proper documents from which you are to work. Business not already on the agenda could be dealt with only if the urgency procedure in clause 241(3) of the Regulation is followed.

If the adjourned meeting is held on the same date as another council meeting (for example, the next ordinary meeting), the meetings should be kept separate, with separate agendas and business papers. Which meeting is held first would depend on the circumstances. For example, the earlier meeting might have been adjourned because of a lack of a quorum after councillors walked out over a certain item. Because that item is still on the agenda, it is possible that the councillors might walk out again. In this case, it would be better to hold the next ordinary meeting (without the controversial item) first so that current business can be dealt with. The adjourned meeting could then follow.

PART 5 - MOTIONS AND AMENDMENTS

5.1 Terminology

5.1.1 What is a motion?

A motion is a proposal to be considered by council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for the council.

5.1.2 What is an amendment?

An amendment is a change to the motion before the council, and takes place while that motion is being debated. An amendment to a motion must be put forward in a motion itself.

5.1.3 What is a resolution?

A resolution is a motion that has been passed by a majority of councillors at the meeting. While in practice it means the 'council decision', the word 'resolution' also indicates the process by which the decision was made.

5.2 Motions

5.2.1 How should motions be worded?

A motion should start with the word 'that', for example, *'That Road X be closed'*. Motions should be clear, brief and accurate. A councillor may use sub-sections, numbered paragraphs or the like to make sure that the motion is easy to understand. A councillor could submit more than one motion on the same topic.

Usually motions are written in a positive sense so that a 'yes' vote indicates support for action, and a 'no' vote indicates that no action should be taken. A motion should be full and complete, so that when the motion or resolution is read in the future, its intention is clear.

5.2.2 Can a councillor explain uncertainty in the wording of a motion before it is seconded?

There may be situations in which the person moving a motion might be given the opportunity to explain uncertainties in its wording. This is not covered by the legislation however council's Meeting Code provides that it is a matter for the chairperson to decide.

Any explanation as to meaning should be limited to making clear the issue, not extending debate on the motion.

5.2.3 How does a councillor give notice of business for a council meeting?

A councillor gives notice of business for a council meeting by sending or giving a notice of motion to the general manager (cl.241(1) of the Regulation). The council's Meeting Code sets the timeframe for notice (see 1.4.1). The general manager must not include any business in the agenda that is, in his or her opinion, unlawful (cl.240(2) of the Regulation).

All councillors are entitled to submit notices of motion to be included on the agenda in accordance with clause 241(1).

It is good practice that a general manager only provide factual information on the motion to assist in the discussion of the motion if requested by the councillor. It is considered not appropriate for a general manager to comment on the merit of any notice of motion.

(See also 1.4.10 of this Meeting Code)

5.2.4 Can the number of motions put forward by a councillor be limited?

No. As long as notice and other procedures are followed, a councillor can put forward as many motions as one may wish. When putting forward motions, consideration should be given of the need to balance one's civic responsibility for representing the interests of the community with one's obligation to use council's resources effectively and efficiently.

5.2.5 Can a councillor withdraw a notice of motion before it is put on the agenda?

A councillor may withdraw a notice of motion before it is placed on the agenda.

5.2.6 What is the usual order of dealing with motions?

A motion or an amendment cannot be debated unless there is a 'mover' and 'seconder' (cl.246 of the Regulation). The mover puts forward the motion and if a second person agrees with it, debate on the motion can begin.

The mover has the right to speak first, and a general 'right of reply' at the end of the debate (cl.250 of the Regulation). No new arguments or material should be argued during the 'right of reply'.

The seconder of the motion speaks after the mover, but may choose to hold over their speaking rights until later in the debate. However a procedural motion could be passed, putting an end to debate before the seconder has spoken.

Councillors are asked to speak for and against the motion, usually in the order of one speaker for the motion and one speaker against the motion. Debate may end by completing the list of speakers who want to speak for or against the motion, the time allowed for debate finishing, the (limited) number of speakers allowed to speak on the motion having been reached, or where a procedural motion 'that the question be put to the vote' has been successful.

At the end of the debate, the chairperson puts the motion to the meeting for vote. The chairperson will then declare the result of the vote. If passed by the majority, the motion becomes a formal resolution of council. The decision is final, unless it is immediately challenged by two (2) or more councillors who rise and demand a division on the motion (cl.251(3) of the Regulation). Further information on divisions is contained in section 2.9 of this Meeting Code .

Council specifically allows a Chairperson of Council or Committees to move a motion from the Chair.

5.2.7 Can the time a councillor has to speak to a motion be limited?

Yes. Clause 250(3) of the Regulation limits the length of speeches on each motion to five (5) minutes, unless the council gives extra time. Extra time to speak may also be granted by the chairperson of the meeting when there is a need to explain a misrepresentation or misunderstanding (cl.250(3) of the Regulation).

5.2.8 Can a motion be moved following a question on notice?

Where an answer has been provided to a question on notice and a councillor seeks to have a matter arising from that question and answer considered by the council, notice should be given to the general manager in the usual way. The general manager can include the item on the agenda for the next meeting, and make sure that the relevant staff prepare any necessary background documents or reports. However if the matter is genuinely urgent, it could be dealt with under clause 241(3) of the Regulation.

Further information on questions is contained in paragraphs 1.4.10 and 2.5 of this Meeting Code.

5.2.9 When a councillor moved a motion at a meeting, a number of councillors left the meeting and there was no longer a quorum. Should the motion be automatically placed on the agenda for the next meeting?

The Act and Regulation are silent as to the lapsing of motions. The council may debate a motion that has been properly submitted. If the lack of quorum continued and the meeting was adjourned, the motion could be debated later, when the meeting is reconvened.

If the motion was not put to the meeting, it would be dealt with at the reconvened meeting.

(See also paragraph 4.2.4 of this Meeting Code.)

5.2.10 If a notice of motion is given before a council election and the proposed mover is not re-elected to the council, can or must the council consider the motion?

The council can debate a motion that has been properly submitted. What is important is that the motion was valid at the time it was put forward. Whether the motion is actually debated will depend on whether another councillor moves and seconds the motion at the meeting. If the motion does not have support at the council meeting, then it may lapse for failure to get a mover or seconder, or be defeated in a vote.

5.2.11 Are there any obligations on a councillor when considering a motion, amendment or resolution?

Councillors have an obligation to consider issues consistently, fairly and promptly (Clause 6.5 Model Code). All relevant facts known (or reasonably known) must be considered in terms of the merits of each issue (Clause 6.6 Model Code). Irrelevant matters or circumstances must not influence decision-making.

5.3 Amendments to Motions

5.3.1 How can a motion be amended?

An amendment to a motion requires a mover and a seconder to put it forward. The amendment must be dealt with before voting on the main motion takes place (cl.246 and cl.247 of the Regulation). Debate is allowed only in relation to the amendment and not the main motion — which is suspended while the amendment is considered.

If the amendment is passed, the motion is changed to include the amendment and this new motion is debated. If amendment is not supported, the main motion stays in its original form and debate resumes.

There should only be one amendment to a motion before the council at any time (cl.247 of the Regulation). If several amendments are proposed, each should be moved, seconded, debated and voted upon before the next. The amendments should be put forward and debated in the order in which they affect the original motion, not in the order in which they were put to the meeting.

5.3.2 How should an amendment to a motion be worded?

Amendments may be in the form of additional words to a motion and/or the removal of words from the motion. If the amendment is supported, the original motion is automatically changed by the addition and/or removal of words. This becomes the amended motion. If no further amendments are put forward, the amended motion is then put to the meeting. If passed, the amended motion becomes the resolution.

Any amendment to a motion must not alter the motion to the extent that it effectively reverses the motion.

5.3.3 Can the chairperson rule an amendment to be new business and therefore out of order when discussing the current motion?

Yes. While clause 238(1) of the Regulation requires a chairperson to put to a council meeting any lawful motion brought before the meeting, there is no requirement covering an amendment to a motion. The chairperson can therefore rule an amendment to be new business and out of order.

Nevertheless, clause 248(1) of the Regulation allows a councillor, without notice, to move to disagree with the ruling of the chairperson on a point of order. Only the mover of a 'motion of dissent' and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply (cl.248(3) of the Regulation). It is then a matter for the councillors to decide by majority vote whether to carry the motion of dissent.

5.4 Foreshadowing another Motion

5.4.1 Can another motion be foreshadowed?

Yes. It is possible to advise the council of an intention to put forward a motion that relates to a motion currently before the council. However, the chairperson cannot accept the new motion until the first motion is decided.

PART 6 - RESCISSION MOTIONS

6.1 Changing earlier decisions

6.1.1 How can councils change earlier decisions?

Councils are able to change their decisions by way of a later decision. A motion to rescind or alter a resolution is the usual means of changing a council resolution. These motions must be notified in accordance with the Act (s.372(1)) and council's Meeting Code. Section 372(4) of the Act requires notice of a rescission motion to have the signatures of three (3) councillors if less than three (3) months has passed since the original resolution was made.

However, the courts have held that it is not always essential that a council *expressly* alter or rescind a resolution prior to passing a later resolution which is inconsistent or in conflict with

the earlier resolution. In other words, alteration or rescission can be implied - *Everall v Kuring-gai Municipal Council* (1991) 72 LGRA 369.

To make sure that council's intention is clear, it is considered best practice to expressly state that a later resolution is to replace an earlier one. In this way, the public, council staff and subsequent councillors can understand and act with certainty on council decisions.

6.1.2 Are there limits on when or how often decisions can be revisited?

Section 372(5) of the Act allows an original motion to be negated (that is, lost) twice before a three (3) month ban is placed on any councillor putting forward another motion to the same effect. However, to even bring the motion forward the second time will require three (3) councillors' signatures if less than three (3) months has passed since the first time the motion was defeated (s.372(4) of the Act).

A motion to 'rescind' or undo an earlier resolution can only be lost *once* before a three (3) month ban is placed on any councillor 'bringing forward' another motion to the same effect (s.372(5) of the Act). 'Brought forward' means moved at a council or committee meeting. It is possible for notice of the motion to be given (but not for the motion to be moved) before the expiry of the three (3) month period referred to in section 372(5) of the Act.

6.1.3 Can a council rescind its decision not to pass a motion at an earlier meeting?

When a motion is not passed, this will result in no decision being made or no opinion being expressed by the council. It does not mean that the council takes the opposite view or position to that expressed in the motion.

A second motion to the same effect as the original motion may, however, be debated (subject to due notice being given and the signature requirements of section 372(4) of the Act being met). A third attempt cannot be made within three (3) months.

6.2 Lodging rescission motions

6.2.1 Can a council add extra time restrictions on the lodging of rescission motions?

No. Section 372 of the Act contains two (2) time restrictions on the lodging of rescission motions. The first, in section 372(1), requires notice of a rescission motion to be given in accordance with the council's Meeting Code. The second restriction, in section 372(5), stops a similar motion being brought within three (3) months after a rescission motion has been defeated.

Any additional restrictions within a council's Meetings Code that limit the lodging of rescission motions would be inconsistent with the Act and would have no effect.

6.2.2 Can a council require rescission motions to be lodged with, for example, five (5) supporting signatures?

Section 372(1) of the Act requires notice of a rescission motion to be given in accordance with the Act (s.360) and council's Meeting Code. Section 372(4) adds the requirement that the notice must be signed by three (3) councillors if less than three (3) months has passed since the resolution was made.

A council's Meeting Code cannot require notice of a rescission motion to be given in a manner that is inconsistent with section 372 of the Act (s.360). This would include requiring more than three (3) signatures on the notice. If a councillor moves a motion to require more than three (3) signatures on a notice of a rescission motion, the motion would be unlawful and the chairperson must rule it out of order.

However the signature requirements of section 372(4) of the Act only apply to notices of motion to rescind council resolutions. If a council wants to allow its committees to rescind their resolutions, it could put this in its Meeting Code.

While it is expected that rescission procedures for council committees would be similar to the procedures for council itself, there is nothing to stop a council from having a different rescission procedure for its committees.

For committees consisting entirely of councillors, it would be best for rescission procedures to be added to the council's Meeting Code, including consideration of any submissions received.

6.2.3 Can councillors avoid giving notice of a rescission motion by raising the motion without notice in a committee meeting and bringing it to the council meeting in a committee report?

Section 372 of the Act identifies procedures for lodging rescission motions. Its predecessor was clause 25 of former Ordinance No.1. It was generally thought, following the 1973 case of *Shanahan v Strathfield Municipal Council* (1973) 2 NSWLR 740, that clause 25(e) of the Ordinance provided an alternative to the rescission motion procedures where a recommendation was made as part of a report of a council committee.

However, section 372(6) of the Act is worded differently to clause 25(e) of the Ordinance. It is this different phrasing which throws into doubt the applicability of the reasoning used in the *Shanahan* case. The OLG is of the view that section 372(6) of the Act does not provide an alternative to the rescission motion procedures. Council committees must follow the requirements in the same way as individual councillors. Until there is a court decision on this issue, all interpretation is a matter of opinion. Councils should be guided by their own legal advice.

6.3 Dealing with rescission motions at meetings

6.3.1 If council passes a resolution and a rescission motion is lodged at the same meeting, can the rescission motion be dealt with at that meeting?

Section 372(1) of the Act requires notice of a rescission motion to be given in accordance with council's Meeting Code. A rescission motion can be dealt with at the same meeting at which the resolution is passed if thirty (30) minutes notice is given.

However, clause 241(2)(a) and clause 241(3) of the Regulation allow business to be transacted when due notice has not been given. Some authorities believe that this clause should not be used for rescission motions. Clause 241(3) should be used only when a matter is genuinely urgent.

6.3.2 Can a council rescind a part of a resolution if the part is discrete from other parts of the resolution?

While not specifically covered in section 372 of the Act, it would appear that a council could rescind part of a resolution (without rescinding the whole resolution). This view would be subject to any determination of a court.

6.3.3 Can a councillor bring forward a motion and have it twice negated (or lost) by the council so that it cannot be brought forward again within three (3) months?

The purpose of this action would be to prevent a motion being put forward again under more favourable circumstances. This procedure would be in accordance with section 372(5) of the Act, but would not be in the spirit of your obligations under the Model Code. This action would

only be successful if the majority of the councillors were prepared to vote twice against the motion.

6.3.4 Can a resolution granting development consent be rescinded?

Under section 83 of the *Environmental Planning and Assessment Act 1979* development consent has effect from the date endorsed on the written notification (subject to any appeal action). It would be possible for a council to rescind a resolution giving consent if the applicant has not been formally advised of the consent.

In *Townsend v Evans Shire Council [2000] NSWLEC 163*, it was held that there was no effective development consent until formal notice of a determination was issued to the applicant and that “... *it is necessary that the communication of the consent have some formal character as being authenticated on behalf of the council*”. Verbal advice from the mayor at the council meeting that the consent had been given was not notice to the applicants so as to “*tie the council’s hands*”. In this case, the rescission motion had been lodged with the general manager before the time required in the planning regulations for issuing a notice of determination.

Once the applicant has been formally advised of council’s decision, there may be issues of compensation to the applicant if consent is later rescinded.

6.3.5 Does a review of a development application (DA) determination under s.82A of the Environmental Planning and Assessment Act have to be accompanied by a rescission or variation motion?

Section 82A(9) of the *Environmental Planning and Assessment Act 1979* states that if the council changes a determination, this will replace the earlier determination from the date of the review. It is the OLG’s view that a changed determination automatically replaces the earlier determination by virtue of section 82A(9) of that Act. Because of this, there is no need for a council to also pass an alteration or rescission motion to change the earlier determination.

6.3.6 If a notice of a rescission motion is given before a council election and the proposed mover is not re-elected to the council, can or must the council consider the motion?

A rescission motion that has been correctly submitted under section 372 of the Act may be debated by the council, regardless of the current status of the signatories of the motion. What is important is that the motion was valid at the time of its submission.

Whether the motion is actually debated will depend on whether other councillors move and second the motion at the meeting (cl.245 and cl.246 of the Regulation). If the motion does not have support at the meeting, it may lapse for the want of a mover or seconder, or be defeated in a vote.

PART 7 - CLOSED PARTS OF MEETINGS

7.1 Who decides?

7.1.1 Who decides that part of a council meeting is to be closed to the public?

It is up to council to decide whether a matter is to be discussed during the closed part of a meeting (s.10A(2) of the Act). In deciding this, the council would be guided by whether the item is in a confidential business paper. However, even if the item is in a confidential business paper, the council could disagree with this assessment and discuss the matter in an open part of the meeting.

Council may allow members of the public the opportunity to make a statement as to why part of a meeting should be closed (section 10A(4) of the Act and cl. 252 of the Regulation).

7.2 Subject matter of closed meetings

7.2.1 What part of a meeting may be closed to the public?

Parts of council and committee meetings may be closed to the public only in the circumstances provided under section 10A of the Act. Matters of a personal or confidential nature, which do not come within the grounds provided under section 10A, cannot be discussed in the closed part of a council or committee meeting. (This applies only to those committees that are made up of councillors only).

7.2.2 Can a council discuss confidential matters not referred to in s.10A(2) of the Act, eg nominations for Australia Day awards?

No. Such matters could be delegated to a committee made up of councillors and other persons. Such committees are not bound by section 10A of the Act.

Council will delegate such matters to an "Australia Day" Committee comprising all councillors and the general manager.

7.2.3 Can a council close a meeting to consider whether or not to commence litigation?

Yes, provided that council has grounds for closing that part of the meeting under section 10A of the Act

In *Wykanak v Rockdale City Council and Anor* [2001] NSWLEC 65, the council closed its meeting to discuss a confidential business paper relating to the recovery of legal costs from a person, relying on the grounds of section 10A(2)(b) of the Act (the personal hardship of any ratepayer). The Court found that as the person was not a 'resident' at the time of the council meeting, the council had gone beyond its powers in closing the meeting to the public. The Court noted "... the public importance of councils conducting their affairs at meetings that are normally open to the public". It ordered the council to reconsider the matter and provide the person from whom the legal costs were sought a reasonable opportunity to address the council at an open meeting.

7.2.4 Should the contractual conditions of senior staff be presented in an open or closed council meeting?

The annual reporting of contractual conditions of senior staff to council is required by section 339 of the Act. In addition, section 428 of the Act requires a council to include certain senior staff details in its published annual report.

The contractual conditions of senior staff is public information and should be presented in an open meeting. Following from this, if other information that is common to all senior staff employed by council is presented to the council, then it should also be presented in an open meeting. This could include information on common contractual conditions, apart from salary.

This approach is consistent with section 10A(2) of the Act that allows a council to close part of a meeting to discuss personnel matters concerning particular individuals. If a matter concerns the senior staff as a whole, section 10A of the Act does not apply. If the council wishes to discuss, for example, the salaries of particular employees or consider the performance of the general manager, then section 10A powers would be available to close part of a meeting.

Closing part of a meeting is discretionary. A council does not have to close part of a meeting even if the matters to be discussed fall within section 10A(2) of the Act.

In keeping with the general intent of the Act, and with the public nature of certain senior staff information (s.428 of the Act), a council should consider providing as much information as possible in open session. While the general manager is responsible for senior staff employment, discipline and performance, there may be certain contractual matters that relate to individual senior staff that justify closure of part of a meeting on the grounds of privacy.

7.3 Procedure

7.3.1 What does a motion to close a meeting look like?

Council is required to state the grounds for closing the meeting and the reasons why it is not in the public interest to discuss the matter in an open meeting (s.10D of the Act). A motion will be worded:

“THAT Council now hereby resolve into Closed Committee of the Whole for the purpose of discussing matters of a confidential nature relating to personnel or industrial matters, personal finances and matters the publicity of which Council considers would be prejudicial to the Council or the individuals concerned and that the press and public be excluded from the meeting in accordance with the conditions of Council’s Confidentiality Policy AND FURTHER that as reports to the Closed Committee of the Whole are likely to be confidential and their release prejudicial to the public interest and the provisions of Council’s confidentiality policy, that copies of these reports not be made available to the press and public.”

7.3.2 How can the public find out what has been decided at a closed part of a meeting? Can the decisions be kept confidential?

Resolutions or recommendations made at a closed part of a council or committee meeting must be made public by the chairperson of the meeting as soon as practical after the closed part of the meeting has ended (cl.253 and cl.269 of the Regulation). This would usually be done by a verbal or written statement.

If the meeting is a committee meeting, the resolutions or recommendations must also be reported to the next meeting of the council (cl.269 of the Regulation). If the meeting is a closed meeting of the committee of the whole, its recommendations must be reported to open council, usually at the same meeting. The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council’s minutes.

While discussions in the closed part of a meeting remain confidential, the separate nature of a resolution or recommendation allows it to be made public immediately after the closed part of the meeting has ended.

The resolution or recommendation could be phrased in such a way as to protect a person’s identity or other confidential details (for example, stating an assessment number instead of the person’s name or giving the general locality of land to be purchased instead of the precise address). This allows the public to know what the council or committee has decided at the closed part of the meeting without revealing confidential information.

The minutes should record sufficient details of the resolution to indicate the nature of the decision. It is not sufficient, for example, to resolve to implement the committee’s recommendation or the general manager’s recommendation. More specific information is required.

The meaning of 'as soon as practical' will depend on the circumstances. In some cases, commercial or legal issues might effect how quickly a council makes public the details of a resolution or recommendation. As a general rule, the public should be kept informed of closed session resolutions or recommendations in an adequate and prompt manner.

The latest time for informing the public of resolutions or recommendations made in the closed part of a meeting would be when the minutes containing the resolutions or recommendations are made available for public inspection. Any person is entitled to inspect minutes containing resolutions or recommendations from the closed parts of meetings. While a council cannot keep its decisions or recommendations confidential, it should be possible to discuss matters in the minutes in such a way as not to reveal confidential details.

7.3.3 What is the difference between 'closed council' and 'committee of the whole'?

The closed part of a council meeting could be referred to as 'closed council' but not as a 'closed committee'. While the words 'meeting in committee' are sometimes used to refer to an organisational meeting in closed session, that is, with non-members and the public absent, this is not the case with councils.

Section 10A of the Act makes it clear that both councils and council committees (made up of councillors only) can close parts of their meetings. If a council closes part of its meeting, it still remains part of the council meeting - with the rules of debate being the same as for open meetings.

If a council resolves itself into the "committee of the whole" under section 373 of the Act the council meeting becomes a committee meeting (consisting of all the councillors). By reason of clause 259 of the Regulation this allows councillors to overcome the limits, set by clause 250 of the Regulation, on the number and duration of speeches. The meeting remains open to the public unless council closes it under section 10A(2) of the Act.

7.3.4 Do the decisions of the closed part of a council meeting need to be adopted in open council?

There is no need for the council to re-make a decision by adopting it in open council. The only matters a council would adopt are the recommendations made by the committee of the whole (cl.259 of the Regulation) or recommendations of another council committee (cl.269 of the Regulation).

7.3.5 Can a council invite a member of the public to be present at a closed part of a meeting?

There is nothing in the Act or Regulation to limit public attendance at closed parts of meetings if invited by the council. However, the non-disclosure provisions of section 664 of the Act would apply to a person attending a closed part of a meeting.

Similarly, there does not appear to be any direct breach of the Model Code, although such invitations may affect a council's appearance of impartiality and proper conduct in a matter. The better practice would be to invite only those people whose presence at the meeting is necessary for the provision of advice, such as council's solicitor.

7.3.6 What happens once business in a closed meeting has been completed?

Once council has finished business in a closed meeting it must formally resolve that the meeting be open to the public.

PART 8 - ORDER AT MEETINGS

8.1 Standards of conduct

8.1.1 How should councillors conduct themselves at meetings?

Councillors must act honestly and reasonably in carrying out council functions (s.439 of the Act). In addition, councils must adopt a Code of Conduct to provide guidance on acceptable and unacceptable conduct (s.440 of the Act). How councillors are to behave is outlined in the Model Code and Model Code Guidelines. Failure to comply with the Act, the Model Code or council's Code of Conduct forms misbehaviour under section 440F of the Act (see clause 11.2 of the Model Code).

Councillors have a responsibility to behave professionally in and out of council meetings. Councillors should maintain good working relationships with each other and act in a manner appropriate to their civic status. This would include orderly behaviour and complying with rulings from the chairperson at council meetings (Clauses 9.5 and 9.6 Model Code). The Meeting Code and council's Code of Conduct identify the standards and responsibilities imposed on councillors by the Act, the Regulation and the Model Code.

Acts of disorder committed by councillors during council or committee meetings may amount to misbehaviour, leading to censure by the council or suspension (Section 12 Model Code). Section 12 of the Model Code and part 5 of the Model Code Guidelines provide information for managing complaints about breaches of the code of conduct and how misbehaviour is to be dealt with by the council, the Office of Local Government, the Independent Commission Against Corruption and/or the NSW Ombudsman.

8.1.2 What should be the relationship between councillors and council staff?

The Act makes the general manager responsible for the efficient and effective operation of the council's organisation and for implementing decisions of the council (s.335 of the Act). The general manager is, therefore, in charge of the council's management.

Councillors are required (as a group) to direct and control the council's affairs; allocate resources; and determine and review the council's policy and performance (s.232 of the Act). Councillors should not involve themselves in the day-to-day administration of council. This is the responsibility of the general manager.

Councillors and staff have a responsibility to behave professionally and maintain constructive working associations. This is based on the principle that all public officials have a duty to act with integrity, honesty, impartiality and in the public interest.

Councillors must not make personal attacks upon staff at meetings. If a councillor has a complaint about a member of staff that complaint should be addressed in writing to the general manager. If the complaint is about the general manager it should be addressed in writing to the mayor.

Section 9 of the Model Code and part 4.4 of the Model Code Guidelines discuss the relationships between councillors and council staff, contractors or related persons. Councillors should familiarise themselves with these provisions and use them to guide their conduct.

8.1.3 Should the Mayor use the council's Code of Conduct against a councillor who criticises the Mayor?

Subject to the provisions of the Act, council's Code of Conduct and defamation law, mayors and councillors who operate in a political environment must expect criticism of their

performance and views. Mayors are able to correct the public record without having to use Code of Conduct powers, especially where there has not been a serious breach of the Code.

8.2 Maintaining order

8.2.1 Who is responsible for maintaining order?

A council must deal with any disorder of its members. As a councillor you should take responsibility for your own behaviour and that of your colleagues.

In some situations it may be appropriate to consider counselling or mediation to determine the issues motivating a councillor's behaviour. Early attention to issues is often required to prevent problems becoming entrenched.

When disorder at a meeting occurs, the chairperson has both the responsibility and authority to bring the meeting to order, including expelling councillors and others who cause disorder. Failure to effectively exercise this authority can result in a loss of order at meetings.

Council has authorised the chairperson of a meeting under s10 (2) of the Act and cl 258 of the Regulation.

8.2.2 What is the procedure for maintaining order?

The Act has a number of provisions which deal with the behaviour of councillors, including:

- requirements to adopt and comply with a Code of Conduct (s.440);
- provisions for a Meeting Code (s.360);
- obligations to disclose pecuniary interests and provisions to deal with breaches of pecuniary interest requirements (ss.441–459);
- regulation of the conduct of council meetings; and
- the ability to exclude a person, including a councillor, from a meeting for disorder (s.10).

The Act imposes a duty on councillors to act honestly and exercise a reasonable degree of care and diligence in carrying out their functions (s.439 of the Act). Councils may use other techniques such as training, counselling and mediation to address councillor behaviour. Any powers for dealing with disorder should not be used unfairly, for example, against councillors who may have a differing view.

Clause 257(1) of the Regulation authorises the chairperson to adjourn a meeting and leave the chair for up to 15 minutes if disorder occurs. This clause does not preclude council from subsequently adjourning for further 15 minute periods should the circumstances so require. A short suspension of business can be effective in dealing with disorder at meetings though this should not be over-used.

8.2.3 In what situations may a councillor be expelled for disorder?

Clause 256(1) of the Regulation defines acts of disorder at council and committee meetings. These include a councillor:

- contravening the Act or any Regulation in force under the Act, or
- moving or attempting to move a motion or amendment that has an unlawful purpose, or

- assaulting or threatening to assault another councillor or person present at the meeting, or
- insulting or making personal reflections on or imputing improper motives to any other councillor, or
- saying or doing anything that is inconsistent with maintaining order at the meeting or is likely to bring the council into contempt.

Clause 256(2) of the Regulation authorises the chairperson to require a councillor to take back comments or to apologise without reservation for an act of disorder (see also Clause 12.25 Model Code). If you do not act as requested by the chairperson, you may be expelled from the meeting. This can be done by the council, committee, chairperson (if authorised to do so by a resolution of the meeting), or by a person presiding at the meeting (if the council has authorised exercise of the powers of expulsion under section 10(2) of the Act).

Options available to council for breach of the Model Code or council's Code of Conduct are detailed in sections 440A–440Q of the Act and in Clauses 12.25 and 12.27 of the Model Code.

You may be expelled from a meeting for refusing to apologise for an act of disorder that occurred at that meeting, or at an earlier meeting. This has effect only for the meeting at which the expulsion occurs. You can be expelled from a later meeting only if you again refuse to apologise for your earlier (or new) act of disorder.

Section 10(2) of the Act states that a person is not entitled to be present at a council or committee meeting if expelled. If you refuse to leave a meeting immediately after being expelled, the chairperson may request a police officer or an authorised person to remove you from the meeting. The police officer or authorised person may use necessary force to remove you and prevent your re-entry (cl.258 of the Regulation).

Council has authorised the chairperson of a meeting under s10 (2) of the Act and cl 258 of the Regulation.

8.3 Sanctions

8.3.1 What sanctions are available for councillor misbehaviour in a meeting?

The Model Code provides information on sanctions available to council to address councillor breaches of the Model Code and council's Code of Conduct (Clauses 12.25 and 12.27 Model Code). These include censure, apology, counselling, making a public finding of inappropriate conduct, and prosecution for the breach of any law.

8.3.2 How can a council formally censure a councillor for misbehaviour?

Through a resolution at a meeting, council can formally censure a councillor for misbehaviour (s.440G of the Act). Consideration of all the issues and points of view should take place before a councillor is censured or sanction is sought for a significant breach of the Code of Conduct. External factors such as political or other affiliations are irrelevant and must not influence any decision. A decision to seek sanction against a councillor should reflect the concern of the overwhelming majority of councillors about the conduct of the councillor and its impact on council's operations.

Note that any censure imposed by a council must not interfere with the councillor's common law right to conduct his or her civic duties, including participating in meetings, but should send a clear message that the breach is unacceptable.

8.3.3 When may council request the Director General to suspend a councillor?

Under section 440H of the Act, council may request the Director General to suspend a councillor from civic office. Suspension would only be considered where the councillor's behaviour has been disruptive over a period of time (that is, more than one incident) and forms a pattern of misbehaviour serious enough to justify suspension or the councillor has been involved in one incident of misbehaviour that is sufficiently serious as to justify the councillor's suspension (s 440I and Clauses 12.27-12.31 Model Code).

The Local Government Pecuniary Interest and Disciplinary Tribunal also has power to conduct disciplinary proceedings for councillor misbehaviour in accordance with chapter 14, parts 1 and 3 of the Act.

PART 9 - COMMITTEES, THEIR MEMBERS AND FUNCTIONS

9.1 Forming committees

9.1.1 How are council committees formed and what are their functions?

As a body politic (s.220 of the Act), a council can form committees and determine their functions, powers, membership and voting rights. Membership of a council committee is not restricted to councillors.

Objectives, Responsibilities and Terms of Reference for any standing committees will be developed. Council has previously resolved, in addition to each committee's specified function, that if a committee is giving an approval for a function, process or application, any member of that committee can request that the matter be referred to full council for determination.

In regard to committees consisting entirely of councillors, a council can establish such a committee only by resolution (cl.260(1) of the Regulation). This has the effect of stopping a council from delegating the *function* of establishing such committees (s.377(1) of the Act).

A council committee could be advisory or it could have decision-making powers as delegated by the council. A committee may exercise a council function (s.355(b)) of the Act) and a council may delegate to the committee any of its functions other than those set out in section 377(1) of the Act, for example, the power to levy rates or borrow money. The council should set out the functions of each committee when the committee is established. The council can change those functions from time to time (cl.261 of the Regulation).

However a committee can exercise a council's regulatory functions under Chapter 7 of the Act only if all of its members are either councillors or council employees (s.379(1) of the Act). So a committee with members of the public on it cannot exercise a regulatory function under Chapter 7 of the Act.

Advisory committees or sub-committees are common and usually have the power to make recommendations but not to make decisions. Such committees often consist of experts, professional persons, government employees, community representatives, or council staff. The recommendations of advisory committees can assist a council in making informed decisions on complex matters. Alternatively, committees may be given power to spend council monies on certain matters, if a resolution to that effect has been previously passed by the council (s.377 and s.355 of the Act).

For information regarding the "committee of the whole" see paragraph 2.6 of this Meeting Code.

9.1.2 When are council committees elected or appointed?

There is nothing in the Act or the Regulation indicating when a council is to elect or appoint its committees. The council decides when this is done. It can also postpone election or appointment. This power is subject to any meetings timetable set by the council in its Meeting Code.

Council may appoint standing committees which are reviewed annually at the beginning of each council term (September council meeting).

At the review during the 2014 September meeting council resolved to not appoint any standing committees.

Additionally, council resolved to abolish the Land Development Sub-committee, Local Government Week Committee, Four Town Sewerage Committee and Quarry Review Committee which met as and when required.

The Australia Day Awards Committee will continue to meet as and when required.

The quorum for any standing committee meeting should be equal to a majority of committee members, i.e. half plus 1.

If a standing committee is given an approval for a function, process or application, any member of that committee can request that the matter be referred to full council for determination.

9.1.3 Does a councillor have to be present at the meeting to elect committee members in order to be nominated or elected for that committee?

There is nothing in the Act or the Regulation to require a councillor to be present at the council meeting at which he or she is nominated or elected as a member, deputy chairperson or chairperson of a council committee. Therefore a councillor could be nominated or elected in his or her absence. Council requires an absent councillor to have given their written consent to being nominated for a committee before that councillor is nominated at the meeting.

9.2 Status of committees with non-councillor members

9.2.1 Do references to 'committees of council' in the Act and Regulation refer to advisory committees that include members of the public?

In almost all cases, the answer is 'no'. Most references to council committees in the Act specifically state "...a committee of which all the members are councillors". These can be 'committees of the whole' (that is, all councillors, including the mayor, only) or a committee established under clause 260 of the Regulation (the mayor and some councillors only).

Sections 355(b) and 376(2) of the Act refer to committees whose members include people who are not councillors.

9.2.2 What is the status of a local traffic committee?

Section 355 of the Act enables the functions of a council to be exercised by the council, by a committee of the council, or partly or jointly by the council and another person or persons.

There is a difference between a committee of a council (of which all members are councillors) and other committees that have representatives from the council and/or other organisations. A local traffic committee falls into the latter category. The, then named, Roads and Traffic Authority of NSW established these committees as a condition of the council being given certain traffic regulation functions.

While a local traffic committee is not restricted in the same way that council committees are under the Act, such committees can adopt the meetings procedures and policies of other

council committees if they want to. For example, although a local traffic committee can close its meetings to the public, the committee may allow public access for reasons of openness and accountability. This is a matter for each local traffic committee to determine.

9.3 Meeting procedures

9.3.1 What procedure is followed during meetings of council committees?

If a council committee consists of councillors only, the relevant meeting provisions of the Act, the Regulation and council's Meeting Code govern its procedure. These include notifying councillors and making agendas and business papers available. The quorum for a committee made up entirely by councillors is to be a majority of the members of the committee, or such other number as the council decides (cl.260(3) of the Regulation).

If a committee includes people who are not councillors (that is, council staff and/or community representatives), the committee's meeting procedure (including any notifications and agendas) is determined by the council. It may, but does not have to, follow the procedure outlined in the Act and Regulation.

9.3.2 What is the position of the Mayor on council committees?

Clause 260(2) of the Regulation states that a committee comprising only of councillors is to consist of the mayor and such other councillors as elected or appointed by the council. While the mayor (however elected) is automatically a member of each council committee consisting of councillors only, the mayor has discretion as to whether he or she will attend the meetings of each committee (cl.268(1) of the Regulation).

The mayor is automatically the chairperson of each council committee consisting only of councillors unless he or she does not wish to be (cl.267(1) of the Regulation). In such a case, the council or committee will elect a chairperson. If the chairperson is unable or unwilling to chair a committee meeting, the deputy chairperson or acting chairperson is to run it (cl.267(4) of the Regulation).

9.3.3 What are the rights of councillors to attend committees?

Each councillor, whether a member of a committee or not, is entitled to attend and speak at a meeting of a council committee. However only councillors who are members of the committee are entitled to put business on the committee's agenda, move or second a motion at the committee meeting, or vote at the meeting (cl.263 of the Regulation). Voting at a committee meeting is to be by open means, such as by a show of hands (cl.265(3) of the Regulation).

9.3.4 What are the voting rights of committee members?

If a council committee is made up of councillors only, all the members have equal voting rights. The committee can decide that, when voting is equal, the chairperson has a casting vote as well as an original vote (cl.265 of the Regulation). Councillors who are not members of a particular committee are entitled to attend and speak at meetings of the committee, but cannot vote at those meetings (cl.263 of the Regulation).

If a committee includes people who are not councillors, it is up to the council to decide on the voting rights of committee members. Usually all committee members have equal voting rights (other than the chairperson, who may have a casting vote as well as an original vote). There could be special circumstances under which the members of a specific committee have different voting rights. These voting rights should be granted with regard to principles in the Model Code and Model Code Guidelines.

9.3.5 When and how can a committee chairperson exercise a casting vote?

Clause 265 of the Regulation allows a committee consisting of councillors only to decide that, whenever the voting on a motion is equal, the chairperson is to have the casting vote (as well as an original vote). Without such a decision of the committee, a casting vote cannot be exercised by the chairperson (or another committee member).

Council has determined that the Chairman of a committee be allowed a casting vote and, if the casting vote is used, it is to be recorded in the relevant minutes of the Committee meeting.

For clarification, should the Chairman fail to exercise their casting vote Clause 23 of the Meetings Regulation 1993 does not have the effect of making the failure of the Chairman to exercise a casting vote, a vote against the motion.

Once authorised, it is for the chairperson to decide as to how to exercise their casting vote, taking all relevant information into consideration.

In regard to a council committee including persons who are not councillors (for example, an advisory committee), the council can decide, when establishing the committee, whether the chairperson is to have a casting vote as well as an original vote.

9.3.6 Can committee members fill absences on their committee so as to achieve a quorum?

Clause 260 of the Regulation permits committee members to be chosen only by the council at a formal council meeting. A permanent vacancy on a council committee (caused by the resignation or death of a councillor) can be filled by the council electing or appointing a councillor to fill the vacancy.

For temporary absences, council's Meeting Code could provide for an alternate councillor to act in the office of a committee member absent through illness, etc. The Meeting Code would need to state that an alternate or acting member has the authority and role of the member. Alternate members would be elected or appointed under clause 260 of the Regulation from among the councillors. When acting as a committee member, an alternative member would form part of the committee's quorum.

A council has various options to make sure that its committees have quorums. These include: determining or altering the number of members on a committee to ensure that it is not too large; timetabling committee meetings to take account of the regular commitments of councillors; and reducing the quorum for a committee meeting, if necessary.

Council has opted to not nominate alternate councillors for temporary absences on council committee meetings.

9.3.7 Can a council remove a councillor from membership of a committee?

Clause 260 of the Regulation authorises a council to establish (by resolution) such committees as it considers necessary. A committee is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

Under its general powers as a body corporate (s.220 of the Act), a council may (by resolution) change the composition of its committees whenever it chooses. This can be done by removing a councillor from a committee and appointing another councillor as a member, or by changing the total number of councillors on the committee. Changes in committee composition can come directly from the council or be recommended by the committee to the council.

In *Yates v District Council of Penola* (1997) 68 SASR 64, the Court held that the power to remove a councillor from a committee must be exercised lawfully, rationally and fairly. It can't be used for an external or ulterior purpose, for example, if motivated by punishment (even if this was not the sole or main reason for the action taken).

9.3.8 Can a council consider and adopt the recommendations of a committee before the committee's minutes are confirmed?

There is nothing in the Regulation to stop a council from considering and adopting the recommendations of a committee before the committee's minutes are confirmed. An accurate record of the recommendations made at the committee meeting will ensure that the recommendations presented to the council for adoption will be the same as those later confirmed in the committee's minutes.

Council adopts the recommendations of the Closed committee of the Whole on resuming the Ordinary Meeting prior to the closed committee's minutes being confirmed.

9.3.9 How can a person find out information on council committees and/or complain about the operation of a committee?

Council minutes should reveal the membership, functions and powers of all council committees. A council may also have a written policy on the running of its committees. These documents should be available for inspection by the public in accordance with the GIPA Act. A person unhappy with the way a committee is run can approach the mayor or another councillor to have the matter dealt with at a council meeting.

Objectives, Responsibilities and Terms of Reference for each of the Standing Committees have been developed and are attached as an annexure to the September council meeting report at which time Committees are considered.

9.4 General Manager's role

9.4.1 Can the general manager be delegated the power to appoint non-councillor members to a council committee formed under s.355 of the Act?

Section 377 sets out the matters that a council cannot delegate to the general manager or another person or body. There appears to be nothing in section 377 to prevent a council delegating to the general manager the power to appoint new members to a committee (that is already established and given delegated functions by the council).

As a matter of good administrative practice, the council may require the general manager to report to the council whenever he or she has made an appointment. The delegation to the general manager may be with other conditions, such as requiring the general manager to report proposed appointments to the council, or to appoint new members only from certain groups.

9.4.2 If the general manager is on a council committee, what is the general manager's role?

If the general manager is a member of a council committee, he or she will not have a special function just because of their position. Like all committee members, the general manager must accept the majority decision of the committee. The council may, however, grant certain responsibilities to the general manager in relation to the committee.

PART 10 - AFTER THE MEETING

10.1 Acting on council decisions

10.1.1 Who makes and acts on council decisions?

The Act requires councillors as a group to direct and control the council's affairs; allocate council resources; determine council policies and objectives; and monitor the council's performance (s.223 and s.232 of the Act).

The general manager is responsible for the efficient and effective operation of council's organisation and for acting on council decisions. The general manager, not councillors, is responsible for the day-to-day management of the council and for the employment of council staff (s.335 of the Act).

10.1.2 When is a general manager required to act on council decisions?

Sections 335(1) of the Act states that the general manager is generally responsible for making sure council's decisions are acted on without unnecessary delay. Only a court can decide whether a specific delay was too long.

10.1.3 When is a general manager required to act on council decisions that are subject to a motion for rescission?

If notice of a rescission motion is given during the meeting at which the resolution is carried, the resolution cannot be put into effect until the rescission motion has been dealt with (s.372(2) of the Act). The general manager is to ensure that when a rescission motion is received after the meeting, but where action on a resolution is expected before that rescission motion can be decided on by the council, that the resolution is not acted on.

10.2 Public availability of decisions

10.2.1 How can the public find out about council decisions?

Councils usually make decisions at open council meetings following the issuing of agendas and business papers to councillors and members of the public. Usually each item of business to be dealt with at the meeting is on the agenda. However, in cases of great urgency, business can be dealt with at a meeting without it being recorded on the agenda.

The public has the opportunity to review all council decisions, even those made at closed meetings, through the inspection of council's meeting minutes. The right of the public to inspect council's meeting agendas, business papers, minutes of council and committee meetings, and the resolutions of any closed parts of those meetings, is expressly provided for under the GIPA Act.

PART 11 - MINUTES

Councils are encouraged to hold open council meetings as far as practical, and must almost always vote by open means (such as by show of hands). In this way members of the public can witness the conduct of a council meeting. They can also investigate the background to council decisions by inspecting the business papers of the meeting. Through a combination of minutes, public attendance and open meetings, accountability is achieved.

11.1 Contents of Minutes

11.1.1 Why and how should minutes be kept?

Section 375 of the Act requires a council to keep full and accurate minutes of a council meeting. A verified copy of the minutes should be kept for public inspection purposes (GIPA Act); for use in any court proceedings; and as a historical record. Councils will also need to follow requirements under the *State Records Act* 1998 in regard to the keeping of minutes.

Council's minutes and agenda are published on council's website.

11.1.2 What matters must be included in the minutes of council meetings?

The Regulation provides that the following matters must be included in the minutes of council meetings —

- Details of each motion moved at a council meeting and of any amendments (cl.254(a)).
- The names of the mover and seconder of each motion and amendment (cl.254(b)).
- Whether each motion and amendment is passed or lost (cl.254(c)).
- The circumstances and reasons relating to the absence of a quorum together with the names of the councillors present (cl.233(3)).
- The dissenting vote of a councillor, if requested (cl.251(2)).
- The names of the councillors who voted for a motion in a division and those who voted against it (cl.251(4)). Note that a division is always required when a motion for a planning decision is put at a meeting of the council (Section 375A of the Act).

In addition council records the names of the councillors requesting the division.

- A report of the proceedings of the committee of the whole, including any recommendations of the committee (cl.259(3)).
- The Act provides that the following matters must be included in the minutes of council meetings:
- The grounds for closing part of a meeting to the public (s.10D).
- The report of a council committee leading to a rescission or alteration motion (s.372(6)).
- The disclosure to a meeting by a councillor of a pecuniary interest (s.453).

