



20 February 2019

NOTICE OF ORDINARY COUNCIL MEETING

Your attendance is respectfully requested at the Ordinary Meeting of Cabonne Council convened for **Tuesday 26 February, 2019** commencing at **2:00pm**, at the Cabonne Council Chambers, Bank Street, Molong to consider the undermentioned business.

Yours faithfully

A black and white photograph of a handwritten signature, which appears to be 'HJ Nicholls', written in ink on a dark background.

HJ Nicholls
ACTING GENERAL MANAGER

ORDER OF BUSINESS

- 1) Open Ordinary Meeting
- 2) Consideration of Mayoral Minute
- 3) Consideration of Acting 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



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.

TABLE OF CONTENTS

ITEM 1	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
ITEM 2	DECLARATIONS OF INTEREST	4
ITEM 3	MAYORAL MINUTE - APPOINTMENTS.....	5
ITEM 4	COMMITTEE OF THE WHOLE	5
ITEM 5	GROUPING OF REPORT ADOPTION	6
ITEM 6	CONFIRMATION OF THE MINUTES	7
ITEM 7	COUNCILLOR PROFESSIONAL DEVELOPMENT	7
ITEM 8	GOVERNANCE, RISK MANAGEMENT AND BUSINESS IMPROVEMENT COMMITTEE	9
ITEM 9	DRAFT INTEGRATED PLANNING AND REPORTING TIMETABLE.....	10
ITEM 10	ENGAGEMENT OF THE NEW SOUTH WALES ELECTORAL COMMISSIONER TO CONDUCT COUNCIL ELECTIONS	11
ITEM 11	POLICY REGISTER - UPDATES TO CODE OF CONDUCT AND PROCEDURES FOR ADMINISTRATION OF CODE OF CONDUCT	12
ITEM 12	AUSTRALIA DAY AWARDS COMMITTEE MEETING	13
ITEM 13	POLICY REGISTER - UPDATE TO MOBILE PHONE POLICY	14
ITEM 14	2018 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (NSW) ANNUAL CONFERENCE	15
ITEM 15	APPLICATION FOR EXPENDITURE FROM CANOWINDRA TOWN IMPROVEMENT FUND.....	15
ITEM 16	INTEGRATED PLANNING & REPORTING - OPERATIONAL PLAN SECOND QUARTER REVIEW	16
ITEM 17	CHANGE OF DATE FOR APRIL 2019 COUNCIL MEETING	17
ITEM 18	QUARTERLY BUDGET REVIEW	18
ITEM 19	MOLONG STREET STALL SHELTER - LICENCE AGREEMENT	19
ITEM 20	REQUESTS FOR DONATIONS	20
ITEM 21	REQUEST TO BECOME A REFUGEE WELCOME ZONE.....	22
ITEM 22	CABONNE ACQUISITIVE ART PRIZE	23
ITEM 23	EVENTS ASSISTANCE PROGRAM	26
ITEM 24	LOCAL GOVERNMENT TOURISM CONFERENCE 2019.....	29

ITEM 25	REQUEST FOR HERITAGE GRANT FUNDING - PAINT AND REPAIR FRONT OF HERITAGE LISTED DWELLING 'HAWTHORNE' AT 100 BANK STREET, MOLONG	30
ITEM 26	QUESTIONS FOR NEXT MEETING.....	31
ITEM 27	BUSINESS PAPER ITEMS FOR NOTING	32
ITEM 28	MATTERS OF URGENCY	32
ITEM 29	COMMITTEE OF THE WHOLE SECTION OF THE MEETING ...	33

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	
	<i>Procedural</i>	
ITEM 2	ENDORSEMENT OF PROCEEDINGS OF CONFIDENTIAL MATTERS CONSIDERED AT COMMITTEE OF THE WHOLE MEETING	
	<i>Procedural</i>	
ITEM 3	REQUEST FOR CONSIDERATION OF WATER CHARGES FOR 691300008	
	<i>(b) matters in relation to the personal hardship of a resident or ratepayer</i>	
ITEM 4	DEBT RECOVERY REPORT OF OUTSTANDING DEBTS	
	<i>(b) matters in relation to the personal hardship of a resident or ratepayer</i>	
ITEM 5	EVALUATION OF WHEELED LOADERS	
	<i>Procedural</i>	

ANNEXURE ITEMS

ANNEXURE 6.1	DECEMBER 18 2018 ORDINARY COUNCIL MEETING MINUTES	35
ANNEXURE 7.1	COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDELINES	48
ANNEXURE 8.1	GOVERNANCE RISK MANAGEMENT AND BUSINESS IMPROVEMENT COMMITTEE CONSTITUTION DECEMBER 2018	118

ANNEXURE 8.2	20181031 GRM_BI MINUTES	126
ANNEXURE 11.1	FREQUENTLY ASKED QUESTIONS.....	129
ANNEXURE 11.2	CODE OF CONDUCT POLICY	136
ANNEXURE 11.3	CODE OF CONDUCT - PROCEDURE FOR THE ADMINISTRATION OF POLICY	180
ANNEXURE 11.4	UPDATES MADE TO CODE OF CONDUCT POLICY .	214
ANNEXURE 11.5	UPDATES MADE TO PROCEDURE FOR THE ADMINISTRATION OF THE CODE OF CONDUCT POLICY	215
ANNEXURE 12.1	DECEMBER 18 2018 AUSTRALIA DAY COMMITTEE MEETING MINUTES	217
ANNEXURE 13.1	DRAFT MOBILE PHONE POLICY	221
ANNEXURE 14.1	ALGWA MAKE YOUR MARK 2019 PROGRAM.....	233
ANNEXURE 16.1	IP_R SECOND QUARTER REVIEW 20182019	239
ANNEXURE 18.1	DECEMBER 2018 QUARTERLY BUDGET REVIEW...	292
ANNEXURE 20.1	MANILDRA BOWLING CLUB	302
ANNEXURE 20.2	COUNTRY WOMENS ASSOCIATION OF NSW	304
ANNEXURE 20.3	ST JOHNS AMBULANCE CADETS.....	305
ANNEXURE 20.4	BREASTSCREEN 2019 DONATION	306
ANNEXURE 20.5	AAA NAIDOC SCHOOL INITIATIVES PROPOSAL 2019	307
ANNEXURE 21.1	REFUGEE COUNCIL OF AUSTRALIA RWZ INFO FOR COUNCILS	310
ANNEXURE 22.1	CABONNE ACQUISITIVE ART PRIZE TERMS AND CONDITIONS	314
ANNEXURE 23.1	FIELDS OF CARGO - EVENTS ASSISTANCE PROGRAM APPLICATION FORM - 11-01-2019.....	317
ANNEXURE 23.2	CANOWINDRA CREATIVE CENTRE INC - EVENT ASSISTANCE PROGRAM APPLICATION	320

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 - 981192

RECOMMENDATION

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

ACTING 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 DECLARATIONS OF INTEREST - 2019 - 981193

RECOMMENDATION

THAT the Declarations of Interest be noted.

ACTING GENERAL MANAGER'S REPORT

A call for Declarations of Interest.

ITEM 3 - 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 - 981194

RECOMMENDATION

THAT the information contained in the Mayoral Minute be noted.

ACTING 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 4 - 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 - 981195

RECOMMENDATION

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

ACTING 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 5 - 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 - 981196

RECOMMENDATION

THAT:

1. Councillors call any items they wish to further consider
2. Items 6 to 13 be moved and seconded.

ACTING GENERAL MANAGER'S REPORT

Items 6 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 6 - 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. December 18 2018 Ordinary Council Meeting Minutes ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - MINUTES - 2019 - 981198

RECOMMENDATION

THAT the minutes of the Ordinary meeting held 18 December 2018 be adopted.

ACTING GENERAL MANAGER'S REPORT

The following minutes are attached for endorsement:

1. Minutes of the Ordinary Council meeting held on 18 December 2018.

ITEM 7 - COUNCILLOR PROFESSIONAL DEVELOPMENT

REPORT IN BRIEF

Reason For Report	Review of training and professional development opportunities.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.e - Provide adequate training & professional development opportunities for councillors
Annexures	1. Councillor Induction and Professional Development Guidelines ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCILLORS - 2017-

	2020\PROFESSIONAL DEVELOPMENT - CONFERENCES - 986009
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RECOMMENDATION

THAT Council:

1. Note the Councillor Induction and Professional Development Guidelines.
2. Note the 2019 training plan.
3. Adopt a Councillor Induction and Professional Development Policy

ACTING GENERAL MANAGER'S REPORT

Amendments made to the Local Government Act 1993 in August 2016 saw the inclusion in the prescribed role of councillors, under section 232, a responsibility “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor”. In support of this, regulations have been made requiring councils to provide induction training and ongoing professional development for mayors and councillors.

The Office of Local Government has issued guidelines under section 23A of the Act to assist councils to develop and deliver induction training and ongoing professional development activities for their mayor and councillors in compliance with the regulations.

Under the guidelines, councils’ induction and professional development programs are to consist of three elements: pre-election candidate sessions; induction program; and professional development program. The guidelines are attached for council’s information.

Council also has statutory requirements to report each year in their annual report on the participation of the mayor and each councillor in the induction and professional development program during that year, to reflect its commitment to uphold these statutory requirements in all relevant council policies and allocate an annual budget to support induction and professional development activities. Council currently provides for this in its councillors expenses and facilities policy and budget allocation, however may also consider adopting a formal policy to reflect its commitment to ongoing professional development and a draft policy statement is attached for consideration.

A summary of induction and other training/professional development sessions that councillors have undertaken since their election to council, along with a suggested training plan for 2019 is attached. The training plan aims to align professional development with councillors requirements under S232 of the Act and includes two mandatory sessions on the new Model Code of Conduct and Model Code of Meeting Practice. Other relevant training sessions are noted

which can be delivered by LG NSW either in-house or at their training centre in Sydney. Other opportunities, particularly those being held in close regional areas will be promoted to councillors as they come up. Opportunities to deliver relevant training and professional development is also be pursued through the Central NSW Joint Organisation. It is also worth noting that the guidelines recognise that professional development activities come by way of learning and development from experience, for example, on-the-job training, problem solving, exposure and practice; development through professional networks and memberships; and structured programs such as training courses, workshops, seminars, and briefing sessions.

ITEM 8 - GOVERNANCE, RISK MANAGEMENT AND BUSINESS IMPROVEMENT COMMITTEE

REPORT IN BRIEF

Reason For Report	To advise of changes and adopt the updated 2018 Constitution of the Governance, Risk Management and Business Improvement Committee.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.5.c - Comply with internal audit requirements
Annexures	1. Governance Risk Management and Business Improvement Committee Constitution December 2018 ↓ 2. 20181031 GRM_BI minutes ↓
File Number	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\AUDIT\GOVERNANCE RISK MANAGEMENT AND BUSINESS IMPROVEMENT COMMITTEE - 981399

RECOMMENDATION

THAT Council adopt the updated 2018 version of the Governance, Risk Management and Business Improvement Committee Constitution and the minutes from the meeting held 31 October 2018.

DIRECTOR OF FINANCE AND CORPORATE SERVICES' REPORT

Previously the Governance, Risk Management and Business Improvement Committee (GRM&BI) Constitution stated that the Committee replaced the Work, Health and Safety Committee.

Cabonne Council staff have recently reformed a Work, Health and Safety Committee and have therefore updated the GRM&BI Constitution as such.

A copy of the amended Constitution is attached for Council's information and adoption if considered appropriate.

The committee met on 31 October 2018, the minutes of the meeting are attached for the information of Councillors.

ITEM 9 - DRAFT INTEGRATED PLANNING AND REPORTING TIMETABLE

REPORT IN BRIEF

Reason For Report	To set key dates for the development of the operational plan and budget.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.4.e - Development of the Annual Budget
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\BUDGETING\CABONNE COUNCIL ANNUAL BUDGET - 991890

RECOMMENDATION

THAT Council hold an extraordinary Council meeting on 11 June 2019 as required under the Integrated Planning & Reporting process.

DIRECTOR OF FINANCE AND CORPORATE SERVICES' REPORT

Council staff are currently working on the 2019/20 Operational Plan and Budget. They are also recalibrating the three year delivery program and ten year Long Term Financial Plan.

These are the key operational documents which ensure Council's long term financial sustainability. In order to deliver the IP&R documentation, Council will need to hold an extraordinary meeting on Tuesday 11 June 2019.

Relevant dates for Councillors are as follows:

Council to receive a draft copy of the 2019/20 Budget, Operational Plan, and recalibrated Delivery Program and LTFP (IP&R documents)	Wednesday 24 April 2019
April Council meeting – Draft IP&R documents considered/adopted by Council	Tuesday 30 April 2019
Advertise all IP&R documents for the statutory period of 28 days	Wednesday 1 May 2019 to Saturday 1 June 2019
Council to receive report on submissions	Wednesday 5 June 2019
June extraordinary meeting/workshop – Consideration of submissions	Tuesday 11 June 2019
Report on adoption of final IP&R reports sent to Councillors	Wednesday 19 June 2019

June Council meeting – consider/adopt final IP&R documents	Tuesday 25 June 2019
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Council's corporate services staff are available should Councillors want to discuss any items in relation to the IP&R documents.

ITEM 10 - ENGAGEMENT OF THE NEW SOUTH WALES ELECTORAL COMMISSIONER TO CONDUCT COUNCIL ELECTIONS

REPORT IN BRIEF

Reason For Report	For Council to resolve to engage the NSW Electoral Commission (NSWEC) to conduct elections
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\\ELECTIONS\\ELECTORAL BODIES - NSW ELECTORAL COMMISSION - 985165

RECOMMENDATION

THAT Council:

1. Pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

ADMINISTRATION MANAGER'S REPORT

Under Section 296AA of the Act, each Council must resolve by 11 March 2019 either:

- a) To engage the NSWEC to administer the council's elections, polls and referenda; or
- b) That the council's elections are to be administered by the general manager of the council.

Where a council resolves to engage the NSWEC to administer its elections, polls and referenda, the election arrangement with NSWEC will apply to the 2020 ordinary election and every election, poll and referendum including any by-election or countback election until the contract is automatically terminated 18 months before the following ordinary election of councillors.

The election arrangement is a standardised contract for all councils. The service schedule and costs schedule of the standardised contract will vary between councils and are made by the NSWEC in consultation with each council. The contract with the NSWEC must be finalised no later than 15 months before the next ordinary elections (ie 11 June 2019).

ITEM 11 - POLICY REGISTER - UPDATES TO CODE OF CONDUCT AND PROCEDURES FOR ADMINISTRATION OF CODE OF CONDUCT

REPORT IN BRIEF

Reason For Report	For Council to consider adoption of the draft Code of Conduct Policy and draft Procedures for the Administration of the Code of Conduct Policy.
Policy Implications	Yes - will become Council's current versions of these documents
Budget Implications	Nil
IPR Linkage	4.5.1.f - Adhere to Council's Code of Conduct and Code of Meeting Practice
Annexures	1. Frequently Asked Questions ↓ 2. Code of Conduct Policy ↓ 3. Code of Conduct - Procedure for the Administration of Policy ↓ 4. Updates Made to Code of Conduct Policy ↓ 5. Updates Made to Procedure for the Administration of the Code of Conduct Policy ↓
File Number	\\OFFICIAL RECORDS LIBRARY\CORPORATE MANAGEMENT\POLICY\POLICY CORRESPONDENCE - 989299

RECOMMENDATION

THAT Council adopt the:

1. Draft Code of Conduct Policy; and
2. Draft Procedures for Administration of the Code of Conduct Policy.

ADMINISTRATION MANAGER'S REPORT

The 2018 Model Code of Conduct for Local Councils in NSW and the associated Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW were prescribed on 14 December 2018.

Draft versions of these updated policies are attached and it is recommended that council adopt these if considered appropriate. Also attached is the *Frequently Asked Questions* document relating to the Model Code of Conduct and Procedure for Administration of the Model Code of Conduct Policy, as well as a table of updates for each of these policies.

Key changes include:

- it incorporates the pecuniary interest provisions previously contained in the Local Government Act 1993 and Regulation
- new standards relating to discrimination and harassment, bullying, work health and safety, behaviour at meetings, access to information and maintenance of council records
- new rules governing the acceptance of gifts including mandatory reporting
- a new ongoing disclosure requirement for councillors and designated persons requiring disclosure of new interests in returns of interests within three months of becoming aware of them
- councillors will be required to disclose in their returns of interests whether they are a property developer or a close associate of a property developer.

ITEM 12 - AUSTRALIA DAY AWARDS COMMITTEE MEETING

REPORT IN BRIEF

Reason For Report	Adoption of Australia Day Awards Committee Recommendations.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.f - Code of Meeting Practice adopted and implemented.
Annexures	1. December 18 2018 Australia Day Committee Meeting Minutes ↓
File Number	\\OFFICIAL RECORDS LIBRARY\\RECREATION AND CULTURAL SERVICES\\EVENTS MANAGEMENT\\AUSTRALIA DAY 2019 - 989808

RECOMMENDATION

THAT the report and recommendations of the Australia Day Awards Committee Meeting of Cabonne Council held on 18 December, 2018 be adopted.

ADMINISTRATION MANAGER'S REPORT

Attached is the report of the Australia Day Awards Committee Meeting of Cabonne Council held on 18 December, 2018.

ITEM 13 - POLICY REGISTER - UPDATE TO MOBILE PHONE POLICY

REPORT IN BRIEF

Reason For Report	For Council to consider adoption of the draft Mobile Phone Policy
Policy Implications	Yes - will become Council's current policy
Budget Implications	Nil
IPR Linkage	4.5.2.d - Provide effective communications and information systems
Annexures	1. Draft Mobile Phone Policy ↓
File Number	\\OFFICIAL RECORDS LIBRARY\CORPORATE MANAGEMENT\POLICY\POLICY CORRESPONDENCE - 992930

RECOMMENDATION

THAT Council adopt the draft Mobile Phone Policy.

ADMINISTRATION MANAGER'S REPORT

Council's current Mobile Phone Policy has been reviewed as it is incompatible with new Local Government Procurement pricing. The review has resulted in the following key changes:

- Removal of specific dollar amounts in *Personal Use* section and instead refers to a general 'contract amount'.
- An added *Bring Your Own Device* section to cover the use of private devices for Council purposes. Includes details on device requirements, necessary approvals and details of possible allowance.
- An added requirement for mobile phones to be returned to IT department, rather than the Manager, upon resignation/termination of employment.
- An added requirement for on call staff to use a Council issued mobile phone for on call duties.
- An added requirement that SMS is not to be used for contact with Council's customers due to the inability to capture SMS for record keeping requirements.

The draft Mobile Phone Policy is annexed to this report.

ITEM 14 - 2018 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (NSW) ANNUAL CONFERENCE

REPORT IN BRIEF

Reason For Report	Seeking Councillors' interest in attending the ALGWA NSW Annual Conference in Sydney 4-6 April 2019.
Policy Implications	Nil
Budget Implications	To be funded from existing councillor professional development budget.
IPR Linkage	4.5.1.e Provide adequate training & professional development opportunities for Councillors.
Annexures	1. ALGWA Make Your Mark 2019 Program ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNMENT RELATIONS\LOCAL AND REGIONAL LIAISON\LOCAL GOVERNMENT WOMENS ASSOCIATION - 985064

RECOMMENDATION

THAT interested councillors be authorised to attend the 2019 ALGWA (NSW) Conference.

ACTING GENERAL MANAGER'S REPORT

The 2019 ALGWA (NSW) Conference will be hosted by Liverpool City Council held in Casula from 4-6 April 2019.

The Australian Local Government Women's Association NSW Branch (ALGWA) supports and promotes women in local government through advocacy, advice and action. The Annual Conference is an opportunity to come together and engage in learning and networking that will assist in personal and professional development.

The conference will be hosted over three days at the Casula Powerhouse Arts Centre. The conference program is attached.

Any councillor interested in attending should nominate to be authorised to attend.

ITEM 15 - APPLICATION FOR EXPENDITURE FROM CANOWINDRA TOWN IMPROVEMENT FUND

REPORT IN BRIEF

Reason For Report	To advise on request for funding from the Canowindra Town Improvement Fund.
Policy Implications	Nil

Budget Implications	\$3,300 from the Canowindra Town Improvement Fund.
IPR Linkage	4.2.1.a - Maintain current level of support to museums in Cabonne
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\RECREATION AND CULTURAL SERVICES\MUSEUM AND GALLERIES MANAGEMENT\CANOWINDRA AGE OF FISHES MUSEUM - 987662

RECOMMENDATION

THAT Council determine whether it wishes to agree to the request for an allocation from the Canowindra Town Improvement Fund.

ACTING GENERAL MANAGER'S REPORT

Clr Walker has written to Council seeking financial support from the Canowindra Town Improvement Fund of \$3,300 to assist in finalising the installation of solar panels on the Age of Fishes building. Councillors will be aware this project has been funded by a grant from Newcrest and an allocation of \$18,000 from the Canowindra Town Improvement Fund. Final quotes received has realised a shortfall of \$3,300 due to cabling and trenching to allow the panels to remain on the new fossil storage facility.

Clr Walker has indicated that the assistance would finalise the project and the benefit to the Age of Fishes Museum is a saving estimated at \$3,000 per month for electricity costs.

ITEM 16 - INTEGRATED PLANNING & REPORTING - OPERATIONAL PLAN SECOND QUARTER REVIEW

REPORT IN BRIEF

Reason For Report	To provide Council with the second quarter review for the 2018/2019 Integrated Planning & Reporting Operational Plan.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a. Provide quality administrative support and governance to councillors and residents
Annexures	1. IP_R Second Quarter Review 20182019 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\CORPORATE MANAGEMENT\PLANNING\INTEGRATED PLANNING AND REPORTING 2018-2019 - 992188

RECOMMENDATION

THAT, subject to any alterations the Council deems necessary at the February Council meeting, the update of the Operational Plan to 31 December 2018, as presented be adopted.

DIRECTOR OF FINANCE AND CORPORATE SERVICES' REPORT

The Local Government Act requires Council to consider a quarterly report on the review of its annual Operational Plan.

The purpose of this report is to allow Council to assess its performance against its agreed objectives, actions and strategies.

The second quarter updates for the Integrated Planning & Reporting Operational Plan for 2018/2019 are attached, which show the culmination of the actions and strategies undertaken during that quarter.

ITEM 17 - CHANGE OF DATE FOR APRIL 2019 COUNCIL MEETING

REPORT IN BRIEF

Reason For Report	Request for Council to change the date of the April 2019 Council meeting to facilitate the IP&R process.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.4.e - Development of the Annual Budget
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\COUNCIL MEETINGS\\NOTICES - MEETINGS - 988126

RECOMMENDATION

THAT Council alter the date of its April ordinary meeting from 23 April to 30 April 2019.

DIRECTOR OF FINANCE AND CORPORATE SERVICES' REPORT

The ordinary meeting of Council for the month of April is scheduled for Tuesday 23 April 2019.

Changing the date to 30 April 2019 would allow time for staff to put the Draft Budget and Operational Plan to the ordinary meeting and alleviate the need to have a special meeting on 7 May 2019.

It is therefore recommended that the April ordinary meeting of council be held on Tuesday 30 April.

ITEM 18 - QUARTERLY BUDGET REVIEW

REPORT IN BRIEF

Reason For Report	To advise Council of the present position of the 2018/2019 Budget and to submit changes to the budget for approval and inclusion.
Policy Implications	Nil
Budget Implications	Yes
IPR Linkage	4.5.5.h - Provide, maintain and develop financial services and systems to accepted standards - satisfying regulatory and customer requirements
Annexures	1. December 2018 Quarterly Budget Review ↓
File Number	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\FINANCIAL REPORTING\QUARTERLY FINANCIAL STATEMENTS - QBR - 992882

RECOMMENDATION

THAT Council note the variances in the report and authorise those changes to be included in the 2018/2019 Council Budget.

FINANCE MANAGER'S REPORT

The quarterly budget review is presented to Council to provide fair and reasonable information to the Councillors and the community, with regard to the current state of the budget.

The review format, as was used in the September report, has been continued and it is hoped that the information is reader friendly.

The impact of the variances listed on pages 5 & 6 of the attached document are shown in the projected end of year result. The overall impact on the budget, due to the changes listed in the report, is a favorable credit balance of \$494,114.

This quarter saw an increase to the Financial Assistance Grant of \$270,691 with the funding being split between \$67,003 to be expended on local roads and \$203,688 on general expenditure/maintenance.

Grant Funding of \$71,717 was received from the Office of Local Government for future management of its Crown lands reserves. \$10,909 in funding was also received for the removal of noxious weeds from Crown lands.

RMS Funding of \$1,125,435 will be received to cover roadworks budgeted for \$499,950 along Burrendong Way – north of Archer Road and \$625,485 for the Cargo Road shoulder widening project.

RMS will also fund half of the costs relating to road works at Cargo Road (Spring Creek) with total budget of \$605,000 and half of the costs relating to road works at Cargo Road (Edinboro Lane) with total budget of \$195,000. The balance of funding for these projects will be funded from the road maintenance block grant.

An expenditure of \$134,428 for the December 2018 quarter has been requested as being funded by reserves. This includes \$53,056 in sundry water and sewer asset purchases, \$29,622 for road works/footpaths and \$51,750 for the purchase and implementation of an integrated management system as required by the RMS.

Other budget changes and reallocations have been minor and the overall position of the 2018/2019 Budget has improved from the start of the 2018/2019 Financial year.

Council's original budget anticipated a budget deficit of \$780,748. With re-votes, September QBR changes and December QBR changes we anticipate a surplus of \$1,358,819. Much of the turn-around in the budget relates to an increase in overhead internal income from the re-votes at the start of the year and the likelihood of council achieving this does depend on completing budgeted capital projects.

ITEM 19 - MOLONG STREET STALL SHELTER - LICENCE AGREEMENT

REPORT IN BRIEF

Reason For Report	Seeking Council authorisation to enter into a licence agreement for the Molong Street Stall Shelter
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.4.1.c - Provide assistance to community groups
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY SERVICES\\FUNDRAISING\\STREET STALLS - 990573

RECOMMENDATION

THAT Council:

1. Enter into a licence agreement with the landowners of the property known as Lot 201 DP 1044929, Bank Street, Molong for the part of the property that is the Molong Street Stall Shelter;
2. Authorise the Acting General Manager to determine the term of the agreement;
3. Enter into a licence fee of \$1 per annum; and

4. Council authorise the affixing of the Council Seal to the Licence Agreement documents.

ADMINISTRATION MANAGER'S REPORT

For many years' local schools, community groups, special interest groups, businesses, Council and other government agencies have been able to use the Molong Street Stall Shelter for fundraising and other activities as per the guidelines detailed in Council's Event Management Policy.

Council held a 20 year licence agreement with the landowners of Lot 201 DP 1044929 for the Molong Street Stall Shelter, which has now expired.

It is recommended that Council enter into another 20 year licence agreement (or other term, as determined by the Acting General Manager) for the above mentioned land and that Council pay to the land owner a fee of \$1 per annum, if demanded.

Council accepts the Molong Street Stall Shelter under Council's Public Liability insurance cover and property insurance cover. Any excess claims would be covered from the Street Stall Usage charge Income Account. Council is also responsible for any ongoing maintenance/upgrades to the shelter.

ITEM 20 - REQUESTS FOR DONATIONS

REPORT IN BRIEF

Reason For Report	For Council to consider the requests received for donations.
Policy Implications	NIL
Budget Implications	To be funded from existing budget allocations
IPR Linkage	4.4.1.c - Provide assistance to community groups
Annexures	1. Manildra Bowling Club ↓ 2. Country Womens Association of NSW ↓ 3. St Johns Ambulance Cadets ↓ 4. Breastscreen 2019 Donation ↓ 5. AAA NAIDOC School Initiatives Proposal 2019 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY RELATIONS\\SPONSORSHIP - DONATIONS\\SPONSORSHIP - DONATIONS - 2019 - 991158

RECOMMENDATION

THAT Council donate:

1. \$500 to Manildra Bowling Club to assist with lighting;
2. \$300 to the CWA for the Sponsorship of the school's Public Speaking competition;
3. \$500 to the St Johns Ambulance Cadets to attend the Western Region Youth Camp;
4. \$360 to Breastscreen NSW for transportation costs;
5. \$250 to NAIDOC Week School Initiatives.

ACTING COMMUNITY SERVICES MANAGER'S REPORT

Manildra Bowling Club is a small local club with 345 members. To stay viable the club has taken on new directions to boost its income. This has included TAB and Keno facilities, along with restarting a netball competition, which has not operated in Manildra for nine years. There are currently nine teams in the competition, which includes teams from Molong and Cudal.

To support the twilight netball competition, the club has installed new lighting at a cost of \$3,717.22. The significant cost of these lights has added to the financial burden the club is currently facing.

Central Western Group, CWA have written to Council seeking a donation towards their annual public speaking contest for schools to be held at James Sheehan Catholic High School, Orange on 21 May 2019.

The contest involves 60 schools and approximately 250 students from Year 3 to Year 12 from the Central West including Cabonne.

The day is run by volunteers from the CWA and is well regarded by the participants and schools. The donation is sought to go towards the running of the event. Council has made donations towards the running of this event for many years and local schools participate in it. In 2018 Council made a donation of \$300 to this event.

St John Ambulance Molong Cadets will be attending the Western Region Youth Camp from 14 – 18 April 2019 at Silverton, NSW. This Camp is fully programmed and includes First Aid, leadership activities, outdoor education and skill developments as well as problem solving and peer support.

The camp fee is \$200 per Cadet. A quote received for coach transport is for \$6,300 plus driver meals and accommodation. This is a significant amount for a small organisation to fundraise alone.

The Cadets are already an asset to Molong having volunteered their First Aid skills during local community events.

Breastscreen NSW have written to Council seeking a donation towards the cost of transporting their Mobile Breast Screen van from Grenfell to Canowindra on 29 April 2019. The cost of transporting the van will be \$360.

Breastscreen vans play an important role in screening for breast cancer and early diagnosis greatly increases the survival rate for this disease. The visits to Cabonne prompts many people, who may not otherwise have participated, to take advantage of the screening.

NAIDOC Week School Initiatives conducts a range of activities for school children during NAIDOC week which is to be held between 7 and 14 July 2019.

NAIDOC (National Aboriginal and Islanders Day Observance Committee) Week is a major event that celebrates Aboriginal culture across Australia. In the local area Aboriginal groups often celebrate NAIDOC week at a later date.

The competitions have received mixed support from local schools with only four schools in Cabonne participating in 2018 with 255 entries being received. The activities available include colouring-in, short story and creative/essay writing competitions. Entry is open to all primary and secondary school students. Local schools conduct NAIDOC week themed activities in line with the curriculum, whether or not they use the resources provided by NAIDOC Week School Initiatives. NAIDOC Week School Initiatives calculate their expenses for this local government area to be \$450 to cover printing and distribution costs for the contests.

Should Council wish to make these donations there remains \$5,265 in the s.356 budget for donations this financial year.

Donations so far this year are:

\$250	Eugowra Mural Committee
\$377.10	Canowindra Men's Shed, Garbage Collection
\$134	2017/2018 Rental of Council tennis courts
\$500	Orange Lions Club - 2019 Camel Races
\$1,050	Prizes for School Presentations

ITEM 21 - REQUEST TO BECOME A REFUGEE WELCOME ZONE

REPORT IN BRIEF

Reason For Report	To inform Councillors of a request for Cabonne Council to become a Refugee Welcome Zone
Policy Implications	Nil
Budget Implications	Nil

IPR Linkage	0.0.0 - Item without specific IPR action
Annexures	1. Refugee Council of Australia RWZ Info for Councils ↓
File Number	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\REPORTING\COUNCIL REPORTS - 990811

RECOMMENDATION

THAT Council supports the Mums 4 Refugees request to become a Refugee Welcome Zone.