11.1.3 What matters should be shown in the minutes of the closed part of a meeting?

Minutes must include the details of all motions and amendments; the names of their movers and seconders; and whether the motions and amendments are passed or lost (cl. 254 of the Regulation)

These details are required for both the open and closed parts of council meetings. Further information regarding the content of minutes of closed meetings and their publication are contained in paragraph 7.3.2 of this Meeting Code .

11.1.4 What matters must be included in the minutes of committee meetings made up of councillors only?

Clause 266 of the Regulation requires full and accurate minutes to be kept of committee meetings made up of councillors only. The minutes must include at least:

- Details of each motion moved at a committee meeting and of any amendments (cl.266(1)(a) of the Regulation)
- The names of the mover and seconder of each motion and amendment (cl.266(1)(b) of the Regulation)
- Whether each motion and amendment is passed or lost (cl.266(1)(c) of the Regulation)

- The names of the councillors who voted for a motion for a planning decision and those who voted against it. Such voting must be conducted by way of a division (Section 375A of the Act)
- The grounds for closing part of a meeting to the public (s.10D of the Act)
- The disclosure to a meeting by a councillor of a pecuniary interest (s.453 of the Act).

11.1.5 How much detail should be shown in minutes?

Section 375(1) of the Act requires a council to keep full and accurate minutes of council meeting proceedings. Subject to legislative provisions and any directions from the council, it is up to the general manager to decide how much detail is to be shown in the minutes.

Although the minutes should contain enough detail to make the council's decisions understood, they are not meant to be a detailed transcript of council proceedings nor a record of the behaviour of individual councillors. However, when a council makes a decision against the recommendations of their officers or council engaged experts, it is considered best practice to minute the reasons for this. Minuting the reasons for council's decisions is particularly important when determining development applications against the recommendation of council officers. This can reduce the cost to councils of Land and Environment Court litigation, as well as achieving transparency and accountability in decision-making.

11.1.6 In what format should motions and amendments be shown in the council minutes?

The Act and the Regulation allows each council to decide how to record matters in its minutes (so long as the minutes are a full and accurate record). Council uses a Format to record resolutions of council/committees of: MOTION (Mover/Seconder) or RECOMMENDATION (Mover/Seconder) for committees.

Each council can decide whether to show the names of councillors voting for or against a particular motion. Council only records a councillor's vote against a motion if requested to do so by the councillor(s).

However if a division on a motion occurs under clause 251(4) of the Regulation (that is, when a division on a motion is demanded and takes place), the general manager is required to record the names of those voting for or against the motion in the minutes.

11.1.7 How can a council increase the accuracy of its minutes?

Section 375 of the Act requires full and accurate minutes to be kept, but allows each council to decide how this is to be achieved. Requiring motions and amendments to be provided in writing to the chairperson and/or the minute taker before it is voted on can help make the recording of resolutions more accurate.

Councillors are required to provide a copy of proposed motions relating to Agenda items to the minute taker prior to the commencement of the meeting. This allows a copy to be made available for consideration by all councillors prior to discussion on the motion/amendment.

Whilst councils may type the minutes on a computer which could be displayed on a screen during the meeting for the information of the councillors and the public and/or taping the proceedings council has not chosen to display the minutes on a screen nor record the meetings.

11.2 Signing Council Minutes

11.2.1 Should all the pages of the minutes be signed or only the last page?

The minutes of council and committee meetings must be signed by the person chairing the meeting at which they are confirmed (s.375 of the Act and cl.266 of the Regulation). There is no requirement in the Act or the Regulation that each page should be signed.

An alternative to signing each page could be to have a long line at the top and bottom of the contents of each page (to prevent the addition of extra information), with each page having a number and identifying the meeting, for example, "Page 14 of Minutes of ... Council Meeting held on ... (date)". The final page would have a statement that the minutes, consisting of that page and the previous pages, were confirmed on a certain date. This would need to be signed by the chairperson. The electronic version of the minutes should be securely stored and could also be placed on council's website for public information.

Council utilises continuous numbering in its documents and provides a statement on the final page of the minutes stating which minutes were confirmed and on what date, which is signed by the mayor (as Chair of the meeting at which they are confirmed). An electronic version of the (unsigned) minutes is placed on council's website and an electronically signed version retained in the records system.

11.2.2 Are council minutes required to be signed by the general manager?

There is no requirement in the Act or the Regulation for the minutes of council or committee meetings to be signed by the general manager.

11.2.3 Can the Mayor use a stamp or electronic signature to sign the minutes?

A rubber stamp or electronic facsimile of a person's signature, which is put on the document by that person, may be legally acceptable on the minutes, provided that the following safeguards are met:

- The rubber stamp or electronic signature should be kept under proper security to prevent its unauthorised use
- The chairperson should verify the use of the rubber stamp or electronic signature. This could be done by the chairperson signing (by pen) a certificate at the end of the minutes of a meeting stating that, following the confirmation of the minutes, he or she had authorised the use of his or her rubber stamp or electronic signature to the previous (number of) pages.
- These and any other safeguards considered necessary by the council should be used to ensure that the minutes cannot be substituted or otherwise tampered with.

The mayor signs the final page of the council minutes each month. On the basis of that signature and electronic version of the minutes is created.

11.2.4 When should minutes be signed?

Once they have been confirmed at a subsequent meeting of the council, the minutes must be signed by the person chairing that later meeting (s.375(2) of the Act). It would be usual for the 'subsequent' or 'later' meeting to be the next ordinary meeting of the council or committee.

It is best to sign the minutes immediately after their confirmation or as soon as practical after that meeting (without delay). The mayor signs the minutes after the meeting at which they are confirmed.

PART 12 - CODE OF MEETING PRACTICE

12.1 Status of code

12.1.1 Can a council ignore its Meeting Code?

No. The Act and the Regulation set out the basic procedure that must be followed at council meetings. A council may choose to adopt a Meeting Code that covers the relevant provisions of the Act, the Regulation and additional provisions that are consistent with the Act or the Regulation (s.360(2) of the Act).

A council must publicly notify its draft Meeting Code and consider all submissions before adopting it (s.361 and s.362 of the Act). Once the Meeting Code is adopted, a council and a council committee consisting of councillors must run its meetings following the Meeting Code (s.360(3) of the Act).

Failure to run meetings in line with the Act and the Regulation is a breach of the Act (s.672 of the Act). Any person may bring proceedings in the Land and Environment Court to fix or stop a breach of the Act (s.674 of the Act).

Failure to follow the Meeting Code does not result in the proceedings of the council or committee meeting being invalid (s.374(e) of the Act). Although a breach, failure to follow the Act, the Regulation or the Meeting Code is not an offence under the Act and therefore no specific penalties apply.

12.2 Effect of Regulation change

12.2.1 Does a council have to change its Meeting Code each time the Regulation is changed?

Changes to the Act or Regulation will automatically impact council's Meeting Code. Each council should include any legislative changes in its Meeting Code and/or update the Code to ensure that its provisions are in line with those changes. If inconsistent, the provisions of the Meeting Code must be changed or removed to match the Act and the Regulation.

The Meeting Code is automatically amended as a result of changes to the Act or Regulation. These changes do not require public notification under sections 361 to 363 of the Act.

Any amendment to the additional provisions provided by the council in its Meeting Code will require public notification.

PART 13 - WORKSHOPS

13.1 Purpose

13.1.1 Can a council set up workshops? Are there any limitations on their use?

A council can hold a workshop (sometimes called a briefing session) under its general powers as a body corporate. Workshops are informal gatherings and can provide useful background information to councillors on issues. A workshop may involve councillors, council staff and invited participants.

Workshops should not be used for detailed or advanced discussions where agreement is reached and/or a (de-facto) decision is made. Any detailed discussion or exchange of views on an issue, and any policy decision from the options, should be left to the open forum of a formal council or committee meeting. Workshops are merely a means which enable councillors to bring an informed mind to the appropriate decision-making forum.

The OLG recognises the value of workshops or information sessions in developing councillor knowledge and expertise, and in assisting their role as public officials. However, where

briefing sessions are held in relation to development applications or business enterprises, council needs to remember its obligations and responsibilities under the Model Code, and community perceptions in terms of unfair advantage and transparency of process. Council may wish to introduce protocols for workshops or information sessions in its Meeting Code.

13.2 Attendance

13.2.1 Who can attend council workshops?

Attendance entitlements in the Act and the Regulation apply only to meetings of the council and its committees (made up of councillors only). As workshops are not meetings of the council or such committees the attendance entitlements of councillors and the public do not apply. Despite this every councillor should be invited to workshops (Clauses 10.2 – 10.4 of the Model Code of Conduct).

Clause 10.4 of the Model Code provides that members of staff who provide any information to a particular councillor in the performance of their civic duties must also make it available to any other councillor who requests it. Equity in access to information (in the form of workshops) is a matter for each council to decide in the context of its policies and resources. While it is usual for all councillors to be entitled to attend workshops, attendance is a decision for the council or, failing that, the workshop convenor.

There is no obligation on councillors to attend workshops.

13.3 Procedure

13.3.1 What are the meeting procedures for council workshops?

The meeting procedures in the Act and the Regulation apply only to meetings of the council and its committees made up of councillors only. As workshops are not meetings of the council or its committees, the meeting procedures in the Act and the Regulation do not apply. Meeting procedures for council workshops is a decision for the council or, failing that, the workshop convenor. Council may wish to introduce protocols for the conduct of workshops in its Meeting Code.

The non-disclosure provisions of sections 664(1) and 664(2) of the Act apply to workshops but, because they cannot be closed under section 10A of the Act, the confidentiality provisions of sections 664(1A) and 664(1B) do not apply.

13.3.2 Can the public inspect workshop documents?

Any document produced in relation to a workshop would be a document of the council. This means that these documents could be inspected and copied in accordance with the GIPA Act subject to any exemptions or copyright restrictions. A person refused access to a document under the *GIPA Act* can apply for a review of the determination as provided by the GIPA Act.

13.3.3 What about public perception?

When conducting workshops, a council needs to think about its obligations and responsibilities under the Model Code, and of community perceptions in terms of unfair advantage and transparency of process. There may be a belief that workshops are a means of transacting council business and coming to council decisions in secret.

Negative public views of workshops could be changed by community education on the purpose of workshops, and by ensuring that council decisions are not made at workshops. Establishing clear guidelines for workshops and information sessions in council's Meeting Code would assist this. Guidelines could include requirements that, for example, workshop briefing papers contain information but no recommendations; or directions that no recommendations are to be put to, and no agreement sought from, the councillors or other workshop participants in the course of the workshop.

13.3.4 Can a council hold community access sessions separate from its meetings?

Community access sessions are not discussed in the Act or the Regulation. A council can hold these sessions under conditions set by the council. Again, guidelines for running community access sessions could be included in council's Meeting Code.

PART 14 - REFERENDUMS

14.1 Constitutional referendums

14.1.1 Is a council resolution required to give effect to the voters' decision at a constitutional referendum?

Certain matters require a constitutional referendum — they cannot be decided by a council (s.16 of the Act).

Section 17(1) of the Act provides that a decision made at a constitutional referendum binds the council until it is changed by a later constitutional referendum. As the council is bound by the decision, there is no requirement for a resolution to be carried to give effect to the decision. Any change has already occurred by the operation of law. The council has no choice as to whether it will put in place the change or not — by resolving to conduct the referendum, the council agreed to be bound by the result.

However to acknowledge the importance of the decision, the council could include in its minutes a resolution confirming or acknowledging the outcome of the referendum process.

PART 15 - SEAL

15.1 Purpose

15.1.1 What is the purpose of a council seal?

A council seal is like the signature of the council. It approves the content of the document and shows what the council has done or agreed to do.

15.2 Procedure

15.2.1 Why is a council resolution required before the seal is used?

Clause 400(4) of the Regulation requires a council resolution before each use of the seal. The resolution must specifically refer to the document to be sealed. This procedure reflects the important legal status of the seal. Requiring a resolution before the seal is used brings the document to the attention of the councillors and makes sure that they are aware of which documents are being sealed.

15.2.2 How can a council avoid delay when it needs to use the seal?

Council can resolve to approve a specific activity that requires the use of the seal on several occasions. For example, a resolution that authorises the transfer of certain council land could also authorise the use of the seal for any contracts that are part of that transfer. As there are only a limited number of documents in a land transaction that need to be executed under seal, each one of these could be identified in the resolution authorising the purchase or sale of the land. Clause 400 of the Regulation does not require a separate resolution as each document is prepared.

Council should review the types of documents that are sealed to determine whether use of the seal is always necessary.

15.2.3 Which documents should or can be sealed?

In deciding whether the council seal should be used on a particular document, council needs to consider any legislative requirements. For example, the *Conveyancing Act 1919* (which

requires that the seal be placed on certain documents) and cl.400(4) of the Regulation (which prohibits the seal being placed on a document unless the document relates to council business). It is a matter for the council to decide which documents relate to the business of the council.

A document in the nature of a reference or certificate of service for a council employee does not relate to the business of the council for the purpose of fixing the seal (cl.400(5) of the Regulation).

Council seals should not be used for certificates and statements of merit, or letters of congratulations. Service to the community or council can be recognised by special text printed on council letterhead or by distinctive certificates specially designed for employee references, certificates of service, Australia Day honours and the like.

15.2.4 How is the seal kept and used?

Clause 400(2) of the Regulation details how the seal is to be kept and used.

The council seal shall be kept and safeguarded by the general manager.

Authority to Affix Council's Seal shall only be Pursuant to a resolution of Council the affixing of Council's seal shall be undertaken in the presence of:-

The mayor and general manager, or

One councillor (the deputy mayor in the first instance) and general manager should the mayor be unavailable.

15.2.5 Can the general manager delegate to the public officer the power to use the council seal?

Section 378(1) of the Act authorises a general manager to delegate any of his or her functions, other than the power of delegation. This section allows the general manager to delegate the function of fixing the council seal to documents. The general manager has not delegated this function to the public officer.

15.2.6 How can a government department ensure that a document is executed by the council itself and not delegated to the general manager?

A department could ensure that a document is made or approved by the council itself by requiring that the document be under seal, or by requesting evidence of the council resolution agreeing to make or accept the document.

PART 16 - SUSPENDED COUNCILLOR(S)

16.1 Circumstances

16.1.1 In what circumstances may a councillor be suspended?

Chapter 14 of the Act provides for the suspension of a councillor in any one of three circumstances:

- Section 440K authorises the Director General to suspend a councillor for up to 1 month for misbehaviour;
- Section 482A authorises, by way of alternative to section 440K, the Local Government Pecuniary Interest and Disciplinary Tribunal to suspend a councillor for up to 6 months for misbehaviour;

- Section 482 authorises the Local Government Pecuniary Interest and Disciplinary Tribunal to suspend a councillor for up to 6 months where it finds a complaint against that councillor proved.

16.2 Effect

16.2.1 What happens when a councillor is suspended from office?

While there is no definition of 'suspension' in the Act or the *Interpretation Act 1987*, the Macquarie Dictionary defines 'suspend' as "to debar, usually for a time, from the exercise of an office or function or the enjoyment of a privilege". 'Debar' is defined as "to bar out or exclude from a place or condition".

The suspension of a councillor results in that person being excluded from civic office during the period of suspension. It also means being excluded from the rights and privileges of that office during the period of suspension. If the councillor is also the mayor, that person is excluded from exercising the function, rights and privileges of both 'councillor' and 'mayor' during the period of suspension.

A suspended councillor/mayor has no greater access to council documents, council information or council facilities than any other resident or ratepayer. The suspended councillor/mayor can attend council meetings, but only as a member of the public. Therefore that person cannot take part in the election of the mayor or deputy mayor, either as a candidate or as a councillor, or vote on any matter before the council.

Annexure A - **Petition**

Date: _____

To the Mayor and councillors of Cabonne Council

SUBJECT OF PETITION:

ACTION REQUESTED: We, the undersigned, petition the Mayor and councillors of Cabonne Council to:

Name (please print)	Address (please print)	Signature

Add additional pages as necessary

Maximum of 12 signatures per page



Mobile Phones Policy

1 Document Information

Version Date (Draft or Council Meeting date)	18 April 2018
Author	Systems Administrator
Owner (Relevant director)	Director of Finance & Corporate Services
Status – Draft, Approved, Adopted by Council, Superseded or Withdrawn	Draft
Next Review Date	Within 12 months of Council being elected or as technology / change requires
Minute number (once adopted by Council)	

2 Summary

This policy covers all usage by Council employees and councillors of mobile phones (and Smartphones) supplied by Council to ensure correct approval processes are followed for the issue of mobile phones; and to standardise equipment and its usage across Council.

3 Approvals

Title	Date Approved	Signature
Director of Finance & Corporate Services		

4 History

Minute No.	Summary of Changes	New Version Date
3 October 2007	Amended for change to Next G network, and new use of Mobile Phone in Cars laws re Year 1 "P" plate drivers effective 1 July 2007.	3 October 2007
09/04/32	Amended to allow SMS usage and to authorise deduction of Users <u>total</u> phone account if no reply is received within 3 months of a request to identify personal/council related calls and SMS.	8 April 2009
10/02/17	Readopted by Council	15 February 2010
13/09/30	Readopted as per s165(4)	17 September 2013
15/04/15	Amended to include use of Smartphones; and change of names for RTA to RMS and for OH&S to WHS legislation. Links an email and internet user agreement with Smartphone usage.	28 April 2015
16/05/12	Reviewed and updated to reflect responsibility for phones being reassigned to the Systems Administrator. Added clarification that	24 May 2016

	negligence for damage as well as for loss may trigger compensation by user and updated methodology/limits for when personal usage will require reimbursement to the council.	
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5 Reason

Council recognises that some employees and councillors require a Council issued mobile phone or Smartphone to fulfil the requirements of their position. The Mayor is also entitled to the issue of a Council mobile phone. Some employees also have personal mobile phones which they may use to make business related calls.

There are State laws governing the use of mobile phones and there are obvious implications in the work place in their use. The circumstances for field staff and office staff may be different and supervisors, employees and councillors must make judgements on appropriate use. This policy seeks to provide direction and assistance in making those judgements.

While neither the WHS Act 2011 nor the WHS Regulation 2011 refers specifically to mobile telephones, Council considers they fall into the broad category of plant which is defined in s4 of the Act as “*machinery, equipment, appliance...*”. Council is of the view that a mobile telephone is an appliance and therefore under the legislation is required to ensure staff are instructed in its safe use.

6 Scope

The councillors’ and employees’ responsibilities relating to the allocation, care and use of mobile phones and Smartphones are included in the policy and agreed to by use of a Mobile Phone Agreement.

The types of phones to be acquired by Council are defined as well as limitations on the functions to be activated.

Safety guidelines and legalities relating to use in motor vehicles are included.

Due to limited coverage in parts of the Cabonne Local Government Area (LGA) the SMS facility has been left active on all phones: in case of an emergency - Telstra has advised that a SMS may work when no call can be made. This facility will either be approved for Council purposes use with private calls paid for by the user or will be treated as all private calls.

7 Associated Legislation

Roads and Maritime Services legislation relating to use of mobile phones.

Work Health and Safety Act (WHS Act) 2011 - s4

8 Definitions

IT – Information Technology

Mobile phone - a portable telephone device that does not require the use of landlines. Phones connect to a wireless communications network which utilise frequencies transmitted by towers. Within this policy the terms “mobile phone” or “phone” refer to either a mobile phone or Smart phone.

Smartphone - is a mobile phone that also performs many of the functions of a computer, typically having a touchscreen interface, Internet access, and an operating system capable of running downloaded applications.

9 Responsibilities

9.1 General Manager

All requests for new and replacement mobile phone or Smartphone service for staff reporting directly to the general manager must be approved by the general manager using the attached Request for Approval form.

The approval form should be completed by the mobile phone service user and approved in the first instance by the manager/director and finally by the general manager.

9.2 Directors and Managers

All requests for new and replacement mobile phone service must be approved by the manager and the director/general manager using the above Request for Approval form.

The approval form should be completed by the mobile phone service user and approved in the first instance by the manager and finally by the director/general manager.

9.3 Mayor

The Mayor is entitled to be provided with a mobile phone as per the Payment of Expenses for Mayor and Councillors Policy.

9.4 Employees / Councillors

When the request for a mobile phone or Smartphone service has been approved the form is to be forwarded to the IT section. The IT section will place all phone orders and distribute same to the respective user when goods are received.

Upon receipt of a mobile phone and / or Smartphones the IT section will record the phone & serial number on this form and on the Mobile Phone register before issuing the phone and the Mobile Phone Agreement Form to the approved user.

10 Related Documents

Document Name	Document Location
Cabonne Council's HACC Policies and Procedures Policy re Mobile Phones.	Policy Register
Payment of Expenses for Mayor and Councillors Policy	Policy Register

11 Policy Statement

Mobile Phone Use Agreement

- Mobile phones and Smartphones are issued to members of staff to assist them in the performance of their duties based on their job description. A mobile phone will be provided to allow contact between staff members or staff and customers and will only be issued if it is considered necessary to operate effectively in the position. For example, if the employee's duties require them to spend time away from their work location and/or that they be contactable outside normal hours of work.
- Directors shall decide on whether an employee should have access to a council provided mobile phone or Smartphone. Directors should also note that the expenditure for phones is to be met from their budget.
- If minimal usage is likely and the staff employee possesses their own mobile phone, the director may elect to ask if the employee wishes to use their personal phone for a period of time to gauge usage. Council will reimburse work related calls where the

calls are identified on the employee's phone bill. If the call usage grows in excess of \$10.00 per month, the director may consider provision of a council phone.

- Council will have a 'loan' phone available for employees to use in times when they may have council business that requires a mobile phone e.g. attendance at a conference. The 'loan' phone will be administered by the IT section and will be done so on a first in first served basis.
- Each employee and councillor issued with a mobile phone or Smartphone must enter into a Mobile Phone Agreement (See Appendix 1) with the council acknowledging they:
 - Have received and read the Mobile Phone policy
 - Have entered into an email and internet user agreement
 - They will comply with the requirements of this policy
 - Agree with the serial numbers of equipment issued to them
 - Accept responsibility for the equipment
 - Acknowledge the requirement to reimburse Council for personal calls as required by the Mobile Phone policy
 - Authorise Council to deduct the TOTAL mobile phone account for any account a copy of which has been provided for the purposes of determining reimbursement of personal calls for, consistent with the process agreed to with the consultative committee, which has not been returned within 3 months No adjustment will be allowed once deducted.
 - Acknowledge that the equipment remains at all times the property of the council and will be returned upon termination of employment or when requested by the general manager or director.
 - Will return the mobile phone or Smartphone to the IT section when requested during periods of extended absence such as Long Service Leave, Maternity, Paternity and period of Annual Leave greater than 10 days.
 - Will compensate the council for the value of costs for loss or damage to a phone or accessory where deemed to be due to negligence and authorise deduction from the user's pay or councillor's allowance.
- All eligible employees and councillors will be issued with a specifically selected mobile phone, advised as suitable for this area after consultation with the telecommunications supplier (Telstra) and best suited to the activities of staff. This will also allow maximum flexibility by users in vehicles with hands free kits and aids in purchasing. Exception to this may only occur with the approval of a director. Ideally the mobile phone fleet will be limited to one model of phone.
- Eligible staff will be issued with a Smartphone determined as most suitable by the IT section.
- The IT section will record all relevant details in a register prior to delivery to the user. This includes serial number, make and model number, ex and current user and division.
- Smartphones will be enrolled into a Mobile Device Management System (MDM) by the IT section. The MDM records all installed applications, storage space used, the location of the device (to be used exclusively when a device is reported lost or stolen, no history is kept); enforces security features, device settings (such as WiFi settings, locations settings etc.); remotely wipes or disables Smartphones (including all personal data) and filters internet usage.

Use of Mobile Phones

General

- Mobile phones are primarily an out of office communication tool. In circumstances where a fixed phone is available to make outgoing calls, then the fixed phone should be used in preference to the mobile phone.
- Upon being issued a mobile phone, the approved user shall set up their message bank with the following standard greeting:
“Hello, this is (your name), Council’s (your position). I cannot take your call at the moment, but please leave a message after the tone and I will get back to you as soon as possible. If your call is urgent, please call Council’s switchboard on 02 6392 3200”.
- Designated “on-call” staff issued with mobile phones must be contactable 24 hours a day 7 days a week. Other staff issued with mobile phones must be contactable during normal working hours and should leave their phones switched on wherever possible outside of normal working hours.
- It is common courtesy to switch mobile phones off before entering a meeting. The council understands that extenuating circumstances may exist that require you to leave your mobile phone switched on during meetings. If this is the case, please advise the convenor that your mobile phone will be switched on. Under no circumstances should a user allow a mobile phone to ring during a council or committee meeting.

Mobile phones are not to be used for:

- the delivery of offensive or objectionable communications;
- unlawful activities;
- commercial purposes not under the auspices of Council;
- personal financial gain;
- any other unauthorised use (e.g. activity which may be a breach of the Code of Conduct, etc.).

Offences of this nature will result in disciplinary action or possible summary dismissal.

- The mobile phone is the property and remains the property of Cabonne Council and must not be lent to any other council employee without the approval of their manager or to any person other than a council employee without the prior approval of a director.

Facilities Supported

The following functions are supported:

- STD and mobile calls
- Voice mail
- Emails for selected Users
- SMS
- mobile data internet access (Smartphones only)

The following functions will be blocked unless the director or general manager approves of usage:

- Premium SMS
- MMS
- Directory assistance calls

- International Calls
- Downloaded ring tones
- 1900, 1902, 0055 and other high cost calls
- Foxtel
- Any other subscription-based functions

The following facilities require suitable justification:

- Internet and email capability
- Connection to computers
- SMS for Council purposes use

Personal Use

- Mobile phones are provided for business use, however staff are able to make personal calls and send SMS messages on the proviso that the cost of such calls are reimbursed to the council, consistent with the process agreed to with the consultative committee.
- Where the monthly phone bill is less than or equal to \$20 no review of personal calls and texts will be undertaken. If the bill exceeds \$20 it will be forwarded to the user to identify personal usage. If personal calls and texts exceed \$20 the caller will be issued with an invoice requiring reimbursement to the council.
- The council reserves the right to recover costs associated with personal use.
- Where mobile data has been activated Council reserves the right to recover the costs for any excess data fees incurred as a result of personal usage.
- In instances when a copy of the user's mobile phone account has been provided during the initial 3 months and no reply has been received, the council will deduct the total cost of that month's account from the user's pay or councillor's allowance. No adjustment will be allowed once the deduction has been made.
- For the purpose of this policy, private calls /texts will include (but is not limited to) those that are not relevant to the approved user fulfilling their obligations to Council.

While Driving a Motor Vehicle/Operating Equipment

- While your vehicle is moving or stationary (but not parked), drivers may only use a mobile phone to make or receive a call or use the audio playing function if:
 - the mobile phone is secured in a fixed mounting; or
 - the mobile phone is connected to a vehicle by Bluetooth connection; or
 - the mobile phone does not require you to touch or manipulate the phone in any way.
- All other functions including texting, video messaging, online chatting, reading preview messages and emailing are prohibited.
- While your vehicle is moving or stationary (but not parked), drivers must not hold a mobile phone in their hands other than to pass the phone to a passenger
- ALL mobile phone use is banned for Learner, P1 drivers and provisional motorcycle riders – this applies to all use, **including** hands-free sets, phones set to speaker or loudspeaker, while driving or while your vehicle is stopped, but not parked.

- P2 drivers may use mobile phones for calls and audio only. The phone must be securely mounted, or you must use an automated audio device. Touching a phone (e.g. text or video functions) is against the law.
- All traffic infringements incurred by a member of staff while using a mobile phone are the responsibility of the mobile phone user and Council accepts no responsibility whatsoever.
- Wherever it is likely that a mobile phone will need to be used in a Council motor vehicle, the vehicle will be fitted with a hands-free mobile phone kit, when the vehicle does not have Bluetooth facilities.

Electro-Magnetic Radiation (EMR)

- While the potential hazard for EMR has been established with regard to the radio network frequencies used by mobile telephones and at the power used to transmit the signal, the research is unclear. Reference can be made to the Australian Standard AS/NZ2772(int.):1998: Radio Fields – Maximum Exposure Levels – 3kHz to 300GHz.
- In light of the uncertainty surrounding the safety of mobile telephones, the following procedures apply:

Minimise use

- keep calls as short as possible
- limit exposure to one side of the head by rotating use of device
- use hands-free device whenever possible
- monitor the use of devices

Monitoring of Use

- Council has the right to monitor and log any matter relating to the use of a mobile phone. Monitoring of the mobile phone accounts is undertaken on a monthly basis as a means of ensuring compliance with this policy and to identify any irregularities.
- Council's general manager may authorise an audit on individual mobile telephone accounts to ensure that this policy is being adhered to. Council reserves the right to recover any amounts due to the council through the approved user making incorrect assessments of private or personal mobile telephone accounts.

Care of Mobile Phone

- Mobile phones and accessories are to be maintained in reasonable condition. It is the responsibility of the approved user to ensure that the mobile phone and accessories are kept in good order.
- Mobile phones must be kept in a secure/safe location at all times and must never be left unattended – e.g. in a motor vehicle.

Purchase Procedures

- All requests for a new or replacement mobile phone must be on the Mobile Phone Request Form and approved by the manager and relevant director. (Appendix 2). The Mobile Phone Request Form can be obtained from the IT section or see infoXpert letters and templates / IT.
- In determining a mobile phone application, the manager should take into account the following:

- The need for the user to be contactable at all times including after hours and weekend contact
- A requirement for the user to be contactable or to contact suppliers, ratepayers, other staff etc. whilst in the field
- Work Health & Safety issues such as where a worker may regularly be working remotely or alone
- Other work needs that may warrant the issue of a mobile
- Once approval for purchase has been granted by the director the Form is to be forwarded to the IT section for processing.
- The standard of mobile telephone issued to an approved user will be consistent to Council's current mobile phone fleet.
- The standard of mobile phone issued is subject to the approval of the director.

Payment of Bills

- The payment of all associated costs of mobile phones (including the purchase, network access, and fees) is the responsibility of the council.
- Council will be responsible for the payment of costs associated with monthly access charges and business related usage.

Non Compliance of this Policy

- Should the approved user not comply with any clause of this policy or of the Mobile Phone Agreement or reasonable direction regarding its use, the council reserves the right to revoke the approved user's entitlement to a council mobile phone and associated accessories and/or take disciplinary action.

Lost/Stolen Mobile Phones and Smartphones

- If a mobile phone is lost or stolen outside business hours you must notify the Systems Administrator immediately. They will contact Telstra to bar outgoing calls until the phone is either found or replaced. Your supervisor must also be notified.
- If a Smartphone is lost or stolen the IT section should be notified immediately. There is capacity to locate the device and if necessary lock and/or delete all data.
- Depending on the circumstances in which the phone was lost, the IT section will arrange for replacement of the mobile phone unless carelessness or negligence on the part of the employee can be shown as the cause of the loss. In these cases, where proven, the employee or councillor may be required to contribute to the replacement cost of the mobile phone.
- If the phone is faulty or broken, you must notify the IT section as soon as possible so that repairs can be carried out or a replacement phone supplied.

Termination/Resignation of Agreed User

- On termination of employment, the employee or councillor must return the phone and accessories to the relevant manager who will in turn return it to the IT section. Any battery chargers or other phone accessories supplied by the council for use with the mobile phone must also be returned.
- If the phone is not returned after termination, the ex-employee or councillor will be charged for the value of the phone / accessories and an administration fee of \$120.00. The old number will be disconnected and removed from the fleet.
- If the staff employee is to be replaced, the manager may hold onto the phone and accessories until the replacement employee arrives *providing* they advise the IT

section of the situation and of the change in user details. **Note: A mobile phone Agreement must be signed by the replacement employee.**

Review

- This policy shall be reviewed on a once per term basis or earlier should an issue arise, to ensure that it meets the requirements of legislation and the needs of Council.
- The general manager reserves the right to vary this policy at 24 hours notice.

Guidelines on safe use of mobile phones

- There is concern in the community about claims of adverse health effects associated with mobile phone and mobile phone base stations. The issue of possible health risks has not been determined. There is no clear evidence in the existing scientific literature that the use of a mobile phone poses a long term public health hazard, although the possibility cannot be ruled out.
- In order to make safety your priority please remember the following:
- Do not use a hand held phone whilst operating a motor vehicle or machinery.
- Avoid phone conversations in your car unless necessary.
- Stop in a safe place if you need to make a call or retrieve a message.
- If you must use your mobile in your vehicle use hands free devices and avoid lengthy conversations.
- Dial the phone number when the car is *not in motion*.
- Never take notes whilst driving. Pull off the road or tell the person you will contact them at a later time.

A number of accidents have been caused while using fuel bowers at service stations or depots where mobile telephones allegedly became the source of ignition. Whilst ignition was not proven, staff should ensure safety by the following procedures which apply to all employees and councillors while at service stations, depots, petrol pumps or filling any container with a petroleum product:

- mobile phones are to be switched off and left in the vehicle.
- under no circumstances is a device to be switched on and used while the person is using a petrol bowser.
- if the device is inadvertently left on and rings it is to be **switched off immediately** without being answered.

Approval of Mobile Phone Service

All requests for new and replacement mobile phone service must be approved by the manager and the director/general manager using the Request for Approval form.

The approval form should be completed by the mobile phone service user and approved in the first instance by the manager and finally by the director/general manager.

When the request for a mobile phone service has been approved the form is to be forwarded to the IT section. The IT section will place all mobile phone and Smartphone orders and distribute to the respective user when goods are received.

(Appendix 1) - MOBILE PHONE / SMARTPHONE AGREEMENT

I, _____ (the approved user), acknowledge the following:

1. That I have been made aware of and read the Mobile Phone Policy.
2. That I have entered into an email and internet user agreement.
3. That I have been granted use of a Council mobile phone or Smartphone in accordance with Council's Mobile Phone Policy.
4. That I will comply with the requirements of the Mobile Phone Policy.
5. That I accept responsibility for the equipment granted to me.
6. That I will reimburse Council for any private and personal calls.
7. That I hereby authorise deduction from my pay / councillor's fees the TOTAL phone account on any account which I have been given a copy on which to indicate the personal calls/SMS I need to reimburse Council for, if I do not return the account within 3 months. I note that no adjustments will be allowed once deducted.
8. That I hereby authorise deduction from my pay / councillor's fees any costs deemed to be attributed to negligence resulting in avoidable loss or damage of a mobile phone or Smartphone.
9. That the mobile phone or Smartphone and associated equipment must be returned upon my termination from Council's employment, when on leave for a period longer than two weeks, or at the direction of the general manager.
10. That Smartphones* are a 'managed device'. They are enrolled in Council's Mobile Device Management (MDM) software and must stay enrolled. The MDM records all installed applications, storage space used, the location of the device (to be used exclusively when a device is reported lost or stolen: no history is kept), enforces security features, enforces device settings (such as WiFi settings, locations settings etc.), remotely wipes or disables smartphones (including all personal data) and filters internet usage.
11. That the device phone number and serial numbers of the equipment allocated to me are:

Mobile Phone Number: _____

Mobile Serial Number (HEX) / Or IMEI: _____

Employee (name & signature)

Date

Procedure:

- a. Upon receipt of a mobile phone the IT section will record the phone & serial number on this form and the Mobile Phone register before issuing the phone and having the approved user sign this form.
- b. The IT section will record the Smartphone & IMEI number on this form and the MDM before forwarding the phone and this form to the approved user.
- c. The approved user should check the serial numbers and sign the form where shown. The form is to be forwarded to Records staff for registering into the Records system.

*- a "smartphone" is a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, Internet access, and an operating system capable of running downloaded apps.

DOC ID: 748094

(Appendix 2) MOBILE PHONE or SMARTPHONE REQUEST FORM**NEW OR REPLACEMENT MOBILE PHONE or SMARTPHONE**

Person requesting service

Department

Job Number

Reason for new or

Replacement* mobile phone:

(*- If Replacement due to lost or stolen
provide circumstances of loss)

New or replacement phone?

(Provide mobile number if replacement)

<input type="checkbox"/>	New
<input type="checkbox"/>	Replacement*

Is a car-kit required?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	New	<input type="checkbox"/>	Replacement

New or Replacement?

Please list Accessories required:

Carry Pouch

☐

Hands free ear-piece

☐

High Gain External Aerial

☐

Patch lead

☐

Others (specify)

☐

Manager Approval: (Name, Signature & date)

If lost or damaged phone due to negligence:
is financial compensation by User required?☐

Yes

☐

No

*Refer Mobile Phone policy*Director/General Manager approval:
(Signature & date)

DOC ID: 748094



Event Management Policy

1 Document Information

Version Date (Draft or Council Meeting date)	[18 April 2018]
Author	Community Engagement & Development Manager
Owner (Relevant director)	General Manager
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Draft
Next Review Date	Within 12 months of Council being elected
Minute number (once adopted by Council)	

2 Summary

This policy is to assist community groups wanting to organise and hold a public event in the local government area of Cabonne.

3 Approvals

Title	Date Approved	Signature
General Manager		

4 History

Minute No.	Summary of Changes	New Date	Version
05/09/28		19 September 2005	
10/09/33	Updated and readopted by Council	20 September 2010	
13/09/30	Readopted as per s165(4)	17 September 2013	
15/08/16	Combined with Street Stall and Raffle Ticket policy including changes resolved by Council at 23 June 2015 meeting (15/06/31-4.). Eugowra venues added also.	25 August 2015	

Minute No.	Summary of Changes	New Date	Version
1.	<p>In Council minutes as the Street Stall and Raffle Ticket Policy – however noted that 23 June 2015 this was combined with current policy.</p> <p>5 amendments to policy:</p> <ul style="list-style-type: none"> a) to permit the free use of the Molong Street Stall site by the Molong Advancement Group on four separate occasions during 2017/2018 in exchange for their offer to tidy the appearance of the shelter. b) to reflect the correct location used in Canowindra. c) to reflect the correct day used in Canowindra. d) to discontinue the requirement that the use of the Molong Street Stall on Saturday mornings be for raffle ticket sales only. e) to permit more than one street stall per week in Molong. 	27 June 2017	

5 Reason

This policy will continue to assist the council to ensure public events being held in the local government area are conducted with best practice to ensure the safety of all. The safety and overall duty of care of these event participants are of high priority for the event organising committee and the council. Furthermore, a high level of effort and dedication is given when organising events, therefore it is important that the event is as successful as it can be.

It also provides standardised policy in relation to holding street stalls and raffle ticket selling for specific sites within the Cabonne Local Government Area with bookings being co-ordinated via one point of contact with the council.

6 Scope

Cabonne LGA is 6017 square kilometres and encompasses 11 rural communities. All of these communities host annual and one off events that attract various participation levels. This policy includes events of all types including the holding of street stalls and raffle ticket selling at approved sites.

7 Associated Legislation

Council's legislative requirements include, but are not limited to the following instruments of legislation:

- a) Civil Liability Act 2002
- b) Work Health and Safety Act 2011
- c) Protection of the Environment Operations Act 1997 (as amended)
- d) Local Government Act 1993
- e) Environmental Planning and Assessment Act 1979
- f) Companion Animals Act 1998
- g) Summary Offences Act 1988

8 Definitions

Street Stall - a Street Stall is defined as temporary placement of furniture such as a table and chair set up outside in a designated area (usually in front of a shop on a Council owned footpath – see preferred sites below) by local community and charitable groups to raise funds by selling of products or raffle tickets without compromising the economic viability of local traders.

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility. The Director of Finance & Corporate Services is delegated with authority to approve the holding of street stalls and selling of raffle tickets (Delegation CS1).

9.3 Customer Service Officer

The Customer Service Officer is responsible for taking all bookings for street stalls and raffle ticket selling at approved sites. Booking information will include date and time of operation, venue, activity (raffle ticket selling or street stall), and ensure a Certificate of Currency noting Cabonne Council's interest is provided and registered into the council's records system.

Any request for a site other than those listed is to be referred to the Risk Management Officer.

9.4 Risk Management Officer

The Risk Management Officer is responsible for assessing the suitability of any requested site other than those listed in this policy.

Related Documents

Document Name	Document Location
Procedure Manual for Planning a Public Event in Cabonne Country	Infoxpert/officialrecordslibrary/economicdevelopment/eventmanagement
Council's Fees and Charges	

10 Policy Statement

The primary focus of this policy is on events organised on or in all areas under Council's ownership or control.

The focus of this policy is said to be:

"Any organised gathering in a public place either within the Cabonne Local Government Area (LGA), or directly affecting the Cabonne LGA".

The nature of the organiser or the purpose of the event has little bearing on the nature or cost of the management input required to ensure a satisfactory outcome. As a consequence this policy encompasses events organised by Council, by other government agencies, by businesses, schools and special interest groups or community groups.

The potential scope for the Event Management Policy is extremely broad given the diversity of the events and the range of the issues raised. For this reason limits have been set to ensure the Policy remains manageable. Matters falling outside these parameters are generally either addressed through other existing Council policy, or are not seen to require Council intervention.

The policy does not encompass:

- events occurring on private property, or leased premises on public land.
- events for which there is no organising body e.g. Halloween
- Civic events or ceremonies organised by Cabonne Council
- Detailed aspects on traffic management

The objectives of this policy are to:

- manage public events in a safe, effective, efficient and equitable manner, and
- manage public events in a way in which the benefits to the local community are maximised

Key Considerations

Those factors which are considered when deciding the merit of, and management response to, events are listed below. Such factors need to be addressed by those making application to hold an event.

- Date of event and proposed location

- Availability of contact telephone numbers for event organisers and support staff for use on the day of the event
- Duration of the event including set-up and pull-down times
- Whether filming is to take place
- Vehicle access to reserves and parking on reserves
- Wet weather options
- Details of proposed measures to reduce traffic /parking impacts
- Requirements for reserved roadside parking for organisers, stall holders, etc
- Provision of shuttle bus services
- Nature and extent of pre-event publicity
- Identity and commercial status of the event organiser, including business or personal referees, and details of any sponsors
- Contact details for relevant staff at other Councils in whose areas the organiser has previously held an event
- Nature and extent of involvement by local/ community groups, and local businesses
- Expected number of participants and spectators
- Details of charges to event participants and /or spectators
- Nature and extent of food and beverage sales (or give-aways), and provision of hot water facilities to food and beverage stalls
- Provision if adequate waste and recycling facilities
- Availability of alcohol and details of liquor license held
- Equipment and personnel to be on site to guarantee orderly conduct and the safety of participants, e.g. possible attendance by St John Ambulance, first aid kit and trained staff provided by organiser, security personnel (preferably identified as event staff)
- Exact details concerning the installation of banners and other temporary signage, including location (e.g. within reserve, surrounding streets) and size
- Temporary toilet provision required or proposed
- Litter collection on the site and in surrounding streets
- Provision of electricity, including possible use of generators
- Applicable security/ damage bonds
- Proposed use of fireworks
- Measures taken to advise local residents, for e.g. letterbox drops
- Likely noise levels, e.g. public address systems or bands
- Details and locations of all structures to be erected (plan to be provided)
Proposals for scaffolding and grandstands, camera towers etc, must be accompanied by a structural engineer's certificate obtained at the organisers expense.

- Completion of a business plan to be completed and delivered to Council no later than three months after the event (where applicable)

Conditions to apply for all events (except street stall and raffle ticket selling)

1. All applications for events will only be considered if submitted on the appropriate Council form.
2. Applications for events are to be made not less than 3 months prior to the proposed date of the event. If road closures are required, the timeframe for notification is 6 months.
3. Approval for events are only to be granted on a year-by- year basis
4. Reservation of areas for an event on a particular date cannot be confirmed until such time as an application has been approved.
5. Where two or more applicants request the same date and venue then preference will be given to the applicant who lodges their application first.
6. Event organisers are required to obey the directions of Council Officers during the course of conducting the event.
7. Applications for events which require exclusive use of Council Facilities and which are not open to the public e.g. private corporate events, will be considered by Council on a casual use basis.
8. Event organisers are responsible for removal of all rubbish from the venue site and on adjacent carriageways. This includes the removal of all banners and signs at the venue and elsewhere in the Council area. If this does not occur then remedial action will be taken by the Council at the cost to the event organiser.
9. Organisers of events on Council-controlled lands will be billed for the provision and collection of additional rubbish and recycling receptacles and for the provision of electricity. The cost of these items will be deducted from any security/damage deposit held by Council.
10. Organisers of the events will be responsible for the provision of any temporary toilet facilities in quantities and locations as directed by the Council, and at the expense of the event organiser.
11. Event organisers are responsible for damage to Council facilities or infrastructure which occurs during the course of the event, e.g. damage to Council's irrigation system due to spikes being driven into the ground.
12. In the event that an application to hold an event is submitted by a person or group who has previously failed to abide by the conditions of the consent granted by Council, then such application will be rejected unless adequate cause can be shown as to why this should be varied.

13. The holding of a public liability insurance policy which notes the event and Council's interest as a named insurer is a required condition of consent. In the case of events the minimum level of cover is twenty million dollars (\$20M). The original policy statement issued by the insurer, or a certificate of currency, or certified copy, must be provided to the Council not less than one month prior to the event taking place. Organisers will also be required to furnish an indemnity form.
14. Prior to, or during the course of the event no signs or other objects are to be attached to trees, street furniture or public utilities, without the written approval of Council.
15. No event shall commence prior to 8:00am or continue after 11:00pm without prior approval of Council.
16. Food or beverages are not to be sold in polystyrene containers.
17. Where the event will involve the participation of temporary food stalls then they shall comply with the provisions of the relevant Food Acts of NSW and with Council's requirements for temporary food stalls, and may be subject to inspection during the course of the event.
18. The organisers of all events are to comply with all environmental protection legislation at all times.
19. Amusement rides are not permitted without the express permission of Council.
20. No sound amplification equipment is to be used at any event without Council's approval, with the exception of a public address system to make important announcements, e.g. prize winners.
21. In considering approval of events, the provision of appropriately trained and licensed security staff to assist in the orderly conduct of events is seen as desirable, and may be a requirement of approval at the discretion of Council.
22. Event Organisers planning events on Council-owned or public land must undertake a crowded places vulnerability assessment and security audit.
23. Event Organisers planning events on Council-owned or public land must comply with all conditions outlined in Cabonne Council's procedure manual for planning a public event.

Conditions to apply for street stall and raffle ticket selling events

The prior approval of the council must be obtained for all street stalls held in Canowindra, Cargo, Cumnock, Eugowra and Molong in accordance with the following procedures:

For all sites

- Organisations with a Street Stall allocation to be entitled to **one** Street Stall per annum.
- Where an additional street stall is allocated to any organisation, it is for that year only.

- Only one street stall is to be held per week, with the exception of Molong, unless prior approval is granted under delegated authority by the General Manager for a second stall on a "one-off" basis, provided agreement is reached with the organisation holding existing approval for a street stall during that week.
- The organisation or club must display a sign at the Street Stall clearly identifying who they are.
- A maximum of two raffles per year for organisations with a street stall or four raffles per year for those organisations without a street stall.
- Only one organisation on any one day in the town or village.
- Proof of current Public Liability Insurance noting Council's interest is required for street stall holders with the exception of those utilising the Molong Street Stall Shelter.
- Bookings for street stalls are administered by the Customer Service Officer.
- Council's preferred sites for the holding of Fund Raising Street stalls are:
 - Canowindra – 2 sites - front of HACC and outside 41 - 43 Gaskill Street, Canowindra;
 - Cargo – front of local hall;
 - Cumnock – front of general store;
 - Eugowra – 2 sites – CWA & Hospital Auxiliary at Broad St and the Post Office at Nanima St;
 - Molong – Bank Street (Street Stall Shelter at Lot 201 DP1044929).
- Requests to utilise any other non-nominated non-assessed location requires a written request and assessment by Council's Risk Management Officer.

Molong Only

- Raffle ticket sellers be asked to utilise the Street Stall shelter for ticket selling and to contribute the amount listed in Council's Fees & Charges for the use of the shelter.
- Street stall holders be asked to contribute the amount listed in Council's Fees & Charges for the use of the shelter with the exception of the Molong Advancement Group (2017/2018 period).
- Permission for the free use of the street stall by the Molong Advancement Group on four separate occasions during 2017/2018 in exchange for their offer to tidy the appearance of the shelter.
- All users of the Molong Street Stall be advised of Council's requirement for ticket selling to be done in or adjacent to the Street Stall shelter in order to ensure that footpaths and shop entrances are not obstructed.
- Council accepts the Molong street stall shelter under Council's Public Liability insurance cover.
- Council accepts responsibility for property insurance for the Molong Street Stall and any excess for a claim be covered from the Street Stall Usage charge Income Account.

Canowindra only

- Street stall operations in Canowindra are allowed on any day by appointment with Council. Bookings for these locations are to be made by telephone with the Cabonne Council (Molong Office).
- The only approved locations for street stalls to operate are the following locations,
 - outside Council HACC/Library building - 70 Gaskill Street, Canowindra
 - outside 41 - 43 Gaskill Street, Canowindra (t/a Lawrence's IGA Supermarket)
- Any booking with the council for the location outside 41 - 43 Gaskill Street, Canowindra must in addition also be recorded (the name of the group) on the local store booking sheet as per current protocol.
- The Cabonne Council, through delegation to the General Manager reserves the right and power to vary this arrangement at any time, according to circumstance.



Western Region Academy of Sport
Charles Sturt University
Panorama Ave Bathurst 2795
Telephone (02) 6338 4821
www.wras.org.au
ABN 71 734 318 096

Mr Stephen Harding
General Manager
Cabonne Shire Council
PO Box 17
MOLONG NSW 2866

Dear Mr Harding

I am writing to you regarding Council's 2018/19 possible contribution to the Western Region Academy of Sport's (WRAS) operations. Councils are requested to contribute 5.536 cents per capital to WRAS this year, which represents an increase from 2017/18 of 2.3% in line with the local government rate peg for 2018/19.

We are very appreciative of this contribution as it allows us to ensure quality sports development for the region's many talented athletes and coaches. I have taken the liberty of enclosing a tax invoice for the amount of \$754.00.

A copy of our '2017 Year Book' highlighting the achievements of WRAS was emailed to Council separately. The 2017 highlights for your local government area will be sent to all Cabonne Shire Councillors and a copy of this is included for your information.

Scott Ferguson, Mayor of Blayney, is the local government representative on our Board and is available to answer any questions you may have about WRAS.

In November 2017 Matthew Irvine (WRAS Chair), Mick Bell (WRAS Deputy Chair) and I attended a CENTROC Board meeting and provided an overview of the Academy. We offered to meet with Councillors if they were interested in learning more about WRAS and the opportunities available to your local athletes. Please contact me (6338 4821 or cboggs@csu.edu.au) if you would like to arrange a meeting.

On behalf of the Board and athletes of WRAS, I thank you for your past contributions and look forward to your ongoing support.

Yours sincerely

Candice Boggs
Executive Officer

10 April 2018

LOCAL GOVERNMENT SUPPORTERS

•Bathurst Regional Council •Bland Shire Council •Blayney Shire Council •Cabonne Shire Council •Cowra Shire Council •Dubbo Regional Council
•Forbes Shire Council •Gulgandra Shire Council •Hilltops Council •Lachlan Shire Council •Lithgow City Council •Mid-Western Regional Council
•Narromine Shire Council •Oberon Council •Orange City Council •Parkes Shire Council •Weddin Shire Council

Supported by the



Where Regional Athletes Succeed





WRAS athletes in the Cabonne Council area

*The Western Region Academy of Sport
appreciates the ongoing support of Cabonne Council.*



Millah Allcorn
Hockey (2nd year)
2017 Hockey Coach's Award



Harrison Bryant
Cycling



Sophie Brisbane
Netball (3rd year)
2017 Netball Athlete of the Year



Rhiannon Dennis
Netball



Alexandria Emerson
Netball (3rd year)

Opportunities provided to athletes in WRAS

WRAS athletes receive intensive training from highly qualified coaching staff, functional movement screenings, personalised strength and conditioning programs supported by CSU sport science university students, education workshops and the opportunity to compete at inter-academy events.

WRAS works with the State Sporting Organisations to provide the athletes with a pathway to progress to higher levels of representation in their chosen sport.

The WRAS programs aim to develop athletes with improved skills and sports related knowledge. Graduating athletes are excellent role models with greater self-esteem and motivation. These athletes mature into better students and community members.

WRAS attempts to eliminate the disadvantages country and regional athletes face in comparison to their city counterparts. WRAS provides travel subsidies to assist athletes attending camps and inter-academy events to reduce the financial burden placed on their families.

Where Regional Athletes Succeed

Supported by the



Western Region Academy of Sport
C/- Charles Sturt University
Panorama Ave, Bathurst NSW 2795
Ph 6338 4821 - wras.org.au - info@wras.org.au






WRAS
C/- CSU
Panorama Ave
BATHURST NSW 2795
Ph:02 6338 4821
www.wras.org.au

06 April 2018

The General Manager
Cabonne Shire Council
PO Box 17
MOLONG NSW 2866

TAX INVOICE

DESCRIPTION	AMOUNT
2018/19 contribution to the Western Region Academy of Sport	\$754.00
	
* No GST – unconditional donation	
TOTAL	\$754.00

Payment direct to the WRAS credit union account is the preferred method of payment

For payment by EFT - Reliance Bank - BSB 882 000 - Account 300015812

Please include your Council's name in the description

If paying by cheque please make your cheque payable to WRAS and forward to the above address



WESTERN REGION ACADEMY OF SPORT
'Where Regional Athletes Succeed'

ABN 71 734 318 096

MOLONG SHOW SOCIETY INC.

ABN: 11 855 677 314

President: Mr. Colin Woodhouse
Ph: (02) 6366 8218 / 04297 22380
Secretary: Miss Lisa Garlick
Ph: 04386 47741
E: molong.show@gmail.com

PO Box 98
Molong NSW 2866

Cabonne Council
RECEIVED
27 APR 2018

Referred to

26/04/2018

Dear Sir/Madam

Preparations are well underway for the 2018 Molong Show, now in its 154th year. I am writing to you on behalf of the Molong Show Society seeking sponsorship for our Show, if you want to sponsor a specific section, please feel free to specify which section you want your sponsorship to be allocated to.

I believe that to keep the small country town shows going it is vital that we have the support of our sponsors. I am writing to you in hope that you would consider donating, no matter how small, to improve the prizes and encourage new entrants in this year's and future shows to come. Plus, it's a great way to get you or your business' name in the Schedule.

The 2018 Show will be held on Sunday 16 September, the final draft for the programme is closing May 30th 2018 and I would like to finalise the sponsors and prizes as soon as possible so that acknowledgement of your donation and/or prize can be noted in our Schedule. I would be more than happy to forward a copy of the final programme to you so that you can see your support in print.

I thank you for the consideration of our request on behalf of the Show Committee as we would not have a show without our sponsors' generosity and support.

Kind regards and thanks

Lisa Garlick

www.molongshow.com

See You At The Show!

Sunday 16th September 2018

Molong Show- Photography

v OPEN CLASSES

v Colour or Monochrome

1. SPECIAL: Life on the Farm

v Colour

2. People
3. Action Scene
4. Landscape / Waterscape
5. Clouds / Sunrise / Sunset
6. Celebration
7. Animal - Land or Sea
8. Bird or Insect
9. Plant Life
10. Event in Molong
11. Miscellaneous

v Monochrome

12. Baby / Child - 1 or more
13. Animal, Bird or Insect
14. Wedding
15. Object or Building in Molong
16. Miscellaneous

v JUNIOR CLASSES

Primary School Age

17. People
18. Animal, Bird or Insect
19. Landscape / Waterscape
20. Miscellaneous

Secondary School Age

21. People
22. Animal, Bird or Insect
23. Landscape / Waterscape
24. Miscellaneous

PRIZES WILL BE AWARDED AS BELOW

- Champion Colour Photograph
- Reserve Champion Colour Photograph
- Champion Monochrome Photograph
- Reserve Champion Monochrome Photograph
- Champion Primary Student Photograph
- Reserve Champion Primary Student Photograph
- Champion Secondary Student Photograph
- Reserve Champion Secondary Student Photograph

Last year you were so generous as to donate \$100 to Photography.

Eugowra's Most Wanted Mural Meet 2018

Tim Cheney, Most Wanted Mural Committee Member

32 Pye St ,EUGOWRA N.S.W. 2806

timothycheney@bigpond.com.au

Ph:0409 107816

19th April 2018

Stephen Harding, The General Manager,
Cabonne Council,
P.O. Box 17
MOLONG N.S.W. 2866

Cabonne Council
RECEIVED
23 APR 2018
Referred to

Re:Eugowra Mural Meet.

Dear Stephen,

I am writing to you regarding the annual Mural Meet to be held this year on the 18th, 19th and 20th of May in Eugowra.

Since the inaugural meet in 2012 our annual Mural Meet has proved to be an outstanding community event. Numerous artists and sign writers have created so many impressive murals that have both brightened up and attracted visitors to Eugowra. The Murals are a fantastic accomplishment which have really helped to put our town on the map. The Murals give sightseers a reason to stop and enjoy Eugowra and each Mural provides a great insight into the history of our area.

To ensure the ongoing success of our annual Mural Meet the committee requires sponsorship and donations. We hope that we can count on Cabonne Council to help. Your support will not only ensure the creation of more exciting and historical murals but also the ongoing maintenance of our existing projects.

The Committee would like to formally request Cabonne Council be one of the event's sponsors. Cabonne Council will receive recognition as a supporter of our Mural Meet. We will include the Cabonne Council name and logo on the artists' shirts and will mention your support on our social media outlets. Your logo will appear all of our advertising material including our Mural Map which we plan to make 2000 copies of. The minimum sponsorship amount is \$250 to cover our costs.

I sincerely hope you will agree to sponsor this event, however if you are not in a position to become a major sponsor any donation would be greatly appreciated.

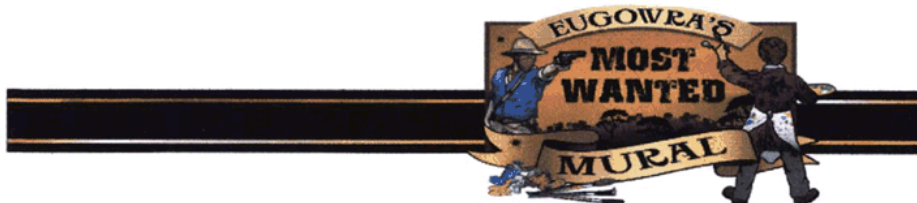
Donations are being accepted by cheques payable to EPPA and posted to Ray Agustin PO Box 23 Eugowra 2806 or by direct deposit to Reliance Bank BSB 882000 A/C No 53832 using the description 'Murals'.

Thank you for your kind attention to my request. I look forward to hearing from you soon.

Regards,


Tim Cheney.

Signed for and on behalf of the Eugowra Mural Committee.





DONATION APPLICATION FORM

Type Of Donation Requested:

<input checked="" type="checkbox"/> Individual or Group event or activity of benefit	<input type="checkbox"/> DA fees	<input type="checkbox"/> Men's Shed
--	----------------------------------	-------------------------------------

NB: If applying for a refund of DA Fees, please provide DA number _____

This application form should be completed after having read the Donations Policy and any guidelines.

Completed application forms should be returned to:

The General Manager, Cabonne Council PO Box 17 MOLONG NSW 2866

Or council@cabonne.nsw.gov.au

Name of Organisation or Individual Molong District Soccer Club

Name of Contact Person (for mail) Paul Evans

Position in Organisation President

Postal Address 'Avalon Park' 445 The Gap Rd, Larras Lee NSW 2866

Phone _____ Mobile 0429 722455

Email molongsoccerclub@gmail.com

ABN Number _____ Are you registered for GST? N

CERTIFICATION

Privacy Statement – Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the function and activities of the Council. You should be aware that any personal information supplied will be disclosed by way of inclusion in Council's business papers which are publicly accessible documents.

I certify that the information provided in this application is correct to the best of my knowledge. I acknowledge that Cabonne Council cannot guarantee funding for any application, and cannot guarantee funding to the amount requested. I undertake to use any donation received from Council only for the purposes requested. If unable to use the funds for the purposes requested I will return the funds (or any unspent part thereof) to Council.

Paul Evans

Name of Authorised Officer / Individual

Signature of Authorised Officer / Individual

President

Position Held

10/5/18

Date

ABOUT YOU/YOUR ORGANISATION

Council would like to know about you/your organisation, its objectives and what type of services/support it provides to the Cabonne Community.

Molong District Soccer Club is a long standing, established sporting club, based in Molong, providing soccer coaching and competition for children, through to adults at times, with age ranges in 2018 from U6 to U12. Whilst training is held in Molong every Friday, teams compete in the Orange and District Football Association Winter competition, with games held every Saturday outside school holidays from May through to September.

Molong soccer also runs some children soccer skills clinics in school holidays for school children.

Our aim is to provide willing children the opportunity to learn and improve skills whilst also being part of a healthy competitive environment whilst representing the town of Molong. We aim to foster a cohesive club atmosphere where all participants feel a sense of belonging whilst promoting the principles of good sportsmanship and fair play

Is your organisation an incorporated body?

☒ Yes ☐ No ☐ N/A (individual)

Is your organisation not-for-profit?

☐ Yes ☒ No ☐ N/A (individual)

ABOUT YOUR REQUEST FOR A DONATION

Please describe how the requested donation will be used and how it will benefit you/your organisation and/or the wider community.

We request a donation to assist in the purchase of a set of portable soccer goals to enable Molong District Soccer Club to create a further field on Hunter Caldwell Oval. The current space allows for 3 small fields (U6 & 7), a medium field (U8&9) and a larger field (U12 and beyond). Our U10 & 11 team rules state that they need to play on a field larger than the medium field, however they do currently play on the full size field. The size of the goals on here also are larger than the rules state.

We are looking at purchasing a set of goals that can be carried by 2 people, that are the correct size for these age groups and will allow us to modify the field size for these age groups without interrupting other age groups.

*Total cost of goals is \$700,
Club is providing the remainder of funds*

How much is the donation you are requesting? \$300

Are you seeking other support? If so where from? No

What funds have been raised to date? Nil

How do you propose to acknowledge any contribution from Council?

Cabonne Council would be acknowledged in Club communications to parents/players, recognised in Molong Soccer Club meetings, and we would ask Molong Express to photograph the new goals and some of the kids for the weekly newspaper.

Factors which may effect the success of this application include the amount of funds available in Council's Budget for donations/sponsorship and the perceived benefits.



Cabonne Council

Brand Recognition Report – April 2018



- + Strategic Planning
- + Websites
- + Social Media
- + Event Planning
- + Marketing
- + Brand Development
- + Graphic Design
- + Public Relations

www.adloyalty.com.au

*This document and its attachments may contain legally privileged and confidential information.
It is intended solely for the named addressee and is provided Commercial in Confidence.*



Project Scope

Cabonne Council employed Adloyalty to evaluate what the current level of brand recognition there is amongst Cabonne and surrounding LGA residents.

The primary audience for the project was Cabonne residents and business owners.

Key objectives of the work included:

1. Measure the current level of Cabonne Council brand recognition.
2. Evaluate the emotional connection to the Cabonne branding.
3. Gain insight as to what the shared Cabonne brand values and elements are.

List of Services Delivered:

1. Online Survey Development
2. Participant Database Development and Survey Distribution
3. Brand Recognition Report

Online Survey Development

The key to understanding and measuring the sentiment of the Cabonne Council brand was to understand what the brand means to its stakeholders – what value they place on it and what it represents to them.

Adloyalty utilized an online research tool (Survey Monkey) to probe and quantify against:

- Brand recognition.
- Brand imagery and what it represents.
- Brand likes and dislikes.
- Brand values.
- Evaluate and manage demographic quotas.

Raw data is [linked here](#).



Participant Database Development and Survey Distribution

An important element in this project was to ensure the survey sample was representative of the target audience.

This work included:

- Establishing and seeking agreement on demographic quotas.
- Identifying large pool of potential respondents to achieve 500 survey participants (we achieved 1,320 by utilizing the Daroo Business Awards database).
- Distribution of Survey via Mailchimp.

Brand Recognition Report

Adloyalty has prepared this report with recommendations based on the research findings.

- Measurement of current levels of brand awareness and recognition of the Cabonne Council brand.
- Qualitative and quantitative data pertaining to brand attributes i.e. imagery and values.
- Evaluation of current brand sentiment.



Survey Results

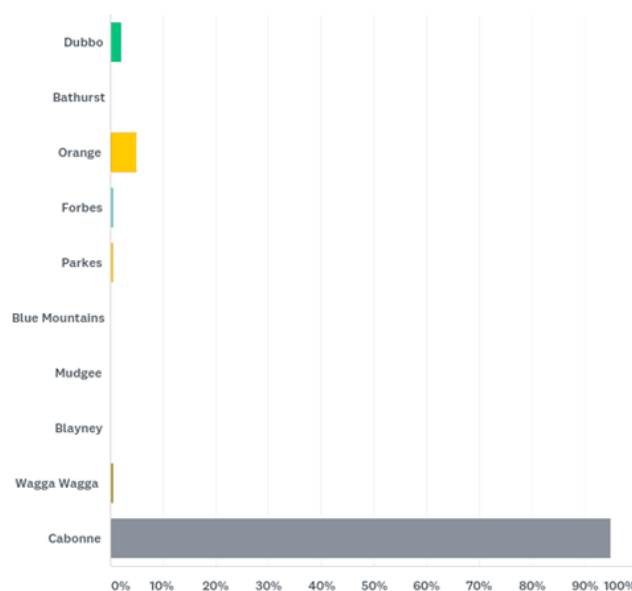


Question 1: Match the logo above with the Council.

Top 3 Responses:

- Cabonne (95%)
- Orange (5%)
- Dubbo (2.14%)

Q1 Match the logo above with the Council



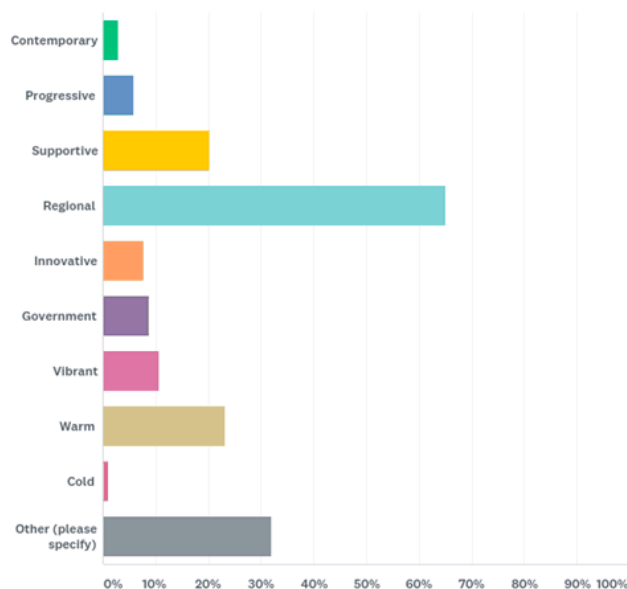


Question 2: Please tick the most relevant descriptors for the Cabonne Council logo.

Top 5 Responses:

- Regional (65.05%)
- Other (32.04%)
- Warm (23.30%)
- Supportive (20.39%)
- Vibrant (10.68%)

Q2 Please tick the most relevant descriptors for the above logo.



Question 3: What do you like about the Cabonne Council brand?

Top 5 Responses:

- Region (19.77%)
- Product (15.12%)
- Food (13.99%)
- Rural (9.30%)
- Farming (8.14%)

Captures Showcases Colourful Needs Updating Rural
 Small Towns Food Logo Produce Council Area
 Region Covers Represents Fruit Basket
 Cabonne Eye Catching Farming Style Country Local



Overview

The current logo is accepted as representing and highlighting the country flavour, industry and diversity of the Region and what it produces. Whilst it conveys the regionality and brand message clearly, there were several people commenting that it was outdated or needed refreshing.

There seems to be some attachment to the bright, eye catching colours, and showcasing the agricultural and country element of the Region. People are familiar with and attached to the idea of the region being a "food basket".

Cross Section of Comments

"It is bright and easy to see. I like the basket of food grown in our area."

"Eye catching, descriptive of Cabonne Council area - clearly visible."

"I like that it represents the agricultural heart of the region. Without agriculture we wouldn't exist. I like the reference to it being the country's food bowl."

"Like the picture, but the whole logo could do with a revamp."

"Colourful and inclusive."

"It has served the Council well, but the brand probably needs updating now."

"Bright and colorful - has a message of growing food for the people. A concept that appeals to people and recognizes the work of farmers. A heritage style that fits with the area."

"It tries to capture the produce of the council area i.e. sheep, beef, fruited vegies, etc. but now out of date."

"Realistic. It is not a stylized or abstract design."

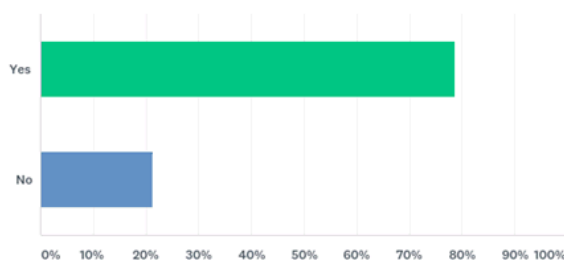
"Cabonne itself is great, however the logo is outdated compared to most other government organisations."

Question 4: Do you think the Cabonne Council brand is representative of our local area?

Yes (78.64%)

No (21.36%)

Q4 Do you think this brand is representative of our local area?





Question 5: What does the Cabonne Council brand mean to you?

Top 5 Responses:

- Food (21.25%)
- Local (12.50%)
- Community (11.25%)
- Farming (8.75%)
- Proud (6.25%)

Means Progressive Brand Farmers Think Live Council
Grown Local Recognised Food Identify
Cabonne Supportive Community Primary
Farming Reminds Proud Produce

Overview

Pride and recognition of home/place seems to be at the core of the Cabonne Council brand. Acknowledgement of the important role agriculture and food production plays in the region is a common theme, however it was suggested that the changing nature of the industry/region in general could be better reflected.

Cross Section of Comments

"It certainly represents country, but I think needs to be more - not just the food - wine etc."

"Indicative of being at home."

"Captures ag which is very important, but I feel Cabonne is more diverse."

"I think it is a clear identifier, as a young rural resident of the region I easily identify with it."

"Represents our Local Government area - distinct from others."

"It should be representative of the Cabonne region; however I think it needs to be simplified and easier to recognize."

"The brand is a representation of all of Cabonne's outstanding features."

"It is very recognizable, having seen it at the entrances to the area."

"I am proud to be part of Cabonne. It reminds me of our rural background. It shows we value our rural communities and villages."

"It would be good to make the brand more premium or artisan to better reflect the local area and value adding that takes place on the farms and in businesses to reflect a vibrant and creative local community."

"I'm quite proud to be a part of Australia's food basket, I'm just not sure the logo is that enticing to tourism. It seems quite outdated now, I think selling the area as the food basket is still important, but I feel like the colours and imagery could be modernized."

"Cabonne means food and wine production, manufacturing, a hub for innovators. Nothing about the logo portrays this."



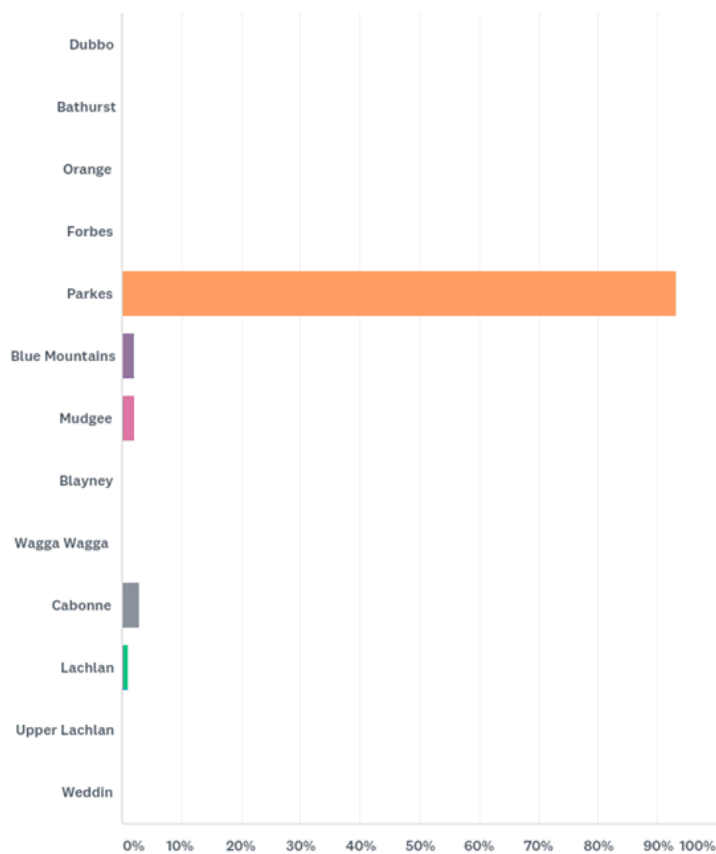
Parkes

Question 6: Match the logo above with the Council.

Top 5 Responses:

- Parkes (93.00%)
- Cabonne (3.00%)
- Mudgee (2.00%)
- Blue Mountains (2.00%)
- Lachlan (1.00%)

Q6 Match the logo above with the Council





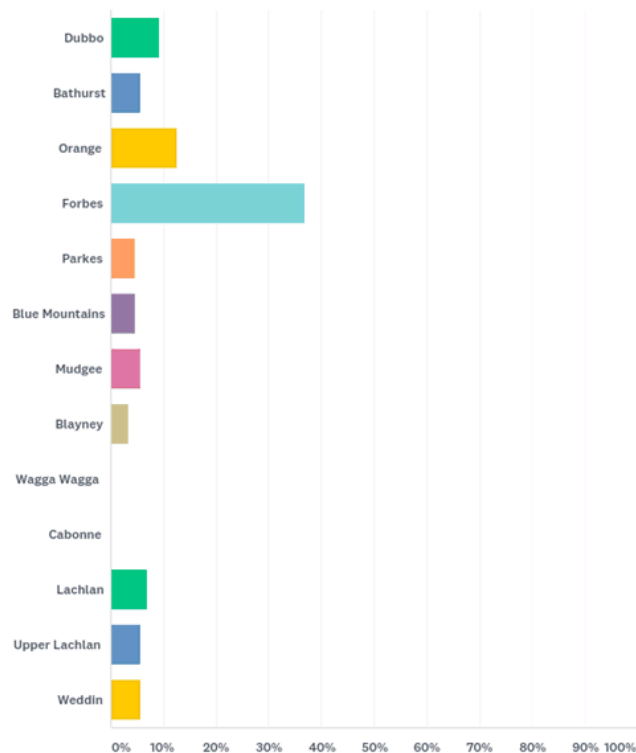
Forbes

Question 7: Match the logo above with the Council.

Top 5 Responses:

- Forbes (36.78%)
- Orange (12.64%)
- Dubbo (9.20%)
- Lachlan (6.90%)
- Bathurst (5.75%)

Q7 Match the logo above with the Council





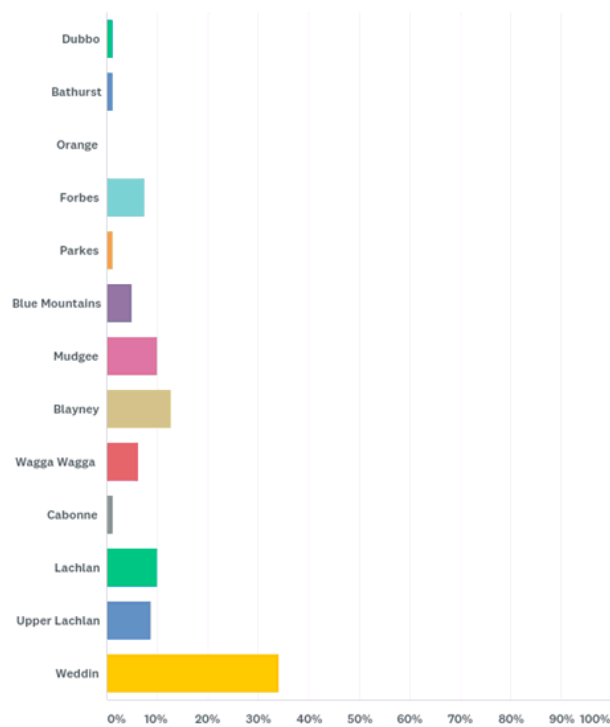
Weddin

Question 8: Match the logo above with the Council.

Top 5 Responses:

- Weddin (34.18%)
- Blayney (12.66%)
- Mudgee (10.13%)
- Lachlan (10.13%)
- Upper Lachlan (8.86%)

Q8 Match the logo above with the Council





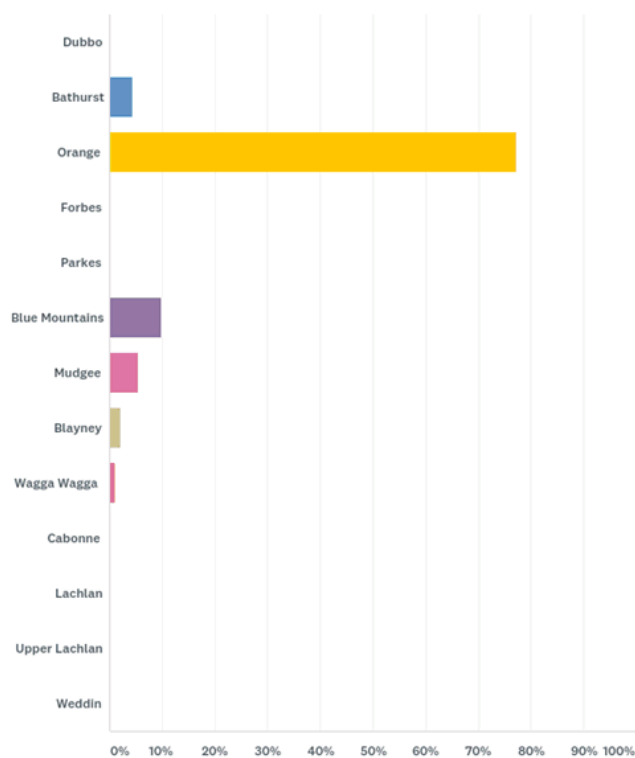
Orange

Question 9: Match the logo above with the Council.

Top 5 Reponses:

- Orange (71.17%)
- Blue Mountains (9.78%)
- Mudgee (5.43%)
- Bathurst (4.35%)
- Blayney 2.17%

Q9 Match the logo above with the Council





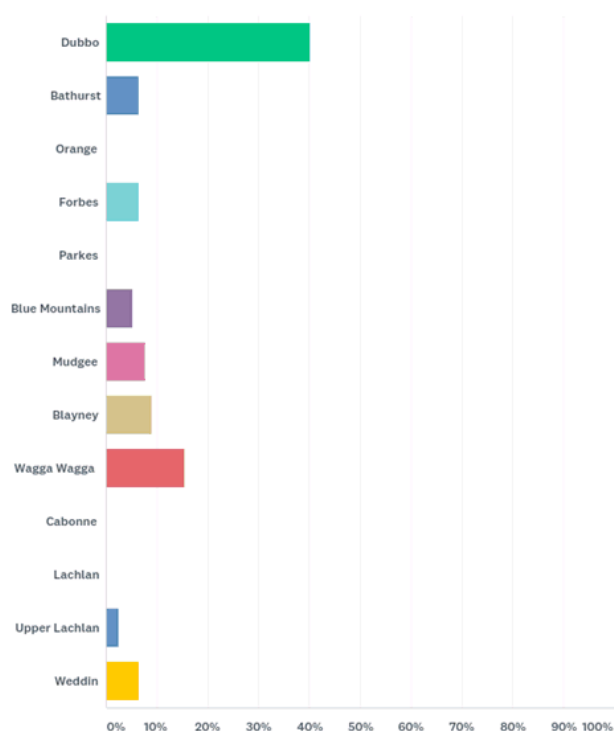
Dubbo

Question 10: Match the logo above with the Council.

Top 5 Responses:

- Dubbo (40.26%)
- Wagga Wagga (15.58%)
- Blayney (9.09%)
- Mudgee (7.79%)
- Forbes (6.49%)

Q10 Match the logo above with the Council





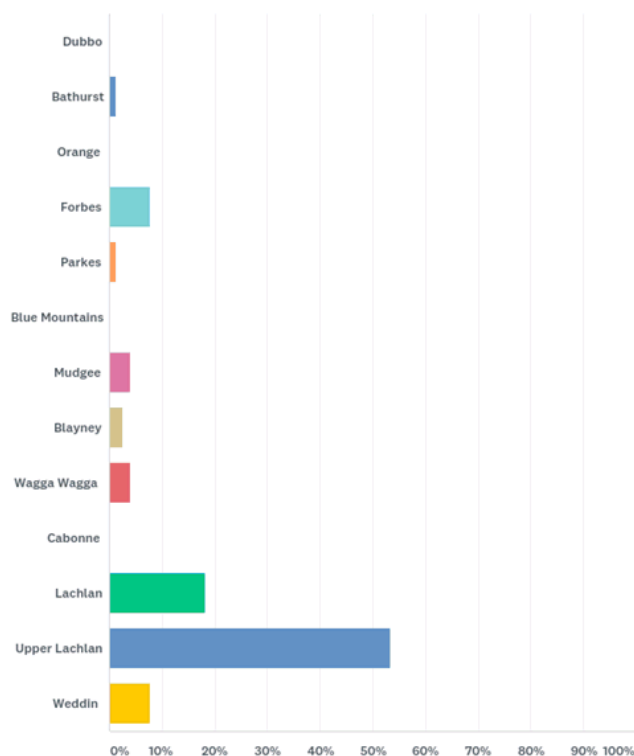
Bathurst

Question 11: Match the logo above with the Council.

Top 5 Responses:

- Upper Lachlan (53.25%)
- Lachlan (18.18%)
- Weddin (7.79%)
- Forbes (7.79%)
- Mudgee (3.90%)

Q12 Match the logo above with the Council





Demographics

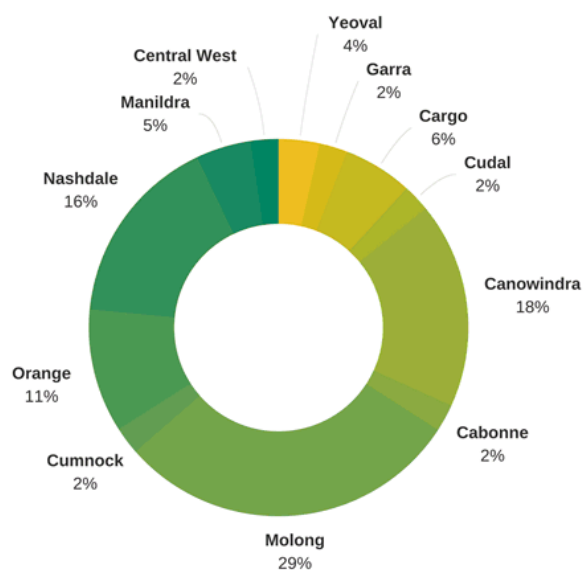
55+ 40%
36-45 24.21%
26 - 35 17.89%



73.40%
Female



24.47%
Male



Ms KIM MCKAY AO
Director & CEO

kim.mckay@austmus.gov.au
australianmuseum.net.au

Cabonne Council
RECEIVED
2 MAY 2018



30 April, 2018

Referred to

Councillor Kevin Beatty
Mayor of Cabonne Shire
PO Box 17
MOLONG NSW 2866
Email: kevin.beatty@cabonne.nsw.gov.au

Dear Councillor Beatty,

RE: Australian Museum & Canowindra Fish Fossils

I am writing to you following the Cabonne Council decision on 27 March 2018 to reject the Australian Museum's Deed of Gift that would provide insurance protection among other benefits for the extraordinary NSW State Fish Fossils from Canowindra. The Australian Museum is extremely disappointed in this decision and respectfully requests Cabonne Council to reconsider this once you have had an opportunity to review the proposal.

For many years, the Australian Museum (AM) has endeavoured to work with Cabonne Council to ensure the fish fossils are properly insured and adequately cared for and protected. Indeed, the AM set about seeking advice on possible NSW State Government funding from the Minister at the time, the Hon Troy Grant MP. This subsequently led to the Cabonne Council securing \$300K in funding for a purpose built storage facility via the NSW Club Grants program. Cabonne Council is to be congratulated on securing these funds following the AM's initial groundwork.

The AM's expert team has also provided technical specifications and expertise to Cabonne Council to ensure that the fossils are secured in Cabonne in facilities that meet the highest standards of curatorial and environmental protection.

The Council's decision may not have taken into consideration a number of the facts and community benefits relating to the Deed of Gift proposal. Outlined below are key considerations:-

- **Location in Canowindra:** The AM has always maintained that the fossils should remain in Canowindra on permanent loan and has never suggested that they should be housed at the AM. The AM lacks sufficient storage space at any of its facilities in Sydney and Castle Hill to house such a large collection. The AM has been clear on this point for some 18 years. A permanent loan does, however, require an emergency clause for returning the fossils to the AM in order for the AM to meet responsibilities under the *Australian Museum Trust Act (1975)* (AMTA).

AUSTRALIAN MUSEUM

1 William Street Sydney NSW 2010 Australia T 61 2 9320 6000 D 61 2 9320 6110
ABN 85 407 224 698

Printed on Australian made, 100% recycled paper.

Page 1 of 3

- **Responsibilities:** Cabonne Council re-drafted a Deed of Gift and Deed of Stakeholder (based on existing agreements the AM has with Bathurst City Council). The AM then referred these to the Crown Solicitor's Office (CSO), who advised that the net impact of proposed changes to the documents was to give the AM ownership in name only, with full management control in the hands of Cabonne Council officers.

The CSO advised that this would cause the AM to contravene the Australian Museum Trust Act (AMTA) and suggested simplifying arrangements to a permanent loan arrangement whereby Council would have management control in consultation with the AM on issues of consequence such as loaning fossils to third parties.

- **Insurance:** Currently the fossils remain uninsured by Cabonne Council. The Australian Museum has committed to insuring the fossils for their real value and this is a cost borne by the AM, not Council. We would seek to have a formal valuation undertaken by the AM auditors to ensure that the fossils are insured appropriately.
- **Precedence:** The Australian Museum has long term loan relationships with Bathurst, Dubbo and Warrumbungle Councils, inclusive of long term fossil collection loans such as the Somerville Collection in Bathurst. Similar to these relationships, it is the AM's intention to provide support for the fish fossil collection to remain in situ in Canowindra where they belong.
- **Science & Digitisation:** It is scientifically critical that the fish fossils are digitised, and should the Deed of Gift be agreed, the AM would then take on the responsibility and the costs involved in digitising the collections. The Australian Museum is ready to proceed with this digitisation but we are unable to fund the digitisation of objects we do not own. Digitisation would result in researchers and experts from around the world being able to have easy access to the fish fossil information. This would further promote Canowindra as a significant fish fossil destination to the international science community and would undoubtedly lead to further economic benefit to the local community through increased visitation of interested groups.

As a consequence of the Council's recent decision, we now seek a meeting with you and Cabonne Councillors so we can effectively represent our position and answer any questions you might have. Importantly we would also like to discuss the AM's intention, working with DNSW to co-ordinate a Fossil Trail across NSW that would ensure Canowindra and the Age of Fishes Museum is in a strong position to benefit from the anticipated uplift from the tourism economy. The AM would like to position Canowindra as a critical part of the Fossil Trail, but it is difficult to pursue discussions with DNSW whilst Cabonne Council remains reluctant to work with the AM on resolving the secure future of the fish fossils.

We propose bringing a delegation from the AM to Canowindra in late May to meet with you and the other Councillors along with key stakeholders and discuss a long term professional relationship between Cabonne Council and the Australian Museum.

We would suggest that an agenda for the meeting could include:

- Long term protection of the Canowindra fish fossils
- Deed of Gift & Deed of Stakeholder
- AM providing professional development for the Age of Fishes staff in museum exhibition and curation
- An opportunity to collaborate and build on the Fossil Trail concept with the AM opening a dig-site in Canowindra. This site would possibly lead to new discoveries and be central to the NSW Fossil Trail bringing significant economic benefit to Canowindra through tourism and education visits.

I look forward to hearing from you and meeting with you later in May.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kim McKay', with a long horizontal flourish extending to the right.

Kim McKay AO
Director & CEO

Cc: Stephen Harding, General Manager, Cabonne Council;
Cabonne Councillors;
Hon Philip Donato MP, Member for Orange

Proposal to Cabonne Council for
Council development of a Disc Golf Course in Molong.

For consideration by Councillors at
May 2018 meeting.

Proposal put forward by
Kevin Costa
306 Sandy Creek Road
Molong

Disc Golf Course Proposal to Cabonne Shire Council by Kevin Costa May 2018

WHAT IS DISC GOLF?

- Disc Golf is the fastest growing mass-participation sport in the world.
- Disc Golf is played much like traditional golf. Instead of a ball and clubs, however, players use a flying disc – these may be specially designed Disc Golf discs or Frisbee-type discs.
- A golf disc is thrown from a tee area to a target which is the "hole". The hole is generally an elevated metal basket (see picture on Proposed budget page), with each hole allocated a par score from 3 to 5 (as in traditional Golf)
- The sport was formalized in the 1970's, and shares with "ball golf" the object of completing each hole in the fewest strokes (or, in the case of disc golf, fewest throws).
- Like traditional Golf with its range of clubs, Disc Golfers have a range of discs from which to choose including drivers, mid-range and putters – each with a different design for their specific purpose. It is, however, possible to play a round of Disc Golf using a single disc. An experienced Disc Golfer playing in a tournament may have up to 20 different discs in their bag, each of which has a specific use.
- The Professional Disc Golf Association (PDGA) is the international governing body of Disc Golf with the Australian Disc Golf (ADG) as our national and NSW DG as our state organisations. Whilst this proposal has been put forward by a private citizen it is endorsed by the NSW DG.
- It is estimated that there are about 5000 Disc Golf Courses in the USA (with the suggestion that within 3-5 years the number of Disc Golf courses will outnumber traditional ball-golf courses), over 1000 in Europe and currently around 60 in Australia (and growing rapidly).
- Most Disc Golf courses are open to public and free to play.



4 Time Disc Golf Champion Paul McBeth putting

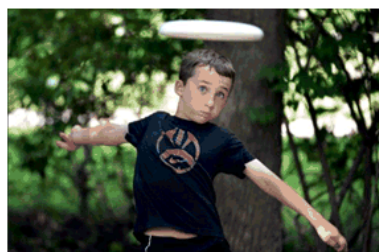


A small sample of the range of Disc Golf discs available from specialist Disc Golf stores or on-line

Disc Golf Course Proposal to Cabonne Shire Council by Kevin Costa May 2018

WHAT ARE THE BENEFITS OF A DISC GOLF COURSE IN MOLONG?