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

The Mums 4 Refugees – Orange Working Group has asked Cabonne Council to consider becoming a Refugee Welcome Zone.

The group advises that a Refugee Welcome Zone is a Local Government Area which has made a commitment in spirit to welcoming refugees into the community, upholding the human rights of refugees, demonstrating compassion for refugees and enhancing cultural and religious diversity in the community.

Although the number of people seeking asylum, and from refugee backgrounds, in the Central West is relatively small, refugees have made enormous contributions and a positive economic impact on regional communities across Australia.

Refugee Welcome Zones are an initiative of the Refugee Council of Australia. To become a Refugee Welcome Zone would require Council to sign a Refugee Welcome Zone Declaration for the commitments mentioned above.

The declaration does not confer any formal obligations on Council and Refugee Welcome Zones are not required to uphold any statutory responsibilities or financial commitments.

Although signatories to the declaration are not required to undertake specific activities, any initiatives which help create a welcoming atmosphere and assist the settlement of refugees in their area are welcomed and encouraged.

A detailed description of a Refugee Welcome Zone, list of initiatives and a copy a draft Refugee Welcome Zone Declaration are attached.

More than 140 Australian councils have become Refugee Welcome Zones, including Bathurst, Dubbo, Lithgow, Cowra and Parkes.

ITEM 22 - CABONNE ACQUISITIVE ART PRIZE

REPORT IN BRIEF

Reason For Report	To inform Council of proposed arrangements for the inaugural Cabonne Acquisitive Art Prize to be held in 2019-20
Policy Implications	Nil
Budget Implications	An amount of up to \$20,000 to be included in Council's 2019-2020 Budget.
IPR Linkage	4.4.1.c - Provide assistance to community groups
Annexures	1. Cabonne Acquisitive Art Prize terms and conditions ↓
File Number	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\REPORTING\COUNCIL REPORTS - 992115

RECOMMENDATION

THAT Council:

1. Determine a draft budget for the 2019-20 Cabonne Acquisitive Art Prize
2. Determine dates and timelines for the 2019-20 Cabonne Acquisitive Art Prize

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

Background

At its Ordinary Meeting on 28 August 2018, Council resolved to:

1. Conduct an Acquisitive Art Prize competition for artists living in the Cabonne LGA;
2. Commence the Acquisitive Art Prize competition from July 2019; and
3. Seek sponsorship from local businesses.

An acquisitive art prize is an art competition where the major prize involves the purchase of the winning artwork by the competition organiser. Many councils throughout Australia conduct similar competitions. The main objective is to foster the arts in their Local Government Areas and provide the councils with an ongoing art collection.

Entries in the Cabonne competition would be on display at an exhibition to run for 7-10 days' duration and a function would be held at the end of the exhibition to announce the winning entries. It is proposed that the exhibition and official function to be hosted by a different Cabonne village each year, similar to the Cabonne Daroo Business Awards.

Council would have to determine a budget for prizes, promotion and advertising, exhibition costs and judging expenses. It would then make an allocation in Council's 2019-20 for that amount. Costs would be partly offset by competitor's entry fees.

Council also would have to determine where the artworks would be permanently displayed after being acquired each year.

Current Situation

Because of her extensive experience in conducting art exhibitions, Cr Oldham has assisted Council's Community Engagement and Development Manager develop a draft timetable and conditions of entry for the inaugural Cabonne Acquisitive Art Prize in 2019-20. A copy of the draft terms and conditions is attached as an annexure.

Key components include:

Proposed Budget

Prizes

Cabonne Acquisitive Art Prize	\$4,000
People's Choice Prize	\$1,000
High School Student Prize	\$500
Primary School Pupil Prize	\$500

Ancillary Expenses

Promotion and Advertising	\$4,000
Exhibition and Official Opening Costs	\$9,000
Possible Judging Expenses	\$1,000

Total	\$20,000
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(Costs would be partly offset by entry fees. A fee of \$30, including GST, for each work has been proposed in the initial year. Further income would be derived by encouraging the public to vote for the People's Choice at a cost of \$2 per vote).

Key Dates Proposed

Applications Open	6 September 2019
Applications Close	8 November 2019
Works to be Submitted	7 February 2020
Selection Notification	28 February 2020
Exhibition Opens	14 March 2020
Announcement, Official Opening	19 March 2020
Exhibition Closes	21 March 2020

(These are draft dates to be confirmed later to avoid possible clashes with other events being organised during the same period).

Judging

Council would have to determine the judging method. There are several options, including:

- a. Enlisting the services of an experienced, independent judge; or
- b. Councillors judging the winning entries.

Engaging an independent, experienced judge would probably commit Council to travel and accommodation expenses.

These costs would not apply should Council determine that Councilors judge the winning entries, however the appointment of an independent judge could add more credibility to the competition and remove any claims of bias.

ITEM 23 - EVENTS ASSISTANCE PROGRAM

REPORT IN BRIEF

Reason For Report	For Council to consider applications for funding under the 2018-2019 Events Assistance Program
Policy Implications	Nil
Budget Implications	Up to \$1,000 to be funded from the 2018-2019 Events Assistance Program
IPR Linkage	4.4.1.c - Provide assistance to community groups
Annexures	1. Fields of Cargo - Events Assistance Program Application Form - 11-01-2019 ↓ 2. Canowindra Creative Centre Inc - Event Assistance Program Application ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\EVENTS ASSISTANCE PROGRAM 2018 - 2019 - 991566

RECOMMENDATION

THAT Council:

1. Approve \$500 funding under the 2018-19 Events Assistance Program to Canowindra Creative Centre Inc for the Make, Bake & Grow Market.
2. Approve \$500 funding under 2018-19 Events Assistance Program to Fields of Cargo for Celebrating 150 Years Anniversary of Cargo.

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

Council has received two applications under the 2018/2019 Events Assistance Program (EAP).

Council's Tourism and Community Development Coordinator has provided the following assessments.

Application 1

Organisation:	Canowindra Creative Centre Inc
Event:	Make, Bake, Grow Market
Date:	27 & 28 April 2019
Requested Amount:	\$500
Reason for Funding:	Contribution towards marketing and promoting the event

Event Description:

Council previously supported this event last financial year under the Events Assistance Program for \$500. It has been reported that the event is growing and attracting new visitors to the area, has strong community participation and is a good compliment that provides additional activities at the Canowindra Balloon Challenge for visitors.

The Make, Bake, Grow Market focuses on showcasing the diversity of locally made and produced products. The Market is held over two days in the Canowindra Services Club Auditorium in Gaskill St. It provides an opportunity for visitors to walk the main street and appreciate the craftsmanship of local people and to engage with the community members and various stallholders.

Assessment

The submitted application meets the grant criteria of the Events Assistance Program as a developing event that attracts visitors to the Cabonne village and makes a significant contribution to local businesses and community groups and the welfare of the whole community.

The level of funding for a developing support event is up to \$500.

Application 2

Organisation:	Fields of Cargo Committee
Event:	The Cargo Fields of Gold Anniversary celebration
Date:	16 March 2019

Requested Amount: \$500
Reason for Funding: Contribution towards event expenses and marketing

Event Description

The Fields of Cargo Committee aim to celebrate the 150 year anniversary of the Cargo Goldfields. The committee has organised the November Shorn Bush Band and the Cobb & Co Coach to add interest and attraction to the village celebrations. Other activities planned include a book launch, photo competition, pop up museum and community dance to take place in the Cargo community hall. These activities will add interest and attractions for visitors to the village which enables them to support the stalls and local businesses.

The Cargo Fields of Gold Anniversary celebration is a great opportunity for the community to unite, to celebrate Cargo's history, to reflect and work together for the future. The organising committee is involved with a number of community groups which include: Cargo Men's Shed, Cargo Rugby League Football Club, Cargo Public School, Cargo Markets and the Gardening Club.

Assessment

The Cargo Fields of Gold celebration event will take place in a small village located in Cabonne shire that provides an ideal opportunity for the village to celebrate its past history and come together for its future.

The 150 Year Anniversary celebration event meets the Events Assistance Program guidelines for a developing event with the level of funding up to \$500.

Events Assistance Program Expenditure

2018 - 2019 Funding Allocation **\$52,851**

Funding approved in 2018 - 2019

Canowindra Baroquefest	\$3,000
Molong Village Markets	\$500
Cargo Village Markets	\$500
Australian National Field Days	\$2,500
Canowindra Christmas in July	\$500
Central West Charity Tractor Trek	\$1,500
Molong Spring Arts Festival	\$500
Canobolas Endurance Riders Bullio Cup	\$500
MAG 2018 Banjo Paterson Dinner, Molong	\$1,000
2019 Canowindra International Balloon Challenge	\$20,000
2018 Orange Wine Festival	\$2,000
Yeoval Rally Till It Rains	\$500

2019 Banjo Paterson Poetry Festival	\$1,000
Canowindra Coming Together	\$500
MADIA – Manildra Christmas Party	\$1,000
Bard on the Beach- Shakespeare under the Stars	\$500
Mullion Creek Christmas Party	\$350
Eugowra Pony Club Gymkhana	\$500

Total Expenditure to date	\$36,850
Remaining Funds	\$16,001

ITEM 24 - LOCAL GOVERNMENT TOURISM CONFERENCE 2019

REPORT IN BRIEF

Reason For Report	To determine Council's attendance at the 2019 Local Government Tourism Conference in Terrigal NSW.
Policy Implications	Nil
Budget Implications	Approximately \$1,100 per delegate from Council's Tourism Budget
IPR Linkage	2.2.1.a. Promote strategies listed in the Tourism Plan
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNMENT RELATIONS\CONFERENCES\LGNSW TOURISM CONFERENCE - 991911

RECOMMENDATION

THAT Council:

1. Authorise Council's Tourism and Community Development Coordinator to attend the NSW Local Government Tourism Conference in Terrigal from 17-19 March 2019.
2. Nominates a Councillor delegate or delegates to attend the NSW Local Government Tourism Conference in Terrigal from 17-19 March 2019.

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

Council's Tourism and Community Development Coordinator has provided the following report:

The annual NSW Local Government Tourism Conference will be held in Terrigal co- hosted by Central Coast Council from Sunday 17 March 2019 to Tuesday 19 March 2019.

The conference theme is *Experience Changes Perception!* This theme aligns with the NSW Government's \$2M NSW Road Trips campaign to entice travelers

to experience rural and regional offerings off the major highways. This year's theme concentrates on creating tourist experiences.

The theme will also explore and addresses how tourists make assumptions about destinations and how to change visitor perceptions.

Program highlights include how to build Council support relevant to Visitor Information Centres, Destination NSW presentation, Visitor Economy Action Plan, case studies covering cultural heritage, innovation and activation and experience.

There will be topic streams covering technology and marketing – how does this influence your actual experience, the driving market, and product development and niche tourism.

There will be a number of site visits to various attractions in the area, including:

1. Agritourism: a customised food trail
2. Wedding Tourism: how to be a wedding destination
3. Shared Pathways: celebrating and enjoying natural spaces

The Local Government Tourism Conference is an ideal platform for Councillors and council staff to meet and listen to the experts and peers and to find out how other councils are engaging and managing their tourism industry and space.

In previous years, Council's Tourism and Community Development Coordinator has attended the Local Government Tourism Conference, along with Council's delegate to the Cabonne Country Tourism Advisory Committee.

Council's delegate to the Cabonne Country Tourism Advisory Committee is Cr Jenny Weaver.

Cr Ian Davison has also requested to attend the conference.

The total cost of registration, travel and accommodation for delegates is estimated to be about \$1,100 per delegate.

ITEM 25 - REQUEST FOR HERITAGE GRANT FUNDING - PAINT AND REPAIR FRONT OF HERITAGE LISTED DWELLING 'HAWTHORNE' AT 100 BANK STREET, MOLONG

REPORT IN BRIEF

Reason For Report	To obtain council endorsement for a local heritage grant application.
Policy Implications	NIL
Budget Implications	NIL
IPR Linkage	4.3.2.b - Deliver heritage conservation programs
Annexures	Nil

File Number	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\HERITAGE GRANTS 2019 - 984353
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RECOMMENDATION

THAT \$1500 be granted by Council from its 2018/2019 heritage grants program to the landholders of 100 Bank Street, Molong to paint and repair the front of a heritage listed dwelling, also known as 'Hawthorne'.

SENIOR TOWN PLANNER'S REPORT

Council has received an application for funding under the Cabonne Local Heritage Fund for external works to a heritage listed building at 100 Bank Street, Molong.

The subject building (dwelling) is situated within the Bank Street Heritage Conservation Area and is a heritage listed site (I179) under the Cabonne LEP 2012.

The proponent sought advice on repairs and maintenance of the building from Council's Heritage Advisor at an on-site meeting held 1 October 2018. The proponent has submitted a draft schedule of works to Council with an application for funding under the Local Heritage Grants Program. The proposed external alterations, including minor repair works and painting, is consistent with advice from Councils heritage advisory service and October heritage report. The application is supported on the basis of meeting the criteria for works which will enhance the streetscape and the building. In this instance the building contributes to the heritage streetscape and is situated in a prominent location. It is recommended that \$1,500 be allocated towards the proposed works.

ITEM 26 - 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 - 981203

RECOMMENDATION

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

ACTING 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 27 - 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 - 981204

RECOMMENDATION

THAT:

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

ACTING 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 28 - MATTERS OF URGENCY

REPORT IN BRIEF

Reason For Report	Enabling matters of urgency to be called.
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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 - 981205

RECOMMENDATION

THAT Councillors call any matters of urgency.

ACTING 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 29 - 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 - 981207

RECOMMENDATION

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

ACTING 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
MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 1

TABLE OF CONTENTS

ITEMS FOR DETERMINATION.....	1
ITEM - 1 APPLICATIONS FOR LEAVE OF ABSENCE	1
ITEM - 2 DECLARATIONS OF INTEREST	1
ITEM - 3 DECLARATIONS FOR POLITICAL DONATIONS.....	1
ITEM - 4 MAYORAL MINUTE - APPOINTMENTS.....	2
ITEM - 5 COMMITTEE OF THE WHOLE	3
ITEM - 6 GROUPING OF REPORT ADOPTION.....	3
ITEM - 7 CONFIRMATION OF THE MINUTES	3
ITEM - 8 AUSTRALIA DAY AWARDS COMMITTEE MEETING	3
ITEM - 9 AUSTRALIA DAY COMMITTEE	3
ITEM - 10 STRONGER COUNTRY COMMUNITIES.....	4
ITEM - 11 DROUGHT ASSISTANCE	4
ITEM - 12 DEFIBRILLATORS IN COUNCIL WORKPLACES	4
ITEM - 13 RMS ACTIVE TRANSPORT FUNDING (SHARED PATHS) - MATCHING FUNDING REQUIREMENT	4
ITEM - 14 EUGOWRA VOLUNTARY PURCHASE.....	4
ITEM - 15 NOVEMBER 2018 LOCAL TRAFFIC COMMITTEE	5
ITEM - 16 MODIFICATION APPLICATION DA 2014/114/3 - EXTRACTIVE INDUSTRY (QUARRY), LOT 775 DP 813587, 1654 THE ESCORT WAY, BORENORE	5
ITEM - 17 DEVELOPMENT APPLICATION 2018/115 - EXTERNAL REPAINTING OF 46 BANK STREET, MOLONG.....	6
ITEM - 18 MODIFICATION APPLICATION 2018/0084/1 RESTAURANT AND CONCEPT APPROVAL OF CELLAR DOOR	7
ITEM - 19 MODIFICATION OF DEVELOPMENT APPLICATION DA08/0177/1 FOR AN EIGHT (8) LOT RURAL SUBDIVISION AT LOTS 218 & 219 DP 47258, LOTS 5, 6 & 7 DP 702416, LOTS 1 & 2 DP 114761, LOTS 9, 10, 11, 12, 19, 20, 24, 30, 31, 148, 189, 210, 211 & 238 DP 756869, LOT DP 181139, LOT 4 DP 114638, LOT 18 DP 10891443, LOT 1 DP 1096555 AND LOTS 1 & 2 DP 1096882 89 BRUCE ROAD ORANGE	7
ITEM - 20 QUESTIONS FOR NEXT MEETING.....	8
ITEM - 21 BUSINESS PAPER ITEMS FOR NOTING	9
ITEM - 22 MATTERS OF URGENCY	9

THIS IS PAGE NO 1 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 2

ITEM - 23 COMMITTEE OF THE WHOLE SECTION OF THE MEETING	9
CONFIDENTIAL ITEMS	9
ITEM - 1 CARRYING OF COMMITTEE RESOLUTION INTO CLOSED COMMITTEE OF THE WHOLE MEETING	9
ITEM - 2 ENDORSEMENT OF PROCEEDINGS OF CONFIDENTIAL MATTERS CONSIDERED AT COMMITTEE OF THE WHOLE MEETING	10
ITEM - 3 UNRECOVERABLE SUNDRY DEBTOR	10
ITEM - 4 DEBT WRITE OFF	10
ITEM - 5 EXCAVATOR HIRE 21024 TONNE TO UNDERTAKE CIVIL WORKS AT VARIOUS LOCATIONS THROUGHOUT CABONNE LGA	10
REPORT & RESOLUTIONS OF COMMITTEE OF THE WHOLE	11

**THIS IS PAGE NO 2 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 1

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

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

ITEMS FOR DETERMINATION

ITEM - 1 APPLICATIONS FOR LEAVE OF ABSENCE

Proceedings in Brief

Apologies were tendered on behalf of Clrs Durkin and Batten for their absence from the meeting.