- It is a sport that is accessible to all, irrespective of gender, age, racial background, socioeconomic status etc - it takes an hour to learn, but a lifetime to master.
- It is a sport which engages young people who may not be into traditional sports, as well as those who are looking for another sport to get into.
- The key focus in Disc Golf in early stages is Etiquette, enjoyment, engagement and participation (see Disc Golfer's Code below).
- It is an inexpensive sport to access – one \$10-\$15 disc is all that is needed to start playing, but you can easily grow your collection beyond that as you get more involved. It is also an inexpensive sport for local councils to implement in terms of capital requirements (see proposed budget).
- This course would be making use of a parcel of land which is currently under-utilised, but which would form a perfect 9 hole/18 tee course location.
- It puts Molong at the front of the evolution of this rapidly growing sport.
- Tapping into significant local interest in the sport – with an 18 hole course recently installed in Dubbo, who hosted last year's NSW Open.



Disc Golf is a sport which is accessible to all ages.

Disc Golf Course Proposal to Cabonne Shire Council by Kevin Costa May 2018

THE EVOLUTION OF DISC GOLF INTERNATIONALLY AND LOCALLY.

Whilst Disc Golf has its roots back in the 1970s, the past 10 years have seen the popularity of the sport explode internationally to the point where some countries now have Disc Golf as their most popular sport amongst young people.

There is now a professional Disc Golf circuit in the USA and Europe with a large number of touring, professional Disc Golfers. Major tournaments in these countries often have prizes in excess of \$US50,000. The first PDGA Major event to be held in the Southern Hemisphere was held in Perth in 2015 and again in 2017 (The Aussie Open) – this event attracted the top international professional players and gave Disc Golf a significant boost in Australia.

The first Disc Golf course in Australia was in Hobart – established in 1985. This course was the site of the Australian Championships in 2016, with a field of over 100 Australian and International players competing.

Over the past 5 years the number of courses in Australia has grown from 12 to over 60 (with many more if you include those on private land).

In NSW and surrounds we now have:

- 4 courses around Jindabyne (first one went in 2 years ago)
- 3 courses around Newcastle
- 2 courses in Sydney
- 1 course at Ballina
- 1 course in Dubbo
- 4 courses in The ACT

All of these courses are on public land, with a number of others currently in the development stages.

Many tournaments in Australia are now filling up to their maximum numbers (often over 100), bringing significant economic benefit to their host areas.

A number of other council areas are currently investigating course development, as well as many private courses (including Sport and Rec camps and Resorts).

The Sandy Beach course in Dubbo has developed within the last year with strong council involvement and hosted the 2017 NSW Open. There are also plans to host a major annual event and hold regular league days. This course is also getting significant, regular public use.



The gallery following the action in a major event in the USA

PROPOSED COURSE LOCATION.

The proposed location for the Molong course is on the currently vacant and overgrown parcel of land between Phillip Street, South Street and Wellington Street.



South Street

Phillip Street

Disc Golf Course Proposal to Cabonne Shire Council by Kevin Costa May 2018

BENEFITS OF THIS LOCATION.

- Proximity to town – an easy walk for people in town.
- Prominent location with easy, sizable parking on Phillip Street side.
- Location in relation to Molong Central School, which would be a significant source of players during weekdays and for future local players.
- We have a commitment from MCS that, if developed, they would run Disc Golf as a weekly sport within the reserve as well as for elective Sports Studies classes and as part of their mandatory International Sports topics. Disc Golf is currently running as a weekly sport in the school using “pop-up”, light-weight baskets on a small temporary course, as such there is already a local profile for the sport.
- The development of this land would clean up and make use of an untidy and underutilised park area, which currently presents a Bush Fire Danger to surrounding properties. This concern has been expressed to me by local property owners.
- This parcel is Crown Land, leased to Cabonne Shire Council and zoned for Recreation.
- The natural layout of the reserve is ideal for a 9 hole Disc Golf Course. In terms of tree types and positions, shape of land and size of parcel it is an ideal site.
- This course can be developed without coming within close proximity to any surrounding property boundary.
- There would be minimal disruption to any existing mature trees and bushes.
- Unlike traditional golf, the rough nature of this reserve is a benefit to the quality of the course, where trees, bushes and elevation changes make for a more interesting and challenging course.
- Discussion with neighbours – positive support for concept, both in terms of positive use for this land and the reduction of long grass build up and resultant fire concerns.
- Geography faculty from school interested in using it, once tidied, for field studies, as well as Art classes, PE lessons etc
- Once cleaned up this reserve would be a great multi-use facility. Parks containing Disc Golf courses lend themselves to this as the course does need to have exclusive access and use of the space.
- This course would not have any impact on natural drainage within the reserve and would require no significant earthworks to prepare it for use.
- This location would also provide council with an extremely low-cost, community facility on a parcel of land which is currently a hazard.

Disc Golf Course Proposal to Cabonne Shire Council by Kevin Costa May 2018

CONSIDERATIONS WITH REGARDS TO COURSE DESIGN AND HOW THESE ARE ADDRESSED IN THIS PROPOSAL

1. **Safety of play – no crossing fairways or unsafe tee pad locations.** The proposed plan (following page) addresses each of these with the design of the fairways. Existing lines of trees and fairway directions provide safety from one hole to next and all tee pads are located in appropriate areas, with only minor work required to create safe concrete tee-pad areas. The course information sign also informs players of correct protocol and guidelines for safe play (this is repeated on each tee sign)
2. **Proximity to surrounding properties and infrastructure –** safe distance and minimal disruption to neighbours. In this proposal no hole, tee or fairway is closer than approximately 20 metres to surrounding properties. Fairways are also designed to keep disc flight paths away from surrounding properties.
3. **Location is accessible from population base and potential players.** The location of the land is opposite the school, within easy walking distance from town and in a prominent location accessible from a major road (Wellington Street), which is also utilised by travellers through Molong. Parking is easy, accessible and plentiful on Phillip Street.
4. **All holes are accessible to beginners plus challenging for experienced.** Each hole will have two marked and signposted tee pads, one for beginners (Red tees) and one for Experienced players (Gold). Each hole is also designed with consideration for even more challenging tee placements for Tournament and competition use.
5. **Range of terrain, obstacles, hole length, shape and direction.** As mentioned previously this reserve lends itself ideally to a 9 hole course in all these respects and the proposed layout would contain a wide range of hole styles and types.
6. **Starting and finishing point in relation to access point/ gate.** This proposal places the first hole near the access gate on Phillip Street (also close to parking area), at which point a course information board would be located. The final basket (hole 9) is located a short walk from this gate, thus giving a circuit layout with a safe, natural flow through the course.
7. **Safe terrain around tee pads for throwing and follow through.** Each tee area has been selected for its safe take-off and follow through areas, with concrete tee pads designed to ensure minimal drop-off following release. There will also be minor work completed with a bob-cat around each tee pad to ensure a smooth transition. (Note: Each tee pad is sized approximately 3m x 1.5m in line with PDGA requirements).



Tee area showing concrete tee pad

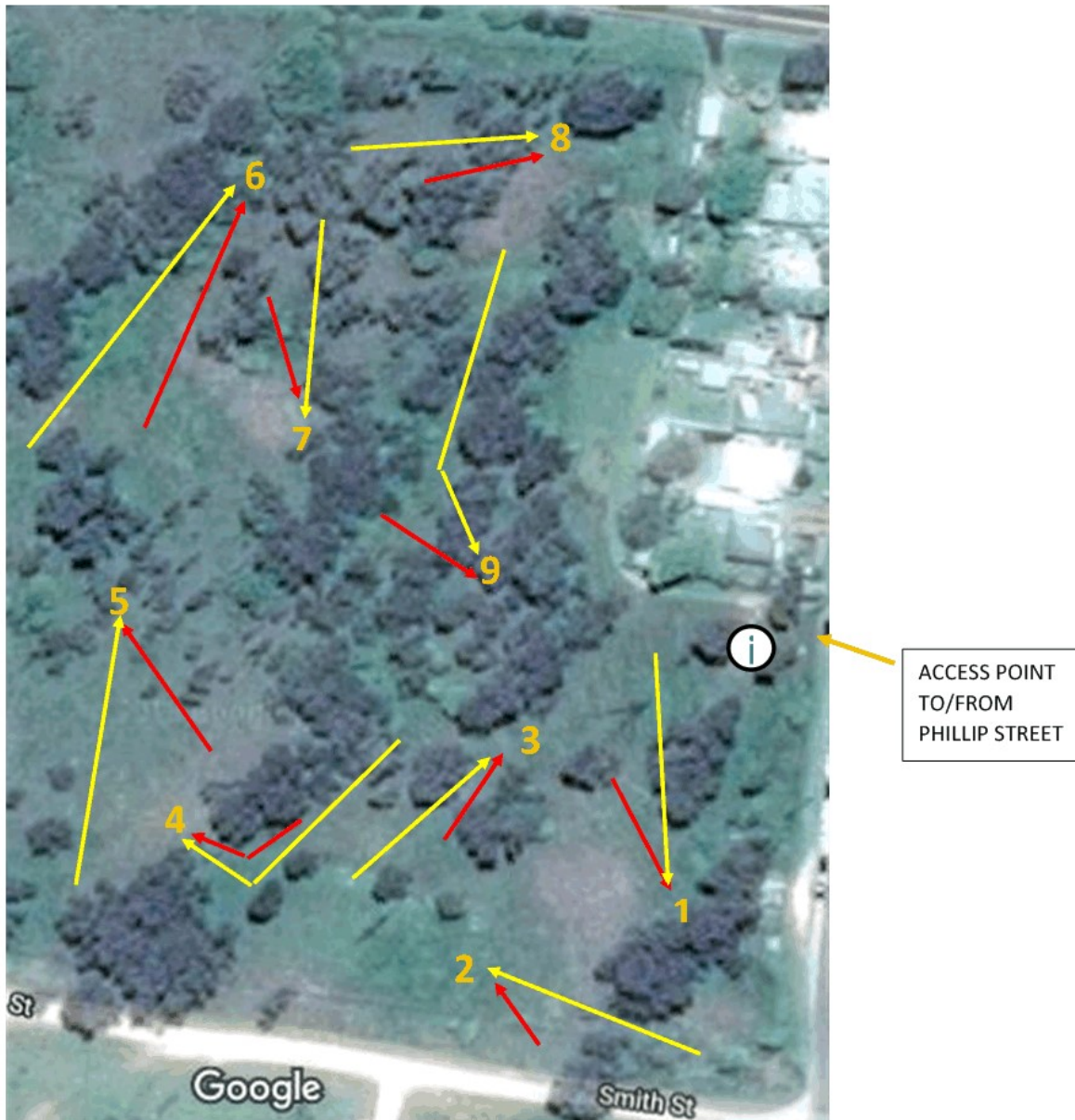


A typical PDGA approved disc basket

Disc Golf Course Proposal to Cabonne Shire Council by Kevin Costa May 2018

POSSIBLE COURSE LAYOUT

Note the circuit-style course design ensuring start and finish near access gate, which is the location of parking, as well as the course information board. Both Red and Gold tee locations are included with numbers indicating possible locations of baskets.



Disc Golf Course Proposal to Cabonne Shire Council by Kevin Costa May 2018

PROPOSED BUDGET AND ONGOING COSTS

Purchase of PDGA Approved Baskets x 9 (Including shipping from NZ) – commercial quality RPM Brand as shown in picture below.

Professionally Produced Signage (including large park sign and 18 individual tee signs) - samples shown below and over-page.

Approx: \$15000

Concrete tee pads (3m x 1.5m) x 18	\$5400
Crusher Dust/ Gravel for around tee pads	\$3000
Concrete for installation of Baskets x 9 (2-3 bags Rapid-set per basket)	\$200
Initial Preparation of Park: Slashing x 2 days	\$1300
Bobcat x 2 days	\$1300
Post hole digger x 4 hours	\$320
Labour for installation of baskets 8 hours	\$400
Installation of single pedestrian gate from Phillip Street	\$1000
APPROXIMATE TOTAL:	\$28000

Note: Cost of baskets dependent on exchange rate and quantity order at time of purchase.

Council may also be eligible for rebates or grants through NSW Government for Sporting Infrastructure Works

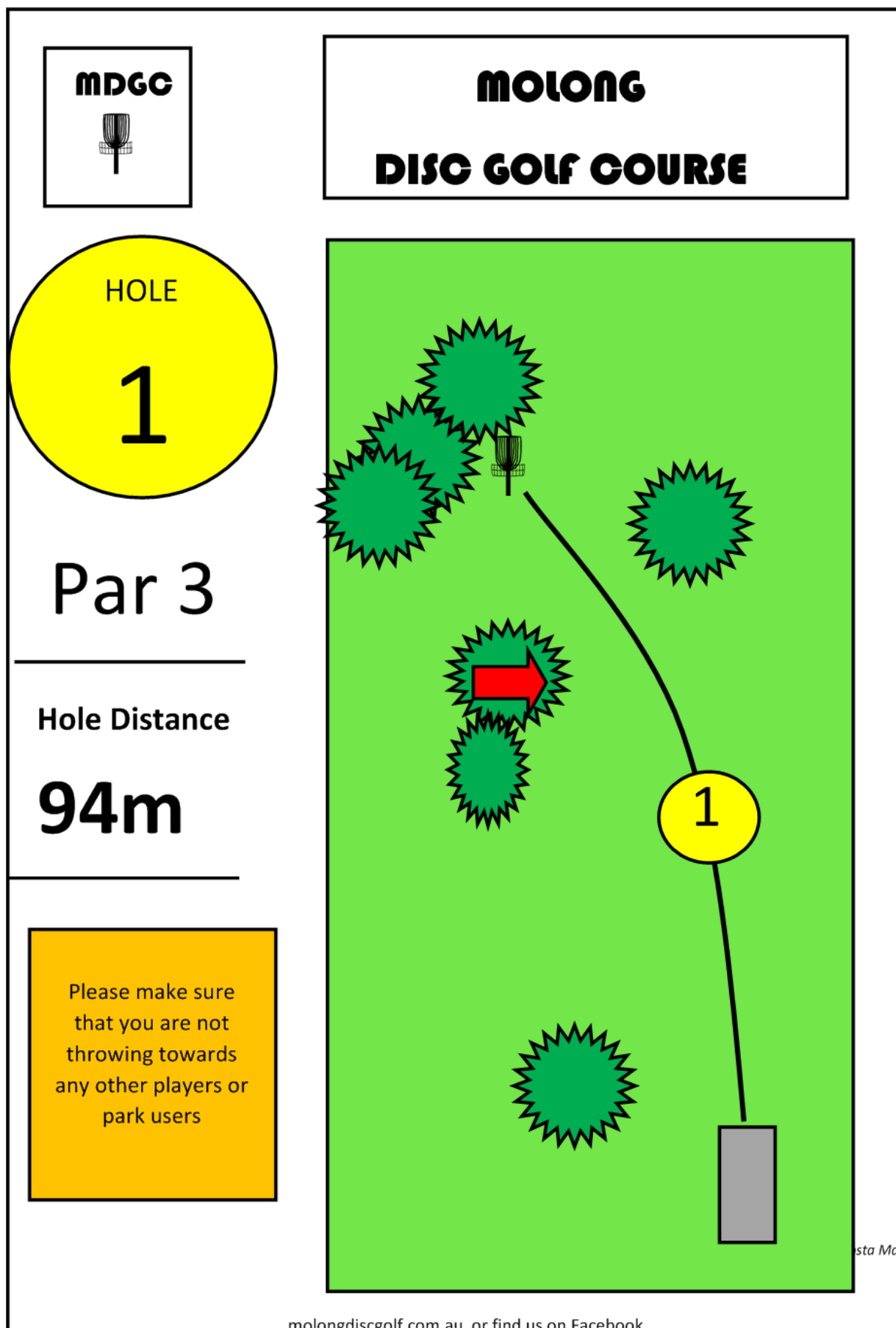


NZ made RPM Brand Wine-glass style basket (PDGA Approved and commercial quality)



Tee pad area at Poimena Disc Golf Course, Hobart, showing Astro-turf on concrete tee area

Disc Golf Course Proposal to Cabonne Shire Council by Kevin Costa May 2018



Previous Page – Mock-up of sample tee pad signage (18 of these required – one for each Red And Gold Tee on the course). The final product would be setout and produced by a professional sign writer, ensuring suitable quality for outdoor, public park application. Also note safety information on each tee sign, as well as hole map and information. (Main park information sign contains key for symbols used on tee signs).



Sample tee sign from Barwon Valley in Geelong (note recessed metal information sign within timber post).



Disc Golf course information board – showing map, tee and basket placements, rules and safety guidelines (from Jesmond Park in Newcastle).

ONGOING COSTS.

As a Disc Golf Course does not need immaculate fairways, the maintenance is massively less than for a traditional Ball Golf Course and mostly consists of slashing of fairways and minor clearing around the park.

- Slashing fortnightly during growing season and monthly during colder months.
- General clean up/ brush cut at same frequency.
- Clean up/ emptying of rubbish bin within park.
- Initial installation of pedestrian access gate from Phillip Street.
- Duke of Edinburgh students from Molong Central School, as part of their Community Service component of the Award could also be significantly involved in weed clearing, some ongoing maintenance, development and care.



Course Information board at Parklands Resort, Mudgee

COMMUNITY INVOLVEMENT

- Once this reserve is cleaned up and developed the space becomes available as a community resource, which is currently not utilised. As Disc Golf does not require exclusive use of the reserve (unlike traditional Golf) others may use it for walking, field trip and Art classes for schools, as well as just a quiet space close to town.
- As a sport Disc Golf draws in players from all age groups and walks of life and engages many groups within the community. Whilst it is very popular with younger players it is a sport which is also accessible for older players (most events have Junior divisions available, as well as Masters, Grand Masters and Legends divisions).
- Disc Golf is often used by organisations as part of team-building and corporate activity days, at some courses local companies have their own league or team in local competition. An IT company located near the Jesmond course in Newcastle have a group of employees who play a weekly lunchtime round, as well as a Thursday afternoon Twilight league.
- A local club generally develops at each of the courses – these groups often taking over much of the day to day care of the park, as well as organising events at the course. The local club may also become a source for purchase of discs by local people wishing to play. This club may also run “come and try” days, as well as promoting the course at events, such as Molong Show or Market days.
- Ongoing care of park would be a combination of council and local groups (such as Duke of Ed students from MCS).
- This reserve would become a school resource once tidied up, both for Disc Golf as well as for field trips (Art, Geography etc) – proximity to MCS makes this very viable.
- Regular events will bring people to town to play, as well as larger numbers to any tournament – contributing to local economy.
- Local businesses may choose to stock Disc Golf discs for sale or hire – a potential location may be the petrol station on the highway, which is open every day. They may hire discs supplied by local club or council or they may choose to purchase these as their own supply – this would bring additional business to them associated with the hire of discs.
- There is potential for local businesses to sponsor tees, either during the initial installation stage (with company or organisation name on the tee sign which they have sponsored) or for individual holes during events to help sponsor the development, running and prizes during that event.

Disc Golf Course Proposal to Cabonne Shire Council by Kevin Costa May 2018

CONTACTS AND FURTHER QUESTIONS:

Should you have any further questions I can be contacted on 0400 121 525 or by email at kevin.costa@det.nsw.edu.au

I would certainly be happy to speak to, or meet with, any member of council who may wish to further discuss any aspect of this proposal.



Upjohn Park in Sydney



Poimena Reserve in Hobart, showing an experimental composite plastic tee pad



Putting out of the rough in Hobart



4 year old Adam Marsden driving to the basket at Jindabyne

Disc Golf Course Proposal to Cabonne Shire Council by Kevin Costa May 2018

I would also suggest checking out the Australian Disc Golf site:

<http://www.australiandiscgolf.com/>

In particular have a look at the section titled “What is Disc Golf” under the ABOUT pull-down menu, as well as the Professional Disc Golf Association website:

www.pdga.com

to get a sense of how the sport has grown internationally.

YouTube is also full of Disc Golf related information – from instructional videos to footage from major tournaments and anything else Disc Golf related that you can imagine.



Part of the crowd at the 2015 European Open tournament

CONDITIONS OF APPROVAL

1. DEVELOPMENT IN ACCORDANCE WITH PLANS**Objective**

To ensure the modified development proceeds in the manner assessed by Council.

Performance

Modified Development Application 2014/0092/3 is to take place in accordance with the attached stamped plans (Ref No DA 2014/0092 CDE Structures Revision F S10101-GA100 Plan View, S10101-GA103 North East Perspective View, S10101-GA104 North west Perspective View, S10101-GA105 South East Perspective View, and S10101-GA106 South West Perspective View as amended by plans in four (4) sheets reference Saran NSW drawing No. 32115-GA Rev A dated Nov 2017 in two sheets, and Saran MSM Milling drawing No.32115-A.01 Rev E and No 32115-A.02 Rev D dated Nov 2017) and documentation submitted with the application and subject to the conditions below, to ensure the development is consistent with Council's consent. NOTE: Any alterations to the approved development application plans must be clearly identified **WITH THE APPLICATION FOR A CONSTRUCTION CERTIFICATE.**

The Principal Certifying Authority for the project may request an application for modification of this consent or a new application in the event that changes to the approved plans are subsequently made. An application to modify the development consent under s96 of the Environmental Planning and Assessment Act, 1979, as amended and will be subject to a separate fee.

2. BUILDING CODE OF AUSTRALIA 2014 – AUSTRALIAN STANDARDS**Objective**

To satisfy the Building Code of Australia 2014 and relevant Australian Standards.

Performance

The approved development must meet the relevant Australian Standards and the performance requirements of the Building Code of Australia 2014. Compliance with the Performance Requirements can only be achieved by:-

- a) complying with the Deemed to Satisfy Provisions; or
- b) formulating an Alternative Solution which:-
 - i) complies with the Performance Requirements; or
 - ii) is shown to be at least equivalent to the Deemed to Satisfy Provisions; or
 - iii) a combination of both a) and b).

3. APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY

Objective

To ensure compliance with s81A of the Environmental Planning and Assessment Act 1979 as amended.

Performance

The person having the benefit of this consent must appoint a Principal Certifying Authority for the development, pursuant to Section 81A of the *Environmental Planning and Assessment Act 1979*, as amended and advise Council in writing of that appointment **BEFORE WORKS COMMENCE**.

That Certifying Authority may be the Council, or an Accredited Certifier appointed under the Act. The required written notice to Council may be satisfied by supplying a copy of the Application for a construction Certificate (Form 11) under the *Environmental Planning and Assessment Regulation 1994*, as amended and must include the name, contact address, telephone and accreditation numbers of the selected Certifying Authority.

The Principal Certifying Authority and any other Certifiers appointed by that Authority will be responsible for the post-consent certification of the development. Copies of all certification is to be submitted to Cabonne Council referenced by the Development Application Number.

4. APPLICATION FOR CERTIFICATION**Objective**

To satisfy the post-consent requirements of this Development Consent, and to comply with S.109 of the Environmental Planning and Assessment Act 1979, as amended.

Performance

The person having the benefit of this consent is required to apply for a:

CONSTRUCTION CERTIFICATE
OCCUPATION CERTIFICATE

5. OCCUPATION OF DEROWIE STREET**Objective**

To obtain approval to place the gantry over Derowie Street

Performance

Separate approval under the Roads Act will be required to be obtained from Council prior to the construction of the overhead gantry.

6. LEASE OF AIRSPACE OVER DEORWIE STREET

Objective

To obtain approval to place the gantry over Derowie Street and provide protection to the Company

Performance

MSM Milling will enter into a lease agreement with Cabonne Council for the gantry over Derowie Street for a period of 99 years. The Company shall meet the cost of preparation of the lease agreement. The lease is to be finalised prior to the issue of the Construction Certificate.

7. CONSTRUCTION DESIGN DETAILS

Objective

To ensure that the development is constructed in a manner that is structurally sufficient and sound.

Performance

Full working drawings, including engineering details and specifications must be submitted to the appointed consent authority for approval PRIOR to issue of a construction certificate.

8. NOISE

Objective

To limit the impact of noise on adjoining properties.

Performance

Building work may only be carried out on the site between the following hours:

7.00am and 6.00pm Monday to Friday

8.00am and 1.00pm Saturdays

No work on Sundays and Public Holidays

* This includes site works and delivery of materials.

9. IDENTIFICATION OF SITE

Objective

To clearly identify the site.

Performance

Provide a clearly visible sign to the site stating:

- a) Unauthorised entry is prohibited;
- b) Builders name and licence number; or owner builders permit number;
- c) Street number or lot number;
- d) Contact telephone number/after hours number;
- e) Identification of Principal Certifying Authority.

10. SCALE (GENERAL)

Objective

To ensure the scale of the activity does not increase beyond the scope of this approval without the further assessment of possible impact.

Performance

This approval enables the applicant to operate at a scale as submitted in the proposal. Any increase in the scale of the activity as submitted, will require the further approval of Council.

11. OTHER AUTHORITIES

Objective

To ensure the requirements of other authorities are complied with.

Performance

Compliance with the requirement, if any, of: -
NSW Work Cover Authority
NSW Environment Protection Authority

12. COMPLIANCE WITH EPA REQUIREMENTS

Objective

To ensure that the development operates in accordance with public agency guidelines, policies and licences.

Performance

The proposal shall comply with the conditions of the General Terms of Approval No.1518788 issued by the Environment Protection Authority on the 7th August, 2014 and subsequently Modified General Terms of Approval dated 7 October 2015

EPA's General Terms of Approval

Administrative conditions

Except as expressly provided by these General Terms of Approval, works and activities must be carried out in accordance with the proposal contained in

- The Development Application 2014/92 submitted to Cabonne Shire Council on 26 November 2013; and Modified Development Application 2014/92/2 submitted to Cabonne Council on 7 September 2015;
- The Revised Statement of Environmental Effects dated 07 April 2014 and 28 August 2015 with attachments; and
- The revised Air Quality Assessment dated 24 July 2014 (and subsequently amended September 2014) and Biomass Air Quality Assessment (Jacobs Australia Pty Limited) and dated 6 July 2015.

Note: Should any conflict exist between the abovementioned documents, the most recent document or revision supersedes the conflict, except where the superseded by any conditions of approval or the conditions of an in-force environmental protection licence.

The Proponent must apply for and hold an in-force environment protection licence (as varied) issued by the NSW Environment Protection Authority prior to the Proponent installing the Biomass or Coal Fired Boiler that covers the commissioning and operation of this Biomass or Coal Fired Boiler.

The Proponent must comply with any additional requirements imposed by an in-force environment protection licence as (varied) issued by the NSW Environment Protection Authority.

Air Quality and Odour

The operation of the Biomass or Coal Fired Boiler must comply with the requirements of the Protection of the Environment Operations (Clean Air) Regulation 2010 including the Group 6 emission limits as a minimum, except where superseded by the conditions of an in-force environment protection licence (as varied) issued by the NSW Environment Protection Authority.

The Proponent must prepare an implement an Air Quality Management Plan that covers the operation and the management of the Biomass or Coal Fired Boiler and the Biofilter System as follows:

- Identification of systems processes required to operate these systems in a competent manner;
- Identification of system process owners or responsible staff;
- Identification of key performance indicators that are quantifiable, measurable and auditable that will be used to determine system performance;
- Identification of triggers and response mechanisms where the key performance indicators are not being met, or may not be met;
- Monitoring methods and their frequency and duration;

- Record keeping; and
- Compliance reporting.

This Air Quality management Plan must be in place prior to the commissioning of the Biomass or Coal Fired Boiler.

13. LOCATION OF BUILDING

Objective

To ensure the development occurs within the boundaries of the subject land.

Performance

The proposed Biomass or Coal Fired Boiler and associated structures are to be constructed wholly within the boundaries of Lot 270 DP821835.

No portion of any structure is to encroach onto the road reserve.

14. SITE LIGHTING

Objective

To minimise the impact of on-site lighting.

Performance

All proposed on-site lighting is to be designed and installed in a manner which will not impact on the neighbouring properties or create a glare hazard to traffic on adjoining roadways.

15. DUST SUPPRESSION

Objective

To protect the amenity of the local environment.

Performance

Measures are to be employed which will ensure that a dust nuisance does not result from activities within the facility or any access roads to the facility.

16. VEHICLE LOADING / UNLOADING

Objective

To ensure reasonable pedestrian and vehicle safety

Performance

The loading and unloading of all vehicles must be done entirely within the property and not upon the road reserve or footpath.

17. INGRESS / EGRESS

Objective

To ensure reasonable driver / pedestrian safety.

Performance

All vehicles entering or leaving the subject property shall be driven in a forward direction.

18. NOISE EMISSION

Objective

To protect the amenity of the surrounding area.

Performance

Emission of sound from the premises shall be controlled at all times, so as to comply with the Protection of the Environment Operations Act 1997.

19. SOIL EROSION

Objective

To protect the water catchments.

Performance

Provide and maintain a silt intercept fence along the lower boundary of the site or as otherwise directed by the Council to ensure that silt does not enter the stormwater system/catchment.

20. HOARDINGS/SITE SECURITY

Objective

To ensure public safety.

Performance

The applicant shall erect a manproof security fence around the construction site to maintain site security prior to the commencement of construction works.

21. SITE PLANS

Objective

To ensure works occur in accordance with the approval.

Performance

A complete set of approved plans and specifications are to be on site while building work is in progress.

22. COPY OF CONSENT KEPT AT THE PREMISES

Objective

To ensure operators are aware of operating conditions.

Performance

A copy of this consent must be kept at the premises which the consent applies. The consent must be produced to any authorised officer of Council who asks to see it. The consent must be available for inspection by any employee or agent of the applicant working at the premises or operating the vehicle or mobile plant.

23. OCCUPATION CERTIFICATE

Objective

To ensure compliance with the Environmental Planning & Assessment Act 1979.

Performance

All structures will require an Occupation Certificate PRIOR to their occupation/use.

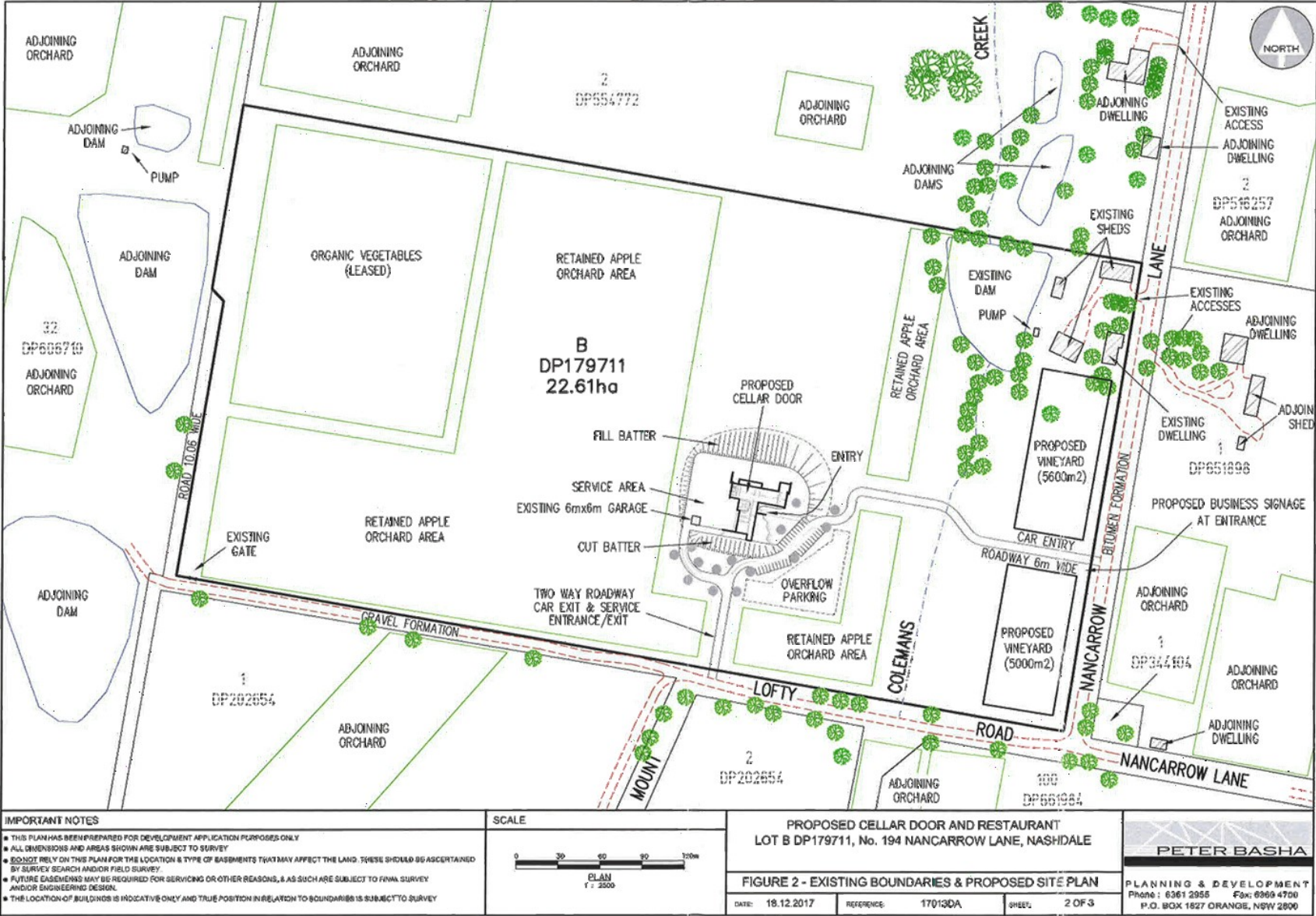
24. COMPLIANCE WITH CONDITIONS OF CONSENT

Objective

To ensure the development proceeds in the manner as determined by Council.

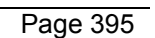
Performance

All conditions of this consent are to be complied with to the standards specified **prior** to any occupation.









DRAFT CONDITIONS OF CONSENT**1. DEVELOPMENT IN ACCORDANCE WITH PLANS****Objective**

To ensure the development proceeds in the manner assessed by Council.

Performance

Development is to take place in accordance with the attached stamped plans (Ref: DA 2018/0084: Statement of Environmental Effects Ref: DA1PJB17013, Mckinnon Design Plans Ref: 17083 Plans 1-3) and documentation submitted with the application and subject to the conditions below, to ensure the development is consistent with Council's consent. NOTE: Any alterations to the approved development application plans must be clearly identified **WITH THE APPLICATION FOR A CONSTRUCTION CERTIFICATE**.

The Principal Certifying Authority for the project may request an application for modification of this consent or a new application in the event that changes to the approved plans are subsequently made. An application to modify the development consent under s4.55 of the Environmental Planning and Assessment Act, 1979, as amended and will be subject to a separate fee.

2. CONCEPT DEVELOPMENT APPLICATION**Objective**

To ensure the development proceeds in accordance with the Clause 4.22 of the *Environmental Planning and Assessment Act 1979*.

Performance

The Development Application is approved as a Concept Development Application. The application is approved as follows:

- Stage 1: Restaurant, 1.6Ha of Vineyard, building, car parking and access way.
- Stage 2: Cellar Door Premises

Note: Pursuant to Clause 4.22(4)(a) this Development Consent does **not** authorize the use of the site as a Cellar Door Premises. A subsequent Development Application would be required to be lodged and approved by Council prior to the use of the site as a Cellar Door Premises.

3. UPGRADING OF CARGO ROAD AND NANCARROW LANE INTERSECTION**Objective**

To ensure the proposed development does not have an adverse impact on the road network.

Performance

Prior to the release of the CONSTRUCTION CERTIFICATE for the proposed development, the applicant is required to enter into an agreement with Council to facilitate the upgrading of the intersection of Cargo Road and Nancarrow Lane. The upgrades to the intersection shall consist of:

DA18/0084

Draft Conditions of Consent

1

- To safely accommodate traffic generated by the proposed development, the intersection of Cargo Road (MR237) and Nancarrow Lane is to be upgraded to include a Basic Left (BAL) turn treatment. The BAL treatment is to be sealed and constructed in accordance with Part 4A Figure 8.2 of *Austroads Guide to Road Design 2017* (copy enclosed).
- Nancarrow Lane, at its intersection with Cargo Road, is to be widened and sealed to allow the simultaneous passing of two nineteen (19) metre vehicles.
- Cargo Road is a classified road and pursuant to section 138(2) of the *Roads Act 1993*, prior to the intersection being upgraded, a design of the upgrade needs to be submitted to Roads and Maritime for concurrence.
- Safe Intersection Sight Distance in accordance with Part 4A of *Austroads Guide to Road Design* is to be provided and maintained at the site's vehicular access intersection with Nancarrow Lane.

4. INGRESS/EGRESS

Objective

To ensure reasonable driver/pedestrian safety.

Performance

ALL traffic associated with the development is to enter and leave the subject land via the approved access off Nancarrow Lane and NOT the proposed Mount Lofty Road. All traffic shall enter and exit the site in a forward direction.

5. ACCESS WAY CONSTRUCTION

Objective

To ensure the access way will facilitate two way traffic.

Performance

The existing access way from Nancarrow Lane to the proposed carpark shall be upgraded to a two-way standard (minimum 5m carriageway). The existing culvert over identified 'Colemans Creek' shall be upgraded to accommodate the two way access way.

6. NATIONAL CONSTRUCTION CODE 2017 – AUSTRALIAN STANDARDS

Objective

To satisfy the National Construction Code 2017 and relevant Australian Standards.

Performance

The approved building must meet the relevant Australian Standards and the performance requirements of the Building Code of Australia 2017. Compliance with the Performance Requirements can only be achieved by:-

- a) complying with the Deemed to Satisfy Provisions; or
- b) formulating an Alternative Solution which:-

- i) complies with the Performance Requirements; or
- ii) is shown to be at least equivalent to the Deemed to Satisfy Provisions; or
- iii) a combination of both a) and b).

7. APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY

Objective

To ensure compliance with s81A of the Environmental Planning and Assessment Act 1979 as amended.

Performance

The person having the benefit of this consent must appoint a Principal Certifying Authority for the development, pursuant to Section 81A of the Environmental Planning and Assessment Act 1979, as amended and advise Council in writing of that appointment BEFORE WORKS COMMENCE.

That Certifying Authority may be the Council, or an Accredited Certifier appointed under the Act. The required written notice to Council may be satisfied by supplying a copy of the Application for a construction Certificate (Form 11) under the Environmental Planning and Assessment Regulation 1994, as amended and must include the name, contact address, telephone and accreditation numbers of the selected Certifying Authority.

The Principal Certifying Authority and any other Certifiers appointed by that Authority will be responsible for the post-consent certification of the development. Copies of all certification is to be submitted to Cabonne Council referenced by the Development Application Number.

8. CONSTRUCTION CERTIFICATE

Objective

Statutory Requirement and Public Interest.

Performance

Prior to the issue of the Construction Certificate, by the PCA, working drawings to be lodged with Council with full structural engineering details and full details of Fire Safety Essential Measures (exit signs, portable fire extinguishers, emergency lighting etc.).

9. ACCESS/EGRESS FOR PEOPLE WITH DISABILITIES

Objective

To ensure safe, equitable and dignified access and egress for people with disabilities.

Performance

Access is required to and within the entrance floor by way of ramp, step or kerb complying with the Australian Standards AS1428.1: Design for access and mobility.

10. DISABLED ACCESS ADVISORY CONDITION

DA18/0084

Draft Conditions of Consent

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Objective

Advisory Only.

Performance

Applicants are advised that provisions should be made to enable people with disabilities, as far as reasonable, safe equitable and dignified access to and within the building. This application does not imply nor confer compliance with the Commonwealth Disability Discrimination Act 1992. Applicants should satisfy themselves and make their own enquiries to the Human Rights and Equal Opportunity Commission.

11. OTHER APPROVALS (OSSM)**Objective**

To ensure the proposed OSSM system and associated drainage work for this site sewage management is approved subject to any conditions listed below.

Performance

All drainage and sanitary plumbing work is to comply with the National Plumbing and Drainage Code (AS3500) and the NSW Code of Practice. A SECTION 68 application shall be applied for PRIOR to the issue of the Construction Certificate.

12. VEHICLE MANAGEMENT PLAN (VMP)**Objective**

To ensure that arrangements are made for vehicles movements associated with the development.

Performance

The vehicle management plan is to detail all vehicle movements within the site including delivery vehicles, bus parking areas, parking areas, overflow parking area and travel routes that are used during operation of the development.

The VMP shall be prepared by the applicant and then submitted to AND approved by Council prior to the issue of any CONSTRUCTION CERTIFICATE. All persons involved in the development operations shall be issued with a copy of the VMP.

13. APPLICATION FOR CERTIFICATION**Objective**

To satisfy the post-consent requirements of this Development Consent, and to comply with S.109 of the Environmental Planning and Assessment Act 1979, as amended.

Performance

The person having the benefit of this consent is required to apply for a:

AN ACCESS CONSTRUCTION CERTIFICATE
AN ACCESS COMPLIANCE CERTIFICATE

DA18/0084

Draft Conditions of Consent

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14. PROVISION OF PRIVATE ACCESS**Objective**

To ensure that safe and practical access is provided to the subject land.

Performance

Access must be provided to the proposed development in accordance with Councils' Provision of Private Access Specification that is current at the time of application from Nancarrow Lane.

An Access Construction Certificate must be obtained prior to commencement of construction of any access or accesses to the property from the adjoining road.

A joint inspection with the Principal Certifying Authority is to be held prior to commencing construction of the access. Please telephone Council's Development Engineer on 6392 3271 to arrange a suitable date and time for the inspection.

An Access Compliance Certificate for the access must be submitted to Council before any Occupation Certificate can be issued for the development.

15. TRAFFIC AND PEDESTRIAN MANAGEMENT PLAN**Objective**

To ensure that any traffic or pedestrian movement through or past the work site is safe.

Performance

The applicant is to prepare and implement a Traffic Management Plan that provides necessary direction to traffic or pedestrian movement through or past the work site. The Traffic Management Plan is to be prepared by a suitably qualified person in accordance with the provisions of the relevant Australian Standards and is to be submitted to Council for approval PRIOR to its implementation.

16. PUBLIC LIABILITY INSURANCE**Objective**

To ensure that the applicant and Council are both protected against any liability claim.

Performance

Prior to the commencement of any works on Council controlled land including a public road, the applicant is to affect Public Liability Insurance in the minimum amount of \$20 million. This insurance is to note Council's as an interest party and is to remain current for at least the period from the issue of the Construction Certificate until the issue of a Compliance Certificate for the works. Documentary evidence of the currency of the cover is to be provided to Council prior to the issuing of any Construction Certificate.

17. PROVISION OF TEMPORARY FACILITIES.

Objective

To provide temporary toilet facilities.

Performance

A temporary sewer or chemical toilet is to be provided on the property while building work is in progress to comply with the requirements of the Workcover Authority.
NOTE: This must be on-site prior to works commencing.

18. SOIL EROSION**Objective**

To protect the water catchments.

Performance

Provide and maintain a silt intercept fence along the lower boundary of the site or as otherwise directed by the Council to ensure that silt does not enter the stormwater system/catchment.

19. IDENTIFICATION OF SITE**Objective**

To clearly identify the site.

Performance

Provide a clearly visible sign to the site stating:-

- a) Unauthorised entry is prohibited
- b) Builders name and license number; or owner builders permit number;
- c) Street number or lot number;
- d) Contact telephone number/after hours number;
- e) Identification of Principal Certifying Authority.

20. NOISE**Objective**

To limit the impact of noise on adjoining properties.

Performance

Building work may only be carried out on the site between the following hours:

7.00am and 7.00pm Monday to Friday

8.00am and 1.00pm Saturdays

No work is to be carried out on Sundays or Public Holidays. This includes site works and deliveries.

21. CRITICAL STAGE INSPECTIONS

Where the Principal Certifying Authority (PCA) appointed for the proposed building is Council, the following inspections for the proposed building work must be undertaken and approved by Council prior to such works being covered. In this regard, at least

24 hours' notice shall be given to permit such inspections to be performed. When requesting inspections please quote Council's DA approval number.

Critical Stage Inspections

- The excavation and reinforcement for pad footings and piers prior to pouring concrete.
- Foundation footings with reinforcement and level pegs in position prior to pouring of concrete;
- Concrete floors/slabs with reinforcement and level pegs in position prior to pouring of concrete;
- Framework for any roof, wall or other building element prior to covering;
- The water- proofing systems installed in the buildings wet areas prior to covering;
- Stormwater connections prior to covering (i.e. where it connects to the kerb and gutter, or an inter-connection with an existing stormwater pipe).
- Final inspection of the building upon its completion to its occupation or use.

22. RUBBISH CONTROL

Objective

Statutory Requirement and Public Interest.

Performance

All rubbish and debris associated with the development, including that which can be windblown, must be contained on site in a suitable container at all times. The container shall be erected on the development site prior to work commencing. Materials, sheds or machinery to be used in associated with the development must be stored and stacked wholly within the worksite unless otherwise approved by Council.

Note 1: No rubbish or debris associated with the development will be placed or permitted to be placed on any adjoining public reserve, footway or road.

Note 2: Offenders are liable for prosecution without further warning.

23. OFF STREET PARKING

Objective

To ensure an adequate level of off street parking is provided.