MOTION (Weaver/Jones)

THAT the apologies tendered on behalf of Clrs Durkin and Batten be accepted and the necessary leave of absence be granted.

18/12/01 Carried

ITEM - 2 DECLARATIONS OF INTEREST

Proceedings in Brief

Clr Beatty advised that in regards to Item 18, he had previously declared an interest due to his involvement in Molong Players and Printhe Wines being a sponsor, he advised he is not declaring an interest as he is no longer involved in Molong Players.

MOTION (Oldham/Nash)

THAT it be noted there were nil declarations of interest.

18/12/02 Carried

ITEM - 3 DECLARATIONS FOR POLITICAL DONATIONS

Proceedings in Brief

There were nil declarations for political donations.

MOTION (Jones/Newsom)

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

THIS IS PAGE NO 1 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE COUNCIL HELD ON 18 DECEMBER, 2018

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 2

18/12/03 Carried

It was noted that the time being 2.05pm the Youth of the Month award for December was presented to Claire Wright.

ITEM - 4 MAYORAL MINUTE - APPOINTMENTS

Proceedings in Brief

Clr Beatty

27/11/18 – Attended the Central West Police District Community Precinct meeting, business paper review with the General Manager and directors and the Ordinary Council meeting.

3/12/18 – Attended the Molong Office for meeting with the General Manager.

5/12/18 – Attended the Molong Office for meeting with the General Manager and attend to office correspondence.

10/12/18 – Attended Mullion Creek Hall for government funding announcement, Fairbridge Memorial Park for government funding announcement and Molong Central School presentation evening.

11/12/18 – Attended Molong Office for meeting with McArthur Recruitment Consultants and Councillor Workshop.

12/12/18 – Attended Molong Office for meeting with Acting General Manager, meeting with Eugowra Medical Centre Committee and Yeoval Central School presentation evening.

13/12/18 – Attended Molong Advancement Group meeting at Molong RSL.

15/12/18 – Attended Moorbel Rural Fire Service opening.

17/12/18 – Attended the TDO board meeting at Orange.

Clr Jones

27/11/18 – Attended the Ordinary Council meeting.

6/12/18 – Attended St Joseph's School Eugowra presentation evening.

11/12/18 – Attended Councillor Workshop and meeting with Mayor, Clr Oldham and McArthur Recruitment Consultants to discuss the General Manager's position.

11/12/18 – Attended Cumnock Public School presentation evening.

13/12/18 – Attended Destination Molong Forum held by the Molong Advancement Group.

Clr Newsom

7/12/18 & 8/12/18 – Attended final two days of the NSW LG Elected Members Certificate.

18/12/18 – Attended the Canowindra Public School presentation day.

MOTION (Beatty/-)

THAT the information contained in the Mayoral Minute be noted.

**THIS IS PAGE NO 2 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 3

18/12/04 Carried

ITEM - 5 COMMITTEE OF THE WHOLE

MOTION (Treavors/Nash)

THAT it be noted there were nil items called to be debated in Committee of the Whole.

18/12/05 Carried

ITEM - 6 GROUPING OF REPORT ADOPTION

MOTION (Oldham/Jones)

THAT items 7 to 9 be moved and seconded.

18/12/06 Carried

ITEM - 7 CONFIRMATION OF THE MINUTES

MOTION (Oldham/Jones)

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

18/12/07 Carried

ITEM - 8 AUSTRALIA DAY AWARDS COMMITTEE MEETING

MOTION (Oldham/Jones)

THAT the report and recommendations of the Australia Day Awards Committee Meeting of Cabonne Council held on 27 November, 2018 be adopted.

18/12/08 Carried

ITEM - 9 AUSTRALIA DAY COMMITTEE

MOTION (Oldham/Jones)

THAT Council appoint Heather Nicholls, as Acting General Manager, as a member of the Australia Day Awards Committee that meets as and when required for the 2018/20 years.

18/12/09 Carried

**THIS IS PAGE NO 3 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 4

ITEM - 10 STRONGER COUNTRY COMMUNITIES

MOTION (Jones/Treavors)

THAT Council advance funds to enable the completion of the Stronger Country Communities projects, subject to the conditions as outlined in the report.

18/12/10 Carried

ITEM - 11 DROUGHT ASSISTANCE

MOTION (Nash/Weaver)

THAT Council maintain the drought assistance measure currently in place and review in March 2019.

18/12/11 Carried

ITEM - 12 DEFIBRILLATORS IN COUNCIL WORKPLACES

Proceedings in Brief

Clr Davison stressed that it is important that those staff having access to defibrillators receive the necessary training.

MOTION (Treavors/Weaver)

THAT Council consider the purchase of defibrillators for all worksites as part of Council's emergency medical response equipment in the 2019/20 budget.

18/12/12 Carried

**ITEM - 13 RMS ACTIVE TRANSPORT FUNDING (SHARED PATHS) -
MATCHING FUNDING REQUIREMENT**

MOTION (Walker/Weaver)

THAT Council:

1. Re-allocate RMS funding received for project P.0036369 to P.0036368 in order to meet the 50% Council contribution required by the RMS
2. Re-allocate funding from reserves to meet the required 50% contribution for project P.0036370

18/12/13 Carried

ITEM - 14 EUGOWRA VOLUNTARY PURCHASE

Proceedings in Brief

**THIS IS PAGE NO 4 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MO LONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 5

Clr Nash sought further information regarding the report.

The Acting General Manager advised that the property owner had approached Council to offer the property for purchase. She noted that concern was raised by the Flood Management Group of Eugowra that there was a risk of losing resident/s from Eugowra as a result of the purchase proceeding.

MOTION (Oldham/Jones)

THAT:

1. Council authorise the Acting General Manager to sign the funding agreement with NSW Office of Environment & Heritage.
2. Council approve the acquisition of the nominated property, 10 North Street, and authorise Council's seal to be affixed to the contract of sale.
3. The land be classified as Operational land.

18/12/14 Carried

ITEM - 15 NOVEMBER 2018 LOCAL TRAFFIC COMMITTEE

MOTION (Treavors/Nash)

THAT Council ratify the recommendations of the November 2018 Local Traffic Committee.

18/12/15 Carried

**ITEM - 16 MODIFICATION APPLICATION DA 2014/114/3 - EXTRACTIVE
INDUSTRY (QUARRY), LOT 775 DP 813587, 1654 THE ESCORT
WAY, BORENORE**

MOTION (Davison/Weaver)

THAT Modification Application 2014/114/3 for blasting as part of extractive industry operations upon Lot 775 DP 813587, 1654 The Escort Way, Borenore, be granted consent subject to the modified conditions attached.

18/12/16 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 Clrs Durkin and Batten - apologies) as follows:

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

Against: Nil

**THIS IS PAGE NO 5 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 6

**ITEM - 17 DEVELOPMENT APPLICATION 2018/115 - EXTERNAL
REPAINTING OF 46 BANK STREET, MOLONG**

Proceedings in Brief

Clr Jones suggested the motion include *a revised colour scheme appropriate to the local street scape*. He noted that it will be clearer to the property owner and also the community. Clr Oldham agreed Council should include the suggested change.

Clr Mullins stated that he is against an amendment as the heritage consultant should provide the advice on the colour and it shouldn't be a decision made by Council now. Clr Walker noted he is also against an amendment.

The Acting General Manager clarified that in the report it is suggested that development consent be granted for the external repainting of the ground floor façade of the property, subject to the proponent providing to council, for the Heritage Advisor's approval, a revised colour scheme appropriate to the local streetscape and a schedule of works to rectify the unauthorised works. She noted that adding more detail to the recommendation would ensure its clarity.

MOTION (Oldham/Mullins)

THAT Development Application 2018/115 for external painting of 46 Bank Street, Molong, be granted consent, subject to the proponent submitting a revised schedule of works for the approval of council's Heritage Advisor.

AMENDMENT (Jones/Oldham)

THAT Development Application 2018/115 for external painting of 46 Bank Street, Molong, be granted consent, subject to the proponent submitting a revised schedule of works and a revised colour scheme appropriate to the local streetscape, for the approval of council's Heritage Advisor.

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

MOTION (Jones/Oldham)

THAT Development Application 2018/115 for external painting of 46 Bank Street, Molong, be granted consent, subject to the proponent submitting a revised schedule of works and a revised colour scheme appropriate to the local streetscape, for the approval of council's Heritage Advisor.

18/12/17 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 Clrs Durkin and Batten - apologies) as follows:

**THIS IS PAGE NO 6 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 7

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

Against: Nil

**ITEM - 18 MODIFICATION APPLICATION 2018/0084/1 RESTAURANT
AND CONCEPT APPROVAL OF CELLAR DOOR**

MOTION (Walker/Davison)

THAT Modification Application DA 2018/0084/1, for a Restaurant and Concept Approval For a Cellar Door (Modification to Conditions) at 194 Nancarrow Lane, Nashdale, Lot B DP 179711, be granted consent subject to the conditions attached.

18/12/18 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 Clrs Durkin and Batten - apologies) as follows:

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

Against: Nil

**ITEM - 19 MODIFICATION OF DEVELOPMENT APPLICATION
DA08/0177/1 FOR AN EIGHT (8) LOT RURAL SUBDIVISION AT
LOTS 218 & 219 DP 47258, LOTS 5, 6 & 7 DP 702416, LOTS 1 & 2
DP 114761, LOTS 9, 10, 11, 12, 19, 20, 24, 30, 31, 148, 189, 210,
211 & 238 DP 756869, LOT DP 181139, LOT 4 DP 114638, LOT 18
DP 10891443, LOT 1 DP 1096555 AND LOTS 1 & 2 DP 1096882 89
BRUCE ROAD ORANGE**

Proceedings in Brief

Clr Davison noted that this application is a good example of how Council staff can assist with solving problems or offering alternative ideas. He wished to thank Chris Eldred for his efforts in working with the applicant to resolve the issues regarding the dust.

MOTION (Davison/Weaver)

THAT the Modification of Development Application 2008/177/1 be granted consent subject to the conditions attached.

18/12/19 Carried

**THIS IS PAGE NO 7 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 8

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 Clrs Durkin and Batten - apologies) as follows:

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

Against: Nil

ITEM - 20 QUESTIONS FOR NEXT MEETING

Proceedings in Brief

Clr Weaver requested information regarding the Canowindra Men's Shed development application for disabled toilets as it does not seem to be progressing. Council's Senior Town Planner advised that she has not seen a development application of that description and assumes that it may not have been lodged, she advised she will follow it up.

The Acting General Manager advised she will respond directly to Clr Weaver rather than wait until the February Council meeting for a report on the matter.

Clr Newsom suggested that Council implement briefings before each Council meeting on items contained in the business paper, noting she has recently attended the NSW LG Elected Members training and most councils have this process in place.

The Mayor reminded councillors that the General Manager and directors can be contacted prior to the meetings to provide additional information or clarify any items contained in the business paper. He also said that he currently forwards any additional information that he may have concerning items in the business paper to councillors and will continue to do that. He noted if councillors see a need to change the current process then it can be looked at further.

Clrs Nash, Davison, Oldham and Mullins all commented that they are happy with the current process and are comfortable to contact the General Manager or directors for further information if necessary.

MOTION (Weaver/Oldham)

THAT Council receive reports at the next Council meeting in relation to the following matters:

1. Works required and estimated costs to completely refurbish the public toilets in Bank Street, Molong including installing hand rails in the cubicles, sensor taps and water saving toilets and urinals, energy efficient sensor lighting, an awning and seating out the front of the existing structure as well as a street sign on the footpath outside the amenities building and also on the Mitchell Highway, at the end of Bank Street, Molong; and
2. An update on the Village Enhancement Program.

**THIS IS PAGE NO 8 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MO LONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 9

18/12/20 Carried

ITEM - 21 BUSINESS PAPER ITEMS FOR NOTING

Proceedings in Brief

Clr Davison stated in regards to Item 10, that although he is in favour of the application in principal and it is a great asset for Cabonne's tourist area, Council need to be conscious of the ongoing costs to maintain the reserve.

MOTION (Jones/Oldham)

THAT the notations items be noted.

18/12/21 Carried

ITEM - 22 MATTERS OF URGENCY

MOTION (Davison/Treavors)

THAT it be noted there were nil matters of urgency.

18/12/22 Carried

ITEM - 23 COMMITTEE OF THE WHOLE SECTION OF THE MEETING

MOTION (Jones/Oldham)

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

18/12/23 Carried

It was noted the time being 2.36pm the Chair announced that the Council would now be resolving into a Closed Committee of the Whole.

CONFIDENTIAL ITEMS

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

RECOMMENDATION (Treavors/Weaver)

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

**THIS IS PAGE NO 9 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 10

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.

1. Carried

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

RECOMMENDATION (Jones/Newsom)

THAT the Committee endorse the accuracy of the Report of the Proceedings of Confidential Matters at the Ordinary Council meeting and the Australia Day Committee meeting held on 27 November 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.

2. Carried

ITEM - 3 UNRECOVERABLE SUNDRY DEBTOR

RECOMMENDATION (Davison/Nash)

THAT Council write-off this total debt of \$2,796.35 for debtor account 70901 as unrecoverable

3. Carried

ITEM - 4 DEBT WRITE OFF

RECOMMENDATION (Jones/Nash)

THAT Council write off \$3,806 from the debtors balance owed by Earth Plant Hire Ltd.

4. Carried

**ITEM - 5 EXCAVATOR HIRE 21024 TONNE TO UNDERTAKE CIVIL
WORKS AT VARIOUS LOCATIONS THROUGHOUT CABONNE
LGA**

RECOMMENDATION (Walker/Oldham)

THAT Council:

**THIS IS PAGE NO 10 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MO LONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2:03PM**

Page 11

1. Award the contract to P & R Earthmoving for hiring of excavator (21-24 tonne) to undertake civil works at various locations throughout Cabonne LGA.
2. Authorise any variation to the contract for the project provided the variations are contained within the overall approved budget.

5. Carried

It was noted the time being 2.40pm the Mayor resumed the Ordinary Meeting.

REPORT & RESOLUTIONS OF COMMITTEE OF THE WHOLE

MOTION (Weaver/Nash)

THAT the Report and Recommendations of the Committee of the Whole Meeting held on Tuesday 18 December, 2018 be adopted.

18/12/24 Carried

There being no further business, the meeting closed at 2.40pm.

CHAIRMAN.

Chairman of the Ordinary Meeting of Cabonne Council held on the 26 February 2019 at which meeting the listed minutes were confirmed and the signature hereon was subscribed.

**THIS IS PAGE NO 11 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 18 DECEMBER, 2018**

Councillor Induction And Professional Development Guidelines

2018



COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDELINES

2018

ACCESS TO SERVICES

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About these guidelines

The *Councillor Induction and Professional Development Guidelines* (the Guidelines) have been issued under section 23A of the *Local Government Act 1993* (the Act) to assist general managers and council staff to develop, deliver, evaluate and report on the induction and professional development programs they are required to provide mayors and councillors under the *Local Government (General) Regulation 2005* (the Regulation). Councils are required to consider the Guidelines when

undertaking these activities. These Guidelines also apply to county councils, and where relevant, joint organisations.

The Guidelines have also been developed to ensure mayors and councillors are aware of the knowledge, skills and personal attributes expected of them in their civic roles under the Act, and of the support their council should be providing to ensure they are able to effectively fulfil their roles.

These Guidelines are divided into five parts:

Part A	explains the statutory requirements for induction and professional development programs for mayors and councillors in NSW.
Part B	guides councils on how to develop and deliver information sessions to potential candidates considering nominating for election.
Part C	guides councils on how to develop and deliver induction programs for newly elected and returning mayors and councillors.
Part D	guides councils on how to develop and deliver ongoing professional development programs that ensure mayors and councillors continue to develop their capabilities throughout their terms in office.
Part E	outlines how councils are to report on the induction and professional development activities offered to mayors and councillors and their participation in those activities.

It is acknowledged that many NSW councils already provide induction and ongoing professional development programs for mayors and councillors. It is also recognised that the needs and circumstances of councils vary as do the capabilities of individual mayors and councillors, as well as their development needs. The aim of the Regulation and the Guidelines is to ensure that all mayors and councillors across the state have access to such programs, and that the programs delivered by councils meet a consistent minimum standard. The Guidelines have also been designed to be used flexibly by councils and to accommodate, and in some cases build upon, existing programs.

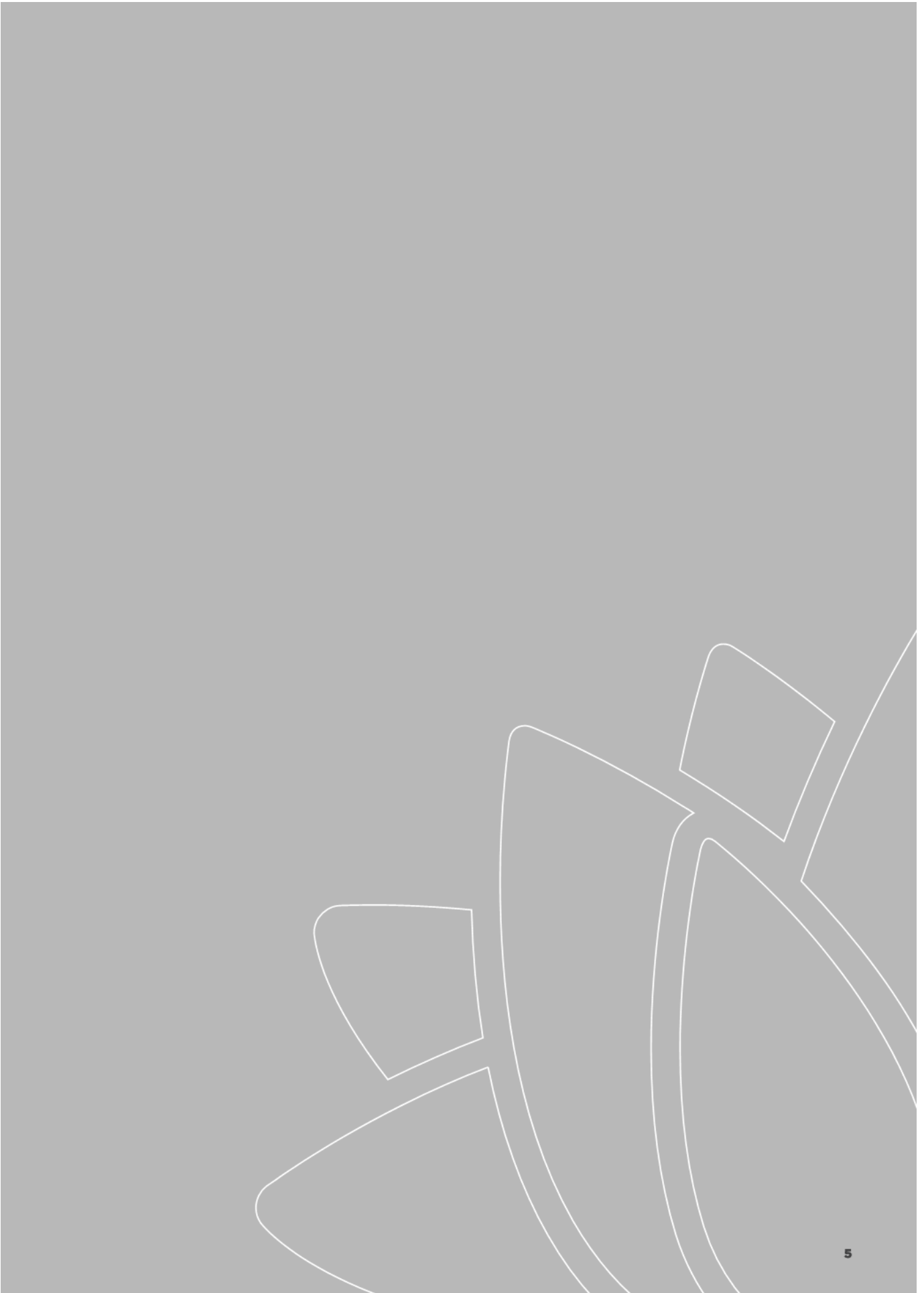
These Guidelines include:

- details of the capabilities (ie the knowledge, skills and attributes) that mayors and councillors are required to have or to acquire in order to fulfil their roles effectively
- a framework for the development of pre-election information sessions for candidates, and induction and ongoing professional development programs for elected members
- information about the developmental stages of each program and what to consider at each stage, and
- checklists of the content that is required in candidate information sessions and induction programs for elected members.

Councillor Induction and Professional Development Guidelines

Contents

Introduction	6
Part A: Statutory and Policy Context	10
Part B: Pre-Election Information Session for Potential Candidates	14
Part C: Induction Program for Mayors and Councillors	18
Part D: Professional Development Program for Mayors and Councillors	26
Part E: Public Reporting	30
Appendix A: Guiding Principles for Councils under the Act	32
Appendix B: Roles and Responsibilities under the Act	36
Appendix C: Model Councillor Induction and Professional Development Policy	40
Appendix D: Candidate Information Session Content Checklist	46
Appendix E: Induction Program Content Checklist	50
Appendix F: Councillor Induction Manual Content Checklist	58
Appendix G: Local Government Capability Framework	62



Introduction



Background

Mayors and councillors come from a diverse range of backgrounds and bring different knowledge, skills, perspectives and insights to their roles. This is one of the strengths of a democratic and representative system of local government.

However, few new mayors or councillors have extensive knowledge of the system of local government, how a council works, or the full scope of their roles and responsibilities when they assume office for the first time. Some are unaware of the need for mayors and councillors to work as a team, despite their political differences, to make decisions that are in the best interests of the community. There may be others who, if they had been fully aware prior to their election of the nature of the role of a mayor or councillor and of the time commitment involved, may not have nominated to stand.

The role exercised by mayors and councillors is a very demanding one and the community rightly has high expectations of the performance of the mayor and councillors. As the governing body of the council, mayors and councillors must work together as a cohesive team to meet the needs of the community. The multi-faceted nature of the roles also requires mayors and councillors to have a wide variety of skills, experience and knowledge, along with the time, passion and commitment to achieve results for the community.

From their first council meeting, mayors and councillors will be required to work together to make important decisions on behalf of their communities, and to take responsibility for those decisions. These decisions will impact on local communities, the services and infrastructure delivered by the council, and the local natural and built environments. They will often involve significant use of public money. Proper induction into their roles, and the building of the governing body as a unified

and collaborative team, are vital if mayors and councillors are to be effective from the start of their terms in office.

Some mayors and councillors may need to develop knowledge and skills in a broad range of areas that are unfamiliar to them in order to undertake their roles successfully. These may include, for example, understanding council meeting procedures or land use planning requirements or interpreting financial statements.

Even experienced mayors and councillors say they can find it challenging to keep abreast of changes to the legislative and policy context for local government as well as changes to their councils' policies and procedures.

Ongoing professional development and training, as well as early relationship building between councillors, is essential if the community is to be well served by their elected representatives on council.

Statutory requirements

The Act prescribes the roles and responsibilities of mayors and councillors both collectively as the governing body of the council, and as individual members of the governing body. It also places a responsibility on each mayor and councillor to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

To assist mayors and councillors to meet this obligation, the Regulation requires general managers to deliver induction and ongoing professional development programs that will help mayors and councillors to acquire and maintain the skills necessary to perform their roles. Mayors and councillors have a reciprocal obligation to participate in these programs. Part A of these Guidelines further explains what is required of councils, mayors and councillors under the Regulation.

Councillor Induction and Professional Development Guidelines

Each council is required to publicly report on participation in the council's induction and professional development program. Part E of these Guidelines outlines these reporting requirements.

Induction and professional development – an overview

Pre-election candidate information sessions

Whilst not a mandatory requirement, it is recommended that general managers begin induction and professional development activities by holding at least one candidate information session for people considering nominating for election prior to the election.

These sessions are to be designed to ensure potential candidates are fully aware and informed of what will be expected of them if they are elected. Part B of these Guidelines provides more information about how each council could develop and deliver candidate information sessions.

Induction programs

An induction program is a process used within many businesses, government agencies and non-government bodies to welcome new people to an organisation and to prepare them for their new roles.

An induction program ensures the organisation provides a person commencing a new role with all the information they need to do their job in the first few months. It also enables the person to become a useful, integrated member of the organisation, rather than being 'thrown in at the deep end' without understanding how to perform their role, or how it fits in with the rest of the organisation.

In the local government context, a good councillor induction program can build early positive relationships and teamwork between councillors, increase productivity and provide essential knowledge from the moment a mayor or councillor is elected. This can ensure newly elected mayors and councillors become more productive in a shorter period of time.

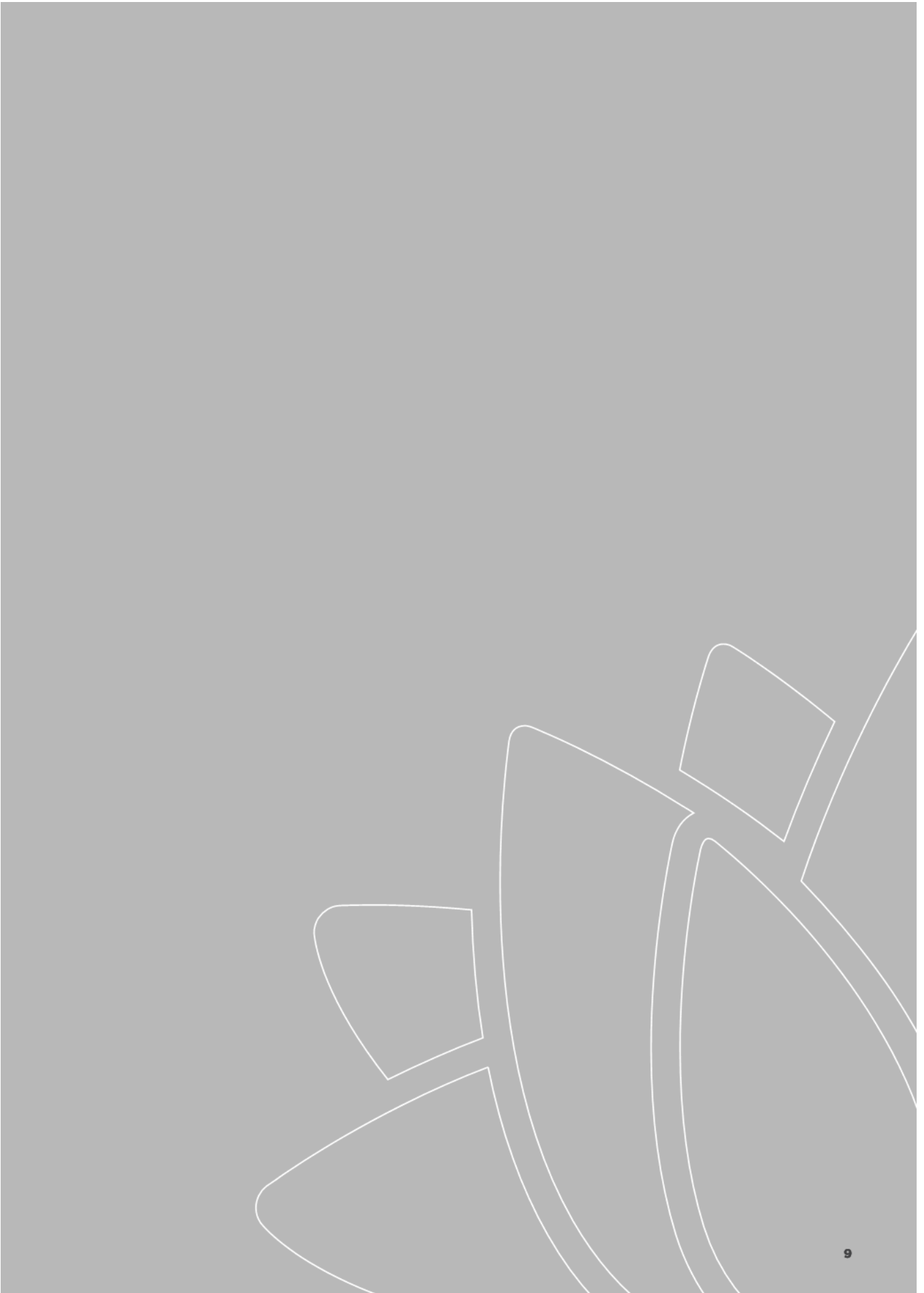
Councillor induction programs are mandatory in NSW under the Regulation. Part C of these Guidelines outlines how each council should develop its councillor induction program.

Professional development programs

A professional development program is any program which involves a deliberate and ongoing process of improving and increasing the professional knowledge, competence, skill and effectiveness of people in the workplace through professional development activities specific to their needs.

In local government, an effective professional development program can ensure mayors and councillors fill any skills or knowledge gaps they have that may otherwise prevent them from making the best possible contributions to their communities.

Ongoing professional development programs for mayors and councillors are mandatory in NSW under the Regulation. Part D of these Guidelines outlines how each council should develop its councillor professional development program.



Part A:

Statutory and Policy Context

Statutory requirements

Statutory requirements

Under section 232(1)(g) of the Act, all mayors and councillors have a responsibility to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

To support this, the general manager is required under the Regulation to ensure the delivery of:

- an **induction program** for newly elected and returning councillors and a specialised supplementary induction program for the mayor within six months of their election, and
- an **ongoing professional development program** for the mayor and each councillor over the term of the council to assist them to acquire and maintain the skills necessary to perform their roles. The content of the ongoing professional development program is to be determined in consultation with the mayor and each councillor. It must be needs-based and reflect the specific skills, knowledge and personal attributes required by the mayor, each individual councillor and the governing body as a whole, to perform their roles effectively.