Performance

- (a) Provision shall be made within the site for a minimum of 30 clearly marked vehicular parking spaces, each to be of minimum dimensions 5.5 x 2.5 metres.
- (b) The proposed car parking and access areas are to be constructed of material that would avoid the potential raising of dust.
- (c) At no time shall any vehicle used in connection with the use of the premises be parked in the road reserve.
- (d) The area identified on the approved plans as 'Overflow Parking' is to be treated with _____

24. APPLICATION OF BITUMEN SEAL TO THE ACCESS AND INTERNAL ROADS

Objective

To ensure a suitable all weather access is provided and to prevent the rising of generated dust from the development.

Performance

The internal road from the Nancarrow Lane access to the proposed restaurant including the vehicular access point, car parking shall be bitumen sealed and be maintained at all times to prevent the rising of dust generated from the development.

25. EMERGENCY EXITS**Objective**

To provide occupants with a means of evacuation.

Performance

A minimum of two emergency exits are required to be provided from the building. The required exits must be fitted with doors that comply with Part D2 of the Building Code of Australia 1996 and must be readily openable without a key from the side that faces a person seeking egress, by a single hand downward or pushing action on a single device fitted between 900mm and 1.2m from the floor.

26. DRAINAGE**Objective**

To ensure satisfactory disposal of roof stormwater run-off.

Performance

All roof water shall be collected through guttering and down piping, connected to a 100mm or 90mm PVC pipeline and shall be disposed of via rainwater storage tank with the overflow to discharge 3m clear of any buildings and property boundaries.

27. ON SITE SEWAGE MANAGEMENT (OSSM)**Objective**

To ensure the proposed OSSM system and associated drainage work for this site is installed and maintained in accordance with the relevant Australian Standards and Council's public Health and environmental performance expectations.

Performance

All drainage and sanitary plumbing work is to comply with the National Plumbing and Drainage Code (AS3500) and the NSW Code of Practice.

For any **Aerated waste water treatment system** the owner/occupier is to enter into a service agreement with an approved service contractor. Such agreement is to provide for regular service of the AWTS in accordance with the accreditation from NSW Health for the system approved. Copies of such service reports are to be provided to Council as soon as practical after each service.

28. FOOD ACT

DA18/0084

Draft Conditions of Consent

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Objective

To satisfy the requirements of the Food Act 2003 and to protect public health.

Performance

The building being constructed and fitted out in accordance with the minimum requirements of AS4674- Construction and Fit out of Food Premises.

29. SURFACE WATER**Objective**

To ensure satisfactory drainage.

Performance

Surface water shall be directed away from the building to prevent ponding near the foundations of the building whilst ensuring surface water is not diverted to the detriment of adjoining properties.

30. WATER SUPPLY**Objective**

Statutory requirement and Public Interest.

Performance

Details of Private Water Supply in accordance with the NSW Health Guidelines are to be provided to Council PRIOR to the release of the OCCUPATION CERTIFICATE

31. ERECTION OF RURAL ADDRESS NUMBER**Objective**

To ensure each eligible rural property has a suitably erected and clearly visible rural address number in accordance with Standard AS/NZS 4819:2011: Geographic Information – Rural and Urban Addressing.

Performance

The designated number plate shall be obtained and erected in accordance with the Specifications for Erection of Rural Address Numbers as supplied by Council. (Note: These plates are available from Council at the fee specified in Council's Fees and Charges)

Written notification is to be provided to Council indicating the rural addressing number has been erected. This letter is to be supplied to Council or Principal Certifying Authority PRIOR to the issue of any Occupation Certificate for the development.

32. SIGNAGE OF ENTRANCE / EXIT POINTS**Objective**

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Draft Conditions of Consent

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To ensure on-site traffic flows in the manner assessed by Council.

Performance

Entrance / exit points are to be clearly signposted and visible from both the street and the site at all times.

33. CAR PARKING SIGNAGE

Objective

To ensure available car parking is clearly defined.

Performance

All vehicles associated with the proposed Restaurant are to be parked within the identified Off street car parking. The parking is to be suitably signposted.

34. OCCUPATION CERTIFICATE

Objective

To ensure compliance with the Environmental Planning & Assessment Act 1979.

Performance

All buildings will require an Occupation Certificate PRIOR to occupation/use of the building.

35. SCALE (GENERAL)

Objective

To ensure the development proceeds as approved.

Performance

The building is limited to 240 patrons at any one time (whether restaurant or any future approved land use).

36. NOISE

Objective

To ensure there are no adverse impacts to the amenity of the surrounding area.

Performance

No external amplification of sound and/or music from the external dining areas is permitted.

37. HOURS OF OPERATION

Objective

DA18/0084

Draft Conditions of Consent

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To ensure the development does not adversely impact the amenity of the surrounding area.

Performance

The approved hours of operation of the Restaurant are as follows:

- Sunday to Thursday: 9am to 10pm
- Friday to Saturday 9am to 11pm

38. COMPLIANCE WITH CONDITIONS OF CONSENT

Objective

To ensure the development proceeds in the manner as determined by Council.

Performance

All conditions of this consent are to be compiled with the standards specified.

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ITEM 1 - INVESTMENTS SUMMARY

REPORT IN BRIEF

Reason For Report	Information provided in relation to Council's Investment Schedule.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.4.b. Maximise secure income through investments
Annexures	1. Investment Summary April 2018 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\\FINANCIAL MANAGEMENT\\FINANCIAL REPORTING\\FINANCIAL REPORTS TO COUNCIL - 925745

FINANCE MANAGER'S REPORT

Council's investments as at 30th April 2018 stand at a total of \$42,654,294.

Council's average interest rate for the month was 2.46%. The effect of the low cash rate is having a negative impact on term deposit rates offered by financial institutions. The Reserve Bank's official cash rate remained steady at 1.50% during the month of April. However, Council's average rate is higher than Council's benchmark rate of the 30 Day Bank Bill Swap Rate of 1.83%.

Council's investments are held with multiple Australian financial Institutions with varying credit ratings according to Council's Investment Policy. The annexure to this report shows a break up of each individual institution that Council invests with and its "Standard and Poor's" Credit Rating.

The Schedule of Investments for April 2018 is attached for Council's information.

ITEM 2 - RATES SUMMARY

REPORT IN BRIEF

Reason For Report	Information provided in relation to Council's Rates collections.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.4.a - Level of rate of collection
Annexures	1. Rates graph April 2018 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\\FINANCIAL MANAGEMENT\\FINANCIAL REPORTING\\FINANCIAL REPORTS TO COUNCIL - 925722

SENIOR RATES OFFICER'S REPORT

Rate Collection Summary to 30 April 2018 is attached for Council's information. The percentage collected is 78.1%, which is similar to previous years.

The due date for the fourth instalment is 31 May 2018.

ITEM 3 - RESOLUTIONS REGISTER - INFOCOUNCIL - ACTIONS REPORTING

REPORT IN BRIEF

Reason For Report	To provide Council with a report on progress made in actioning its resolutions up to last month's Council meeting and any committee meetings held.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a. Provide quality administrative support and governance to councillors and residents
Annexures	1. Traffic Light Report Summary ↓ 2. Council ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\RESOLUTION REGISTER - 900814

GENERAL MANAGER'S REPORT

InfoCouncil generated reports are annexed including actions up to the previous month's meetings resolutions.

Progress comments are provided until the final action comment which will also show "COMPLETE": that item will then be removed from the register once resolved by the council.

Attached also is the "traffic light" indicator system that enables the council to identify potential areas of concern at a glance.

Councillors should raise any issues directly with the directors as per the mayor's request.

ITEM 4 - COMMUNITY FACILITATION FUND

REPORT IN BRIEF

Reason For Report	To report on approved expenditure under the Community Facilitation Fund (CFF).
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Policy Implications	Nil
Budget Implications	Within existing budget allocation
IPR Linkage	3.3.5.a. Review community need for new and upgraded facilities
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\COMMUNITY FACILITATION FUND - 925319

GENERAL MANAGER'S REPORT

Council adopted guidelines for the Community Facilitation Fund (CFF) in March 2015. The CFF was created for smaller community projects not originally included in the council's budget, to be allocated at the discretion of the Mayor and Deputy Mayor.

As a reminder, the guidelines for the CFF are as follows:

1. Projects where no existing vote for the works has been allocated or the vote is insufficient to complete the project.
2. Recipients must be community based not-for-profit groups.
3. Mayor and Deputy Mayor to jointly approve funds (with the General Manager as proxy if one is not available).
4. Allocation of funds to be reported to the next available council meeting.
5. Limit of \$3,000 per allocation unless other approved by council.

The following allocation of funds were made in the past month.

Cabonne Council	Donation of skip bins for Canowindra Rugby Club gala day 10/3/2018	\$490
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ITEM 5 - PROPOSED CANOWINDRA MEDICAL CENTRE UPDATE

REPORT IN BRIEF

Reason For Report	To advise Council of developments in relation to the proposed Canowindra Medical Centre.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.2.3.a Undertake review of Health services
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\COMMUNITY SERVICES\PLANNING\COMMUNITY DEVELOPMENT - 926186

GENERAL MANAGER'S REPORT

Council staff have been investigating the establishment of a medical centre in Canowindra with a view to developing a "HeathOne" type of facility. On 4 May 2018 the General Manager met with representatives of NSW Western Area Health Service to discuss options for the establishment of such a facility in Canowindra.

Following the meeting the representatives of the health service undertook to liaise with health professionals in Canowindra with a view to determining the demand and feasibility for the project and report back within 4 weeks.

ITEM 6 - PROPERTY ASSET REVIEW UPDATE

REPORT IN BRIEF

Reason For Report	To provide information relating to progress to date on the review of Council assets.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.3.5.a Review community need for new and upgraded facilities
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\COUNCIL PROPERTIES\USAGE\BUILDINGS - 926195

GENERAL MANAGER'S REPORT

At the February Council meeting a report was presented recommending that the General Manager commence negotiations regarding the transfer of ownership of the property that some S355 committees manage. Preliminary investigations have commenced however it has been identified that Council's land asset register is inconsistent and has land incorrectly listed as operational when in fact it should be classified as community.

Determining the specific land tenure of Council's 294 properties is a specialist field and while the previous classifications have been conducted with the best intentions, the absence of technical qualifications has resulted in a number of misclassifications. Staff are currently obtaining quotations to have the land assets register reviewed by a specialised property management unit within the Department of Industry, this will result in a delay in negotiations while an assessment is made to ensure that Council is in a position to dispose of the properties should the community groups identified be interested in such a proposal.

ITEM 7 - CONTINUOUS IMPROVEMENT

REPORT IN BRIEF

Reason For Report	To advise on planned improvements to land management practices.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.3.5.a Review community need for new and upgraded facilities
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\COUNCIL PROPERTIES\ASSETS\ASSET REGISTER - 926884

GENERAL MANAGER'S REPORT

As part of the continuous improvement requirements under the General Manager's Performance Agreement, a service review of council's land management practices has been conducted. As part of the review it has been identified that some properties currently being managed by s355 committees may be better managed in the ownership of these properties being vested in the committees. During this process it has been identified that council does not have an adequate land asset register with some properties that are currently listed as 'freehold' 'operational' land when in fact they have been reserved from sale.

The review also identified numerous 'community' land parcels that did not have a Plan of Management (POM) as required by the Local Government Act. The properties that did not previously have a POM will now be covered by the generic Plan of Management to be adopted at this meeting. Specific POMs had to be developed for Molong Village Green and Canowindra Memorial Park and the generic POM will enable development to take place on other sites as proposals come forward (such as holding of market days) and negate the need for the delays experienced with these recent examples.

Council is presently seeking quotations to have the land tenure of all of its land holdings reviewed to ensure that going forward there is certainty in relation to how land may be dealt with.

ITEM 8 - 2018/2019 FEDERAL BUDGET

REPORT IN BRIEF

Reason For Report	To inform Council of relevant items in the 2018/2019 Federal Budget.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a Provide quality administrative support and governance to councillors and residents
Annexures	Nil

File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNMENT RELATIONS\LOCAL AND REGIONAL LIAISON\AUSTRALIAN FEDERAL GOVERNMENT - 925644
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DIRECTOR OF FINANCE AND CORPORATE SERVICES' REPORT

On Tuesday 8 May 2018 the Federal Treasurer released the 2018/2019 Federal Budget. Key initiatives and savings measures were, tax relief to middle and lower income Australians, infrastructure investment across a range of transport investments and Aged Care reform including additional home care packages.

There was very little change to the funding of Local Government. Financial Assistance Grants (FAG's), Roads to Recovery funding and other transport infrastructure funding were maintained at existing levels.

FAG's will amount to \$381.7 million for NSW. This lower figure allows for the \$372.6 million which was paid in advance in 2016/2017, which would make the total FAG's payments to NSW Councils \$754 million. An increase of approximately 0.7 percent. Cabonne Shire receives approximately \$4.5 million in FAG's annually. These grants are untied, meaning Council can spend them on whatever it chooses.

Roads to Recovery funding will amount to \$85.4 million for NSW. Council receives approximately \$1 million per annum from this funding source. These are tied grants which must be spent on local roads, but Council can determine which roads the funding is allocated to.

Bridge renewal, identified Local Roads Grants and Black Spot funding have all been maintained. NSW Local Councils will receive a further \$170.8 million for these programs. The amount of funding received by Cabonne Council will depend on the success of applications submitted.

Other areas of interest to Cabonne are:

- \$206.5 million over 4 years for round 3 of Building Better Regions Fund to support investment in community infrastructure.
- \$30 million nationally over 2 years for the Safer Communities Fund which is open to all Local Governments to fund crime prevention measures.
- \$29.7 million in 2018/2019 to deliver up to 500 local community sporting infrastructure grants of up to \$500k for community sporting facilities.
- Aged care reform will affect local governments as councils will be required to competitively provide service to clients who will control their own aged care packages.

Should Councillors wish to read further on this topic they can go to the following link <https://alga.asn.au/?ID=16597>

ITEM 9 - REVIEW OF EDUCATION SERVICES IN CABONNE

REPORT IN BRIEF

Reason For Report	To update Council on the provision of educational services in Cabonne
Policy Implications	NIL
Budget Implications	NIL
IPR Linkage	3.4.1.a Monitor challenges and opportunities for education services provided in Cabonne
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY SERVICES\\SERVICE PROVISION\\YOUTH SERVICES - 924490

COMMUNITY SERVICES MANAGER'S REPORT

There are 19 schools in Cabonne, which all provide a high standard of teaching to meet the educational needs of their students. Currently there are 1823 students registered in Cabonne Schools.

School	Students in 2013	Students in 2015	Students in 2017
Borenore Public	34	39	40
Canowindra High	231	225	246
Canowindra Public	241	217	217
Cargo Public	14	15	22
Clergate Public	79	92	103
Cudal Public	68	60	77
Cumnock Public	55	53	54
Eugowra Public	37	39	29
Manildra Public	28	35	43
Molong Central	479	464	472
Mullion Creek Public	37	39	55
Nashdale Public	65	95	119
St Columba's Yeoval	26	30	26
St Edward's Canowindra	98	95	74
St Joseph's Eugowra	32	36	31
St Joseph's Manildra	39	31	23
St Joseph's Molong	48	45	46
Spring Terrace Public	28	27	26
Yeoval Central	148	125	120

Schools closer to Orange have grown with Clergate gaining 24 students in this period, Nashdale gained 54 and Mullion Creek 18 students.

School to TAFE programs are also important with senior students undertaking TAFE courses that count towards their HSC and gain credit towards a TAFE qualification.

In 2016 there were 74 Higher School Certificates awarded to Year 12 students across Cabonne's three Secondary Schools.

The average attendance record for Cabonne schools in Semester 1, 2017 was 93.9%.

Further enrolments, number of teaches and student performance can be found on the My School website www.myschool.edu.au.

NAPLAN results are also available on this website and these can be effective in identifying schools where extra resources are needed and to direct initiatives to address learning needs.

Students from Canowindra High, Molong Central and Yeoval Central Schools have been invited to address this Council Meeting.

ITEM 10 - REVIEW OF CHILDCARE SERVICES

REPORT IN BRIEF

Reason For Report	To update Council on the provision of child care services facilitated by Cabonne.
Policy Implications	NIL
Budget Implications	NIL
IPR Linkage	3.1.1.d Review financial sustainability of FDC, IH and AS Care services
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY SERVICES\\GRANTS AND FUNDING\\FAMILY DAY CARE - 925744

COMMUNITY SERVICES MANAGER'S REPORT

Both Cabonne / Blayney Family Day Care and Cabonne After School Care applied for sustainability funding through the Community Child Care Fund. This funding was an open competitive selection criteria administered by the Community Grants Hub on behalf of the Department of Education and Training.

The Community Grants Hub received 1,321 applications, with only 1,058 found to be compliant and eligible. Of these, 790 activities were approved with \$114.6 million being awarded.

Council submitted four applications under the Community Child Care Fund. From these Council has received notification that these have been successful in part, and the following has been approved.

Family Day Care

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Total
Applied for	\$ 44,000	\$ 37,000	\$ 31,000	\$ 24,000	\$ 17,000	\$153,000
Approved	\$ 44,000	\$ 37,000	\$ 31,000	\$ -	\$ -	\$112,000

Mullion Creek After School Care

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Total
Applied for	\$13,400	\$13,200	\$7,300	\$7,000	\$2,000	\$ 42,900
Approved	\$13,400	\$13,200	\$7,300	\$ -	\$ -	\$ 33,900

Blayney After School Care

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Total
Applied for	\$12,500	\$12,300	\$6,100	\$5,800	\$1,500	\$38,200
Approved	\$12,500	\$12,300	\$6,100	\$ -	\$ -	\$30,900

Millthorpe After School Care

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Total
Applied for	\$9,200	\$8,600	\$8,000	\$1,500	\$900	\$28,200
Approved						

The General Manager, being the Primary Contact for all applications, made contact with the Community Grants Hub to request feedback on the Millthorpe After School Care application, as no notification has been received, and also the three applications we have received notification on have not been for the full amount requested.

Council's request for individual feedback has been registered with the Community Grants Hub, and aims to provide this feedback within 60 days.

**ITEM 11 - ENGINEERING AND TECHNICAL SERVICES REPORT - MAY
UPDATE**

REPORT IN BRIEF

Reason For Report	To up date Council on works in progress in the Engineering and Technical Services Department
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a Provide quality administrative support and governance to councillors and residents
Annexures	1. Engineering Capital Works and Expenditure Report May 2018 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\REPORTING\ENGINEERING AND TECHNICAL SERVICES REPORTING - 925750

DIRECTOR OF ENGINEERING & TECHNICAL SERVICES' REPORT

Please find attached to this report an update of the 2017-2018 works in progress in the Engineering and Technical Services Department.

ITEM 12 - HERITAGE ADVISOR'S REPORT

REPORT IN BRIEF

Reason For Report	Providing councillors with a copy of the Heritage Advisor's report.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.3.2.b - Heritage advisory service provided
Annexures	1. Heritage Advisors Report - April ↓ 2. Heritage Advisors Report - May 2018 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\DEVELOPMENT AND BUILDING CONTROLS\REPORTS\HERITAGE - 921816

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Copies of the Heritage Advisor's Reports for April and May 2018 are attached for the information of the council.

ITEM 13 - DEVELOPMENT APPLICATIONS APPROVED DURING APRIL 2018

REPORT IN BRIEF

Reason For Report	Details of development applications approved during the preceding month.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a. Provide efficient and effective development assessment

Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\DEVELOPMENT AND BUILDING CONTROLS\\BUILDING AND DEVELOPMENT APPLICATIONS\\REPORTING - DEVELOPMENT APPLICATIONS TO COUNCIL - 921811

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Development Applications have been approved during the period 01/04/2018 to 30/04/2018 as detailed below.

SUMMARY OF APPROVED DEVELOPMENT APPLICATIONS

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Section 68 Only x 12	\$-----
Modification to 4 Lot Subdivision	\$-----
Modification to Installation of 3 LPG Tanks	\$-----
Modification to 8 Lot Subdivision	\$-----
Modification to Garage	\$-----
Modification to 7 Lot Subdivision	\$-----
Modification to Café/Lollyshop Signage & Ramp	\$-----
Modification to Limestone Quarry	\$-----
Modification to Remote Control Car Track	\$-----
Demolition of Dwelling & Shed	\$-----
Alterations to Existing Premises	\$-----
15 Lot Subdivision	\$-----
4 Lot Subdivision	\$-----
Boundary Adjustment	\$-----
3 Lot Rural Subdivision	\$-----
Existing Land Use, Inground Pool & Covered Deck	\$30,000
Shed & attached Carport	\$12,500
Dwelling	\$117,832
Garage	\$31,800
Storage Shed	\$32,500
Alterations & Additions to Existing Dwelling & Construction of a Storage Shed	\$250,000
3 Lot Subdivision, Demolition & 2 x Transportable Dwellings	\$300,000
Alterations & Additions to Existing Dwelling	\$50,000
Relocation of Dwelling	\$55,000
Dwelling	\$715,000
Dual Occupancy	\$619,300
Alterations to Dwelling & Shed	\$100,000
Dwelling with Detached Garage	\$500,000
Storage Shed	\$10,720
Storage Shed	\$17,500

TOTAL: 41	\$2,842,152
------------------	--------------------

SUMMARY OF APPROVED COMPLYING DEVELOPMENT APPLICATIONS

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Swimming Pool	\$48,415
New Dwelling and attached Garage	\$450,000
Dwelling	\$389,620
TOTAL: 3	\$888,035
GRAND TOTAL: 44	\$3,730,187
<i>Previous Month: 29</i>	\$1,779,805

**ITEM 14 - DEVELOPMENT APPLICATIONS RECEIVED DURING APRIL
2018**

REPORT IN BRIEF

Reason For Report	Details of development applications received during the preceding month.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a. Provide efficient and effective development assessment
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\DEVELOPMENT AND BUILDING CONTROLS\BUILDING AND DEVELOPMENT APPLICATIONS\REPORTING - DEVELOPMENT APPLICATIONS TO COUNCIL - 921828

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Development Applications have been received during the period 01/04/2018 to 30/04/2018 as detailed below.

SUMMARY OF DEVELOPMENT APPLICATIONS RECEIVED

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Section 68 Only x 9	\$----
Modification to Installation of 3 LPG Tanks	\$----
Modification to Limestone Quarry	\$----

Modification to Garage	\$----
Modification to 7 Lot Subdivision	\$----
Temporary Bus Depot	\$----
Change of Use (Dwelling and Dual Occupancy)	\$----
7 Lot Rural Subdivision	\$----
Alterations & Additions to Existing Dwelling & Home Business	\$49,000
Dual Occupancy	\$25,000
Dual Occupancy	\$60,000
Storage Shed	\$10,720
Alterations to Dwelling & Shed	\$100,000
Dwelling with Detached Garage	\$500,000
Alterations & Additions from Church to Dwelling & Proposed Storage Shed	\$150,000
Storage Shed	\$9,000
Construction of Glass Enclosure	\$60,000
Dual Occupancy (Detached)	\$400,000
2 x Carports and Replacement of Pergola	\$30,000
Alterations & Additions to Existing Dwelling	\$305,000
Storage Shed	\$260,000
Enclose Men's Shed Verandah	\$7,490
Storage Shed & 2 x Shipping Containers (Temporary 2 Years)	\$25,000
Storage Shed	\$17,500
Dwelling	\$160,000
Alterations & Additions to Existing Dwelling	\$140,000
Re-Roofing of the HACC Building	\$30,000
New Dwelling with attached Garage	\$604,000
Verandah	\$22,000
Dwelling	\$300,000
TOTAL: 38	\$3,264,710

SUMMARY OF COMPLYING DEVELOPMENT APPLICATIONS RECEIVED

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Demolition of Existing Dwelling and Outbuildings	\$51,953
New Dwelling and attached Garage	\$450,000
Swimming Pool	\$48,415
Dwelling	\$389,620
TOTAL: 4	\$939,988
GRAND TOTAL: 42	\$4,204,698

ITEM 15 - MEDIAN PROCESSING TIMES 2018

REPORT IN BRIEF

Reason For Report	To provide information on median processing times.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a. Assess and determine development applications, construction certificate applications and Onsite Sewerage Management Systems (OSMS) to meet agreed service levels
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\DEVELOPMENT AND BUILDING CONTROLS\\BUILDING AND DEVELOPMENT APPLICATIONS\\REPORTING - DEVELOPMENT APPLICATIONS TO COUNCIL - 923243

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Summary of median Application Processing Times over the last five years for the month of April:

<u>YEAR</u>	<u>MEDIAN ACTUAL DAYS</u>
2013	43
2014	19.5
2015	36
2016	14
2017	35

Summary of median Application Processing Times for 2018:

<u>MONTH</u>	<u>MEDIAN ACTUAL DAYS</u>
January	36
February	24.5
March	22
April	21.5
May	
June	
July	
August	
September	
October	
November	
December	

ITEM 16 - BURIAL STATISTICS

REPORT IN BRIEF

Reason For Report	To provide information on burial statistics.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.3.1.a - Maintain cemeteries in accordance with community requirements
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\PUBLIC HEALTH\\CEMETERIES\\REPORTING - BURIAL STATISTICS - 923248

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

<u>YEAR</u>	<u>NO OF BURIALS</u>
2006/07	59
2007/08	62
2008/09	57
2009/10	65
2010/11	40
2011/12	54
2012/13	54
2013/14	80
2014/15	66
2015/16	64
2016/17	41
July	7
August	8
September	9
October	7
November	4
December	4
January	4
February	0
March	6
April	7
May	
June	
Total	56

Cabonne Council
Schedule of Investments as at 30/04/18

Annexure - Item 2

GENERAL FUND

Investing Institution	Credit Rating	Amount Invested	Interest Rate	Terms (Days)	Maturity Date
ANZ Bank	A1+	2,500,000	2.45%	180	9/08/2018
ANZ Bank	A1+	3,000,000	2.50%	273	29/10/2018
ANZ Bank	A1+	1,000,000	2.40%	180	9/09/2018
ANZ Bank	A1+	1,000,000	2.40%	180	15/10/2018
ANZ Bank	A1+	2,000,000	2.45%	181	18/07/2018
Bank of Qld	A2	500,000	2.70%	181	15/10/2018
Commonwealth Bank	A1+	2,946,294	1.45%	Cash Mgt A/c	30/04/2018
Commonwealth Bank	A1+	3,000,000	2.54%	310	23/06/2018
Commonwealth Bank	A1+	2,000,000	2.57%	305	15/10/2018
Commonwealth Bank	A1+	2,000,000	2.56%	270	19/09/2018
Illawarra Mutual Build Society	A2	250,000	2.55%	183	10/05/2018
Illawarra Mutual Build Society	A2	500,000	2.55%	364	8/11/2018
Me Bank	A2	1,500,000	2.65%	270	24/05/2018
National Australia Bank	A1+	1,500,000	2.57%	180	3/09/2018
National Australia Bank	A1+	1,000,000	2.62%	150	3/09/2018
National Australia Bank	A1+	3,000,000	2.48%	151	7/05/2018
National Australia Bank	A1+	2,000,000	2.52%	182	7/05/2018
National Australia Bank	A1+	1,000,000	2.52%	305	18/06/2018
National Australia Bank	A1+	2,000,000	2.49%	180	13/08/2018
Reliance Credit Union	Unrated	250,000	2.70%	365	30/10/2018
Suncorp-Metway	A1	2,000,000	2.45%	180	23/07/2018
Westpac Bank	A1+	2,000,000	2.54%	180	20/08/2018
Westpac Bank	A1+	1,000,000	2.54%	215	25/09/2018
Westpac Bank	A1+	3,000,000	2.45%	182	6/05/2018
Westpac Bank	A1+	1,500,000	2.54%	210	20/09/2018

GENERAL FUND INVESTMENTS

\$ 42,446,294

TRUST FUND

Investing Institution	Credit Rating	Amount Invested	Interest Rate	Terms (Days)
Commonwealth Bank	A1+	208,000	1.70%	24 Hour at call account

TRUST FUND INVESTMENTS

\$ 208,000

TOTAL INVESTMENTS

\$ 42,654,294

INVESTMENT POLICY

Council's Investment policy states the aggregate of investments should not exceed the following percentages:

Standard & Poors Credit Short Term Rating	Maximum Percentage Total Investments
A1+	100.00%
A1 & A1-	50.00%
A2	10.00%
Unrated	2.00%

Council's Current Exposure of Total Investments

A1+	88.28%	\$	37,654,294
A1 & A1-	4.69%	\$	2,000,000
A2	6.45%	\$	2,750,000
Unrated	0.59%	\$	250,000
Total Investments		\$	42,654,294

Council's Investment policy states the amount invested with any one financial institution should not exceed the following percentages:

Standard & Poors Credit Short Term Rating	Percentage per Institution
A1+	30.00%
A1 & A1-	20.00%
A2	10.00%
Unrated	2.00%

Council's Current Exposure per Institution

Commonwealth Bank	23.81%	\$	10,154,294	A1+
National Australia Bank	24.62%	\$	10,500,000	A1+
Westpac Bank	17.58%	\$	7,500,000	A1+
ANZ	22.27%	\$	9,500,000	A1+
Suncorp-Metway	4.69%	\$	2,000,000	A1
Bank of Qld	1.17%	\$	500,000	A2
Illawarra Mutual Building Society	1.76%	\$	750,000	A2
Me Bank	3.52%	\$	1,500,000	A2
Reliance Credit Union	0.59%	\$	250,000	Unrated
Total Investments		\$	42,654,294	

INVESTMENT MOVEMENTS

Council's Overall Total Investments has decreased due to variations in the Cashflow during the month of April.

	This Month	Last Month	July 2017
Total Investments	\$ 42,654,294	\$ 45,976,549	\$ 43,234,549
% Change	-7.79%		-1.36%

INTEREST RATE PERFORMANCE

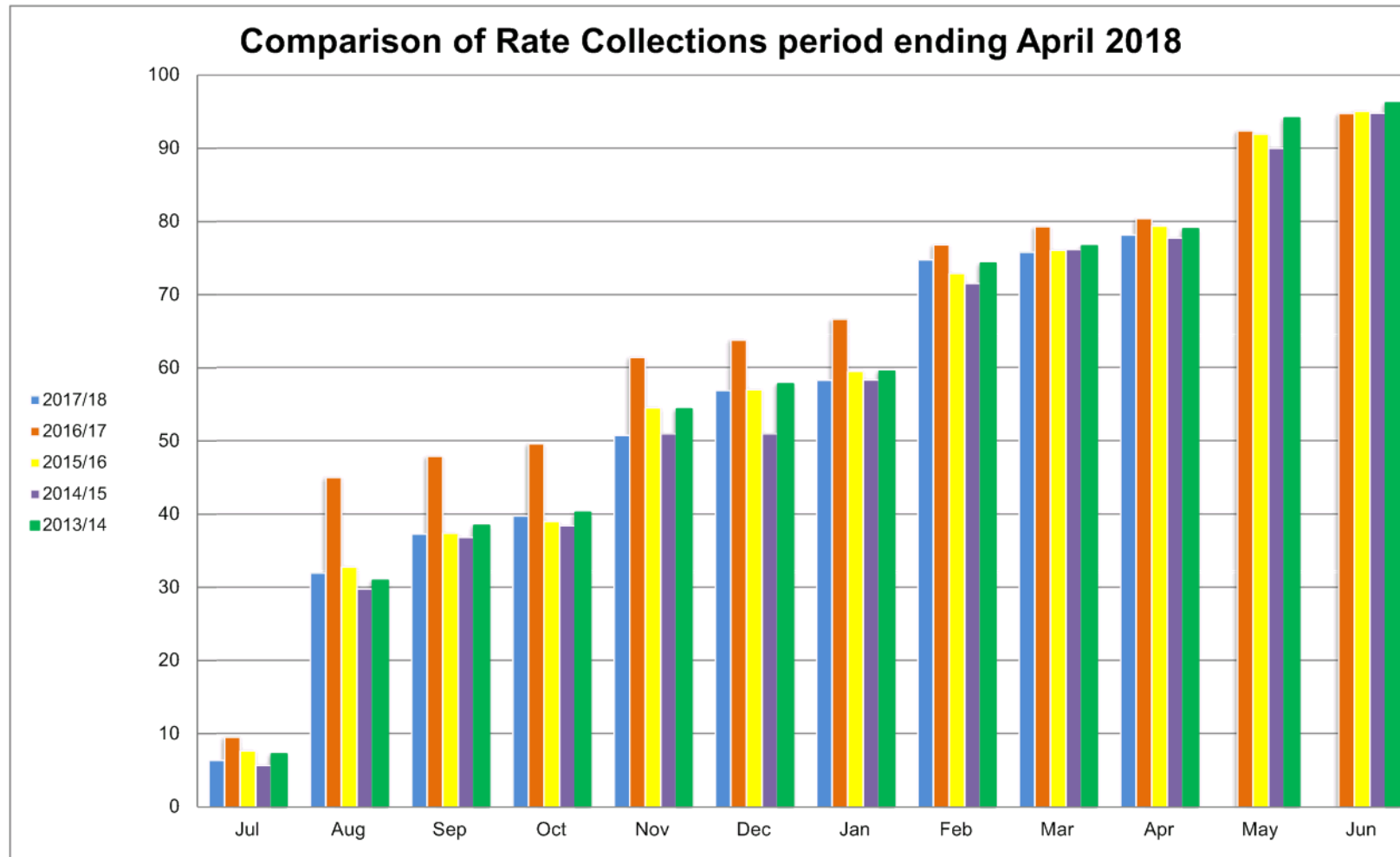
Council's Average Interest rate for the month was 2.46%. The average rate movement is minimal due to the low cash rate and the flow on effect to term deposit rates offered in the market. The Reserve Bank's official cash rate remained at 1.50% in April. However, Council's average is still higher than Council's Performance Benchmark, the 30 Day Bank Bill Swap Rate of 1.83%.

Performance Benchmark 30 Day Bank Bill Swap Rate	Av Interest Rate This Month	Av Interest Rate Last Month	Av Interest Rate July 2017
1.83%	2.46%	2.44%	2.46%

L Taberner

Responsible Accounting Officer

I hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2005 and Council's Investment policy number POL 08/52.



Incomplete Resolutions - Summary

Risk	Totals	Month 1	Month 2	Month 3	Month 3+
Low	82	49	11	0	22
Medium	0		0	0	0
High	0				0

As at: 11 May 2018

Key:

Low Risk

Includes resolutions marked "Complete" pending the next Council meeting to be finalised; resolutions up to 2 months old with an initial comment; and resolutions not "Complete" (regardless of age), with initial and progress comments which are incomplete due to a legitimate reason.

Medium Risk

Includes resolutions not "Complete", up to 2 months old **without** a comment; and resolutions 3 months old with an initial comment but without a satisfactory or timely update.

High Risk

Includes resolutions not "Complete", with no initial comment 3+ months old; 3+ months old with initial comment but no update; and 3+ months old with initial comment and with updates but reason or legitimacy is "no or not known (to be shown as "No").

Outstanding Actions

Division:
Committee:
Officer:

Ordinary Meeting

Date From:
Date To:

Action Sheets Report

Printed: Friday, 11 May 2018 3:52:44 PM

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 17 September 2013	Sharlea Taite	Confidential Items	PURCHASE OF UNIDENTIFIED RAILWAY LAND NORTH OF LOT 1 DP 745958
	Robert Cohen		MOLONG

RECOMMENDATION (Wilcox/Culverson)

THAT Council:

1. Proceed with the subdivision and purchase of the unidentified railway land north of Lot 1 DP 745958, Molong.
2. Affix the seal of Council to the subdivision and acquisition documents.
3. Classify the land as operational.

11 May 2018 - 12:26 PM - Emma Tadros
Contracts require further signatures

11 Apr 2018 - 1:45 PM - Sharlea Taite
Deed of agreement with GM for signing

15 Feb 2018 - 9:56 AM - Sharlea Taite
Deed of agreement with JHR solicitors for amendments.,

08 Nov 2017 - 10:09 AM - Sharlea Taite
awaiting on progress from JHR

13 Sep 2017 - 11:56 AM - Sharlea Taite
With JHR solicitors to create a Deed of Acquisition

12 Jul 2017 - 9:59 AM - Sharlea Taite
With JHR

16 Jun 2017 - 12:58 PM - Sharlea Taite
Email sent to solicitors again for update

10 May 2017 - 4:02 PM - Sharlea Taite
Email sent to solicitors on status

12 Apr 2017 - 2:24 PM - Sharlea Taite
Still currently with solicitors to draw up transfer paperwork.

08 Mar 2017 - 11:49 AM - Sharlea Taite
Currently with solicitors to draw up transfer paperwork.

07 Dec 2016 - 10:39 AM - Sharlea Taite
survey completed

JHR have said they endorsed plan just waiting for council to receive

02 Nov 2016 - 11:25 AM - Sharlea Taite
survey has been completed and information sent to Enviro for information as JHR wanting to get land subdivided.

Awaiting on information

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 May 2018 3:52:44 PM
<p>15 Sep 2016 - 11:51 AM - Sharlea Taite Quote accepted waiting for correspondence from contractor - Matt Forsyth</p> <p>09 May 2016 - 1:49 PM - Sharlea Taite They advised that they now need a subdivision to be completed. Subdivision will be needed to finalise this one so I have sent this job to 3 surveyors for quotes. Have only received one quote so far. Will await to receive the remaining quotes</p> <p>11 Mar 2016 - 9:46 AM - Sharlea Taite investigations still happening</p> <p>15 Jan 2016 - 12:55 PM - Sharlea Taite John Holland asked for Council to supply 149 Certificate and provide sewer diagrams late last year. 149 Certificate asked to be supplied by Environmental Services. Environmental Services have advised that further investigations need to be done before supplied with 149.</p> <p>11 Nov 2015 - 10:36 AM - Sharlea Taite still waiting on JHR - design staff liaising with JHR</p> <p>08 Sep 2015 - 4:24 PM - Sharlea Taite Reply from Jacob Evans - Still haven't heard from John Holland Rail at all regarding this or the one below. I have literally just emailed them again this morning so awaiting a response but they haven't sent anything through at this stage.</p> <p>23 Jul 2015 - 12:18 PM - Sharlea Taite Still awaiting approval from NSW Government properties for Rail to sell land directly to Council</p> <p>04 Jun 2015 - 2:54 PM - Sharlea Taite Jacob Evan comment - Last correspondence from Rail was that they are still awaiting approval from Government Properties NSW to be able to sell land direct to Council.</p> <p>02 Apr 2015 - 3:50 PM - Sharlea Taite 2. Have contacted JHR regarding this matter and its still with Transport NSW so waiting on them. I was advised that JHR will follow them up to try to get a result.</p> <p>06 Feb 2015 - 9:39 AM - Sharlea Taite have received confirmation from JHR to purchase. In the process now of doing all the paperwork and sending to solicitors.</p> <p>06 Jan 2015 - 3:57 PM - Sharlea Taite Property Officer from JHR has contacted me and is chasing the documentation up</p> <p>01 Dec 2014 - 3:03 PM - Sharlea Taite have asked for an update from John Holland....no response</p> <p>09 Oct 2014 - 11:20 AM - Sharlea Taite Action reassigned to Sharlea Kenney by: Sharlea Kenney</p> <p>02 Jul 2014 - 10:40 AM - Kristi Whiteman Response to email sent 2/07/2014 - Documents with Transport NSW, John Holland following up on the progress.</p> <p>02 Apr 2014 - 12:58 PM - Jason Theakstone email sent today requesting update</p> <p>07 Mar 2014 - 10:37 AM - Jason Theakstone AWAITING JOHN HOLLAND RAIL</p> <p>05 Nov 2013 - 3:55 PM - Jason Theakstone Awaiting JHR</p> <p>17 Oct 2013 - 3:30 PM - Jason Theakstone Application sent to JHR. Awaiting advice</p>			

Outstanding Actions

Division:

Committee:

Officer:

Ordinary Meeting

Date From:

Date To:

Action Sheets Report

Printed: Friday, 11 May 2018 3:52:44 PM

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 22 March 2016	Clive Cawthorne Robert Cohen	For Determination	Mullion Creek - Pedestrian Crossing Facility across Long Point Road

RECOMMENDATION (Wilcox/Culverson)

THAT Council:

1. Allocate \$8,107.50 from revenue to fund 50% of the installation of a pedestrian crossing facility in Mullion Creek.

2. Resolve the expenditure is required and warranted for public safety purposes.

3. Approach RMS through the Traffic Committee to look at speed restrictions through the refuge.

12 Apr 2018 - 2:38 PM - Sharlea Taite

Part of VEP submissions

15 Feb 2018 - 9:10 AM - Sharlea Taite

further investigating

16 Nov 2017 - 4:01 PM - Sharlea Taite

still investigating

15 Sep 2017 - 3:00 PM - Sharlea Taite

no update of VEP projects

08 Aug 2017 - 4:02 PM - Sharlea Taite

looking at including with the VEP works

16 Jun 2017 - 12:52 PM - Sharlea Taite

Options are still being considered

10 May 2017 - 10:32 AM - Sharlea Taite

Still awaitinf RMS approval due to no current RMS funds

17 Mar 2017 - 11:53 AM - Clive Cawthorne

Still awaiting RMS approval

08 Dec 2016 - 9:28 AM - Clive Cawthorne

Still awaiting reply from RMS - will follow up with RMS for a response.

18 Oct 2016 - 3:48 PM - Sharlea Taite

Still with RMS for approval

09 Aug 2016 - 9:53 AM - Clive Cawthorne

Still with RMS awaiting approval and funding

11 May 2016 - 10:00 AM - Clive Cawthorne

Design complete, now with RMS for approval

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 April 2016	Clive Cawthorne Robert Cohen	For Determination	HANOVER BRIDGE - LAND ACQUISITION

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 May 2018 3:52:44 PM
<p>MOTION (Culverson/Wilcox)</p> <p>THAT Council authorise:</p> <ol style="list-style-type: none"> 1. The purchase of 5,500sqm of land from Lot 7300 DP 1144896 by way of compulsory acquisition in accordance with the Land Acquisition (Just Terms Compensation) Act 1991; 2. An application to be made to the Minister and the Governor for approval to acquire part Lot 7300 DP 1144896 by compulsory acquisition process; 3. The affixation of the Common Seal to the Crown licence documents; 4. The affixation of the Common Seal and appropriate signatures on the associated land transfer documents. <p>11 May 2018 - 12:25 PM - Emma Tadros Compensation paid - awaiting confirmation from solicitors 11 Apr 2018 - 1:41 PM - Sharlea Taite Gone back to solicitors for clarification on compensations 15 Feb 2018 - 9:52 AM - Sharlea Taite Land acquisition has been gazetted and with just terms group 08 Nov 2017 - 10:10 AM - Sharlea Taite private owner paid but ongoing land acquisition with Crown 15 Sep 2017 - 3:02 PM - Sharlea Taite Details given to pay the land owners 12 Jul 2017 - 9:46 AM - Sharlea Taite Have contacted Solicitors saying to follow up again 16 Jun 2017 - 12:39 PM - Sharlea Taite Reply from messenger and messenger when asking about the payment.</p> <p>We have made enquiries with the Office of Local Government in relation to the Application for Acquisition under the Just Terms Compensation Act 1991. We were advised that the delay have been due to a change in Ministers and the amalgamations. We shall keep you advised.</p> <p>10 May 2017 - 10:34 AM - Sharlea Taite With solicitors 17 Mar 2017 - 11:54 AM - Clive Cawthorne Subdivision still underway 08 Dec 2016 - 9:18 AM - Clive Cawthorne</p>			

Outstanding Actions

Division:

Committee:

Officer:

Ordinary Meeting

Date From:

Date To:

Action Sheets Report

Printed: Friday, 11 May 2018 3:52:44 PM

two private acquisitions completed one crown acquisition still ongoing and with solicitors

18 Oct 2016 - 3:41 PM - Sharlea Taite

two private acquisitions are complete the crown acquisition is ongoing and currently with the solicitors.

09 Aug 2016 - 9:52 AM - Clive Cawthorne

Still in the process of subdivision

11 May 2016 - 9:58 AM - Clive Cawthorne

In Progress of subdivision

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 April 2016	Heidi Thornberry Steve Harding	For Determination	HANOVER BRIDGE - LAND ACQUISITION

MOTION (Culverson/Wilcox)

THAT Council authorise:

1. The purchase of 5,500sqm of land from Lot 7300 DP 1144896 by way of compulsory acquisition in accordance with the Land Acquisition (Just Terms Compensation) Act 1991;

2. An application to be made to the Minister and the Governor for approval to acquire part Lot 7300 DP 1144896 by compulsory acquisition process;

3. The affixation of the Common Seal to the Crown licence documents;

4. The affixation of the Common Seal and appropriate signatures on the associated land transfer documents.

10 May 2018 - 2:35 PM - Heidi Thornberry

Awaiting transfer documents to affix seal

12 Apr 2018 - 4:17 PM - Jolene Pearson

Action reassigned to Heidi Thornberry by: Jolene Pearson

12 Apr 2018 - 3:52 PM - Jolene Pearson

Seal affixed to the Crown Licence documents 12/12/17.