These requirements also apply to councillors and mayors elected during the term of a council to fill a casual vacancy.

Under the Regulation, mayors and councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or professional development program. Councils are also required to report on the participation of the mayor and councillors in these programs.

Principles, roles and responsibilities under the Act

Councils are required to apply the five sets of guiding principles prescribed under the Act in exercising their functions. These principles (outlined in **Appendix A**) seek to ensure that each council carries out its functions in a way that facilitates the creation of a strong, healthy and prosperous local community. Mayors and councillors must understand these principles and be able to apply them when exercising their functions.

The Act also prescribes the roles and responsibilities of mayors and councillors, both collectively as the governing body of the council, and individually as members of the governing body (these are outlined in **Appendix B**). Mayors and councillors must have a strong understanding of their prescribed roles and responsibilities under the Act in order to be able to fulfil them.

Councils must design their induction and professional development programs to ensure that mayors and councillors have the capabilities (ie the knowledge, skills and attributes) needed to apply the guiding principles and to effectively undertake their prescribed roles and responsibilities.

Reporting requirements

Mayors and councillors are ultimately accountable to the community that elects them for the performance of their duties.

To facilitate this accountability, councils are required under the Regulation to report each year in their annual reports on the participation of the mayor and each councillor in the induction and professional development program during that year.

Councillor Induction and Professional Development Guidelines

The information to be reported includes:

- the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
- the name of the mayor and each councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.

These reporting requirements do not apply to joint organisations.

Council policy

Each council needs to enshrine its commitment to uphold these statutory requirements and to the induction and ongoing professional development of mayors and councillors in all relevant council policies. This will ensure that councillor induction and professional development is embedded in council's values and operations, and that an effective induction and ongoing professional development program is implemented.

Each council should also ensure that its ongoing professional development program is accommodated by and reflected in its councillor expenses and facilities policy.¹ The expenses and facilities policy should make clear and adequate provision for relevant training and professional development activities as legitimate expenses.

¹ A councillor expenses and facilities policy must be prepared by each council in accordance with section 252 of the Act and the Office of Local Government's *Guidelines for the payment of expenses and the provision of facilities to mayors and councillors in NSW*.

Councils may also wish to consider other mechanisms to reinforce their commitment to ongoing professional development for the mayor and councillors, and develop a structured approach for realising this commitment in practice.

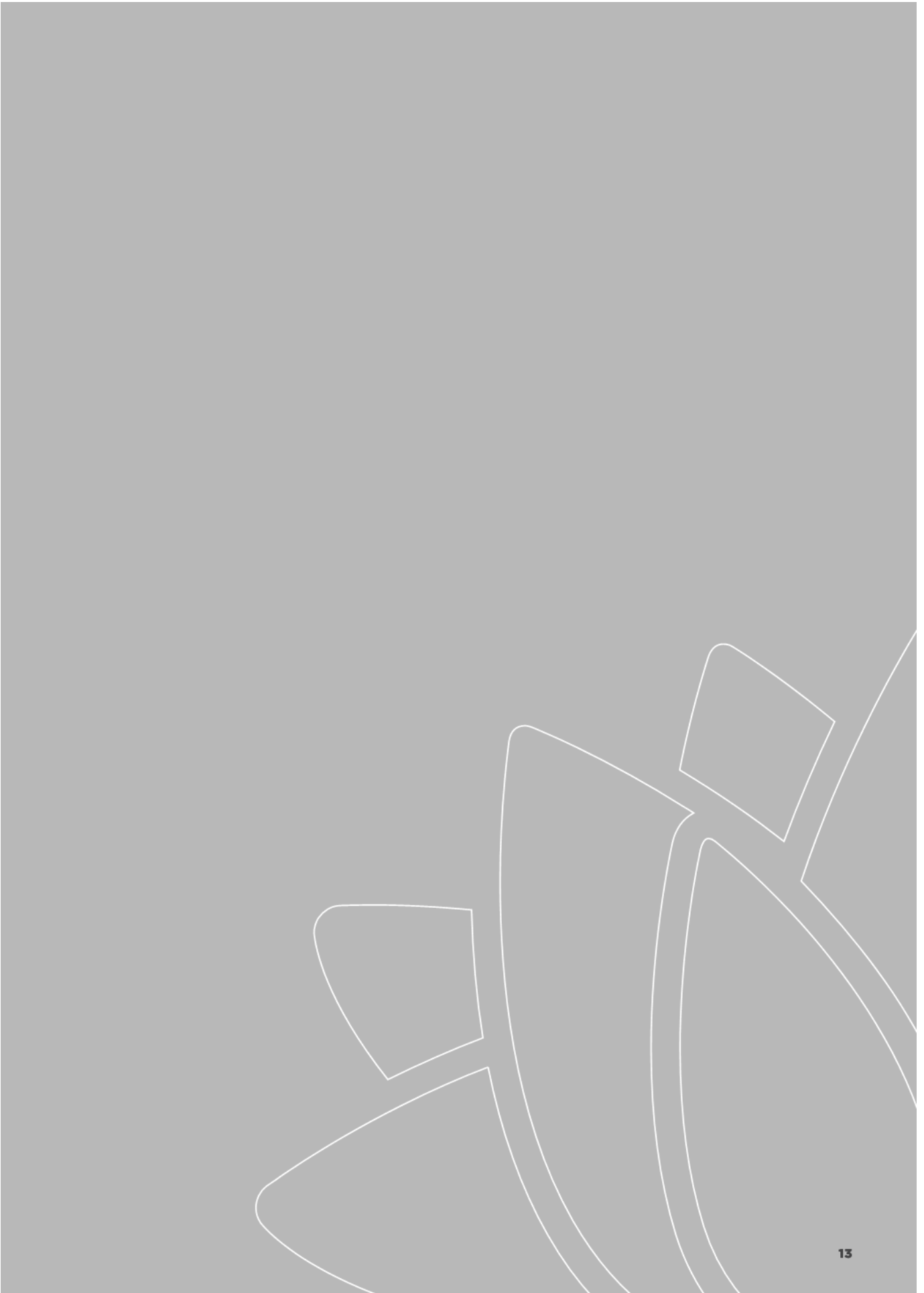
This may be done through developing and adopting a resolution or a charter as a statement of commitment to support ongoing professional development for the mayor and councillors.

Alternatively, councils may wish to develop and adopt a councillor induction and professional development policy. A model policy is provided in **Appendix C**.

Budget

Each council should allocate an annual budget to support induction and professional development activities to be undertaken in that year. Progress against expenditure of the budget allocation should be reported on a quarterly basis as part of the budgetary cycle.

Councils will need to determine the size of the budget allocation, which may change annually, depending on training needs. It is to be expected that costs will be higher in the first year of council's term due to the need to deliver an induction program. The delivery program financial estimates and the Long Term Financial Plan will reflect the varying training and development budget requirements over the term of the council.



Part B:

Pre-Election Information Session for Potential Candidates



Benefits of a pre-election candidate information session

It is vital that people who are considering nominating for election to a council have a solid understanding of the role before they nominate. This includes an understanding of what will be expected of them should they be elected, and the legislative boundaries they must work within.

Being fully informed will ensure that candidates who nominate have seriously considered whether they have the knowledge, skills and personal attributes required to fulfil the responsibilities of civic office (noting that the specific knowledge required can be developed if these skills and personal attributes are present). Being fully informed will also assist them to judge whether they will be able to effectively meet the demands of representing their community on council.

Whilst not a mandatory requirement, it is recommended that the general manager ensure at least one candidate information session is held prior to nomination day for people considering nominating for election to council.

The benefits of a pre-election information session/s include:

- candidates being fully informed about the:
 - roles and responsibilities of a mayor and/or councillor
 - legislation and council policies they are expected to comply with
 - time commitment required, and
 - skills, knowledge and personal attributes needed
- candidates being given the opportunity to learn from experienced mayors and councillors
- candidates being given the opportunity to ask council any questions about the role
- candidates being aware of the financial and other support available to them to fulfil the role of a mayor and/or councillor

- candidates understanding that their behaviour as a mayor and/or councillor will be governed by council's code of conduct and that there are penalties for breaches
- council being able to provide potential candidates ahead of time the key dates of any known events that they will be required to participate in during council's term if they are elected so they can make tentative arrangements to attend (for example, council meetings, induction)
- the community benefiting from each candidate seeking election based on a platform that reflects what they can and cannot do or achieve as councillor, and
- reduced tension and conflict due to newly elected mayors and councillors having a better understanding of their roles and what can be achieved by a unified governing body.

Delivering a pre-election candidate information session

Accessibility

The communities served by councils are diverse, and this should be reflected in the people elected to councils. Candidate information sessions therefore need to be highly accessible to ensure as many candidates as possible that wish to attend are physically able to. This includes the venue selected, transportation options available nearby, the time the session is held and the way information is presented and delivered, particularly for people who are visually or hearing impaired.

To ensure candidates that may not be able to attend due to mobility issues or their regional geographic location are not excluded, councils should publish as much information from the candidate information sessions as possible online. Councils, particularly those in regional areas, are encouraged to webcast candidate information sessions.

Councillor Induction and Professional Development Guidelines

Timing

Councils can choose when to hold their candidate information session/s, but at least one session should be held before the deadline for nomination to allow potential candidates to be fully informed before they nominate for election. The session/s could be held at council premises, or another appropriate public venue/s, at a convenient time that will enable as many potential candidates as possible to attend. For councils divided into wards, councils could consider the benefit of holding sessions in different wards.

During the information session, councils are encouraged to recommend to candidates that they attend a council meeting/s or a council committee meeting/s to gain further insight into council decision making and meeting practice. The timing of candidate information sessions should allow for candidates to attend a meeting if they wish, and therefore would be best held before a council meeting.

Councils will need to ensure that the details of the candidate information session/s are well advertised in the local community (for example, the council's website, local radio, social media, newspapers, and/or any other effective means) so that any potential candidates are aware the information session/s is being held.

Content

A checklist of the content to be included in a candidate information session/s is provided in **Appendix D**. Recommended content covers the:

- role of council
- roles and responsibilities of the governing body, mayor, councillors, general manager and other staff
- legal and ethical responsibilities of the mayor and councillors
- time commitment required of a mayor and councillor
- support available to assist the mayor and councillors in their roles, and
- knowledge, skills and personal attributes required to successfully fulfil the roles of mayor and councillor.

Delivery

The candidate information session/s is best delivered by the person who is most able to engage attendees and deliver the content in a way that will achieve the outcomes sought. This person could be the general manager, another staff member or an external provider. If the information session/s is not presented by the general manager it is recommended that the general manager still be present to answer any questions.

Mayors or councillors from previous council terms may also be invited to provide an overview of their experience in council, and any significant issues they think potential candidates should consider before deciding whether to nominate. This could take the form of an informal talk, a panel discussion or a councillor question and answer session. Whilst they are welcome to attend, it is not appropriate to invite currently elected members to present at candidate information sessions as current members may choose to re-nominate for election. Current members, however, are able to attend as an audience member if they wish.

Consideration should be given to which delivery method, or combination of delivery methods, would best suit the information being conveyed and should recognise that attendees are likely to have a variety of learning styles.

Resource sharing

There are parts of each council's candidate information session/s that will be common to all councils, for example, the roles and responsibilities of mayors and councillors and the election process.

To achieve greater efficiency, councils are encouraged to share candidate information session resources or jointly hold parts of their session/s with other councils. Joint and regional organisations are also encouraged to develop and/or deliver regional candidate information sessions on behalf of their member councils that candidates can attend. These common sessions could be supplemented by member councils with individual sessions at each council or online content that provides local information specific to that council.

Printed and face-to-face training resources, such as the candidate information pack and other visual aids used in sessions, could also be shared between councils, or developed by joint or regional organisations on behalf of their member councils.

The NSW Electoral Commission provides a range of information and educational resources about the election process and the legal obligations of candidates when nominating and campaigning that council may wish to use. More information can be found at www.elections.nsw.gov.au and www.votensw.info.

Candidate information pack

Councils are encouraged to prepare a candidate information pack for attendees that provides key information for continued consideration after the information session/s. This can take the form of printed material presented in a folder that potential candidates can take away and read, or a dedicated

section on council's website that provides all the necessary information. The pack can also include any relevant information or resources made available by external bodies. The NSW Electoral Commission, for example, provides a range of educational resources that guide candidates through the election process.

3. Evaluation

It is recommended that the information session/s be evaluated by council to determine how effective it was in helping potential candidates understand what is involved in being a councillor or mayor, and to enable them to assess their suitability for these roles. Councils could do this by seeking the views of attendees at the end of a session.

For greater insight, councils may also consider surveying the councillors elected approximately six months after the election to assess whether they feel the session gave them an accurate view of their roles and responsibilities, or whether they would have benefitted from any other information being given at the sessions.

The outcomes achieved from the information session/s could include, at a minimum, potential candidates fully understanding:

- the roles and responsibilities of a councillor and mayor, including the knowledge, skills and personal attributes needed to perform these roles effectively
- the legislation, code of conduct and other council policies they will need to comply with
- the time commitment that will be required from them, and
- the financial and other support available to them to fulfil the role of a mayor and/or councillor.

The evaluation could assess whether these outcomes were achieved.

Part C:

Induction Program for Mayors and Councillors



Benefits of a councillor induction program

Holding an induction program for councillors (including a supplementary component for mayors) each council term is a mandatory requirement under the Regulation. The mayor and all councillors are expected to participate in all induction activities.

The induction program will enable the mayor and councillors to quickly become familiar with how the council works, the rules under which it operates and the complexities of the roles. It is a vital way to ensure new and returning mayors and councillors get the information they need to be effective leaders from the very beginning of the council's term.

It is important that the councillor induction program is not simply used to present dry facts. It is also a vital opportunity to talk with councillors and the mayor about the accepted values and behaviours of the council that they have become a part of.

The induction program is also an invaluable opportunity to sow the seeds for a governing body that functions as a strong, collaborative team. It provides the chance for the mayor and each councillor to understand what motivated their new colleagues to become councillors, and to bond as a team with a common focus on making a difference for the community. It can also be used as an opportunity to have early conversations about how they would like to operate as a team to work towards common goals and to identify success factors for council and the community. It can also establish clear roles and responsibilities and build trust and positive working relationships.

The induction program will benefit mayors and councillors by:

- providing them with access to essential information in a structured and consistent way that will assist them to function well in their role and to make informed and effective decisions from the start of their term in office

- enabling more active and rapid participation in the business of the council
- enabling them to meet, build rapport, share knowledge and experiences, and form positive working relationships with each other
- identifying common goals and a shared vision as a governing body
- introducing councillors to staff to help break down any 'us and them' divide and create one team working for the community whilst still recognising the legislated separation between the two groups
- providing an opportunity for appropriate role models and mentoring relationships to be established between experienced mayors and councillors and new councillors
- helping them to understand key legislation
- helping them to understand their prescribed roles and responsibilities
- briefing them on the 'big picture', and providing them with a clear understanding of council's health and performance
- enabling them to understand and agree on the key issues and tasks for the new council, and to build a vision for the governing body's term
- enabling them to understand key council information, policies and procedures
- enabling them to understand the council and the local government area
- enabling them to feel empowered with key information about the integrated planning and reporting processes and their opportunities for influence, and
- increasing their self-confidence in their ability to perform their roles.

An induction program should also be delivered for any councillors or a mayor elected during the term of a council to fill a casual vacancy.

Councillor Induction and Professional Development Guidelines

Returning councillors

Because local government is complex and subject to change, the mayor and all councillors, both new and experienced, are expected to participate in the councillor induction program at the commencement of each council term.

Whilst returning councillors may already know much of the information provided in the induction program, their attendance at these sessions will demonstrate to new councillors that their roles and responsibilities are important. Returning councillors can also contribute valuable information and lessons learnt from previous council terms, and help build a positive and collaborative culture for the new governing body.

Important aspects of the induction program include building trust and positive relationships between the members of the new governing body, establishing working bonds, and the mayor and councillors determining how they can work together as a team. The mayor and all councillors need to be part of this process.

For returning mayors, council can assess the prior knowledge and experience of the returning mayor and provide refresher training as needed as part of the supplementary mayoral component of the induction program. This includes mayors elected midway through the council term who are also expected to undergo mayoral induction.

County councils

County councils are required to deliver an induction program for their member councillors. This includes new members who are appointed to fill a casual vacancy.

Induction programs for county councils are to be delivered as an external supplementary component of the induction program each member participated in at their home council.

This supplementary external component is to be delivered by the county council and focus on providing the councillor the information

they need to know about the county council in order to fulfil their role. This could include, for example:

- early functions required of members such as the election of the chairperson
- the functions and directions of the county council
- the county council's business activity strategic plan
- financial information
- applicable regulatory requirements (e.g. for water supply or sewerage infrastructure)
- staffing, and
- local issues.

County councils should also include team building activities in their induction programs (as described below) to set a positive and unifying foundation for the operation of the county council.

Joint organisations

Joint organisations are not required to deliver an induction program for the voting representatives who are elected to their board.

However, joint organisations may choose to deliver an induction program to all board members (including voting representatives and non-voting representatives) to ensure they understand their responsibilities and the role and functions of their joint organisation. Where joint organisations undertake operational functions or deliver services on behalf of member councils, it is strongly recommended that joint organisation board members receive a briefing on these and relevant financial information as part of any induction offered.

Joint organisations may also include team building activities (as described below) to set a positive and unifying foundation for the operation of the joint organisation.

Delivering a councillor induction program

Accessibility

Councillor induction programs need to be highly accessible to ensure that all councillors are able to attend, particularly those with mobility issues or other impairments which may cause attendance to be difficult. Councils should therefore select options which maximise the accessibility of induction sessions. This includes the venue selected, transportation options available nearby, the time the session is held and the way information is presented and delivered, particularly for the sight or hearing impaired.

Councils are also encouraged to publish as much induction material as possible online to enable councillors to access induction materials and other relevant council information when needed.

Planning

Councils should aim to have their induction programs finalised in time to provide potential candidates the proposed induction timetable at the candidate information session/s. Candidates can then make tentative arrangements to enable them to attend the induction program straight after the election if they are elected.

It is important that councillors feel welcome when they start their terms. This will send a supportive message that builds on the positive culture being encouraged for the governing body. Council should also ensure that the resources each councillor and the mayor needs are set up and ready when they start. This includes any IT equipment, office facilities or other necessary resources that will ensure they are productive from their first day in office.

Timing

The Regulation allows a maximum of six months for the delivery of the induction program to provide councils the flexibility to develop an approach that best meets the needs of its mayor and councillors.

The first induction training session should take place, where practical, as soon as possible after the results of the election are declared and prior to the first council meeting. It should aim to provide councillors and the mayor with the information they need to function effectively in their roles, including in meetings, until the rest of the induction program is delivered. At a minimum, this should include training in council's code of conduct, code of meeting practice, preparation for taking the oath of office and electing the mayor (if applicable). The rest of the induction program must be delivered within six months of the polls being declared.

The delivery of the components of the induction program should be timed to reflect the information the councillors and the mayor need in the first week, the first month and the first six months of council. In addition, the relevant components of the induction program should be delivered before the review of the council's community strategic plan, and before the adoption of its delivery program.

Some councils prefer to deliver the full induction program as soon as possible to provide councillors with all of the information and induction training they need from the start of their term in office. However, this approach runs the risk of councillors feeling overloaded with information.

Other councils prefer to deliver the induction program approximately six weeks after the election so that new councillors have the opportunity to gain some practical experience first. However, this approach runs the risk of councillors not being effective or lacking confidence during the weeks preceding the induction training.

Councillor Induction and Professional Development Guidelines

Alternatively, some councils choose to use a mixture of these approaches by staging the induction program over a number of weeks. Ultimately, the optimum timing for delivery of an induction program will vary depending on local circumstances.

Content

A checklist of recommended content for induction programs for councillors and a supplementary program for mayors is provided at **Appendix E**.

There should be two core components of council's induction program:

- a knowledge-based component that ensures new mayors and councillors have the information they need to undertake their roles (this includes a supplementary component for the mayor), and
- a team-building component designed to bring councillors together to form a collaborative, positive and united governing body.

Knowledge component

In the first few weeks in particular, new mayors and councillors will need to know:

- their roles, responsibilities and legislative obligations
- what the council does and how the council operates, including an overview of integrated planning and reporting and land use planning
- their financial management responsibilities
- the key issues and tasks for the new council
- the legislation, rules, principles and political context under which councils operate
- the council's organisational structure and the roles and responsibilities of staff
- key council policies and procedures they must comply with
- the role of council meetings and how to participate effectively in them

- the support available to the mayor and councillors, and where they can go to get more information or assistance
- how to speak to the media appropriately and effectively, and
- information on the process for electing the mayor (where applicable).

Mayors will also need to know:

- the roles and responsibilities of the mayor as leader of the council, including ceremonial functions
- how to chair council meetings
- the role and functions of regional and other external bodies (including joint and regional organisations of councils) council is a member of
- how to oversee the general manager, including understanding recruitment processes and leading performance reviews
- how to lead council's integrated planning and reporting, and
- how to manage code of conduct complaints about the general manager.

Team building component

Team building activities should be held, where necessary, depending on the relationships that exist between councillors and how they are likely to function as a team. The activities should aim to ensure mayors and councillors, as a governing body, understand the need to:

- build relationships with each other based on trust and mutual respect
- contribute to a positive and ethical culture within the governing body
- encourage and facilitate collaboration with each other
- work towards consensus as members of the governing body for the benefit of the community
- manage alternative views within the governing body without damaging relationships
- champion and communicate the council's vision and strategic plans as a cohesive team

Induction program

- respect the diversity of skills and experiences on the governing body, and
- communicate and uphold the decisions of council in a respectful way, even if their own positions are not adopted.

Activities should also help the mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and
- promote a culture of integrity and accountability within council and when representing council in the community and elsewhere.

Structure and delivery

Each component of the induction program should be presented by the person who is best able to deliver the content and achieve the outcomes sought. This could be the general manager, another staff member or an external provider. Previous or current mayors or councillors may also be invited to provide an overview of their experiences on council, as might an experienced former or current mayor or councillor from outside the council.

The induction program should be conducted in a way that avoids the mayor and councillors being overloaded with information, particularly if this is at the expense of team building. This may be achieved by limiting the length of sessions, having a number of short sessions rather than one longer session and/or through the use of a range of delivery modes and materials.

Some councils structure their councillor induction programs intensively over two or more days – possibly a weekend – while others choose to hold shorter, evening sessions over several weeks. Others choose a combination of these two approaches.

Consideration should be given to which delivery method, or combination of methods, would best suit the information being conveyed and the different learning styles of councillors. Options could include:

- intensive blocks over two or more days (including weekends)
- evening or dinner sessions over several weeks
- a mix of regional and local level induction sessions
- informal briefings from the general manager and other senior staff
- guest speakers and presenters from other councils, state government agencies or other local government groups
- a guided tour of the council's administration building/s, depot, council facilities and local government area
- in-house workshops by council staff and/or professional training providers
- seminars and conferences
- panel discussions
- a mock council meeting or meetings
- training booklets and discussion papers distributed to councillors to work through at their own pace, and/or
- online information and training resources.

Where possible, presentations should be supported by written materials, including an induction manual or handbook that councillors can retain and refer to. Councils are also encouraged to publish these materials online for easy access by councillors.

Councillor Induction and Professional Development Guidelines

Resource sharing

There are parts of each council's induction program that will be common to all councils, for example, councillor roles and responsibilities, statutory frameworks, the code of conduct, the code of meeting practice and media training.

To achieve greater efficiency, councils are encouraged to share common induction resources with other councils or jointly hold parts of their induction program with other councils. Joint and regional organisations are also encouraged to develop and/or deliver the common elements of their member councils induction programs on their behalf. These common sessions can be supplemented by member councils with individual sessions that provide local information and team building activities specifically for the elected members of that council.

Printed and face-to-face training induction resources could also be shared between councils, or developed by joint or regional organisations on behalf of their member councils.

The Office of Local Government also offers 'Hit the Ground Running' workshops, held shortly after each council election, which councils may wish to include in their induction program.

Induction manual

Councils should develop an induction manual or handbook to support councillors in the first weeks following the commencement of the council's term of office. This resource may also include relevant background reference material for the longer term, and printed or online resources specifically developed for new councillors. It could also include a copy of the Councillor Handbook which has been developed by the Office of Local Government for councillors. The induction manual may be provided prior to, at or after induction training.

How the information is presented in the induction manual will affect how useful it is. For example, some councils have found that a manual is most likely to be used if the information is presented in a folder. Some councils may consider also providing the information as an online resource. An online resource may be easier for councils to keep updated and can make topic searching easier for users. It will also provide councillors easier access to council information when needed.

Appendix F provides a checklist of the content that could be included in an induction manual or online resource. Recommended content includes:

- basic information about the council
- profiles (demographic, economic etc.) of the local government area
- information about council meetings
- key planning and policy documents and information
- key legislation
- information about support for councillors, and
- useful resources from other state government agencies and independent bodies and/or details about where they may be accessed.

It is suggested that online resources include hyperlinks to electronic versions of any plans, policies or other documents referred to in the councillor induction manual.

Casual vacancies

Under the Regulation, an induction program must also be delivered by a council for any newly elected mayor or councillor who is elected to fill a casual vacancy that arises during the council term.

Evaluation

Councils should evaluate the induction program to determine what elements worked well and whether there were any deficiencies that need to be addressed.

The methodology for the evaluation should be determined when the induction program is being developed to ensure that relevant data is collected. At a minimum, the evaluation should assess whether the induction program resulted in councillors and the mayor:

- understanding the need to build trusting and positive relationships with a common purpose as a team of councillors
- understanding the need to build a cohesive and positive culture for the governing body
- understanding the need to build a positive working relationship with the general manager and other staff
- understanding their roles and the roles of internal and external stakeholders, and feeling confident in their ability to perform their roles
- understanding key council information and how council works
- being aware of all relevant legislation and council policies and procedures, and being committed to complying with them
- understanding the key issues and tasks for the new council
- being able to make informed and effective decisions from the start of their term in office

- being able to effectively participate in council meetings and apply meeting rules correctly from the start of their term in office
- being able to fulfil their integrated planning and reporting responsibilities, including financial management responsibilities
- knowing how to speak to the media appropriately, and
- feeling confident in understanding and using financial information to manage the council's finances.

In the case of the mayor, being able to:

- act as a stabilising influence and show leadership in times of crisis
- build a positive working relationship with the general manager
- oversee the general manager, including leading recruitment processes and performance reviews
- chair council meetings
- undertake their ceremonial functions
- lead the council's integrated planning and reporting, and
- manage code of conduct complaints about the general manager.

Part D:

Professional Development Program for Mayors and Councillors

Benefits of a professional development program for mayors and councillors

Ongoing professional development for mayors and councillors is mandatory in NSW. It is an investment which will enhance the effectiveness of a council's performance in achieving its goals.

The benefits of an ongoing professional development program for councillors and mayors include:

- mayors and councillors representing their communities to the best of their ability
- mayors and councillors feeling confident and supported in their roles
- the governing body making decisions based on a full understanding of all the key issues and consequences
- improved performance of council overall
- greater understanding of, and compliance with, legal responsibilities
- better management of the council's finances and resources, and
- mayors and councillors developing skills and knowledge that they can take into their personal and professional lives.

Developing an ongoing professional development plan

As part of council's professional development program, an ongoing professional development plan must be developed for the mayor and each councillor. The program will span the council's term, with individual activities implemented over time according to priority. The mayor and each councillor is expected to complete all the activities included in their professional development plan.

Assessment

As a first step to developing individual plans, an assessment is required of the knowledge, skills and personal attributes the mayor and each councillor bring to their roles and a comparison made against those that they need to effectively serve their community. Councils may also have additional knowledge, skills or attributes that they need elected members to possess, reflecting the specific services or particular environmental, social or economic challenges facing their community.

Any deficit in knowledge, skills or attributes identified through the assessment process should form the basis of the professional development plans developed for the mayor and each councillor. This process should be undertaken for both new and experienced mayors and councillors.

Activities

The professional development plan developed for the mayor and each councillor must outline how their individual development needs are going to be met within the council term. Professional development activities should be prioritised according to need and approved by the general manager where council funds are required.

Councillor Induction and Professional Development Guidelines

Professional development activities should, wherever possible, follow the 70/20/10 learning principle. The 70/20/10 principle requires that:

- 70% of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
- 20% of learning activities are provided via learning and developing through others – for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
- 10% of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.

The 70/20/10 learning principle enables councils and elected members to take into account the varied learning styles the mayor and individual councillors have, as well as the time they have available for professional development, when selecting professional development activities. It also minimises the financial costs of delivering an ongoing professional development program by prioritising learning through on-the-job experiences and networking.

Resource sharing

There may be professional development activities that are common to all councillors or mayors. Councils are encouraged to share educational resources with other councils and/or jointly hold professional development activities with other councils. Joint and regional organisations are also encouraged to develop and/or deliver regional professional development activities on behalf of their member councils.

Timing

The timing of professional development activities for the mayor and councillors should be designed in such a way so as to not overload councillors with learning activities in the early part of council's term. The timing should reflect what knowledge and skills councillors and the mayor need at various points in council's term to undertake their roles.

For example, councils should ensure that the mayor and councillors have acquired the knowledge and skills necessary to effectively contribute to the review of the community strategic plan and the development of the delivery program before these activities are undertaken.

County councils and joint organisations

County councils should offer professional development activities that are relevant to their specific functions and operations and that may be necessary to support decision making in relation to those functions and operations.

While joint organisations are not required to deliver a professional development program, they should consider offering professional development activities relevant to any functions or services provided by the joint organisation on behalf of member councils to support any decision making required by the board in relation to those activities.

Local Government Capability Framework and 'PD in a Box'

Local Government NSW has developed a Local Government Capability Framework. This describes the knowledge, skills and personal attributes needed by mayors and councillors to represent their communities on council and to deliver community outcomes. These are listed in **Appendix G**.

The Framework is supported by 'PD in a Box', a free and confidential online portal that mayors and councillors can use to assess the knowledge and skills they bring to their role and self-identify gaps that require professional development. Mayors and councillors will receive an ongoing professional development plan through the portal, based on their input, which will suggest specific activities that they can participate in to build the skills and knowledge they need.

Councils are able to use this as a tool to support the development of ongoing professional development programs for their mayors and councillors.

The Local Government Capability Framework and PD in a Box can be found at www.lgnsw.org.au.

Evaluation

Councils are to evaluate their ongoing professional development program to assist the council to determine the program's effectiveness and to identify areas of possible improvement.

The outcomes of the professional development program should, at a minimum, include councillors and mayors demonstrating the core skills and knowledge areas listed in council's needs analysis.

The evaluation should assess whether these outcomes were achieved.

Part E:

Public Reporting



Public reporting

Holding elected office in a council is a role that carries with it significant responsibilities. All holders of elected offices in councils owe it to the communities that entrust them with this responsibility to ensure that they hold and maintain the skills necessary to exercise their functions effectively on behalf of the community.

Mayors and councillors are ultimately accountable to the community that elects them for the performance of their functions. For this reason, councils are required to publicly report each year in their annual report on the participation of the mayor and each councillor in the council's induction and professional development programs during that year.

The information published in the annual report is to include:

- the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
- the name of the mayor and each councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.

These reporting requirements do not apply to joint organisations.