Awaiting transfer documents to affix seal

12 Oct 2017 - 1:32 PM - Jolene Pearson

Awaiting documents to apply seal

15 Sep 2017 - 9:53 AM - Victoria Priest

Awaiting documents to apply seal

10 Jul 2017 - 2:14 PM - Victoria Priest

Noted that solicitors have advised there is a delay in getting the paperwork - awaiting documents to apply seal

15 Jun 2017 - 12:21 PM - Victoria Priest

Awaiting documents to apply seal

11 May 2017 - 2:06 PM - Victoria Priest

Outstanding Actions

Division:

Committee:

Officer:

Ordinary Meeting

Date From:

Date To:

Action Sheets Report

Printed: Friday, 11 May 2018 3:52:44 PM

Awaiting documents to apply seal

16 Mar 2017 - 4:42 PM - Victoria Priest

Noted commentsfrom Acting Technical Services Manager that two private acquisitions completed one crown acquisition still ongoing and with solicitors

Awaiting documents to apply seal

09 Feb 2017 - 10:04 AM - Victoria Priest

Awaiting Documents to apply seal

09 Dec 2016 - 12:14 PM - Victoria Priest

Awaiting Documents to apply seal

02 Nov 2016 - 2:58 PM - Victoria Priest

Noted comments from DETS PA - awaiting documents to apply seal

20 Oct 2016 - 1:57 PM - Victoria Priest

Awaiting documents to apply seal

24 Aug 2016 - 4:17 PM - Victoria Priest

Noted comments from Acting technical Services Manager from August - awaiting documents to apply seal

04 Jul 2016 - 12:09 PM - Victoria Priest

Noted comments from the Acting Technical Services Manager from May 2016.

Awaiting documents to apply seal

28 Apr 2016 - 4:05 PM - Victoria Priest

Awaiting Documents

27 Apr 2016 - 12:46 PM - Gerard Aguila

AO re Seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 20 December 2016	Heidi Thornberry Steve Harding	Confidential Items	CANOWINDRA RETIREMENT VILLAGE

RECOMMENDATION

(Walker/MacSmith)

THAT Council:

1. Agree to purchase lots 1 & 2 DP 1124922 Corner Mill & Blatchford Streets, Canowindra in full settlement of the outstanding loan.

2. Authorise the common seal to be affixed to the transfer documents.

3. Advertise for expressions of interest for a provider to enter into a partnership with Council as outlined in the report.

10 May 2018 - 2:35 PM - Heidi Thornberry

Awaiting documentation to affix seal

16 Apr 2018 - 11:57 AM - Jolene Pearson

Still waiting on approval for the Public Private Partnership from OLG.

Outstanding Actions

Division:

Committee:

Officer:

Ordinary Meeting

Date From:

Date To:

Action Sheets Report

Printed: Friday, 11 May 2018 3:52:44 PM

12 Apr 2018 - 4:15 PM - Jolene Pearson

Action reassigned to Heidi Thornberry by: Jolene Pearson

19 Feb 2018 - 11:56 AM - Jolene Pearson

Still waiting on approval for the Public Private Partnership from OLG.

12 Oct 2017 - 2:40 PM - Jolene Pearson

Following up with Margot Sawyer to check the progress.

14 Sep 2017 - 2:41 PM - Victoria Priest

Advised Margot Sawyer to proceed even though approval has not been granted from OLG at the request of A/DFCS

10 Jul 2017 - 1:00 PM - Victoria Priest

Awaiting on approval from OLG before land can be purchased

15 Jun 2017 - 12:17 PM - Victoria Priest

Awaiting documents to apply seal

11 May 2017 - 2:04 PM - Victoria Priest

Awaiting documents to apply seal

11 Apr 2017 - 4:56 PM - Victoria Priest

Awaiting documents to apply seal

21 Mar 2017 - 12:43 PM - Victoria Priest

Vicki 9/2/17 9:47am – Awaiting documents to affix seal *Re-entered due to error*

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 March 2017	Timothy Wark Robert Cohen	For Determination	DRINKING WATER BUBBLERS

MOTION (Dean/Walker)

THAT Council:

1. Agree to the replacement of drinking water bubblers at Molong, Canowindra and Manildra at a cost of \$3,800 per bubbler;

2. Install an additional water bubbler at the Skate Park precinct at Canowindra; and

3. Contact Central Tablelands Water to share the cost of replacement bubblers and the additional bubbler at Canowindra.

09 Apr 2018 - 11:49 AM - Timothy Wark

Bubblers are to purchased and installed now via an order from the department Director.

14 Mar 2018 - 1:42 PM - Timothy Wark

A letter is to be sent to CTW asking for assistance either via a contribution for the capital outlay of the new bubblers to be purchased and/or the ongoing supply of the potable water to be utilised by the community through the use of the bubblers.

16 Feb 2018 - 9:11 AM - Timothy Wark

Nothing has changed from previous comments.

13 Sep 2017 - 3:47 PM - Timothy Wark

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1. Replacement of drinking water bubblers at Molong, Canowindra and Manildra is ongoing.

2.Installation of an additional drinking water bubbler at the Skate Park precinct at Canowindra is ongoing.

3. Formulation of an agreement between Council and Central Tablelands Water to share the costs of replacement drinking water bubblers and additional drinking water bubbler is ongoing.

13 Sep 2017 - 11:51 AM - Sharlea Taite

Action reassigned to Timothy Wark by: Sharlea Kenney

12 Jul 2017 - 10:07 AM - Sharlea Taite

Liaising with CTW

16 Jun 2017 - 12:50 PM - Sharlea Taite

Liaising with Central Tablelands Water

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 April 2017	Robert Cohen	For Determination	EUGOWRA PUZZLE FLAT LEVEE EASEMENTS
	Robert Cohen		

MOTION (Dean/Davison)

THAT authority be granted to affix the Common Seal of Council to the s88B Instrument for the establishment of the easement.

11 May 2018 - 1:45 PM - Emma Tadros

Paperwork with solicitors

11 Apr 2018 - 1:43 PM - Sharlea Taite

Solicitors have created easement contracts.

15 Feb 2018 - 9:53 AM - Sharlea Taite

Solicitors drawing up a form of contract so they can be dealt with individually

16 Nov 2017 - 3:56 PM - Sharlea Taite

Still progressing

13 Sep 2017 - 11:53 AM - Sharlea Taite

Final design complete. In process of engaging Surveyors

12 Jul 2017 - 9:57 AM - Sharlea Taite

Waiting for final report

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 April 2017	Heidi Thornberry	For Determination	EUGOWRA PUZZLE FLAT LEVEE EASEMENTS
	Steve Harding		

MOTION (Dean/Davison)

THAT authority be granted to affix the Common Seal of Council to the s88B Instrument for the establishment of the easement.

10 May 2018 - 2:36 PM - Heidi Thornberry

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Awaiting documentation to affix seal

12 Apr 2018 - 4:17 PM - Jolene Pearson

Action reassigned to Heidi Thornberry by: Jolene Pearson

12 Apr 2018 - 3:54 PM - Jolene Pearson

See comments from Engineering - still progressing.

19 Feb 2018 - 10:43 AM - Jolene Pearson

See comments from Engineering - still progressing.

12 Oct 2017 - 1:33 PM - Jolene Pearson

Awaiting documents to apply seal

15 Sep 2017 - 9:56 AM - Victoria Priest

Noted comments from DETS PA - Awaiting documents to apply seal

16 Aug 2017 - 3:35 PM - Victoria Priest

Noted comments from DETS PA - Awaiting Documents to apply seal

15 Jun 2017 - 12:17 PM - Victoria Priest

Awaiting documents to apply seal

11 May 2017 - 2:02 PM - Victoria Priest

Awaiting documents to apply seal

01 May 2017 - 12:06 PM - Gerard Aguila

AO re Seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 May 2017	Luke Taberner	For Determination	MOLONG MULTI-PURPOSE SPORTS COMPLEX
	Steve Harding		

MOTION

(Gosper/Treavors)

THAT Council establish a Management Committee for the Molong Multi-Purpose Sports Complex consisting of representatives from user-groups and one councillor.

04 May 2018 - 11:52 AM - Luke Taberner

Committee formed at last Council meeting.. COMPLETE

09 Apr 2018 - 12:20 PM - Luke Taberner

Meeting to be held 11 April. Report to April Council meeting forming the committee.

09 Mar 2018 - 9:11 AM - Luke Taberner

Nominations from clubs have been received. Consideration is being given to forming a section 355 committee or advisory committee. There is some concern over the usability of the multi sports complex for sports other than Hockey.

15 Feb 2018 - 2:10 PM - Luke Taberner

Letter sent to user groups. Responses currently arriving. Committee to be formed soon.

21 Dec 2017 - 10:12 AM - Luke Taberner

Still in Progress. Contact details obtained.

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29 Nov 2017 - 3:07 PM - Luke Taberner

in process of contacting relevant user groups.

31 Oct 2017 - 11:37 AM - Steve Harding

Action reassigned to Luke Taberner by: Steve Harding

12 Oct 2017 - 1:54 PM - Robyn Little

No advancement with this matter.

13 Sep 2017 - 4:34 PM - Steve Harding

Reviewing pending outcome of regional sporting infrastructure proposal.

10 Jul 2017 - 1:59 PM - Robyn Little

Further meeting held with interested community members 27/6/17. Details of committee to be finalised.

09 Jun 2017 - 12:50 PM - Robyn Little

User groups identified and representatives invited to meeting 14/6/17.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 May 2017	Dale Jones	For Determination	ORANGE REGIONAL TOURISM LTD STRATEGIC PLAN
	Steve Harding		

MOTION (Wilcox/Nash)

THAT Council make application under s358 of the Local Government Act to the Minister for Local Government for approval to be involved in the formation of a corporation before further considering this matter.

11 May 2018 - 11:35 AM - Dale Jones

Awaiting changes to organisation's structure following advice from NSW Government

10 Apr 2018 - 9:26 AM - Dale Jones

Council still awaiting a decision on this matter from the Minister for Local Government

14 Mar 2018 - 4:00 PM - Dale Jones

Council still awaiting Minister's advice

14 Feb 2018 - 4:44 PM - Dale Jones

Request submitted to Minister. Awaiting advice of Minister's decision

15 Nov 2017 - 2:07 PM - Dale Jones

Awaiting advice from Minister

10 Oct 2017 - 4:22 PM - Dale Jones

Awaiting reply from Minister for Local Govt re participation in corporation

05 Sep 2017 - 10:13 AM - Dale Jones

Council resolved to THAT if approval is received from the minister for Local Government for Cabonne to be able to become a member of Orange Regional Tourism Limited that Cabonne Council commit \$64,141.60 from its Reserve Funds to join Orange and Blayney Councils to become a member of Orange Regional Tourism LTD for 2017/18 and that a review be undertaken before the end of that term to determine council's commitment for years 2018/19 and 2019/20.

09 Aug 2017 - 9:21 AM - Dale Jones

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Council resolved at Extraordinary Meeting to contribute \$64,141.60 to Orange Regional Tourism Ltd for 2017-18 should approval be given by Local Government Minister for Council to enter into formation of a corporation.

A review ould be held at the end of 12 months before committing to funding in future years.

30 Jun 2017 - 4:50 PM - Dale Jones

Orange Council to be lead council in application to Minister on behalf of Orange, Cabonne and Blayney Councils

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 July 2017	Robert Cohen	For Determination	PROPOSAL FOR ESTABLISHMENT OF A TRUCK WASH AT MOLONG
	Robert Cohen		

MOTION (Nash/Wilcox)

THAT Council accept funding of \$505,060 from Transport for NSW for the construction of a Truck Wash facility at Molong.

11 May 2018 - 1:47 PM - Emma Tadros

To report to June Council meeting. Still on public display

12 Apr 2018 - 2:38 PM - Sharlea Taite

Land use approved by Planning and Environment NSW

15 Feb 2018 - 3:57 PM - Sharlea Taite

Deed finalised

Consultant to be engaged to prepare design documentation

14 Sep 2017 - 10:16 AM - Sharlea Taite

Have received deed from Restart NSW for \$252,530 which is half the funds, awaiting on notification regarding Federal funds.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 September 2017	Denis O'Brien	For Determination	CANOWINDRA AND EUGOWRA SES BUILDINGS
	Robert Cohen		

MOTION (Davison/Nash)

THAT Council authorise funding from the Infrastructure Replacement Reserves of:

1. \$5,000 for replacement of air conditioning for the Canowindra SES; and

2. \$675 for two motors for the roller doors for the Eugowra SES.

11 May 2018 - 8:44 AM - Denis O'Brien

Advised by Urban Services that SES is to yet provide 50% contribution.

10 May 2018 - 1:38 PM - Denis O'Brien

Following up again with Urban Services

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12 Apr 2018 - 3:46 PM - Denis O'Brien

Waiting on advice from urban services section

12 Mar 2018 - 8:22 AM - Denis O'Brien

Waiting on advice from SES. Discussed with Urban Services section.

14 Feb 2018 - 9:21 AM - Denis O'Brien

Waiting on advice from SES

10 Oct 2017 - 3:34 PM - Denis O'Brien

SES advised that the funding is available.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 October 2017	Dale Jones Steve Harding	For Determination	REVIEW OF CABONNE BRAND

MOTION (Batten/Jones)

THAT Council, before considering a rebranding strategy, consult with the community and undertake a brand recognition study to determine how well the current brand is recognised.

11 May 2018 - 11:34 AM - Dale Jones

Brand recognition study completed and report prepared for Council's May meeting

10 Apr 2018 - 9:26 AM - Dale Jones

Brand survey recognition study and consultants to present findings to council

14 Mar 2018 - 3:58 PM - Dale Jones

Brand Recognition Study currently underway.

14 Feb 2018 - 4:40 PM - Dale Jones

Canowindra firm Adloyalty engaged to undertake brand recognition study.

Draft survey prepared and being amended following consultation with General Manager and Community Engagement and Development Manager.

Online survey to be issued to more than 2,500 recipients across Cabonne Shire in February.

15 Nov 2017 - 2:02 PM - Dale Jones

Two proposals and quotations requested. One received and one due week beginning 20 November 2017

31 Oct 2017 - 11:44 AM - Steve Harding

Action reassigned to Dale Jones by: Steve Harding

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 October 2017	Timothy Wark Robert Cohen	For Determination	REQUEST TO CONSTRUCT PLAYGROUND AT THE CUDAL RECREATION GROUND

MOTION (Walker/Treavors)

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
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Ordinary Meeting 28 November 2017	Denis O'Brien Robert Cohen	For Determination	VOLUNTARY PURCHASE OF 5 BETTS STREET MOLONG
MOTION (Walker/Nash)			
THAT:			
<div>1. Council authorise the General Manager to sign the funding agreement;</div> <div>2. Council authorise the affixing of Council's Seal to the contract of sale for 5 Betts Street, Molong; and</div> <div>3. The land be classified as Operational land.</div>			
<div>17 Apr 2018 - 8:49 AM - Denis O'Brien Settlement Friday 13th April 2018. COMPLETE</div> <div>11 Apr 2018 - 2:32 PM - Denis O'Brien Contracts signed. Settlement expected Friday 13/4/18</div> <div>21 Mar 2018 - 12:17 PM - Denis O'Brien Settlement anticipated mid April.</div> <div>14 Mar 2018 - 11:00 AM - Denis O'Brien Waiting on signed contract</div> <div>05 Mar 2018 - 9:34 AM - Denis O'Brien Vendor advises probate received.</div> <div>27 Feb 2018 - 9:12 AM - Denis O'Brien Preparing DA for demolition</div> <div>22 Feb 2018 - 2:17 PM - Denis O'Brien Obtaining quotes for demolition.</div> <div>22 Feb 2018 - 10:07 AM - Denis O'Brien Request to extend time frame by 2 months to 31/5/2018 sent to OEH.</div> <div>21 Feb 2018 - 2:00 PM - Denis O'Brien Solicitor has sent contract to vendor for signing</div> <div>01 Feb 2018 - 11:40 AM - Denis O'Brien Vendor is preparing a transmission certificate prior to the VP proceeding. Discussed with solicitor today.</div> <div>14 Dec 2017 - 8:49 AM - Denis O'Brien Orders provided to solicitor.</div> <div>04 Dec 2017 - 12:09 PM - Denis O'Brien Contacting Council's solicitor to initiate purchase.</div>			

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Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 November 2017	Sharnie Duncan Steve Harding	For Notation	CABONNE BLAYNEY FAMILY DAY CARE

MOTION

(Nash/Batten)

THAT:

1. Council write to the Local Member seeking his support and request that he lobby the Government to retain the Community Child Care Fund (CCCF) funding; and

2. A further report be provided to the March 2018 Council meeting providing a review of the Family Day Care funding.

07 May 2018 - 12:48 PM - Sharnie Duncan

Funding has now been COMPLETED

13 Apr 2018 - 11:24 AM - Sharnie Duncan

Still in process

15 Mar 2018 - 12:19 PM - Sharnie Duncan

Still in progress

19 Feb 2018 - 9:41 AM - Sharnie Duncan

Cabonne/Blayney Family Day Care has reviewed a new business plan and the fess and charges, in relation to the ceasing of funding.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 November 2017	Dale Jones Steve Harding	For Determination	REQUEST FOR DONATION OF RATES FOR AGE OF FISHES MUSEUM, CANOWINDRA

RECOMMENDATION

(Durkin/Mullins)

THAT Council provide a one off 50% donation of rates to the Age of Fishes Museum.

11 May 2018 - 11:34 AM - Dale Jones

Donation remitted to Museum - COMPLETE

10 Apr 2018 - 9:25 AM - Dale Jones

Invoice received and processed

14 Mar 2018 - 3:57 PM - Dale Jones

Invoice requested for outstanding rates up until date of resolution. Excludes sewer charges.

14 Feb 2018 - 4:39 PM - Dale Jones

Age of Fishes Museum requested to provide invoice for 50% contribution towards rates

Meeting	Officer/Director	Section	Subject
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Ordinary Meeting 28 November 2017

Robert Cohen

For Determination

MITCHELL ROOM, BANK STREET, MOLONG

Robert Cohen

RECOMMENDATION (Batten/Mullins)

THAT a further structural assessment be commissioned to confirm the findings of earlier reports and to carry out the recommendations of the report.

11 May 2018 - 1:47 PM - Emma Tadros

DA to be submitted based on the design and concept

11 Apr 2018 - 9:03 AM - Sharlea Taite

Design ATm engaged to do conceptual design

21 Feb 2018 - 11:17 AM - Emma Tadros

Quotations received from design consultants

Meeting

Officer/Director

Section

Subject

Ordinary Meeting 28 November 2017

Sharlea Taite

Confidential Items

AUTOMATED ROAD MAINTENANCE TRUCK

Robert Cohen

RECOMMENDATION (Walker/Batten)

THAT Council purchase of a Isuzu FXZ240/350 fitted with a Paveline Autopatch body for the purchase price of \$384,692 (excluding GST), from Paveline International.

11 Apr 2018 - 11:40 AM - Sharlea Taite

unsure when delivery is

15 Feb 2018 - 10:04 AM - Sharlea Taite

Truck has been ordered. unsure on delivery date

Meeting

Officer/Director

Section

Subject

Ordinary Meeting 28 November 2017

Heidi Thornberry

For Determination

VOLUNTARY PURCHASE OF 5 BETTS STREET MOLONG

Steve Harding

MOTION (Walker/Nash)

THAT:

1. Council authorise the General Manager to sign the funding agreement;

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2. Council authorise the affixing of Council's Seal to the contract of sale for 5 Betts Street, Molong; and

3. The land be classified as Operational land.

10 May 2018 - 2:34 PM - Heidi Thornberry

Seal affixed 10/04/18 - COMPLETE

10 Apr 2018 - 9:54 AM - Jolene Pearson

Action reassigned to Heidi Thornberry by: Jolene Pearson

12 Mar 2018 - 11:33 AM - Jolene Pearson

Awaiting documentation to affix Seal.

19 Feb 2018 - 9:48 AM - Jolene Pearson

Awaiting documentation to affix Seal.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 November 2017	Veronica Windus	For Determination	REQUEST FOR DONATION OF RATES FOR AGE OF FISHES MUSEUM, CANOWINDRA
	Steve Harding		

RECOMMENDATION (Durkin/Mullins)

THAT Council provide a one off 50% donation of rates to the Age of Fishes Museum.

10 May 2018 - 3:36 PM - Veronica Windus

Havent heard back from Dale who was querying the minutes of the report.

21 Mar 2018 - 2:44 PM - Veronica Windus

Still waiting on clarification on the details of the resolution. This is in the hands of Dale.

15 Mar 2018 - 2:07 PM - Robyn Little

Awaiting further information of costs from rates

05 Feb 2018 - 12:18 PM - Veronica Windus

Checking with Dale on further clarification on resolution as it was not clear on which rates/sewer it applied to. Waiting for his response.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 12 December 2017	Robert Cohen	For Determination	PLANT REPLACEMENT ONE SKIP LOADER TRUCK
	Robert Cohen		

MOTION (Durkin/Treavors)

THAT Council purchase from Tracserv Trucks one Isuzu FVR 165-300 truck, fitted with a West Trans Skip Loader for the purchase price of \$191,870.90 excl GST.

11 May 2018 - 1:47 PM - Emma Tadros

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Due to arrive on 29 May 2018

11 Apr 2018 - 11:41 AM - Sharlea Taite

Middle May 2018 estimated arrival date.

15 Feb 2018 - 9:20 AM - Sharlea Taite

Truck has been ordered

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 February 2018	Steve Harding	For Determination	COUNCIL PROPERTIES MANAGED BY S355 COMMITTEES
<div> <div>MOTION (Walker/Batten)</div> <div>THAT Council:</div> <div> <div>1. Authorise the General Manager to commence negotiations with s355 committees regarding the transfer of ownership of the property they manage as per legal advice received.</div> <div>2. Receive a further report on the matter if any committees are interested in taking up the offer to transfer.</div> </div> <div>07 May 2018 - 9:52 AM - Steve Harding</div> <div>List of properties prepared, title searches commenced.</div> <div>14 Mar 2018 - 12:44 PM - Robyn Little</div> <div>Freehold Operational land will be identified as a first step.</div> </div>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 February 2018	Luke Taberner	For Determination	AGREEMENT FOR THE PROVISION OF LIBRARY SERVICES
	Steve Harding		
<div> <div>RECOMMENDATION (Weaver/Durkin)</div> <div>THAT Council sign and seal the agreement with Orange City Council annexed to this report, with the following adjustment:</div> <div>Section 8 (d) of the agreement be changed to read as follows:</div> <div>"If there is no resolution in relation to a dispute an independent arbitrator is to be appointed by Centroc and both parties are to abide by the decision handed down by the arbitrator."</div> <div>04 May 2018 - 11:53 AM - Luke Taberner</div> <div>Still waiting for response from OCC regarding the service level agreement and specifically the provision relating to dispute resolution.</div> </div>			

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09 Apr 2018 - 12:21 PM - Luke Taberner

Still waiting for response from OCC regarding the service level agreement and specifically the provision relating to dispute resolution.

09 Mar 2018 - 9:22 AM - Luke Taberner

Decision from Council meeting sent to Central West Libraries. Awaiting suitable agreement which complies with Council resolution to sign.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 February 2018	Sharlea Taite Robert Cohen	For Determination	RESTART NSW FUNDING DEED - BANJO PATERSON WAY WIDENING

MOTION (Jones/Treavors)

THAT Council;

1. Accept funds of \$4,010,629 from restart NSW for the Widening of Banjo Paterson Way;

2. Provide funds of \$544,858 in the 2018/2019 budget

3. Authorise the affixing of the Common Seal to the funding agreements for the Fixing Country Roads projects.

12 Apr 2018 - 2:40 PM - Sharlea Taite

Deed signed and sealed by council and sent back to INSW

14 Mar 2018 - 2:53 PM - Sharlea Taite

Draft Deed in progress to be sent back to INSW

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 February 2018	Sharlea Taite Robert Cohen	For Determination	DRAFT CABONNE COUNCIL PLAN OF MANAGEMENT FOR COMMUNITY LAND

MOTION (Walker/Durkin)

THAT in relation to the report “Draft – Cabonne Council Plan of Management for Community Land 2018” Council approve:

1. The public exhibition of the draft Cabonne Council Plan of Management for Community Land 2018 for a period of 28 days; and

2. A further report to be submitted at the completion of the formal exhibition period detailing any submissions received for Council's consideration.

11 May 2018 - 1:59 PM - Emma Tadros

Report submitted to May Council Meeting after public display

11 Apr 2018 - 8:56 AM - Sharlea Taite

Draft on public display till 15 April 2018

14 Mar 2018 - 2:53 PM - Sharlea Taite

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Have liaised with EDO to advertise

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 February 2018	Timothy Wark Robert Cohen	For Determination	MAINTENANCE OF FAIRBRIDGE REMEMBERENCE DRIVE, MOLONG

MOTION (Jones/Oldham)

THAT Council accept the official request from the Molong Town Beautification Committee and complete all the necessary maintenance and treatment of the trees within the Fairbridge Remembrance Drive, Molong.

09 Apr 2018 - 11:46 AM - Timothy Wark

No further action required from last month's comment.

14 Mar 2018 - 1:50 PM - Timothy Wark

Additional funding required to complete these works has been place within the draft 2018/2019 budget.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 February 2018	Dale Jones Steve Harding	For Determination	SECOND ROUND NSW STRONGER COUNTRY COMMUNITIES FUND

RECOMMENDATION (Durkin/Oldham)

THAT:

1. Council submit an application for the following projects, in priority order, under the second round of the NSW Stronger Country Communities Fund:-
 - i) Cumnock Progress Association Recreation Precinct Landscape Master Plan to upgrade Cumnock sports precinct, including Little Athletics facilities;
 - ii) Cudal Community Children's Centre long day care expansion;
 - iii) Molong Early Learning Centre long day care expansion;
 - iv) Cabonne Council expansion of pedestrian access mobility pathways in Browns Avenue, Canowindra (from Rodd St to Canowindra High School);
 - v) Cabonne Council construction of pedestrian access mobility pathways in Eugowra, Cargo and Yeoval;
 - vi) Cabonne Council construction of pedestrian access mobility pathway in Watson St, Hill St and Euchareena Rd, Molong;
 - vii) Mullion Creek Progress Association tennis court refurbishment, including synthetic court resurfacing;
 - viii) Cumnock Show Society pavilion expansion, including new entertaining and outdoor area;

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ix) Cabonne Council Molong Village Green revitalisation, including new paths, drainage, landscaping and interpretive signs;

x) Canowindra Challenge Inc. Canowindra Showground upgrade, including pavilion refurbishment and major electricity upgrade;

xi) East Molong Tennis Club refurbishment, including synthetic court resurfacing;

xii) Lidster Tennis Club refurbishment, including synthetic court resurfacing; and

xiii) Australian National Field Days information and education facility.

2. Projects, other than those included in the Cabonne Pedestrian and Mobility Plan, be placed on public exhibition for 28 days from 28 February 2018 to 28 March 2018 for public inspection and content.

11 May 2018 - 11:33 AM - Dale Jones

Stronger Country Communities Fund applications submitted - COMPLETE

10 Apr 2018 - 9:24 AM - Dale Jones

More than 1,400 responses received during exhibition period

14 Mar 2018 - 3:41 PM - Dale Jones

Projects placed on public exhibition for community comment and feedback until 28 March 2018 after which council's application will be submitted.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 February 2018	Jolene Pearson Steve Harding	Confidential Items	LOT 100 DP 1168687 BANK STREET MOLONG

RECOMMENDATION (Durkin/Davison)

THAT:

1) Council authorise the Mayor and/or the General Manager to enter into negotiations for sale or auction of Lot 100 DP 1168687 in Bank Street Molong;

2) The land be sold as it currently stands; and

3) The Common Seal be affixed to transfer and sale documents.

07 May 2018 - 11:36 AM - Jolene Pearson

Land to be listed for auction.

10 Apr 2018 - 12:18 PM - Jolene Pearson

Awaiting advice from local real estate agents.

13 Mar 2018 - 11:32 AM - Jolene Pearson

General Manager to advise next step.

Meeting	Officer/Director	Section	Subject
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Ordinary Meeting 27 February 2018

Jolene Pearson

Steve Harding

For Determination

ENTERPRISE RISK MANAGEMENT - FRAUD AND CORRUPTION PREVENTION POLICY

MOTION (Treavors/Jones)

THAT Council adopt the Fraud and Corruption Prevention Policy and Procedure.

10 May 2018 - 2:21 PM - Jolene Pearson

Policy to be added to the register - COMPLETE

10 Apr 2018 - 12:19 PM - Jolene Pearson

Policy to be added to the register - COMPLETE

13 Mar 2018 - 11:32 AM - Jolene Pearson

Policy to be added to the register.

Meeting

Officer/Director

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Ordinary Meeting 27 February 2018

Jolene Pearson

Steve Harding

For Determination

ENTERPRISE RISK MANAGEMENT POLICY

MOTION (Treavors/Jones)

THAT the reviewed and updated Enterprise Risk Management Policy be adopted.

10 May 2018 - 2:21 PM - Jolene Pearson

Policy to be added to the register - COMPLETE

10 Apr 2018 - 12:19 PM - Jolene Pearson

Policy to be added to the register - COMPLETE

13 Mar 2018 - 11:32 AM - Jolene Pearson

Policy to be added to the register.

Meeting

Officer/Director

Section

Subject

Ordinary Meeting 27 February 2018

Heidi Thornberry

Steve Harding

For Determination

AGREEMENT FOR THE PROVISION OF LIBRARY SERVICES

RECOMMENDATION (Weaver/Durkin)

THAT Council sign and seal the agreement with Orange City Council annexed to this report, with the following adjustment:

Section 8 (d) of the agreement be changed to read as follows:

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"If there is no resolution in relation to a dispute an independent arbitrator is to be appointed by Centroc and both parties are to abide by the decision handed down by the arbitrator."

10 May 2018 - 2:37 PM - Heidi Thornberry
 Awaiting documentation to affix seal
 10 Apr 2018 - 9:55 AM - Jolene Pearson
 Action reassigned to Heidi Thornberry by: Jolene Pearson
 13 Mar 2018 - 11:33 AM - Jolene Pearson
 Awaiting documents.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 February 2018	Steve Harding Steve Harding	Confidential Items	LOT 100 DP 1168687 BANK STREET MOLONG

RECOMMENDATION (Durkin/Davison)

THAT:

- 1) Council authorise the Mayor and/or the General Manager to enter into negotiations for sale or auction of Lot 100 DP 1168687 in Bank Street, Molong;
- 2) The land be sold as it currently stands; and
- 3) The Common Seal be affixed to transfer and sale documents.

03 Apr 2018 - 4:11 PM - Robyn Little
 Molong Real Estate engaged to market property.
 14 Mar 2018 - 12:44 PM - Robyn Little
 Local real estate agents invited to submit marketing plan for sale of land

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	Jolene Pearson Steve Harding	For Determination	COUNCIL'S POLICY REGISTER - AMENDMENT OF

MOTION (Nash/Weaver)

THAT the Code of Meeting Practice Policy and Policy on Service be amended to remove the reference of members of the public addressing council on council meeting day and include the conduct of public forums on the second Tuesday of each month.

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07 May 2018 - 11:38 AM - Jolene Pearson

Duplicate action - COMPLETE

03 Apr 2018 - 4:10 PM - Robyn Little

Action reassigned to Jolene Pearson by: Robyn Little

03 Apr 2018 - 4:09 PM - Robyn Little

Admin Manager requested to make changes to policy in line with resolution. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	Jolene Pearson	For Determination	PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY
	Steve Harding		

MOTION (Nash/Oldham)

THAT Council:

1. Endorse the draft Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy;

2. In accordance with the provisions of the Local Government Act 1993, advertise the intended adoption of the Council's Payment of Expenses & Provision of Facilities for Mayor and Councillors Policy; and

3. Receive a further report to the May Council meeting for consideration of submissions and adoption of the Payment of Expenses & Provision of Facilities for Mayor and Councillors Policy.

10 May 2018 - 9:04 AM - Jolene Pearson

Submission period closed - no submissions received - COMPLETE

10 Apr 2018 - 9:56 AM - Jolene Pearson

Draft Policy placed on public exhibition from 10/4/18.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	Heidi Thornberry	For Determination	ANZAC DAY 2018
	Steve Harding		

MOTION (Batten/Davison)

THAT Council:

1. Authorise the Deputy Mayor to attend the Dawn Service and Clr Davison to attend the mid-morning Civic Commemoration Service in Orange on ANZAC Day 2018;

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2. Authorise councillors to represent Council at ANZAC Day services throughout Cabonne as per the proceeding in brief; and

3. Advise the Police that Council offers no objection to the temporary closure of streets involved, subject to compliance with local police regulations, in any of the towns and villages which are to conduct ANZAC Day marches in the Cabonne LGA.

12 Apr 2018 - 9:58 AM - Heidi Thornberry

Timetable of councillors nominated attendance has been made and sent to each councillor. Waiting on confirmation that timetable is correct.

Letters to Police have been sent on 9/04/18

COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	Sarah Bellach Steve Harding	For Determination	REQUESTS FOR DONATION

MOTION (Nash/Davison)

THAT Council donate:

1. \$1,000 to the Borenore CWA for repairs to the Hall kitchen.

2. Two bench seats to the value of \$1,600 to the Canowindra RSL Sub-branch for placement within the grounds of the Canowindra Hospital

3. \$250 to NAIDOC Week School Initiatives

4. \$100 to Paris Capell to represent the electorate at the YMCA Youth Parliament.

07 May 2018 - 11:25 AM - Sarah Bellach

1. COMPLETE

2. Seats are not required to be purchased until October

3. COMPLETE

4. COMPLETE

12 Apr 2018 - 2:39 PM - Sarah Bellach

1. Donation has been paid. COMPLETE

2. Seats are not required to be purchased until October

3. Donation has been paid. COMPLETE

4. Paris Capell not requiring assistance as she is not attending event, due to conflicting with exams. COMPLETE

Meeting	Officer/Director	Section	Subject
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Ordinary Meeting 27 March 2018

Sharlea Taite

Robert Cohen

For Determination

CLOSED CIRCUIT TELEVISION FOR PUBLIC PLACES AT MOLONG AND CANOWINDRA

RECOMMENDATION (Durkin/Newsom)

THAT Council form a working-party of appropriate stakeholders to undertake a detailed assessment and address the necessary criteria to determine the future of the project to install closed circuit television in public places in relevant towns and villages within Cabonne.

11 May 2018 - 2:00 PM - Emma Tadros

Item to be added to next CMT agenda

12 Apr 2018 - 2:45 PM - Sharlea Taite

discussion to be had at CMT

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	<div>Dale Jones</div> <div>Steve Harding</div>	Confidential Items	CONSTRUCTION OF FOSSIL STORAGE FACILITY AT AGE OF FISHES MUSEUM, CANOWINDRA

RECOMMENDATION (Oldham/Nash)

THAT Council:

1. Accept the tender from Renascent Regional Pty Ltd to construct the Age of Fishes Museum Fossil Storage Facility at Canowindra at the tendered price of \$465,314 (GST exclusive); and

2. Authorise the affixing of the Council Seal to the contract documents.

11 May 2018 - 11:31 AM - Dale Jones

Tender accpeted - COMPLETE

10 Apr 2018 - 9:22 AM - Dale Jones

Acceptance letter forwarded to tenderer

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	<div>Robert Cohen</div> <div>Robert Cohen</div>	Confidential Items	PLANT REPLACEMENT THREE 20 TONNE VIBRATING (SMOOTH DRUM) ROLLERS

RECOMMENDATION (Durkin/Treavors)

THAT Council purchase from JCB Construction Equipment Australia, three Dynapac CA6000DBS rollers for a total purchase price of \$479,400 excl GST or \$159,800 excl GST each.

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11 May 2018 - 1:48 PM - Emma Tadros

Delivery due in first week of June

11 Apr 2018 - 11:41 AM - Sharlea Taite

Purchase order done await estimate arrival date.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	Sharlea Taite	Confidential Items	SUPPLY AND INSTALLATION OF GUARDRAIL AT THE MITCHELL HIGHWAY (NORTH MOLONG) MOLONG
	Robert Cohen		

RECOMMENDATION (Durkin/Nash)

THAT Council:

1. Engage Euro Civil Pty Ltd to supply and install guardrail at the Mitchell Highway (North Molong) at Molong at the tendered price of \$212,540 (GST exclusive); and

2. Authorise the affixing of Council Seal to the contract documents.

12 Apr 2018 - 2:45 PM - Sharlea Taite

Contracts sent to Euro Civil for signing

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	Jolene Pearson	For Determination	COUNCIL'S POLICY REGISTER - AMENDMENT OF
	Steve Harding		

MOTION (Nash/Weaver)

THAT the Code of Meeting Practice Policy and Policy on Service be amended to remove the reference of members of the public addressing council on council meeting day and include the conduct of public forums on the second Tuesday of each month.

10 May 2018 - 2:21 PM - Jolene Pearson

Policy amendments to be finalised - COMPLETE

10 Apr 2018 - 12:17 PM - Jolene Pearson

Policy amendments to be finalised - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	Luke Taberner	For Determination	QUESTIONS FOR NEXT MEETING
	Steve Harding		

MOTION (Oldham/Durkin)

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
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THAT Council receive a report at the next Council meeting in relation to the following matters:

1. The building matter at 46 Bank Street, Molong;
2. Opportunities to implement the Heritage Advisors recommendations for Bank Street, Molong;
3. Garbage charges for rural properties;
4. Surplus funds in the various internal restricted accounts; and
5. Age of Fishes Museum – previous management arrangements and Council's future direction.

04 May 2018 - 11:54 AM - Luke Taberner

report on surplus/restricted funds supplied to April Council meeting. COMPLETE

09 Apr 2018 - 12:23 PM - Luke Taberner

Report will be discussed with GM and put to the April Council meeting.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	Dale Jones Steve Harding	For Determination	QUESTIONS FOR NEXT MEETING

MOTION (Oldham/Durkin)

THAT Council receive a report at the next Council meeting in relation to the following matters:

1. The building matter at 46 Bank Street, Molong;
2. Opportunities to implement the Heritage Advisors recommendations for Bank Street, Molong;
3. Garbage charges for rural properties;
4. Surplus funds in the various internal restricted accounts; and
5. Age of Fishes Museum – previous management arrangements and Council's future direction.

11 May 2018 - 11:32 AM - Dale Jones

Report prepared and discussed at Council's April Ordinary meeting. Workshop to be held on 12 June 2018 - COMPLETE

10 Apr 2018 - 9:23 AM - Dale Jones

Report to be prepared on Age of Fishes Museum

Meeting	Officer/Director	Section	Subject
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Ordinary Meeting 27 March 2018

Heidi Thornberry

Steve Harding

Confidential Items

CONSTRUCTION OF FOSSIL STORAGE FACILITY AT AGE OF FISHES MUSEUM, CANOWINDRA

RECOMMENDATION (Oldham/Nash)

THAT Council:

1. Accept the tender from Renascent Regional Pty Ltd to construct the Age of Fishes Museum Fossil Storage Facility at Canowindra at the tendered price of \$465,314 (GST exclusive); and

2. Authorise the affixing of the Council Seal to the contract documents.

10 May 2018 - 2:05 PM - Heidi Thornberry

Seall affixed on 07/05/18 - COMPLETE

16 Apr 2018 - 2:58 PM - Jolene Pearson

Awaiting documentation to affix Seal.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	<div>Heidi Thornberry</div> <div>Steve Harding</div>	Confidential Items	ENTERING INTO A CONTRACT FOR SUPPLY AND DELIVERY OF BITUMEN EMULSION

RECOMMENDATION (Jones/Weaver)

THAT Council:

1. Endorse the selection of Bitupave Limited t/as Boral Asphalt for supply of delivery of bitumen emulsion and advise Centroc of its decision; and

2. Authorise the affixing of Council Seal to the contract documents.

10 May 2018 - 2:38 PM - Heidi Thornberry

Awaiting documentation to affix seal

16 Apr 2018 - 2:58 PM - Jolene Pearson

Awaiting documentation to affix Seal.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 March 2018	<div>Heidi Thornberry</div>	Confidential Items	SUPPLY AND INSTALLATION OF GUARDRAIL AT THE MITCHELL HIGHWAY (NORTH MOLONG) MOLONG

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Steve Harding

RECOMMENDATION (Durkin/Nash)

THAT Council:

1. Engage Euro Civil Pty Ltd to supply and install guardrail at the Mitchell Highway (North Molong) at Molong at the tendered price of \$212,540 (GST exclusive); and
2. Authorise the affixing of Council Seal to the contract documents.

10 May 2018 - 2:38 PM - Heidi Thornberry

Awaiting documentation to affix seal

16 Apr 2018 - 2:58 PM - Jolene Pearson

Awaiting documentation to affix Seal.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Sarah Bellach Steve Harding	For Determination	NEW COMMUNITY TRANSPORT POLICY

MOTION (Jones/Nash)

THAT Council adopt the Community Transport Policy, "Working with Clients who have exited the Criminal Justice System"

10 May 2018 - 12:25 PM - Sarah Bellach

NAR - Complete

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Jacob Evans Robert Cohen	For Determination	ACQUISITION OF LAND FOR EURIMBLA BRIDGE

MOTION (Jones/Nash)

THAT Council;

1. Authorise the purchase of 2,179 sq m of land from Lot 66 DP 753225 for a purchase price of \$1,500 and to construct a new fence along the new boundary line.
2. Authorise the purchase of 350 sq m of land from Lot 39 DP 665708 for a purchase price of \$500, as well as \$600 in fencing compensation.
3. Agree to pay all reasonable legal fees, survey fees and plan lodgement fees associated to the purchase.

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4. Authorise the affixation of the Common Seal and appropriate signatures on any associated land transfer documents.

11 May 2018 - 9:18 AM - Jacob Evans
Paperwork with GM for Council Seal.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Steve Harding Steve Harding	For Determination	2018 NATIONAL GENERAL ASSEMBLY

MOTION (Davison/Nash)

THAT Council authorise the Mayor and General Manager to attend the 2018 National General Assembly.

07 May 2018 - 9:51 AM - Steve Harding
Delegates registered to attend NGA. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Luke Taberner Steve Harding	For Determination	APPOINTMENT OF ADVISORY COMMITTEE FOR THE MOLONG MULTI PURPOSE SPORTING FACILITY

MOTION (Weaver/Jones)

THAT Council:

1. Create the Multi-Purpose Sporting Facility Advisory Committee.
2. Appoint the following members to the committee: Cllr Jones, Naomi Schroder, Paul Evans, Joe Clayton, Linda Milne, Chloe Jones, Troy Warner, Ben Brown, Andy Hicks and Hugh Gardiner.

04 May 2018 - 11:57 AM - Luke Taberner
Advisory committee appointed. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Luke Taberner Steve Harding	For Determination	INTEGRATED PLANNING & REPORTING - OPERATIONAL PLAN THIRD QUARTER REVIEW

MOTION (Durkin/Oldham)

THAT the update of the Operational Plan to 31 March 2018, as presented be adopted.

04 May 2018 - 11:58 AM - Luke Taberner

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Has been adopted at the April meeting. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Kristine Farrell Steve Harding	For Determination	QUARTERLY BUDGET REVIEW

MOTION (Nash/Treavors)

THAT Council note the variances in the report and authorise those changes to be made to Council's 2017/2018 Budget.

01 May 2018 - 12:08 PM - Kristine Farrell

All changes in the reprot have been updated to the budget and balanced. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Sarah Bellach Steve Harding	For Determination	REQUESTS FOR DONATIONS

MOTION (Weaver/Walker)

THAT Council donate:

1. \$300 to the Cruisin' Along fundraiser for Cancer Care Western NSW; and

2. \$150 to Moyne Aged Care Plus for their Annual Fete.

07 May 2018 - 11:23 AM - Sarah Bellach

Both actions have been completed.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Lynnette Hawkes Steve Harding	For Determination	EVENTS ASSISTANCE PROGRAM 2017/18

MOTION (Nash/Treavors)

THAT Council approve funding under the 2017/2018 Events Assistance Program (EAP) for the Regional Skateboarding Competition \$1,000.

10 May 2018 - 2:28 PM - Emma Tadros

Confirmation letter issued - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Robert Cohen Robert Cohen	For Determination	THE VILLAGE ENHANCEMENT PROGRAM

MOTION (Davison/Durkin)

THAT Council approve the Village Enhancement Program recommendations. as provided in the attachment to this report.

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11 May 2018 - 1:48 PM - Emma Tadros

Putting together project delivery program

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Jacob Evans Robert Cohen	For Determination	PROPOSED ROAD NAMING - WEDGETAIL ROAD, MULLION CREEK

MOTION (Weaver/Oldham)

THAT Council:

1. Proceed with public consultation proposing to name the road as “Wedgetail Road”; and

2. Assuming no objections are received, proceed with the naming of “Wedgetail Road” in accordance with Section 162 of the Roads Act 1993 and Division 2 of the Roads Regulation 2008.

11 May 2018 - 9:18 AM - Jacob Evans

Road Naming has been submitted through road naming portal. Advertisements to be placed in CWD 11th May, 12th May and 14th May. Submissions for comments close 12th June.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Heather Nicholls Heather Nicholls	For Determination	REQUEST FOR VARIATION TO WASTE MANAGEMENT CONTRACT

MOTION (Batten/Davison)

THAT Council:

1. Agree to the contract variation requested by JR Richards & Sons Pty Ltd to the Waste Collection and Recycling Processing Contract between Cabonne Council and JR & EG Richards Pty Ltd to reflect the increase in costs applied by Visy Recycling, as outlined in the attached report.

2. Affix the council seal to the contract variation documentation.

07 May 2018 - 11:49 AM - Heather Nicholls

noted

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MOTION (Mullins/Nash)

THAT Council hold a workshop in June for councillors to be briefed on Cabonne Water Supply.

11 May 2018 - 1:43 PM - Emma Tadros

Workshop will be organised for June

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Luke Taberner Steve Harding	For Notation	STATUS OF RESERVE BALANCES

THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_10700)
CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT

DOCUMENT: 921297

04 May 2018 - 11:59 AM - Luke Taberner

COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Robert Cohen Robert Cohen	For Notation	MOLONG LIBRARY PROJECT UPDATE

THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_10711)
CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT

DOCUMENT: 921297

11 May 2018 - 1:48 PM - Emma Tadros

DA to be submitted based on design and concept

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Sharlea Taite Robert Cohen	For Determination	APRIL 2018 EXTRAORDINARY TRAFFIC COMMITTEE

RECOMMENDATION (Durkin/Newsom)

THAT Council ratify the recommendation of the Local Traffic Committee.

11 May 2018 - 2:00 PM - Emma Tadros

Weight limit sign removed from Archer Road. No Logging Trucks sign has been ordered.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Luke Taberner Steve Harding	For Determination	USER FEES FOR THE MOLONG MULTI-PURPOSE SPORTING FACILITY

RECOMMENDATION (Weaver/Nash)

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THAT:

1. Council adopt the fees and charges for the Molong Multi-Purpose Sporting Facility as detailed in the following table:

Fees and Charges		
Without Lights		
Hockey Club single use fee	Per hour	\$25.00
Non Club single usage fee	Per hour	\$50.00
Competition games Seniors	Per team	\$100.00
Competition games Juniors	Per team	\$ 60.00
Non local user training fee	Per hour	\$ 70.00
Tennis per court	Per hour	\$ 20.00
Netball per court	Per hour	\$ 20.00
Additional Lights charge	Per hour	\$ 15.00

2. Council investigate installation of an electronic key system and an electronic meter on the lights, and that funds be considered in the 2018/2019 budget.

04 May 2018 - 11:59 AM - Luke Taberner
fees adopted. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Dale Jones Steve Harding	For Determination	AGE OF FISHES MUSEUM, CANOWINDRA

RECOMMENDATION (Batten/Newsom)

THAT Council conduct a workshop to review current management and financial arrangements for the Age of Fishes Museum and consider future options for the tourist facility.

11 May 2018 - 11:29 AM - Dale Jones
Workshop scheduled for 8 May 2018 deferred until 12 June 2018. Pre-workshop discussion held on May 8

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Dale Jones	For Determination	NSW STRONGER COUNTRY COMMUNITIES FUND - FAIRBRIDGE CHILDREN'S FARM PARK PROJECT

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Steve Harding			
RECOMMENDATION (Batten/Walker)			
<p>THAT the proposed Fairbridge Children's Farm Park project be priority number 13 and the Australian National Field Days project be priority number 14.</p> <p>11 May 2018 - 11:31 AM - Dale Jones Fairbridge Farm Stronger Country Communities Fund application submitted - COMPLETE</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Heather Nicholls	For Determination	MODIFICATION APPLICATION TO DELETE CONDITION 29 OF THE DEVELOPMENT CONSENT BEING DA 2016/128 FOR A LIMESTONE MINE AT 115 CANOMODINE LANE, CANOWINDRA
Heather Nicholls			
RECOMMENDATION (Treavors/Mullins)			
<p>THAT Modification Application 2016/218/3 to delete condition 29 of the Development Consent for a Limestone Mine upon land described as Lot 201 DP 1232203, 115 Canomodine Lane, Canowindra be granted consent.</p> <p>07 May 2018 - 11:50 AM - Heather Nicholls Modified consent issued. COMPLETE</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Christopher Eldred	For Determination	DEVELOPMENT APPLICATION 2018/0084 RESTAURANT AND CELLAR DOOR 194 NANCARROW LANE, NASHDALE
Heather Nicholls			
RECOMMENDATION (Mullins/Batten)			
<p>THAT Development Application 2018/0084 at Lot B DP 179711, 194 Nancarrow Lane, Nashdale, be deferred to May Council Meeting.</p> <p>10 May 2018 - 9:47 AM - Christopher Eldred Report included in the Business Paper for the May Meeting CE</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Gloria Donlan	Confidential Items	DEBT RECOVERY REPORT OF OUTSTANDING DEBTS
Steve Harding			
RECOMMENDATION (Davison/Durkin)			

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2. Authorise the purchase of 350 sq m of land from Lot 39 DP 665708 for a purchase price of \$500, as well as \$600 in fencing compensation.

3. Agree to pay all reasonable legal fees, survey fees and plan lodgement fees associated to the purchase.

4. Authorise the affixation of the Common Seal and appropriate signatures on any associated land transfer documents.

10 May 2018 - 2:38 PM - Heidi Thornberry

Awaiting documentation to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Heidi Thornberry Steve Harding	For Determination	REQUEST FOR VARIATION TO WASTE MANAGEMENT CONTRACT

MOTION (Batten/Davison)

THAT Council:

1. Agree to the contract variation requested by JR Richards & Sons Pty Ltd to the Waste Collection and Recycling Processing Contract between Cabonne Council and JR & EG Richards Pty Ltd to reflect the increase in costs applied by Visy Recycling, as outlined in the attached report.

2. Affix the council seal to the contract variation documentation.

10 May 2018 - 2:38 PM - Heidi Thornberry

Awaiting documentation to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Robert Cohen Robert Cohen	For Determination	QUESTIONS FOR NEXT MEETING

MOTION (Mullins/Nash)

THAT Council hold a workshop in June for councillors to be briefed on Cabonne Water Supply.

11 May 2018 - 1:49 PM - Emma Tadros

On track to hold workshop in June - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Naomi Schroder Steve Harding	For Determination	NSW STRONGER COUNTRY COMMUNITIES FUND - FAIRBRIDGE CHILDREN'S FARM PARK PROJECT

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RECOMMENDATION (Batten/Walker)

THAT the proposed Fairbridge Children's Farm Park project be priority number 13 and the Australian National Field Days project be priority number 14.

11 May 2018 - 9:50 AM - Naomi Schroder

Noted - Applications submitted in revised order as confirmed at last meeting.

COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Robert Cohen Robert Cohen	For Determination	FIXING COUNTRY ROADS PROGRAM

RECOMMENDATION (Walker/Durkin)

THAT Council participate in the regional procurement process for Inspection and Condition Assessment of Bridges, being conducted by Centroc on behalf of member councils.

11 May 2018 - 1:49 PM - Emma Tadros

Funding of \$405,000 recieved. Awaiting further advise from Centroc

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Steve Harding Steve Harding	For Notation	STATUS OF RESERVE BALANCES

THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_10700)
CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT

DOCUMENT: 921297

07 May 2018 - 12:47 PM - Robyn Little

Meeting with councillors scheduled for 16 May in Canowindra. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Kristine Farrell Steve Harding	For Determination	ACQUISITION OF LAND FOR EURIMBLA BRIDGE

MOTION (Jones/Nash)

THAT Council;

1. Authorise the purchase of 2,179 sq m of land from Lot 66 DP 753225 for a purchase price of \$1,500 and to construct a new fence along the new boundary line.

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Division:

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2. Authorise the purchase of 350 sq m of land from Lot 39 DP 665708 for a purchase price of \$500, as well as \$600 in fencing compensation.

3. Agree to pay all reasonable legal fees, survey fees and plan lodgement fees associated to the purchase.

4. Authorise the affixation of the Common Seal and appropriate signatures on any associated land transfer documents.

08 May 2018 - 10:44 AM - Kristine Farrell

Noted but no direction as to where the funds are to come from. Report says no affect on the budget so presume that the costs for the purchase of the land and the legal costs are coming from existing budgets. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Kristine Farrell Steve Harding	For Determination	THE VILLAGE ENHANCEMENT PROGRAM

MOTION (Davison/Durkin)

THAT Council approve the Village Enhancement Program recommendations. as provided in the attachment to this report.

08 May 2018 - 10:42 AM - Kristine Farrell

New work orders for each of the projects within the Village enhancement have been created and budgets have been applied from the original Village Enhancement Budget. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Kristine Farrell Steve Harding	For Determination	REQUEST FOR VARIATION TO WASTE MANAGEMENT CONTRACT

MOTION (Batten/Davison)

THAT Council:

1. Agree to the contract variation requested by JR Richards & Sons Pty Ltd to the Waste Collection and Recycling Processing Contract between Cabonne Council and JR & EG Richards Pty Ltd to reflect the increase in costs applied by Visy Recycling, as outlined in the attached report.

2. Affix the council seal to the contract variation documentation.

08 May 2018 - 10:39 AM - Kristine Farrell

Reasonable cost calculation altered to reflect the new cost for recycables - referred to Glynn for approval. Fees and charges changed and the draft budget changed to reflect the additional cost and the additional income all changed in the Draft budget and the Fees and Charges for presentation to extrordinary meeting of the 08/05/2017. COMPLETE

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Ordinary Meeting 24 April 2018

Linda Milne
Steve Harding

For Determination

REQUEST FOR VARIATION TO WASTE
MANAGEMENT CONTRACT

MOTION (Batten/Davison)

THAT Council:

1. Agree to the contract variation requested by JR Richards & Sons Pty Ltd to the Waste Collection and Recycling Processing Contract between Cabonne Council and JR & EG Richards Pty Ltd to reflect the increase in costs applied by Visy Recycling, as outlined in the attached report.

2. Affix the council seal to the contract variation documentation.

11 May 2018 - 11:07 AM - Linda Milne

Noted - no action required by me COMPLETE

11 May 2018 - 11:05 AM - Linda Milne

Noted - No action required by me

Meeting

Officer/Director

Section

Subject

Ordinary Meeting 24 April 2018

Kristine Farrell
Steve Harding

For Determination

USER FEES FOR THE MOLONG MULTI-PURPOSE SPORTING FACILITY

RECOMMENDATION (Weaver/Nash)

THAT:

1. Council adopt the fees and charges for the Molong Multi-Purpose Sporting Facility as detailed in the following table:

Fees and Charges		
Without Lights		
Hockey Club single use fee	Per hour	\$25.00
Non Club single usage fee	Per hour	\$50.00
Competition games Seniors	Per team	\$100.00
Competition games Juniors	Per team	\$ 60.00
Non local user training fee	Per hour	\$ 70.00
Tennis per court	Per hour	\$ 20.00
Netball per court	Per hour	\$ 20.00

Outstanding Actions Action Sheets Report	Division: Committee: Ordinary Meeting Officer:	Date From: Date To: Printed: Friday, 11 May 2018 3:52:44 PM
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Additional Lights charge	Per hour	\$ 15.00
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2. Council investigate installation of an electronic key system and an electronic meter on the lights, and that funds be considered in the 2018/2019 budget.

08 May 2018 - 10:38 AM - Kristine Farrell
 Noted for the Fees and Charges for 18/19 prior to going to the Extraordinary meeting. No further action required by me . COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Linda Milne Steve Harding	For Determination	USER FEES FOR THE MOLONG MULTI-PURPOSE SPORTING FACILITY

RECOMMENDATION (Weaver/Nash)

THAT:

1. Council adopt the fees and charges for the Molong Multi-Purpose Sporting Facility as detailed in the following table:

Fees and Charges		
Without Lights		
Hockey Club single use fee	Per hour	\$25.00
Non Club single usage fee	Per hour	\$50.00
Competition games Seniors	Per team	\$100.00
Competition games Juniors	Per team	\$ 60.00
Non local user training fee	Per hour	\$ 70.00
Tennis per court	Per hour	\$ 20.00
Netball per court	Per hour	\$ 20.00
Additional Lights charge	Per hour	\$ 15.00

2. Council investigate installation of an electronic key system and an electronic meter on the lights, and that funds be considered in the 2018/2019 budget.

10 May 2018 - 3:43 PM - Linda Milne
 New fees and charges have been added to 2018/2019 Fees and Charges document. COMPLETE

Meeting	Officer/Director	Section	Subject
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Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 May 2018 3:52:44 PM
Ordinary Meeting 24 April 2018	Kristine Farrell Steve Harding	For Determination	NSW STRONGER COUNTRY COMMUNITIES FUND - FAIRBRIDGE CHILDREN'S FARM PARK PROJECT
<u>RECOMMENDATION</u> (Batten/Walker)			
THAT the proposed Fairbridge Children's Farm Park project be priority number 13 and the Australian National Field Days project be priority number 14.			
08 May 2018 - 10:37 AM - Kristine Farrell			
Noted for the budget - no action required by me at this time.			
COMPLETE			

ENGINEERING EXPENDITURE and PROJECTS FOR 2017/2018 MARCH 2018 REPORT		
	Budget	Actuals
14 - Administration	\$4,864,500	
Plant Fund Plant Purchases	\$3,333,886	\$1,235,433
Replace Council's Website	\$69,000	\$40,000
Connellys Store Upgrade – internal upgrade.	\$72,436	\$8,580.60
Telephone System Replacement landline	\$80,500	\$64,080.65
Orange Depot -Installation of Security Fence and Gate	\$34,500	\$31,085.45
Training Room - Fit Out	\$0.00	\$0.00
Orange Depot - Lunchroom & Storage for Equipment	\$11,500	\$3,043.64
Corporate Performance Reporting Tool	\$57,500	\$56,588
Replace Printer / Copier Fleet - Includes 16 Small Printers -5 Large Multifunction Devices	\$0.00	\$0.00
Mobile Purchase Order Approvals Device	\$29,095	\$0
Refurbishment of Canowindra HACC Office and Library	\$31,533.00	\$6,588.64
Yeoval Depot - Supply and Install Air Conditioner	\$2,990	\$2,231.82
Cumnock Depot - Supply and Install Air Conditioner	\$2,990	\$2,227.27
Replace Waluwin Alarm and Access Control System	\$17,250	\$14,891.09
Large Format Printer Scanner for Cudal Office	\$0.00	\$0
Redundant Network Links - Using the NBN install redundant network links to offices, depots	\$57,500	\$4,606

Purchase of Asset Management Software and Necessary Training	\$100,000	\$32,225.00
Gscan Vehicle tester	\$17,250	\$13,600
E Approvals - Software and Implementation -Environmental Services to process DA's Electronically	\$46,000	\$0
Hitech Support - 40 Hours Assistance	\$9,775	\$8,480
Configuration of Spectrum Spatial Analyst - Exponaire's replacement	\$57,500	\$0
16 - Public Order & Safety	\$413,694	
Moorbel Bush Fire shed	\$38,287	\$91,863.18
The Ponds Extension	\$22,111	\$1,840.91
Lidster Fire Station	\$193,426.00	\$17,164.55
Cumnock RFS Station	\$400,000	\$13,139
North Bangaroo RFS Station	\$200,000	\$27,902
19 - Environment	\$3,303,126	
Install Solar Security at Council's 6 Waste Management Facilities	\$207,000	\$0
Voluntary Purchase – 14 Cooper St, Eugowra. 5 Betts Street, Molong	\$0.00	\$0
Molong Floodplain - Flood Levee	\$66,551.00	\$31,681,.25
Molong Old Gasworks Site - Establish Car Park /Open Space Precinct	\$14,950	\$0
Canowindra Stormwater Drainage - Stage 1	\$200,000	\$413.50
Puzzle Flat Creek Levee	\$2,426,625	\$248.80
Eugowra Storm Water - Plan for 17/18 Budget	\$88,000	\$0
22 - Housing & Community Amenities	\$131,611	

Molong Cemetery - Upgrade/complete internal driveways and pathways	\$47,086	\$12,12,993
24 - Cabonne Water	\$15,617,364	
Water Assets - Electronic Meter Roll Out	\$244,088	\$0
Water Assets - Telemetry Base Infrastructure	\$73,140	\$0
Water Assets - Molong Cumnock and Yeoval Installation of Gateways and Receivers for New Meter Conn	\$54,280	\$0
Water Assets - Molong Cumnock and Yeoval Base Infrastructure for Integration of Smart Meters	\$78,545	\$12,345.86
Water Assets - Hydrant maintenance and inspection	\$40,250	\$0
Reservoir Cleaning	\$11,500	\$6,000
Calibration of Water treatment plant	\$11,500	\$3,676.30
Turbidity meter testing	\$14,950	\$0
Contingency plant for Backwash system	\$23,000	\$0
Online Chlorine Monitoring	\$0.00	\$0
Water Pipeline Project	\$60,000	\$0
26 - Small Town Sewer	\$373,750	
STSS Assets - Cudal STP - Inlet Structure	\$40,250	\$23,792.33
Inlets and Outlets for the 4 Town Sewer	\$92,000	\$0
Telemetry installation for Sewer	\$92,000	\$17,355.11
Additional E1 replacements & repair of pumps	\$115,000	\$50,968.80
STSS Assets - Manildra STP Inlet Structure	\$34,500	\$21,143.27
27 - Cabonne Sewer	\$886,793	

Sewer Assets - All Weather Bypass and Thistle St Pump Station Electrical Upgrade	\$120,060	\$0
Sewer Assets - Canowindra Sewer - Sludge Disposal Treatment Rectification	\$80,577	\$96,945.00
Sewer Assets - Molong STP - Sludge Disposal Treatment Rectification	\$140,000	\$78,852.45
Sewer Assets - Eugowra STP Inlet Structure - Construct New Inlet Structure	\$34,626	\$0
Sewer Assets - Mechanical Mixers - Upgrade of Aeration System at the Molong STP	\$132,030	\$0
Sewer Assets - Main pump at Canowindra STP	\$0.00	\$0
Sewer Assets - Safety issues at Canowindra STP	\$0.00	\$0
Sewer Assets - Thistle Street Pump station	\$0.00	\$0
28 - Recreation & Culture	\$4,513,447	
Village Enhancement Program (VEP) 2017/2018	\$218,320.00	\$3,373.99
Cudal Hall Refurbishment (continued from 2016/2018)	\$79,258.00	\$79,258.28
Cumnock Showground - New Amenities Building	\$168,601.00	\$124,963.19
Age of Fishes Museum - Fossil Storage Facility	\$594,192.00	\$21,581.57
Molong Library - Establishment /Refurbishment / Construction	\$1,203,736.00	\$23,426.69
Pool Cleaners - 4 shallow pool cleaners for the wading pools	\$10,925	\$8,340.00
Manildra Pool - Remove and Replace Loose edges on tiles around small and large pools	\$20,700	\$17,961.06
Canowindra Pool - Upgrade power to Kitchen Powerboard	\$2,875	\$2,654
Eugowra Pool - Replace 4 Pumps	\$15,870	\$11,795.00
Regulation Signage for 6 pools as per Pool Audit	\$47,100.00	\$10,816.68
Safety Equipment - Defibrillators and Backboards for all Pools	\$31,625	\$23,771

Cumnock Pool - Replace Collapsed Inlet Lines to Wading Pools	\$11,500	\$13,705.49
Manildra Pool - New Chlorine Acid Controller	\$11,500	\$11,53.75
Cudal Pool - Remove and Replace loose edges on tiles	\$6,900	\$7,967.84
Molong Pool - Remove and repalce loose edge tiles around small pool	\$11,500	\$7,796.35
Molong Multipurpose Sports Facility - Lighting	\$269,147.00	\$230,031.43
32 - Mining Manufacturing & Construction	\$307,874	
Molong Quarry Limestone Storage Shed	\$307,874	\$297,610.51
34 - Transport and Communication	\$9,894,185	
Local Road Construction - Urban Reseal Program	\$334,906	114,040.87
Local Road Construction - Rural Reseal Program	\$1,108,340	\$392,434
Davys Plains Road	\$92,583	\$58,039
Gowan Road	\$17,137	\$15,840
Kerrs Creek Road	\$12,500	\$3,578
Ophir Road	\$11,000	\$6,858
Vittoria Road	\$34,500	\$27,828
Baldry Road	\$174,000	\$139,576
Belgravia Road	\$24,000	\$18,490
Borenore Road	\$18,000	\$10,129
Bowan Park Road Lot 1	\$12,000	\$12,133

Bowan Park Road Lot 2	\$24,000	\$22,034
Cadia Road	\$46,400	\$229.00
Davys Plains Road	\$29,000	\$22,693
Euchareena Road	\$30,000	\$22,012
Eurimbla Road	\$87,000	\$81,030
Garra Road	\$47,000	\$41,434
Griffin Road	\$32,500	\$26,855
Gumble Road	\$97,000	\$44,684
John Carroll Lane	\$13,500	\$5,461
Kurrajong Road	\$45,000	\$39,764
Long Point Road	\$57,000	\$55,792
Longs Corner Road	\$69,000	\$30,931
Lower Lewis Ponds Road	\$24,000	\$12,774
Lyndale Road	\$15,440	\$6,622
Moorbel Drive	\$65,500	\$50,408
Packham Drive	\$28,000	\$17,828
Square Road	\$66,000	\$48,288
Thomas Kite Road	\$20,000	\$12,092
Vittoria Road	\$39,000	\$21,201
Wellington Street – Molong	\$45,000	\$30,346

Local Road Construction - Heavy Patching	\$1,286,150	\$682,457
Baldry Road	\$57,500	\$67,855
Betts Street, Molong	\$90,000	\$61,798
Bowan Park Road	\$63,000	\$46,859
Four Mile Creek Road	\$33,000	\$23,550
Gavins Lane	\$60,000	\$27,667
Gazzard Road	\$48,000	\$8,207
Gumble Road	\$51,000	\$34,364
Icely Road	\$135,000	\$83,453
Long Point Road (at Burrendong Way intersection)	\$10,000	\$138
Longs Corner Road	\$67,800	\$52,984
Mulyan Road	\$18,300	\$15,515
Obley Rod	\$70,320	\$45,186
Ophir Road	\$75,000	\$86,608
Orchard Road	\$30,000	\$18,493
Packham Drive	\$65,000	\$44,720
Paytens Bridge Road	\$81,000	\$55,936
Strathnook Lane	\$49,500	\$26,758
Thomas Kite Lane, Windera	\$30,771	\$30,808
Additional Heavy Patching –not allocated		

Forest Reefs Road	\$100,000	\$63,529
Pye Street Eugowra	\$85,000	\$64,960
Local Road Construction - Gravel Resheeting	\$924,352	\$531,821
Avenel Road	\$25,005	\$26,243
Baldry Road	\$20,338	\$17,592
Bowans Lane	\$14,998	\$16,087
Bulgus Road	\$32,200	\$9,424
Carrolls Road	\$32,200	\$18,379
Cashen Lane	\$32,200	\$16,528
Cowriga Road	\$32,200	\$17,782
East Guyong Road	\$25,189	\$20,874
Favell Road	\$32,200	\$21,241
Glasson Road	\$12,842	\$14,972
Gowan Road	\$32,200	\$0
Greenbah Road	\$32,200	\$16,371
Heckendorf Road	\$19,284	\$16,177
Kangarooobie Road	\$48,300	\$22,084
Kildara Road	\$31,799	\$25,845
Lookout Road	\$35,650	\$13,960
Meadow Bank Road	\$21,244	\$17,899
Pinecliffe Road	\$29,873	\$24,153

Reedy Creek Road	\$28,125	\$28,546
Rocky Ponds Road	\$23,408	\$24,044
Rutherford Lane	\$21,149	\$18,520
Scenic Drive	\$24,923	\$24,900
Seales Lane	\$65,683	\$22,894
Strathmore Lane	\$22,494	\$18,106
Trajere Road	\$9,854	\$12,103
Yellowbox Road	\$108	\$41,507
Projects as determined:-	\$192,840	\$27,262
Byng Road	\$32,000	\$15,349
Bocobra Road	\$32,000	\$12,218
Lewis Ponds Road		\$0
Townsend Road		\$0
Nanami Lane	\$22,000	\$1,861
Local Road Construction - Submission list	65,450	
Extension of Seal for Griffin Road	\$65,450	\$56,889.42
Local Road Construction - Road To Recovery	\$1,421,807	
Belgravia Road Sealing \$400,000 R2R, \$485,500 Council	\$861,057.00	\$427,595.31
Gumble Road Sealing	\$280,700	\$274,004.19
Packham Drive Stage 4, R2R	\$279,977	\$25,955
Bocobra Road Shape & Seal R2R	\$111,980	\$97,393

Ophir Road - Road Widening Reconstruct Longitudinal Drainage & Seal	\$341,774	\$64,315
Davys Plains Road - Intersection Improvements Gavins Lane	\$598,930	\$396,524
Regional Road Construction - RMS Safety Program	\$900,000	
Cargo Road overtaking lanes - Quarry Hill	\$24,460.00	\$666,968
Regional Road Construction - RMS Repair Program	\$440,000	
MR238 (Nangar Road) Widen 4.3-6.6km from Warraderry Way (50/50 with RMS)	\$580,000	\$0
Regional Road Construction - Heavy Patch & Reseal Program	\$611,355	
Heavy Patching - Cargo Road	\$70,000	\$70,828
Heavy Patching - Warraderry Way	\$180,000	\$116,409
Heavy Patching - Burrendong Way	\$180,000	\$60,938
Reseals - Nangar Road	\$100,800	\$691
Reseals - Banjo Patterson Way	\$81,000	\$1,209
State Roads		
MR377 The Escort Way - Reedy Creek Stage 2	\$616,000	\$426,816
HW7 - North Molong Rehabilitation	\$1,597,695	\$1,515,658
Heavy Patching	\$529,000	\$397,627
Reseals	\$950,000	\$729,852
MR359 Shoulder (segment 50)	\$132,984	\$41,627
MR359 Prime and seal Boree Creek Bridge, Peabody Road, new signage	\$99,705	\$12,667
MR377 The Escort Way - Reedy Creek Stage 3	\$438,166	\$138,115

MR377 Main Street Cudal, Install new blisters, pram ramps	\$61,943	\$0
Bridge Construction - Local Bridges	\$1,581,250	
Eurimbla Bridge, Cumnock	\$876,250	\$598,728
Eurimbla Bridge Approaches	\$705,000	\$78,323
Stormwater Drainage Construction	\$165,000	
Culvert works from AMP list	\$178,250	\$69,013
Drainage for William Street, Molong	\$165,000	\$111,972
Carried Forward and Revotes from 2016/2017		
Footpath Maintenance	\$100,000	\$75,109.62
Kerb & Guttering Maintenance	\$13,000	\$7,031
Gidley Street Molong Upgrade of Drainage Infrastructure	\$195,000	\$123,625
Mill Street Canowindra Stormwater Drainage	\$80,000	\$22,108
Spring Hill Road Bitumen Seal	\$100,000	\$85,509
Stapleton's Road Gravel Resheeting	\$26,000	\$30,570
Toogong Village Streets Bitumen Seal	\$19,000	\$0
Waterhole Creek Road Gravel Resheeting	\$26,000	\$18,819
Table Drain Maintenance	\$88,000	\$44,675
Reseal Davy's Plains Road	\$92,583	\$58,039

Reseal Gowan Road	\$17,137	\$15,839
Reseal Kerrs Creek Rd	\$12,500	\$3,578
Reseal Ophir Road	\$11,000	\$6,857
Reseal Vittoria Road	\$34,500	\$27,827
Eurimbla Bridge Side Track	\$44,626	\$9,627
Footpath maintenance	\$100,000	\$30,257
Culvert works 16/17 - From AMP list	\$178,250	\$69,013
Cudal Depot - Installation of Security Fence and Gate	\$31,228	\$30,800
Molong Depot - Workshop - Replace Diesel and Petrol Fuel Tanks	\$108,395	\$93,949
Cargo Landfill Closure	\$34,813	\$33,153
Cudal Hall Refurbishment	\$55,814	\$79,258
Canowindra Pool Shade Structures	\$11,745	\$8,619
Molong Multi-Purpose Sports Venue	\$83,257	\$109,601
Manildra Kiewa Street Car Park	\$5,480	\$7,632

STATE ROADS

MR377 Reedy Creek Stage 2

Works have been completed on The Escort Way Reedy Creek Shoulder Widening and Pavement Rehabilitation. Council's contractor undertook sealing of 640m on the 20 July, and the remaining 400m was sealed on the 8 August. These works included a 350-metre long concrete dish drain at the base of the rock face cutting.

MR377 Reedy Creek Stage 3

Works have commence on 12th April 2018, for the .600km section on MR377- The Escort Way, Reedy Creek Shoulder Widening and Pavement Rehabilitation. Sealing completed Tuesday 8th May 2018

North Molong Pavement Rehabilitation

Preliminary investigation works have been completed on the pavement rehabilitation works on the Mitchell Highway from the intersection of Edward Street and Hill Street to the 60/100 speed zone at North Molong. The length of the project is 1.7km. These works will be carried out under the Roads Maintenance Council Contract (RMCC) with Council and is fully funded by the RMS. Council has commenced widening of the drainage structures. The asphaltic pavement works were undertaken by RMS's contractor and the works commenced on 13 November 2017 and will be completed by the 1st December 2017. The line marking to be undertaken by Council's contractor, Monday 4th December.

Council commenced pavement works in early January 2018. Drainage works including culvert extensions and concrete dish drains are also under construction.

The project also includes the replacement of the safety barrier fences at Boree Hollow Creek, the rail over bridge and Moss Hollow Creek.

Moss Hollow Bridge to the Molong Sewage Treatment Works was sealed on the 9 February. The SK Kerb commenced on the 12 February by Council's contractor and 810 metres of concrete kerb throughout the job will be completed by the 20th February.

Heavy Patching and Reseals

RMS have allocated \$529,000 for Heavy Patching and \$950,000 for Reseals on State Roads.

The Routine Maintenance budget for State Roads is \$515,000.

The State Roads Heavy Patching programme commenced 9 October at Eugowra, and works were completed on all RMS State roads 17th November. Additional Asphaltic Concrete works were undertaken at Eugowra's Pye Street intersection due to the turning of trucks.

The State Road reseal project has been completed.

REGIONAL ROADS

Cargo Road Overtaking Lanes

Works commenced on 3 July 2017 at the Quarry Hill Overtaking Lane, south of Cargo. Vegetation and culvert works have been completed. The overtaking lane is north bound towards Cargo. Bitumen sealing was completed on the 15 September, and Council's contractors completed linemarking and safety rail on the 5 October 2017.

Final seal was completed 6th April 2018, and linemarking was completed 26th April 2018

RMS REPAIR Program 2017/2018

The RMS REPAIR program for 2017/2018 is to fund shoulder widening on MR238 Nangar Road 4.3 to 6.6km from Warraderry Way intersection. This is a 50/50 contribution from RMS and Council for a total of \$580,000 for this project. The project has commenced 7 May.

NSW Government Fixing Country Roads – Banjo Patterson Way Widening Project

Banjo Paterson Way Widening Project was successful under Round Three of the NSW Governments Fixing Country Roads Program for \$4,010,629 and a contribution from Cabonne Council of \$545,858. Design and development is currently under way this financial year, with works to be undertaken over the next two financial years.

Heavy Patching

Heavy Patching on Cargo Road, Burrendong Way and Warrederry Way regional roads has been completed. The reseal program was undertaken by Council's contractors and completed on the 4th and 5th April 2018.

LOCAL ROADS

Roads to Recovery

Council has completed the final section of road works on Belgravia Road, including vegetation clearing, drainage works and sealing of 1.6 kms. The 3.8km stae 1 and 2 of this project is now completed. Stage 3 will commence in April.

The 1.45km of Gumble Road Sealing was completed on 21 December 2017.

Davys Plains Road - Gavins Lane intersection works commenced with the clearing and drainage works completed. This also involved the excavation works to place gabion rock and gio fabric under the road base. Works will recommence in late February early March to complete this project.

Bocobra Road, from the Henry Way Parkes end, has been completed with 2.9km sealed on the 23 October.

The final seal for Packham Drive and Ophir Road were completed in March.

Gravel Resheeting

The Gravel Resheeting program has been completed.

Maintenance Grading

Maintenance grading works have been restricted due to dry conditions, resuming when ideal conditions.

Sealed Road Maintenance

Maintenance works have been undertaken Obley Road, Gundong Road, Peak Hill Road, Marsden Street, Urban Streets.

Sealing

Spring Hill Road Sealing (revoted from 2016/17 budget) has been completed. Reseals have been completed on the following roads - Square Road, Moorbel Drive, Bowan Park Road, Borenore Road, Long Point Road, Belgravia Road, Kerrs Creek Road, Longs Corner Road, Cadia Road, Davys Plains Road, Toogong Street in Toogong, Boree Street in Cudal, Hamilton Street in Cargo, Parks, Smith and Gidley Streets in Molong.

Heavy Patching

Heavy Patching has been completed on Baldry Road, Bowan Park Rod, Four Mile Creek Road, Gavins Lane, Gazzard Road, Gumble Road, Icely Road, Long Point/Burrendong Way, Longs Corner Road, Mulyan Road, Obley Road, Ophir Road, Orchard Road, Packham Drive, Patens Bridge Road, Strathnook Lane, Thomas Kite Lane, Forest Reefs Road, Pye Street Eugowra. Works have commenced at Betts Street Molong from Euchareena Road to the Multi Purpose Centre.

DRAINAGE

Ophir Road table drainage scouring works have been completed.

The new culvert structure and approaches have been completed on Burgoon Lane.

Mill Street Stormwater Drainage, Canowindra

Works commenced early July to improve 420m of drainage at Mill Street Canowindra. These works have been completed.

Stormwater Drainage for William Street, Molong

The new stormwater drainage culvert and approaches have been completed in Molong.

Gidley Street Molong Upgrade of Drainage Infrastructure.

Stage 1 - Stormwater Drainage Works commenced by Council's Contractor in Gidley Street, Molong, on the 17 July. The works are between Hill Street and Bank Street to upgrade the drainage infrastructure. These works are completed.

BRIDGES

Eurimbla Bridge, Cumnock.

The contractor has completed the bridge construction and Council is continuing the construction of the road approaches to the Bridge.

CENTRAL TABLELANDS WATER SECURITY FOR THE REGIONS – ORANGE TO MOLONG PIPELINE PROJECT STAGE 1

- The design and construction Ammerdown (Orange) to Molong Creek Dam Pipeline and associated break tank have been completed practically.
- The design of Molong to Cumnock and Yeoval pipeline has been completed
- Council received a letter of approval in-principle for the one operational and four non-operational railway crossings under the Molong to Cumnock and Yeoval Pipeline.
- Council received approval for Dredging and Reclamation for the 11 Creek crossings from Department of Primary Industries (DPI) – Fisheries under the Molong to Cumnock and Yeoval Pipeline.
- Council received consent from the Department of Industry – Lands for the acquisition of easement on Crown land for the pipeline.
- Council received approvals for water supply works and the Crown Land construction licence from DPI-Water and Department of Industry – Lands respectively.
- The contractor for the construction of the Molong to Cumnock and Yeoval Pipeline already mobilised at the sites. The construction of the Molong Gidley Street pump station building and the Cumnock reservoir are continuing. Approximately 4km of pipeline have been laid, commencing from Molong and progressing towards Cumnock.
- Council is yet to receive railway crossing construction licence (intrusion works) from John Holland Rail.

NOXIOUS WEEDS DEPARTMENT

Work carried out since the last report.

- Due to the dry conditions the blackberry control program has had to be contracted to only the eastern area of the shire, as all other areas plants are too stressed.
- Attended Central Tablelands Regional Weed Committee meeting held in Molong
- 2 private works jobs have been completed
- Overall conditions are very dry which makes any type of control work conducted a bit hit and miss and may see a lot of regrowth during coming seasons.
- Property inspections have been conducted in Kerr's Creek, Heifer Station, Kinross Lane and Weemilah Place.
- The new Biosecurity Act came into effect 1 July 2018, and is being explained to each property owner as inspections are undertaken. This new Act will slowly be introducing new requirements from Council.
- There are new mapping requirements which Council has to undertake, due to the new Biodiversity Act.

URBAN SERVICES AND UTILITIES SECTION UPDATE

- Stage 1 of the Molong Village Green landscape works have been completed.
- Tree planting program is still ongoing.
- Stocking of plants in the Canowindra Nursery has commenced.
- Molong, Bank Street garden beds are nearing completion.
- Water main breaks completed as required.
- New private water and sewer connections have been completed.
- Sewer main breaks and chokes completed as required.
- Hydrant inspection programme is still ongoing.
- Successfully completed internal water metre readings for the quarter.

- Irrigation works and materials have been installed at Canowindra at Morris Park and the Sports Ovals
- Cudal office gardens renovations are ongoing.
- Project scoping, quotation and ordering has commenced into a number of projects identified in the recently allocated VEP works.
- Draft tender documents have been prepared for the Thistle Street sewerage pump station upgrade works.

PROJECTS UPDATE

The current status of the main projects are as follows:

1. Molong Multi-Purpose Sports Facility - Lighting

- Completed

2. Age of Fishes Museum Storage Facility

- Contract has been awarded to Renascent Regional Pty Ltd
- Construction works will commence on the 25th of May

3. HACCC Building - Awning

- Request for quotations have been called for the awning works
- DA has been submitted

4. Cargo Waste Facility Landfill Closure Project

- Completed

5. Cudal Recreation Ground Shade Shelter

- Completed

6. Molong Community Hall Kitchen

- Completed

7. Orana House

- Design is in progress

8. Molong Truck Wash

- Design Consultant to be engaged

9. Banjo Paterson Way Widening

- Deed finalised

10. Pipeline – Molong to Cumnock and Yeoval

- Construction is in progress

11. Molong Sewer Pump Station

- Tenders to be called for the design and construction of Molong Sewer Pump Station

12. Molong Library

- Design is in progress

Cabonne Shire Council Heritage Advisory Service

David Scobie Architects

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 Mobile: 0412 415010
 Email scobiearchitect@optusnet.com.au
www.davidscobiearchitects.com.au

Heritage

Cabonne Shire Council
 Via email
 Attn: Ms. Heather Nicholls
 Chris Eldred, Jann Ferguson and Accounts

REPORT: April 2018**Visit: 925/49/2018****1.0 Information provided to the Heritage Advisor****1.1 Heritage Advisor appointments–**

- 1.1.1 Heritage Committee Meeting – Agenda
- 1.1.2 Review Drawings for 70 Gaskill Street
- 1.1.3 46 Bank Street Colour scheme on former CBC building

Next Meeting: May 7th**Chris – Please send minutes and confirm:**

- Heritage Committee Meeting – 9.00am : Councillors Libby Oldham & Paul Mullens
- Note M&D Historical Society members for 10.00am to discuss buildings for plaques

2.0 Follow Up required

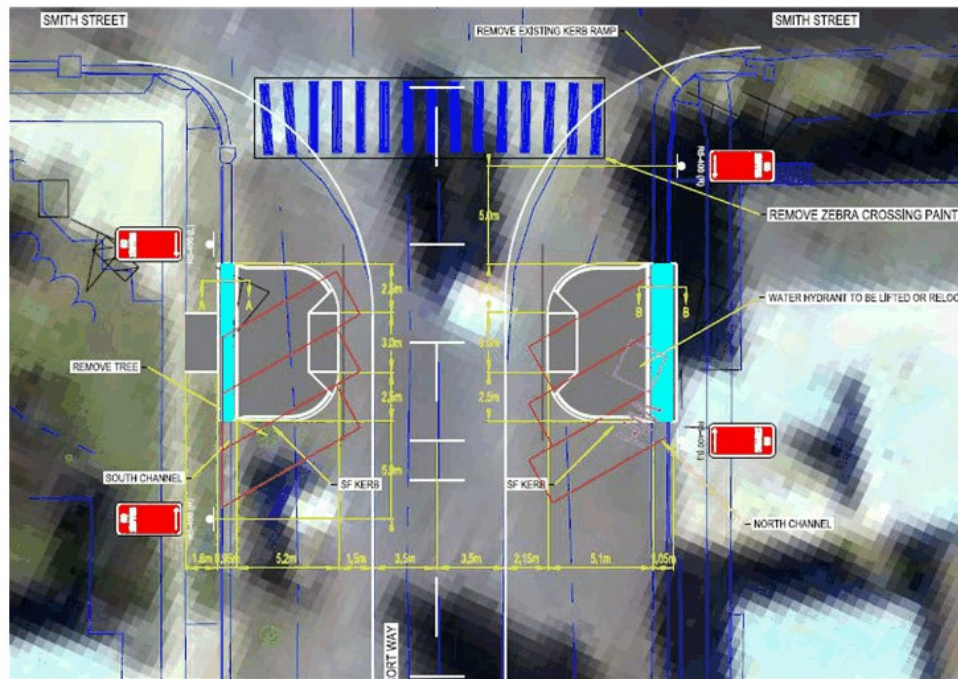
- ❖ Canowindra Railway Precinct – Master Plan completed for JHG-CRN
- ❖ Canowindra Museum Master Plan – Ross Cleary
- ❖ Villages of the Heart: Reporting strategy for Cabonne Council
- ❖ Eugowra Fat Lamb Hotel – reconstruction
- ❖ Quinn's Stables – part demolition
- ❖ Cabonne Museums - Master Plan and Programme and Grant application support
- ❖ 46 Bank Street, Molong
- ❖ The Yarn Market and Cobb & Co buildings

The following notes apply to site visits and requests for advice - The intention is that the notes are passed to the Property Owner/Enquirer/DA Applicant:

Proposal: External refurbishment

Heritage Report: April 2018
 David Scobie Architects Pty Limited
 ACN 079 683 079

Cabonne Shire Council Heritage Advisory Service



RMS Drawing Proposal option 2



Basalt curb stones on the Hall side of the road

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Second view of the historic basalt curb stones – nominal 8m length and 4 stones wide.

Comments

The new crossing provides two blisters and curb ramps which connect to the existing footpath.

The works will require replacement of approximately 8m of the stone.

The works also require the removal of the curb and crossing to the northern corner with Smith Street.

Heritage best practice requires the reuse of the material as close as is possible to the original location. In this case it appears that this would be the length of curb to the junction of the Highway and Smith Street and around the corner into Smith Street as required to utilise the material.

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The view of the subject site taken from the western side of the highway. This indicates in the foreground a location where the curb stones are either missing or damaged. There are two strips where the subject stones could be relocated. The mitigation is positive as the sites are adjacent to the Park and the Corden heritage building.

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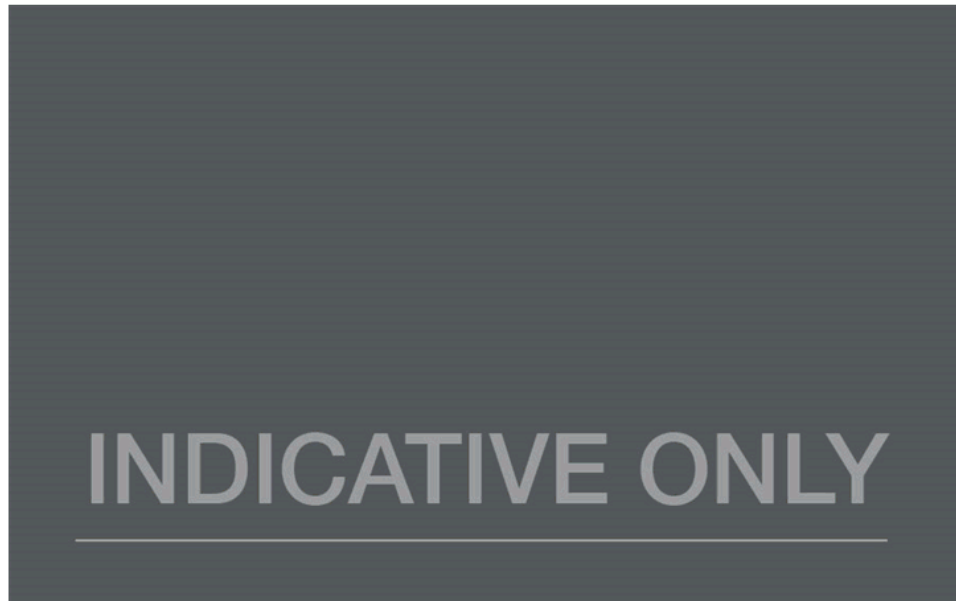
Relocation possibility one



Relocation possibility two

In view of the contrast between the colour of contemporary white concrete and the basalt and the existing footpath, it is recommended that the new concrete is batched using Charcoal CCS or bayer ferrox oxide. This is currently done by Orange City council in their Conservation areas and in Millthorpe by Contractors constructing driveway crossovers.

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Colour card sample: CCS 87

Reference: <https://www.concretecoloursystems.com.au/full-depth-coloured-concrete/>



Use of the pigment in Millthorpe

Recommendations

- The works may remove the historic material on the basis that it will be re-used as curbing in an area where there is no reasonable alternative to removal and where the new material in the vicinity will use a sympathetic colour in order that the new works is visually sympathetic.
- It is noted that at least one tree is noted for removal. In view of the contribution these trees make to the street, it is recommended that the tree be replaced in a suitable location.

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The Canowindra & District

1 46 Bank Street, Molong – former CBC premises
 The following notes have been prepared by David Scobie following a meeting with Kerry Ferguson and Rozzi arranged to discuss the current DA for the works to the building

2 : Kerry Ferguson and Rozzi Smith

Council: Nicholls and Chris Eldred

3 The site is listed on the Cabonne Shire LEP as a Heritage Item. The site is within the Bank Street Heritage Conservation Area. The site is currently owned and utilised by Kerry as a private residence.

4 Statement of Significance provided on the Heritage Inventory

Impressive individual building. A very good example of the Italianate style. Positive streetscape contribution, and one of a group of older style two storey buildings. Form very much in keeping with that of its neighbours. The bank has remained in occupation since construction in the 1880s until recently.

Following painting of part of the building and receipt of concerns raised by members of the community in relation to the nature of the works, a DA was lodged for the works and Council requested comment from the Heritage Advisor. This was provided and a meeting was sought with Kerry to review the background for the paint scheme and the overall vision for the building.

David reviewed the issues with Kerry and Rossi at the meeting. Kerry indicated that the background to the colour scheme is that it was a personal choice based on several colours used on the front boundary areas of Duntryleague in Orange.

The vision scenario for Kerry is that she is seeking to provide a business showroom in the ground floor of the building to showcase her business and associated visitor facilities which are not available at the rented industrial premises in Orange.

She believes that the use would benefit Molong and generate additional interest and visitation for Molong. To this end she sought a colour scheme which would make her building stand out in the streetscape. With limited means she painted the portions which can currently be seen in the street.

Kerry has also sent a flyer which relates to the business profile for Botanicals. This has been most useful in providing a set of relationships which could be reflected in the building.

For example the business is based around taking the true character of Australian fruits and agricultural produce and incorporating them as essences into products for industry.

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The inspirations are clearly the true rich colours and also the integrity of the originating product and then the distilled essence.

At a primary level the reds and greens are the clear stand out colours which reflect the business and can be used in the building colour scheme to interpret these relationships.

Background to assessing the heritage significance and appropriate works:
Kerry has done some research on George Mansfield and Mansfield Brothers Architects and appreciates the significance of the building and the architecture.

David provided Kerry with a copy of the State Heritage Inventory which Council holds for the building and offered to update and correct as required any issues which Kerry has found in her research.

David endorsed the approach of providing a vibrant colour scheme for the building on the basis that it worked with the architectural design. David offered to work with Kerry on colours which responded to the building design while remaining distinctive. A similar example is the same building located in Windsor and provided to Kerry as a benchmark.

David suggested that a professional painter would be better equipped to complete scheme which would suit the proposed use as a showcase for the business.

Rozzi agreed to assist Kerry in securing quotes from Painters locally and the region.

For the project to reach the full potential it may need to be done in three stages:

1. The frontage and verandah;
2. The showroom and
3. The building bulk

Extract image from Bontanicals

Recommendations

- In relation to grants, start with Naomi Schroeder (02 6392 3267 naomi.schroeder@cabonne.nsw.gov.au) who is Council's Grants officer and will be the best point of contact for local and regional grants. David has outlined the issues with

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Naomi who is expecting a call from Kerry/Rozzi to meet and review the available grants related to the current and future works;

- Small grants are available from Council for heritage works to listed buildings and places within the Conservation Area. The current year has closed and the next year commences with applications on a first come first served commencing in the July period for the 2018 – 2019 year;
- With particular reference to heritage grants, the best regional contact is Sally MacLennan who is based in Orange. Some preparation work can be done by reviewing the web-site and the details are provided below. following contacts and venues are worthy of inspection and review
 - Sally MacLennan at Heritage Near Me, Orange for substantial grants for local heritage projects: Tel. 0472 836 037 and 02 63638728 and 181 Anson Street

Expressions of Interest are invited from owners and managers of local heritage items, local councils and organisations who are seeking support for projects and that will enhance and protect local heritage assets and values, either through minor works conservation projects, community-based events and activities, or the development of innovative heritage processes, strategies and plans.

The Heritage Near Me Roadshow Team will work closely with all successful applicants to develop detailed project plans.

The Local Heritage Strategic Projects program will be temporarily closed to expressions of interest from 16 February 2018 to allow a review and evaluation of the program. The program will re-open for expressions of interest on Monday 16 April 2018, subject to availability of funding.

OPEN: 9.00am Monday 16 April 2018

FUNDING AVAILABLE: From \$10,000 to \$100,000 per project.

Local Heritage Strategic Projects brochure (PDF 75KB)

Reference: <http://www.environment.nsw.gov.au/topics/heritage/support-for-local-heritage/heritage-near-me-incentives-program>

Resolutions following the meeting:

- Council through the heritage advisor, will assist with some advice on which elements to paint in Stage One and a range of colours to consider – refer to the following list;
- Council through Heather Nichols and Chris Eldred will consider the current Development Application and the results of the recent meeting and defer consideration while further issues are debated and a resolution prepared;
- Kerry will prepare a Vision statement for her business and the place of 46 Bank Street within that strategy including the retained residential use on the first floor and the business use as a showroom on the ground floor. This will need to be confirmed in writing as part of the DA;
- Rozzi and Kerry will secure up to three quotes for painting of the building in accord with the initial stage for the exterior. Separate quotes could be obtained as a matter of efficiency for the follow-up stages, as noted above.

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A view to show the context of the building and the neighbours



A view to show the architectural features

The key elements:

- The front rendered fence consisting of piers, low wall and cast iron palisade
- The cast iron columns, rusticated rendered porch and first floor verandah
- The building bulk

Currently, the elements of the building which have been painted Blue and Teal include the Front boundary wall (Blue) and associated piers and cast iron palisade, parts of the primary four cast iron columns, parts of the rendered porch and a substantial area of the front wall and surrounds.

The two colours which are strong and powerful and relate to both the Botanicals business and the traditional colour schemes for late Victorian buildings are Green and Red.

Using a Deep Bronze Green which is generally Olive and Ox Blood which has hint of Crimson, will highlight the key elements on the façade and the building as a whole.

The specific scheme:

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General walls	Wheat
Cast iron columns	Ox Blood or Dark Crimson
Palisade fences and gates	Deep Bronze Green
Front boundary walls and piers	Wheat
Rusticated porch	¼ Wheat and ½ Sandslip to surround detail
Window surrounds	½ Sandslip
Window frames and sashes	Deep Bronze Green
Front door	Deep Bronze Green and ½ Sandslip molds

First floor

Cast iron balustrade	Deep Bronze Green
Cast iron columns	Ox Blood or Dark Crimson
Verandah beam	Deep Bronze Green
Gutters	Deep Bronze Green or Dark Crimson
Fascia with pediment on verandah	Deep Bronze Green
French door shutters	Deep Bronze Green
Eave brackets and molds	½ Sandslip



The sketch is simple means to illustrate the general impact of the colours. Sample pots are recommended as the best means of demonstrating the true impact of the colours.

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5 70 Gaskill Street, Canowindra

Contacts: Heather

Cook and Roe have prepared drawings
 35158-A.03 Rev. B (Proposed awning plan)
 S.01 rev. A (Awning Plan)
 S.02 rev. A (Details)
 A.01 Rev. A (Site Plan)
 A.02 Rev. A (Existing Awning Plan)

These drawings appear to be broadly consistent with the advice provided by the Heritage Advisor.

Congratulations on the wall and parapet bracing details shown on S02 as these achieve the stability which often defeats the use and conversion of suspended awnings to verandahs.

The following comments and recommendations are provided to ensure that the works enhance the heritage significance of the setting.


1. The note regarding the downpipe(s) on A.03 require a modification to ensure that the downpipe is painted to match the Manor Red on the post and NOT the Green to match the gutter
2. Skirts colour matches the Manor red on the posts
3. Pressed metal eave to be Dulux ½ Tint sage Green and not White
4. End flashings on the new roofing of the verandah to be Barge roll flashings in Manor red
5. The two triangular ends of the replacement verandah/wall/soffit are to be infilled with T&G cypress lining boards ending 100mm below the soffit with a scalloped semi-circular shape
6. Are there any soffit lights in the awning which need to be reinstated? This is not essential unless they exist currently but sufficient lighting levels should be provided on the footpath either via shopfront lighting or soffit recessed lights. The following are recommended:

02 9567 1322 Rear 432b, West Botany Stre

heritage

BUILDING CENTRE

HOME PRODUCTS SPECIALS WHAT'S NEW SERVICES VIRTUAL TOUR CONTACT



**URBAN UNDER EAVE
EXTERIOR - ANTIQUE
BRONZE**

\$175.35

22 x 22 x 29cm

E27

IP44 Rated

ADD TO QUOTE

SKU: LOD1000527 Category: Exterior Ranges

Quote List

No products in the list

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6 Bank Street – The Yarn Market

Attention: Heather and Chris

The following photo and observations are provided after the works in progress were brought to the attention of the Heritage Advisor.

David visited the building and spoke briefly with the Yarn Market site representative and the carpenter carrying out the works. The nature of the discussions were friendly and enquiring to confirm the materials in use and the rationale for the works.



A general view of the 1860 Yarn Market building which adjoins the Park

Works completed appear to consist of the following:

- Replacement timber verandah posts on steel stirrups
- Replacement scalloped fringe detail beneath the gutter
- Replacement colorbond gutter
- Replacement powder-coated steel balustrade
- Replacement verandah roof flashing.

The Yarn market determined to replace materials and details on the front of the premises. The work is nominal 90% complete.

No consultation by the Yarn Market was undertaken with Council.

The Yarn market is under the impression that they could complete the works provided they replaced like with like.

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The materials and details are applied to the front of the circa 1860 building and replaced materials which were probably not of that age but from a later refurbishment.

The materials are powder coated welded and bolted steel and composite cladding. They are contemporary intended to give long and low maintenance life span. Alternate and more traditional materials were not considered by the Yarn Market as being sufficiently robust.

The Yarn Market were not aware that they would have been eligible for substantial grant for the works;

The Yarn Market were not aware that they needed to seek the advice of Council prior to completing the works under the Cabonne LEP.

Recommendations

- A meeting be arranged with The Yarn Market to review the following:
 - The current works and any further minor changes which could enhance the heritage significance;
 - Any problems with the heritage parts of the building which Council could assist with in the future
 - The process which the Yarn Market must follow for future works to meet the requirements of the ELP and
 - The process for the Yarn Market to follow to win grants to assist with any of the agreed future works to the heritage building and also the Cobb & Co building which the Yarn market has responsibility for.

Cabonne Shire Heritage Committee Meeting No.4 and Libby and Paul as members of the CSC Heritage Committee

An additional agenda has been provided by Heather for the meeting:

- HA March Report
- Council report on Bank Street streetscape – implementation
- General business
- Next meeting: 7th May

Resolutions:

- The Plaques project from Molong. Council, following Paul's initiative, will invite the appropriate contacts from the Molong & District Historical society to the next meeting date at 10.00am to discuss list of buildings suitable for plaques
- A follow up will be walking trail taking in Molong houses as well as Bank Street.
- Following the query from Libby, how to better communicate free advice and grants for projects in the Conservation area

Cabonne Shire Council

Cabonne Shire Council Heritage Committee

Agenda

1. **Introductions**
2. **Attendance**
3. **Apologies**
4. **Previous background**
5. **Typical Heritage Committee activities:**
 - a. Policy
 - b. Management & advice
 - c. Awareness

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- d. Collect and Record
- e. Listing
- f. Funding
 - i. The Local Grants Programme
 - ii. The Heritage near me Programme
- g. Projects: Studies, Conservation, Interpretation
- 6. Current**
 - a. Molong Main Street initiative
 - b. Main Street paint colour schemes
 - c. Village interpretation trails and plaques
 - d. The LEP list and the SHI
 - e. Coordination with the Historical Society
 - f. Coordination with the Villages:
 - i. Molong
 - ii. Canowindra
 - iii. Cudal
 - iv. Eugowra
 - v. Cumnock
 - vi. Manildra
 - vii. Cargo
- 7. Opportunities**
 - a. The NSW Heritage festival – April/May
 - b. History Week – September
 - c. Heritage tourism – the Orange region/Villages of the heart programme
- 8. Next Meeting: Monday April^h 2018**

Agenda items:

 - a. A walk to review the streetscape issues with Bank Street – public – footpaths etc and private – building elevations and colour schemes
 - b. Heather/Kate to provide update on Village enhancement programme and Gasometer
 - c. Feedback from Museum on text for Molong heritage buildings
 - d. Feedback on possible plaques for Bank Street
 - e. Possibilities for Heritage week – Museum and Jayes and a 'Shearer's cookout'
 - f. Feedback on the regional tourism workshop to be held in Orange

David Scobie
Heritage Advisor

- Molong Bank Street VisionFreemason's Hotel, Bank Street Molong
- The following notes are to be copied to John Moussa and Daniel Cook
dcook@cookandroe.com.au

Statement of significance:

A listed heritage item and a location in a visually prominent site in the Bank Street conservation Area.

Architectural notes:

The existing verandah is a timber construction.

Previous maintenance has seen temporary works on the verandah using a combination of steel and timber elements. The patchwork detracts from the heritage

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significance and also degrades the structural performance. This means that under a severe impact, the verandah will not perform according to type – either steel or timber as it is a combination of both.

Visually the appearance of the lash up evident under the verandah detracts from the heritage significance of the building and the streetscape in general.



Figure 1 Note the perimeter bearer in a pfc section. This is a composite treatment where steel sections are applied like band-aids to an existing timber structure.



Figure 2 The general run of floor joists.

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Figure 3 A detail view of the bottom section, the carved/shaped valence and the lower seating beam and upper bearer beam.



Figure 4 Detail view from the exterior looking at the members: The overall scope for a beam is a combination of the upper larger fascia section plus the smaller lower section which currently provides the seat for the joists.

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Figure 5 A detail view of the corner sections from the verandah space.

One problem with composite solutions is that the verandah acts differently. With a vehicle impact on a timber structure, often the post may be damaged or collapse but the beams will fragment with limited damage. With steel composite construction, the steel is unyielding and may pull a full length of verandah down causing much more extensive damage.

Cook and Roe have completed two options at different times:

- **A steel option in October 2014 – noted 1.8kN live load as per AS1170.1 and**
- **A timber option in June 2015 – noted lower live floor load used for resident use only**

The extent of steel has been reviewed with Dan Cook to ensure that a solution does not compromise the character and significance of the Hotel and its verandah and that the extent of works are reasonable.

In discussion with Dan it appears that a solution could be to consider the main beam for replacement as the beam which sits above the carved and shaped valence. This then allows for sufficient height to accommodate a 450mm or similar beam which would be in the same plane as the joists.

A steel angle could then be fitted to the inner face of the new beam to support the bottoms of the floor joists. The horizontal flange of this shelf angle would be in the same position as the top flange on the existing steel section seen above.

In relation to the loadings used there are three options:

1. Adopt a higher loading to allow for active gatherings on the whole verandah;
2. Adopt a higher loading only for a portion of the verandah which could be screened off for such activity. This is often used adjacent to the common lounge room/dining space, or
3. Adopt the lower loading throughout for use in relation to the standard room accommodation function. Discrete notices/signs may be required to indicate this.

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Heritage Advisor

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3.0 SUMMARY: Annual Heritage Strategy checklist – 2016/2017

1	Heritage Committee	Advice to Council	1	958
		Consultant Directory		
		Services & trades Directory		
2	Heritage Study	Aboriginal Study		
		Statements of significance		
3	Heritage Advice	Site visits	235	25025
		Heritage advice	339	441847
		Urban design advice		3
		Pre-DA advice	14	381
		Advice on DA's	11	1069
4	Pro-active Management	Heritage DCP		
		Urban design DCP		
		DA fee relief		
		Flexible Planning & building	47	91935
5	Local Heritage Fund	Funded projects		2
		Project value		
		Heritage fund value		
		Owner contribution		
		Tourism projects		1
6	Main Street	Committee		
		Study		
		Implementation		
		Expanded main street		
7	Education & promotion	Brochures, web, plaques, panels		
		Events		
		Tourism strategy		
		Trails		1
		Training		
8	Council assets	Asset management plans		
		CMP and CMS		
		Works budgets		
9	Sustainability	Adaptive re-use	1	52
		Restoration	4	49
		Reinstatement		4
		Landscape	3	94
		Water		

David Scobie RAIA

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REPORT: May 2018**Visit: 725/59/2018****1.0 Information provided to the Heritage Advisor****1.1 Heritage Advisor appointments–**

- 1.1.1 Heritage Committee Meeting – Agenda
- 1.1.2 Yarn Market meeting
- 1.1.3 Molong Museum site meeting
- 1.1.4 46 Bank Street Colour scheme on former CBC building
- 1.1.5 Edward Street culvert inspection
- 1.1.6 Annual Report online submission**

Next Meeting: June 4th**Chris – Please send minutes and confirm:**

- Heritage Committee Meeting – 9.00am: Councillors Libby Oldham & Paul Mullens
- Note M&D Historical Society for 10.00am to discuss buildings for plaques

2.0 Follow Up required

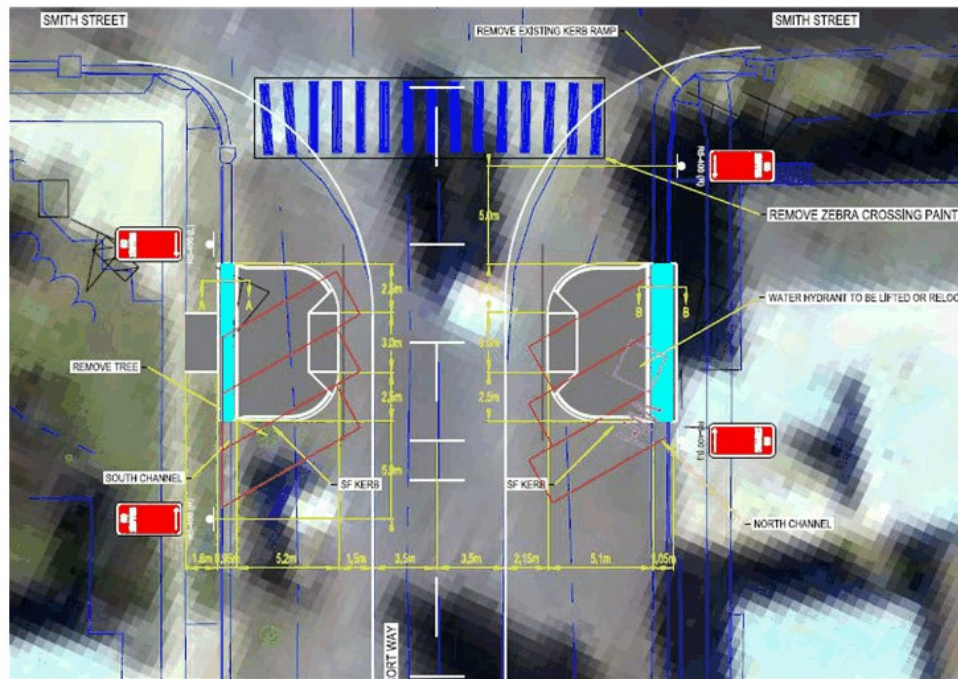
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RMS Drawing Proposal option 2



Basalt curb stones on the Hall side of the road

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Second view of the historic basalt curb stones – nominal 8m length and 4 stones wide.

Comments

The new crossing provides two blisters and curb ramps which connect to the existing footpath.

The works will require replacement of approximately 8m of the stone.

The works also require the removal of the curb and crossing to the northern corner with Smith Street.

Heritage best practice requires the reuse of the material as close as is possible to the original location. In this case it appears that this would be the length of curb to the junction of the Highway and Smith Street and around the corner into Smith Street as required to utilise the material.

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The view of the subject site taken from the western side of the highway. This indicates in the foreground a location where the curb stones are either missing or damaged. There are two strips where the subject stones could be relocated. The mitigation is positive as the sites are adjacent to the Park and the Corden heritage building.

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Relocation possibility one

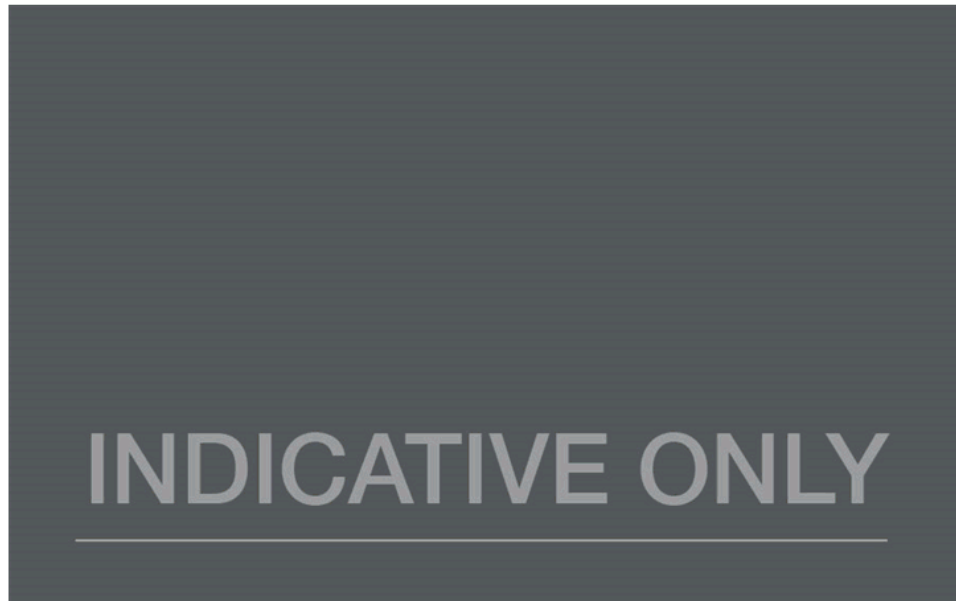


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Colour card sample: CCS 87

Reference: <https://www.concretecoloursystems.com.au/full-depth-coloured-concrete/>



Use of the pigment in Millthorpe

Recommendations

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The Canowindra & District**1 Molong Museum**

Contacts: Marie and the Museum working group

Issues: A grant application for painting and associated external works requires major repairs and conservation works to the front verandah.

The outer ends of the floor boards have split as a result of the general weathering over a long period, the bases of several of the verandah posts have rotted due moisture being drawn into the bases and the outer bearer which generally sits on the stone wall and has generally rotted and decayed again due to exposure and lack of protection. It is noted that the stone wall was repaired and conserved as part of a previous grant some 2 years prior.

While the cast iron balustrade infill panels are generally sound, they will need to be removed to repair the timbers. During this process they can be prepared and painted. This will involve some paint stripper and wire brushing but not blasting. A standard proprietary paint finish following a rust treatment is recommended and not powder coating. The timber handrails will need to be reviewed as several lengths have bowed out of shape and will need to be replaced.

The following site photos explore the issues and remedies:



Photograph 1 General Elevation:

The verandah consists of 8 bays plus one around the corner. There are 10 posts.



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Photograph 2 General view of the subject elevation. Note the general curvature of the handrail, the decayed ends of the boards and the lean on the posts. The posts will need to be re-aligned. This may require a new alignment of the timber verandah face and stone capping to the wall to avoid exposing the timber work further.



Photograph 3 View indicating the lean on the posts. The posts will need to be re-aligned to the vertical. This will determine the bearers beneath – new/existing/posts etc. The verandah should be independent of the stone work on new posts if possible to avoid future ‘pull’ away from the building by the subsidence action.

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Photograph 4 Post damage requiring new bases to be spliced on to the existing where they are sound. The wall may require an additional capping course if the replacement bearer is relocated inwards. This is all subject to advice from an experienced builder.



Photograph 5 Close view. The bearer should not be in contact with the mortar bed but have flashing or dpc to prevent moisture being drawn into it. As a rule, all the timber requires painting to preserve it. The cast iron elements will need to be removed, wire brushed, treated with Penetrol and painted.

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Photograph 6 Close view: The boards should have an external moulding to assist in supporting the outer edge fitted between the boards and bearer. As discussed two boards should be cut to align with the building and present an outer bull nose edge to increase the life of the timber.

Summary of general scope for consideration:

1. Remove the cast iron panels, wire brush, prepare and paint
2. Remove the handrails and dispose of those not straight
3. Cut back the outer nominal 250-450mm of floorboards
4. Review the condition of the bearer and generally replace the outer bearer plus dpc/flashing with an inner bearer depending upon the support required
5. Prop the verandah and remove posts which require new bases. Splice on new post bases
6. Line and level the posts to assist in placing the new bearers
7. Install the new outer boards
8. Cabots jarrah finish to the new outer boards and paint colours to match for the posts
9. Re-install the cast iron panels and new/refurbished handrails

Towards a Master Plan

The Museum is having a Leonard Lynch of Cloustone Landscape Architects review options for the site.

A guiding plan is an excellent concept.

Canowindra has a Master Plan prepared by local Architect Dylan Gower and this has assisted planning, design and fund raising for that site and the organisation. A Master Plan for Millthorpe resolved years of disagreements over a common strategy which was simply filling the site with sheds in place of being very focussed about the collection and its purpose. The Master Plan was reached after extended consultation among the members and the gave firm direction for both the collection and for a site which is also welcoming and pleasant for visitors and users while directing the collection to be the 'best of the best' and capable of telling stories.

The following is a summary of advice prepared by the Advisor in May 2017 at a meeting.

It indicates a direction:

2 Molong Museum

Significance

A listed heritage building and the Museum for the area

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Proposal

A Master Plan is proposed to replace the three sheds with a new single building and amenities

Previous proposals have included amenities:

- A family accessible toilet with basin, toilet and baby change bench
- An ambulant accessible male toilet with basin, urinal and toilet

The current proposal includes the above plus provides a large single new structure to include the following:

- A display area including storage for public access
- A storage space for items not suitable for public display
- A work room to accommodate bench table for 12 and perimeter benches
- A vehicle accessible access from the driveway with work space for machinery to be off loaded
- A work space for the active conservation of machinery and large items with part public access
- An outdoor space off the above for outdoor work

This will allow some replanning of the main building to accommodate improvements in display and access and the greatly improved capacity for temporary exhibitions.



Site for the optional verandah link between the refurbished amenities and the new building.

Visit the Millthorpe Museum to see an integrated site with linking verandahs.

Visit the Canowindra Museum and discuss their recent Master Plan with the Society. Dylan Gower is a local experienced architect and has assisted the Society.

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View of vehicle access which is to be retained



Replace this rear shed with outdoor work area off the machinery workshop and display area
A building here is an inefficient use of space as can be seen in the above.

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New building replaces these two sheds and their functions



Movable items – demolish shed

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View from the front garden where a new landscape setting is required to suit outdoor entertaining and group assembly

A building cannot be constructed in this prominent setback



Extend the courtyard and gravel details to the rear of the heritage building
Review the option to extend the extended toilet building and verandah to link to the new building

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New toilet accommodation with verandah link to main building
Refer to April Report for details



View of the driveway to be retained

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3 Curb and gutter – Edward Street and Molong Street

Attention: Chris and Tony Weekes: 02 6390 7155



The concrete pipe shows that the stone was not the original construction but was re-shaped following the insertion of the works. None-the-less this was a good attempt to match the stone

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details at the next drain down Edward Street. If further work is to be done for example to increase the pipe size, then the stone can be re-used after the engineering works are done to keep the area sympathetic.

46 Bank Street, Molong – former CBC premises Contact: Heather and Chris

Recommendations

- In relation to grants, start with Naomi Schroeder (02 6392 3267 naomi.schroeder@cabonne.nsw.gov.au) who is Council's Grants officer and will be the best point of contact for local and regional grants. David has outlined the issues with Naomi who is expecting a call from Kerry/Rozzi to meet and review the available grants related to the current and future works;
- Small grants are available from Council for heritage works to listed buildings and places within the Conservation Area. The current year has closed and the next year commences with applications on a first come first served commencing in the July period for the 2018 – 2019 year;
- With particular reference to heritage grants, the best regional contact is Sally MacLennan who is based in Orange. Some preparation work can be done by reviewing the web-site and the details are provided below. following contacts and venues are worthy of inspection and review
 - Sally MacLennan at Heritage Near Me, Orange for substantial grants for local heritage projects: Tel. 0472 836 037 and 02 63638728 and 181 Anson Street

Resolutions following the meeting:

- Council through the heritage advisor, will assist with some advice on which elements to paint in Stage One and a range of colours to consider – refer to the following list;
- Council through Heather Nichols and Chris Eldred will consider the current Development Application and the results of the recent meeting and defer consideration while further issues are debated and a resolution prepared;
- Kerry will prepare a Vision statement for her business and the place of 46 Bank Street within that strategy including the retained residential use on the first floor and the business use as a showroom on the ground floor. This will need to be confirmed in writing as part of the DA;
- Rozzi and Kerry will secure up to three quotes for painting of the building in accord with the initial stage for the exterior. Separate quotes could be obtained as a matter of efficiency for the follow-up stages, as noted above.

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A view to show the architectural features

The key elements:

- The front rendered fence consisting of piers, low wall and cast iron palisade
- The cast iron columns, rusticated rendered porch and first floor verandah
- The building bulk

Currently, the elements of the building which have been painted Blue and Teal include the Front boundary wall (Blue) and associated piers and cast iron palisade, parts of the primary four cast iron columns, parts of the rendered porch and a substantial area of the front wall and surrounds.

The two colours which are strong and powerful and relate to both the Botanicals business and the traditional colour schemes for late Victorian buildings are Green and Red.

Using a Deep Bronze Green which is generally Olive and Ox Blood which has hint of Crimson, will highlight the key elements on the façade and the building as a whole.

The specific scheme:

General walls	Wheat
Cast iron columns	Ox Blood or Dark Crimson
Palisade fences and gates	Deep Bronze Green
Front boundary walls and piers	Wheat
Rusticated porch	¼ Wheat and ½ Sandslip to surround detail
Window surrounds	½ Sandslip
Window frames and sashes	Deep Bronze Green
Front door	Deep Bronze Green and ½ Sandslip molds

First floor

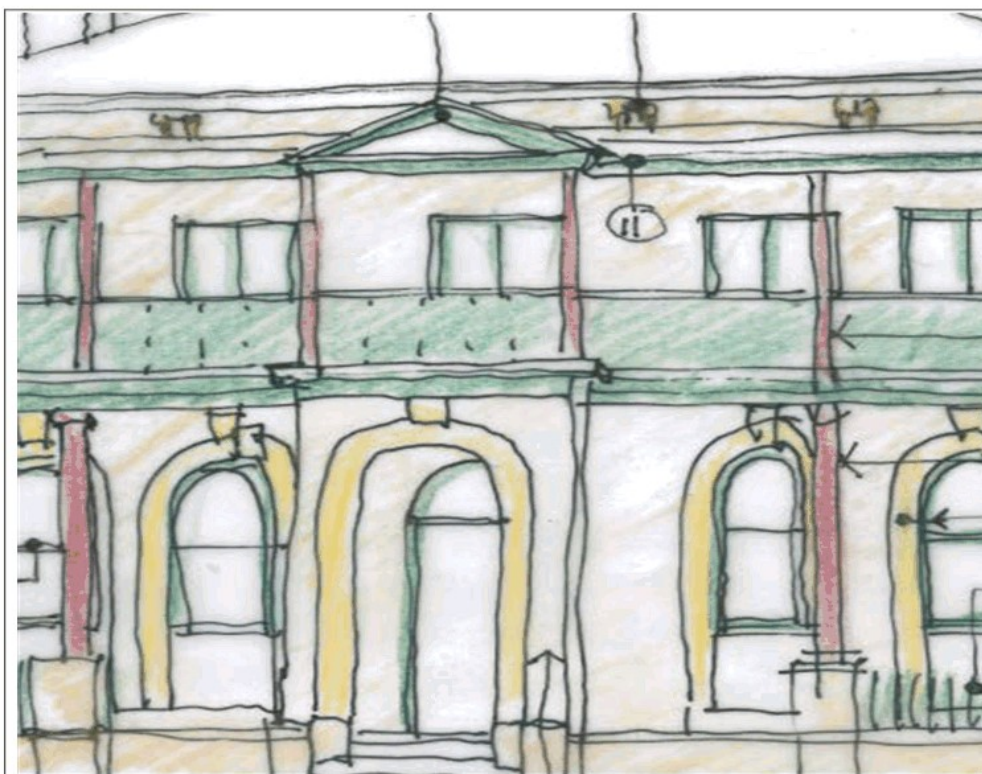
Cast iron balustrade	Deep Bronze Green
Cast iron columns	Ox Blood or Dark Crimson
Verandah beam	Deep Bronze Green
Gutters	Deep Bronze Green or Dark Crimson
Fascia with pediment on verandah	Deep Bronze Green
French door shutters	Deep Bronze Green

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Eave brackets and molds

½ Sandslip



The sketch is simple means to illustrate the general impact of the colours. Sample pots are recommended as the best means of demonstrating the true impact of the colours.



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General view

Currently, Kerry has rejected the proposal however the Advisor has invited her to make further suggestions. These will be considered in conjunction with project funding.

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4 929 Dry Creek Road, Lewis Ponds

Contact: Greg Hayman

Work 0428 300 479

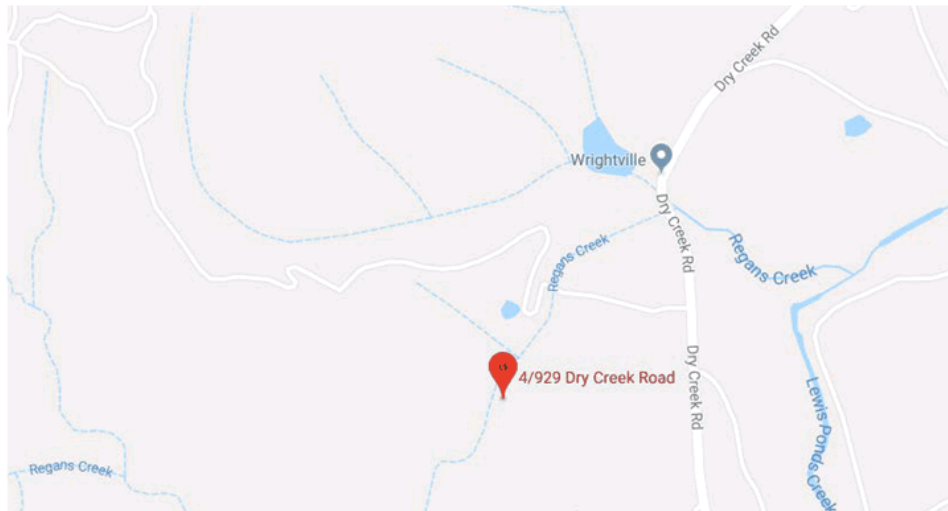
Lisa 0409 329 773

Home 02 6365 9267

Greg and Lisa own a cottage which an extension is planned.

Advice requested.

An appointment to be made for a site visit in June for the June 4 visit.



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5 Bank Street – The Yarn Market

Attention: Barbara and Brent and Heather and Chris

Significance: The buildings are listed items on the Heritage Schedule of the Cabonne LEP and the sites are also located within the Bank Street Heritage Conservation Area which is listed as a Heritage item on the LEP.

There are elements on the building which have reached the end of their useful life having been affected by damp and rot.

The general principles are as follows:

- Retain as much of the original significant material as possible and
- When replacing elements, replace on a 'like for like for like' basis.

A review of the proposed works with Barbara and Brent indicated the works to The Yarn market offices and the Coach House. Minor additional works are recommended to the Yarn Market shop to extend the life of the roof sheeting.



Figure 1 The fascia beam beneath the gutter would generally have been a different colour such as the Red to differentiate it from the posts and the gutter. This repeats the decorative elements seen on the post molds and the chamfers and generally gives the verandah additional vitality.

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Figure 2 replacing the missing molds will complement the details. The reason it has failed is that the mold shape allows water to drain back against the post and rot the joints. The correct original mold profile would be formed to slope down from a high point where it fits against the post to the outer edge. This allows the water to run off and away from the joinery



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Figure 3 Evidence of rot behind the peeling paint. Note the quirk and rounded edge which reduces splintering and extends the timber life while also casting a useful shadow to define the bottom edge.



Figure 4 Note the damaged ends of the purlins and the possible rot from the ends of these purlins. Check the Framing code to ensure that the beam size and spacing meets the requirements. Note that the traditional colour for verandah soffit timber was Sage Green or similar. This could solve the problem of NOT having t match the blue colour.



Figure 5 On a like for like basis it always looks best to place mitred skirting sections around the bases of the posts as this conceals the steel stirrups and bolts.

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Figure 6 Missing molds as noted and end of the barge roll which requires a spear pint to make the water drip off the flashing.



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Figure 7 An example up the street of Fielders Heritage Galvanised roofing, flashings, guttering in ogee profile and downpipes.



Figure 8 Replacing the boarding to match the existing including the under mold to the barge roll and lower mold to finish the boards would be fine – No need to match the other buildings. In colour terms the red would come back around the side on the fascia beam and complete the picture.



Figure 9 To seal the roof without losing the patina: A thorough pressure wash after a wire brush and then:

Either:

- Fisholene diluted 50:50 with Turps or
- Straight Penetrol

The former is recommended as a single coating:

Killrust Fishoilene

- An anti-corrosive protective fluid for rusted steel
- Suitable where surface preparation and coating is difficult
- Creeps into cracks and crevices whilst forcing out air and moisture that causes rust
- Ideal for hard to reach areas such as along pipes, nuts, bolts, hinges and welds
- Single step product for the treatment of rust
- Semi-drying, not designed for overcoating

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Both of these are clear coatings and will protect the roofing.



Figure 10 Hardware/ironmongery is always gloss Black with the correct fixings for timber. An alternate Cream would be fine on all the timber. Try cutting back to investigate the earlier colours as a Guide and speak with Catherine McKenzie at the Molong Museum to see what early photos she has as a guide.

Replacement posts are recommended. These should be nominally 350mm square with pyramidal shaped tops having a nominal 30mm fall from the point to the outer edges. They should be painted to match the selected Cream colour. They should be set in 'No-fines concrete' nominally 500-600mm deep to avoid rotting – the no-fines is porous and the water drains away from the timber.

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Figure 11 A replacement door would be made up from standard timber using a traditional ledged and braced design with vertical board cladding and the standard Cream colour.

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Cabonne Shire Heritage Committee Meeting No.4 and Libby and Paul as members of the
CSC Heritage Committee
Cabonne Shire Council
Cabonne Shire Council Heritage Committee

Project: Heritage plaques for Bank Street

Contacts: Heather, Chris and Catherine

Contact: molongmuseum@hotmail.com

- The Process works well if the following document can be developed over time to include the history and then the condensed text for the plaque.
- This can then be used for quotes and to illustrate the proposal to the property owner.

Catherine Mackenzie from the Museum gave an excellent summary of her research, documents and resources relating to Bank Street premises – social histories and origins.

- Catherine would like assistance with Lot & DP numbers to assist her research and also a copy of the heritage database for the subject properties. Chris will assist with this information.

The following is summary of the buildings with potential for a plaque and the second photo illustrates the possible plaque location. The locations are selected to avoid damaging significant materials and details and to being TOO obvious while remaining capable of being seen and understood.

The plaques are generally cast bronze and made by the supplier of the Cemetery plaques to Council.

They are mounted nominally at 1500mm above the footpath level where-ever possible.

They will accommodate 3-5 lines of text which is intended as a marker. Following completion of a series, a colour brochure is published to provide visitors and owners with the full available history and story.

The following set of photos reviews the potential buildings in the eastern block.

The next steps:

- David has reviewed the eastern block of bank Street and the north side and south side. The selection is generally intact buildings with distinctive features, a story to tell and spot for plaque.
- Catherine to review the suggested buildings and investigate the history details available on these.
- A release to the Paper would be good to let the community know the project is under consideration.
- We should budget for 6 to start and then enter into discussion with the building owners

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Photograph 7 – Former garage



Photograph 8 Plaque centred on tile layout and at nominal 1500mm to centre of plaque.

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Photograph 9 Plaque location in the reveal



Photograph 10 Street Elevation

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Photograph 11 Plaque location near the second tenant entry



Photograph 12 Shopfronts

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Photograph 13 Street elevation. The rendered decorative dressings under the window sills – originally these were Pale Cream and the window sills strong red.



Photograph 14 Proposed Plaque location next to the side entry

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Photograph 15 40 Bank Street

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Photograph 16 A good plaque location on the reveal of the side pier



Photograph 17 Entrance to the former Bank

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Photograph 18 Bank plaques were placed on the quoins to the side of the entry and this would be a suitable location to negotiate with the owner.



Photograph 19 The Post office

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Photograph 20 The inside reveal of the entrance pier above the handrail fixing will be sufficiently prominent without detracting from the front elevation.

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Photograph 21 Bakery café and adjoining shop



Photograph 22 The face of the brick wall next to the entry to the first floor

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THE NORTH SIDE

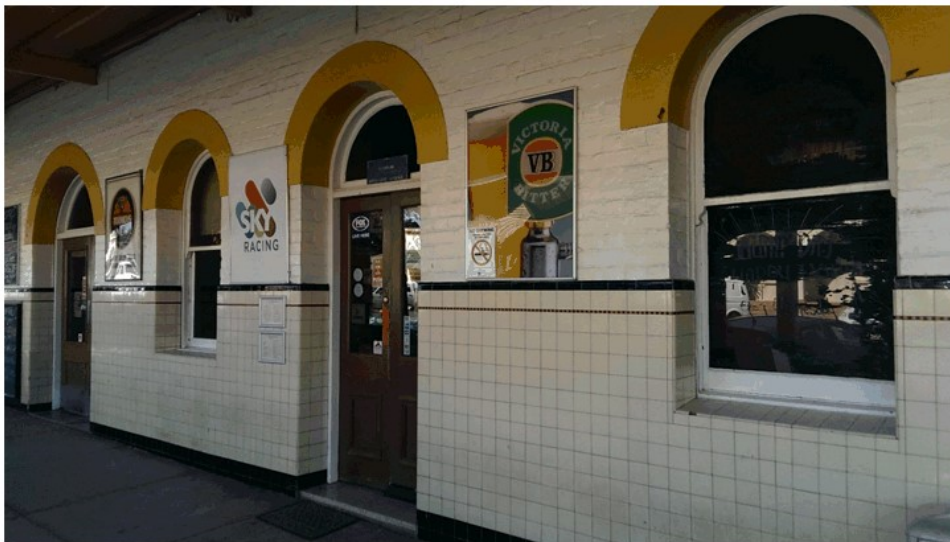


Photograph 23 **Former theatre and cinema**

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Photograph 24 The wall which adjoins the central entry



Photograph 25 The Telegraph Hotel: Avoiding the tiling and the commercial signs.

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Photograph 26 The brick pier to the side of the thoroughfare is clear and does not obstruct the current/proposed signs



Photograph 27 The shopfront: A rare example of an inter-war fully glazed shopfront

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Photograph 28 The tiles are not original or significant. The colour scheme is vinyl overlay. This pier is not visually obstructive or replacing corporate images/signs.

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Photograph 29



Photograph 30

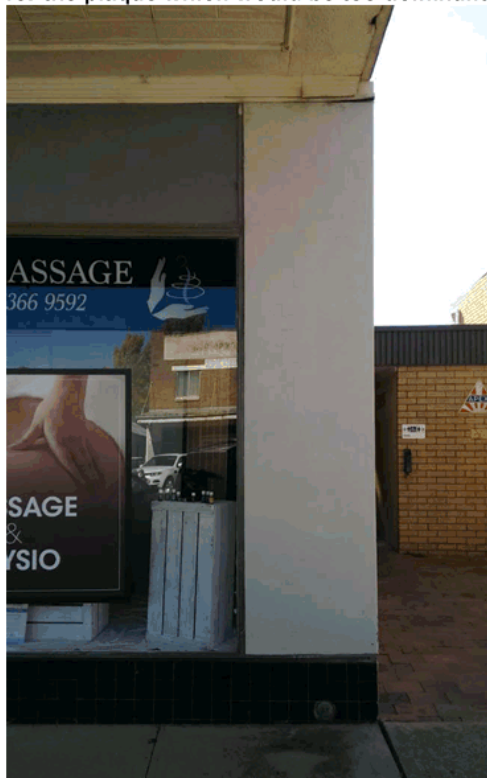
The pier of this wall is available and a plaque would not obstruct typical signs.

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Photograph 31 While this is a large single building, the story & history is likely to require two plaques. The central pier originally was clad in mirror and is not a place for the plaque which would be too dominant.



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Photograph 32 The vacant beige coloured pier will bookend the building.



Photograph 33 Love those tiles!



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Photograph 34 The reveal provides an opportunity for the plaque which will not detract but is visible.



Photograph 35 Option one is on the brickwork above the tile line. This is too high and affects original brickwork.

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Photograph 36 The tiles were cut out for the sign. The sign could be re-fabricated to include a plaque on the bottom portion. This avoids affecting the original materials.



Photograph 37 Freemasons Hotel – the frontage
David Scobie
Heritage Advisor

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3.0 SUMMARY: Annual Heritage Strategy checklist – 2016/2017

1	Heritage Committee	Advice to Council	1	1058
		Consultant Directory		
		Services & trades Directory		
2	Heritage Study	Aboriginal Study		
		Statements of significance		
3	Heritage Advice	Site visits	235	27025
		Heritage advice	539	491847
		Urban design advice	1	4
		Pre-DA advice	14	381
		Advice on DA's	11	1069
4	Pro-active Management	Heritage DCP		
		Urban design DCP		
		DA fee relief		
		Flexible Planning & building	47	91935
5	Local Heritage Fund	Funded projects		2
		Project value		
		Heritage fund value		
		Owner contribution		
		Tourism projects	1	2
6	Main Street	Committee		
		Study		
		Implementation		
		Expanded main street		
7	Education & promotion	Brochures, web, plaques, panels		
		Events		
		Tourism strategy		
		Trails	1	2
		Training		
8	Council assets	Asset management plans		
		CMP and CMS		
		Works budgets		
9	Sustainability	Adaptive re-use	1	52
		Restoration	14	649
		Reinstatement		4
		Landscape	3	94
		Water		

David Scobie RAIA

David Scobie Architects

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