Appendix A:

Guiding Principles for Councils under the Act

General principles (section 8A(1))

Councils should:

- provide strong and effective representation, leadership, planning and decision-making
- carry out functions in a way that provides the best possible value for residents and ratepayers
- plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community
- apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements
- work cooperatively with other councils and the state government to achieve desired outcomes for the local community
- manage lands and other assets so that current and future local community needs can be met in an affordable way
- work with others to secure appropriate services for local community needs
- act fairly, ethically and without bias in the interests of the local community, and
- be responsible employers and provide a consultative and supportive working environment for staff.

Decision-making principles (section 8A(2))

Councils should:

- recognise diverse local community needs and interests
- consider social justice principles
- consider the long-term and cumulative effects of actions on future generations, and
- consider the principles of ecologically sustainable development

Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

Community participation principle (section 8A(3))

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

Principles of sound financial management (section 8B)

Council spending should be responsible and sustainable, aligning general revenue and expenses.

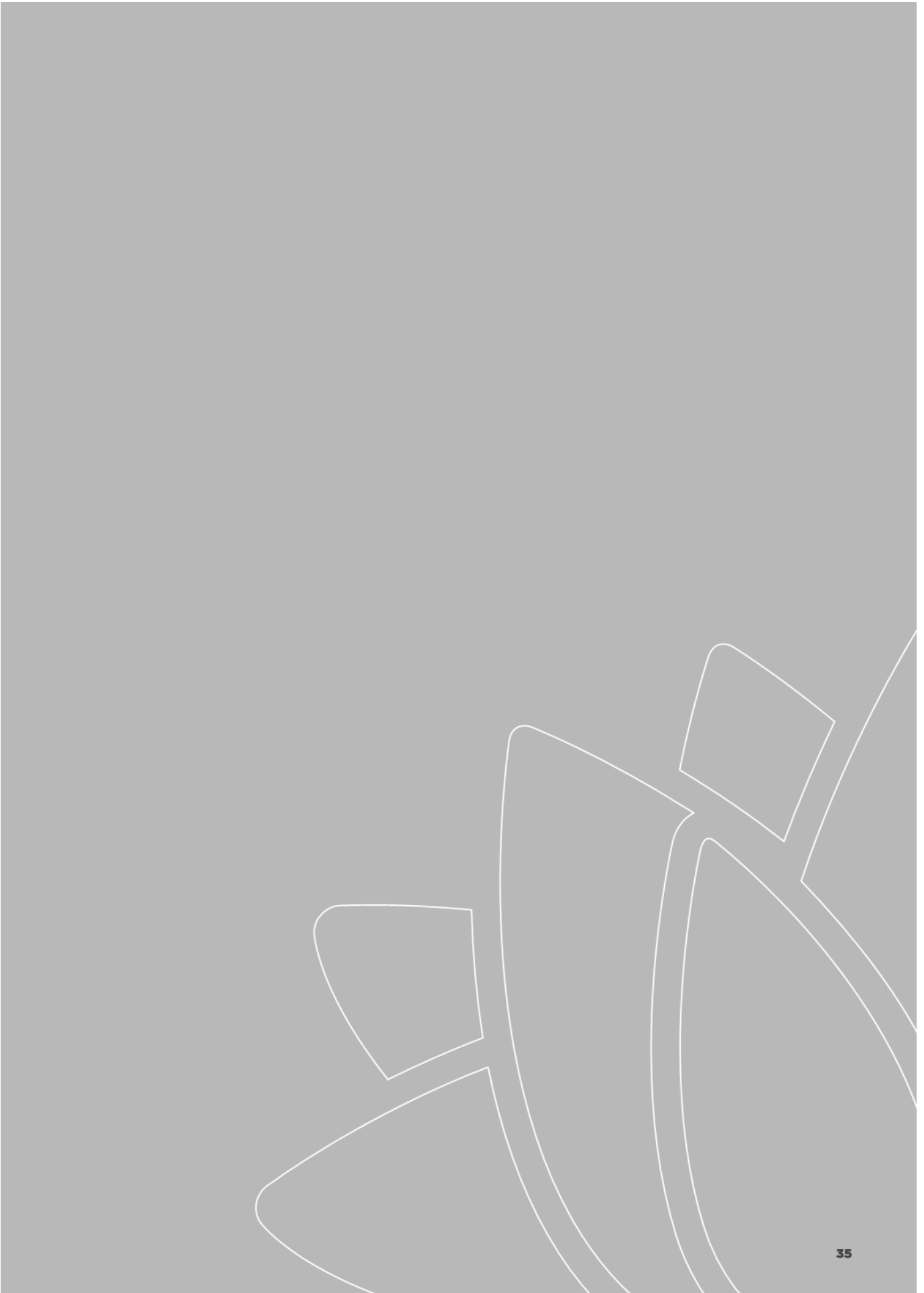
Councils should:

- invest in responsible and sustainable infrastructure for the benefit of the local community
- have effective financial and asset management, including sound policies and processes for:
 - performance management and reporting
 - asset maintenance and enhancement
 - funding decisions, and
 - risk management practices
- have regard to achieving intergenerational equity, including by ensuring that policy decisions are made after considering their financial effects on future generations, and by ensuring that the current generation funds the cost of its services.

Integrated planning and reporting principles (section 8C)

Councils should:

- identify and prioritise key local community needs and aspirations and consider regional priorities
- identify strategic goals to meet those needs and aspirations
- develop activities, and prioritise actions, to work towards the strategic goals
- ensure that the strategic goals, and the activities developed to work towards them, may be achieved within council resources
- regularly review and evaluate progress towards achieving strategic goals
- maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals
- collaborate with others to maximise the achievement of strategic goals
- manage risks to the local community or area or to the council effectively and proactively, and
- make appropriate evidence-based adaptations to meet changing needs and circumstances.



Appendix B:

Roles and Responsibilities under the Act

Governing body of a council (section 223)

The mayor and councillors collectively comprise the governing body of a council. The role of the governing body is to:

- direct and control the affairs of the council in consultation with the general manager
- provide effective civic leadership to the local community
- ensure as far as possible the financial sustainability of the council
- ensure as far as possible that the council acts in accordance with the principles prescribed under the Act and the council's plans, programs, strategies and policies
- develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council
- determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the council's strategic plans and for the benefit of the local area
- keep the performance of the council under review, including service delivery
- make decisions necessary for the proper exercise of the council's regulatory functions
- determine the process for the appointment of the general manager and for monitoring their performance
- determine the senior staff positions within the organisation structure of the council
- consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities, and
- ensure that the council acts honestly, efficiently and appropriately.

The governing body is to consult with the general manager in directing and controlling the affairs of the council.

Individual councillors (section 232)

Councillors are individually and collectively accountable to the local community for the performance of the council. Each councillor has a responsibility to:

- be an active and contributing member of the governing body
- make considered and well informed decisions as a member of the governing body
- participate in the development of the council's integrated planning and reporting framework
- represent the collective interests of residents, ratepayers and the local community
- facilitate communication between the local community and the governing body
- uphold and represent accurately the policies and decisions of the governing body, and
- make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

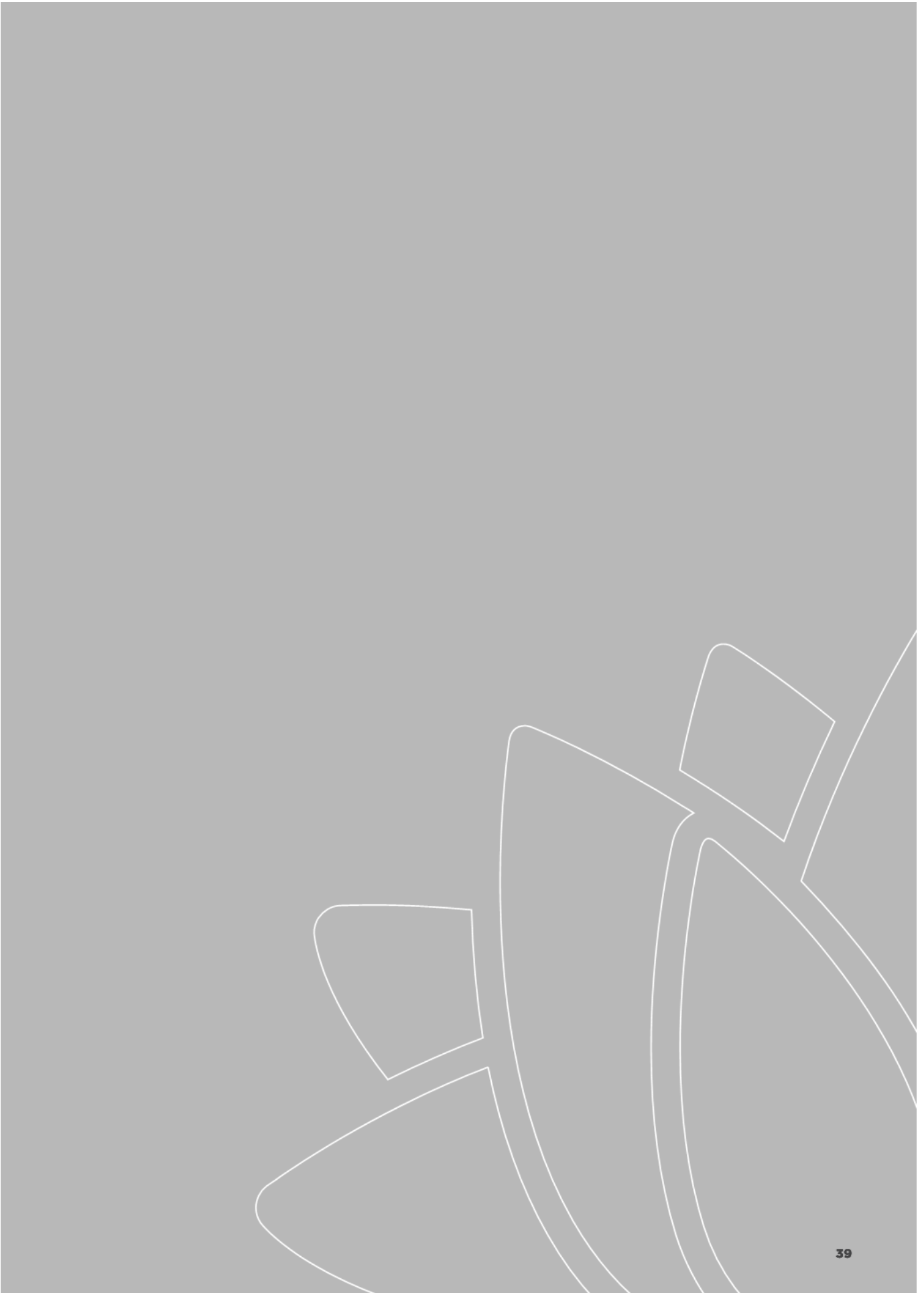
Councillor Induction and Professional Development Guidelines

The mayor (section 226)

The mayor is often considered the voice of the council and the leader of the community. While the mayor has the same roles and responsibilities as councillors, the mayor is essentially the “first among equals” and is expected to exercise a leadership role within a council. This leadership role is reflected in the mayor’s extra responsibilities.

The role of the mayor is to:

- be the leader of the council and a leader in the local community
- advance community cohesion and promote civic awareness
- be the principal member and spokesperson of the governing body, including representing the views of the council in regard to its local priorities
- exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council
- preside at meetings of the council and ensure that meetings of the council are conducted efficiently, effectively and in accordance with the Act
- ensure the timely development and adoption of the council’s strategic plans, programs and policies
- promote the effective and consistent implementation of the council’s strategic plans, programs and policies
- promote partnerships between the council and key stakeholders
- advise, consult with and provide strategic direction to the general manager in relation to the implementation of the council’s strategic plans and policies
- in conjunction with the general manager, ensure adequate opportunities and mechanisms for engagement between the council and the local community
- carry out the civic and ceremonial functions of the mayoral office
- represent the council on regional organisations and at inter-governmental forums at the regional, state and commonwealth levels
- in consultation with the councillors, lead performance appraisals of the general manager, and
- exercise any other functions of the council that the council determines.



Appendix C:

Model Councillor

Induction and Professional

Development Policy

Purpose

The purpose of this policy is to demonstrate X Council's² commitment to ensuring that the mayor and councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993* ('the Act').

Scope

This policy applies to all councillors of X Council, including the mayor.

Policy

Statement of commitment

X Council is committed to developing an induction and ongoing professional development program for the mayor and councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the mayor and each councillor will have a professional development plan that identifies specific gaps in their capabilities (ie their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

Induction program

X Council will develop an induction program for new and returning councillors as well as a supplementary program for the mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. The induction program will cover³:

- an orientation to council facilities and the local government area
- an overview of the key issues and tasks for the new council including council's community strategic plan, delivery program, operational plan, resourcing strategy and community engagement plan
- the legislation, rules, principles and political context under which councils operate
- the roles and responsibilities of councillors and the mayor
- Council's organisational structure, workforce management strategy and the roles and responsibilities of the general manager and council staff
- what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council
- key Council policies and procedures councillors must comply with including the code of conduct
- the role of Council meetings and how to participate effectively in them
- the support available to the mayor and councillors and where they can go to get more information or assistance, and
- information on the process for taking the oath of office and electing the mayor at the first council meeting (where applicable).

² Insert name of your council.

³ Each council is to list the topics it has included in its induction program. See Part C of these Guidelines for further information.

Councillor Induction and Professional Development Guidelines

In the case of the mayor, the program will also cover:

- how to be an effective leader of the governing body and the council
- the role of the Chair and how to chair council meetings
- the mayor's role in integrated planning and reporting
- the mayor's role and responsibilities under the code of conduct
- the mayor's role and responsibilities in relation to the general manager's employment
- the mayor's role at regional and other representative bodies, and
- the mayor's civic and ceremonial role.

The mayor and councillors must have a working knowledge and understanding of these areas by the end of the induction program.

The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure mayors and councillors:

- identify how they would like to work together as a team and identify a common vision for the governing body
- build relationships with each other based on trust and mutual respect that facilitate collaboration
- contribute to a positive and ethical culture within the governing body
- work towards consensus as members of the governing body for the benefit of the community
- develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships
- understand what supports or undermines the effective functioning of the governing body

- respect the diversity of skills and experiences on the governing body, and
- communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

Activities should also help the mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and
- promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.

The mayor and councillors, including those re-elected to office, must attend all induction sessions.

X Council will evaluate the induction program at the end of each council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

Ongoing professional development program

An individual ongoing professional development plan will be developed for the mayor and each councillor to address any gaps in the capabilities (ie the knowledge, skills and attributes) needed to effectively fulfil their role.

Each professional development plan will span the council's term, and identify professional development activities that the mayor or councillor will participate in. Professional development activities will be prioritised according to need and approved by the general manager where council funds are required in accordance with council's councillor and expenses and facilities policy. The Mayor and councillors are expected to complete all the activities included in their professional development plan.

Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:

- 70% of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
- 20% of learning activities are provided via learning and training through others – for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
- 10% of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.

The timing of professional development activities for the mayor and councillors will be designed in such a way so as to not overload councillors with learning activities in the early part of council's term. The timing will reflect what knowledge and skills councillors and the mayor need at various points in council's term to undertake their roles.

The mayor and councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

Responsibilities

The mayor and each councillor are responsible for making themselves available to attend any development activities identified in the professional development plan. The mayor and all councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the council.

[Identify the role or responsible staff member] is responsible for planning, scheduling and facilitating induction and professional development activities for the mayor and councillors in consultation with the general manager.

The general manager has overall responsibility for X Council's induction and professional development program.

Budget

An annual budget allocation will be provided to support the induction and professional development activities undertaken by the mayor and councillors. Expenditure will be monitored and reported quarterly.

Approval of training and/or expenses

Professional development activities that require council funds are to be approved by the general manager in accordance with X Council's Councillor Expenses and Facilities Policy.

Councillor Induction and Professional Development Guidelines

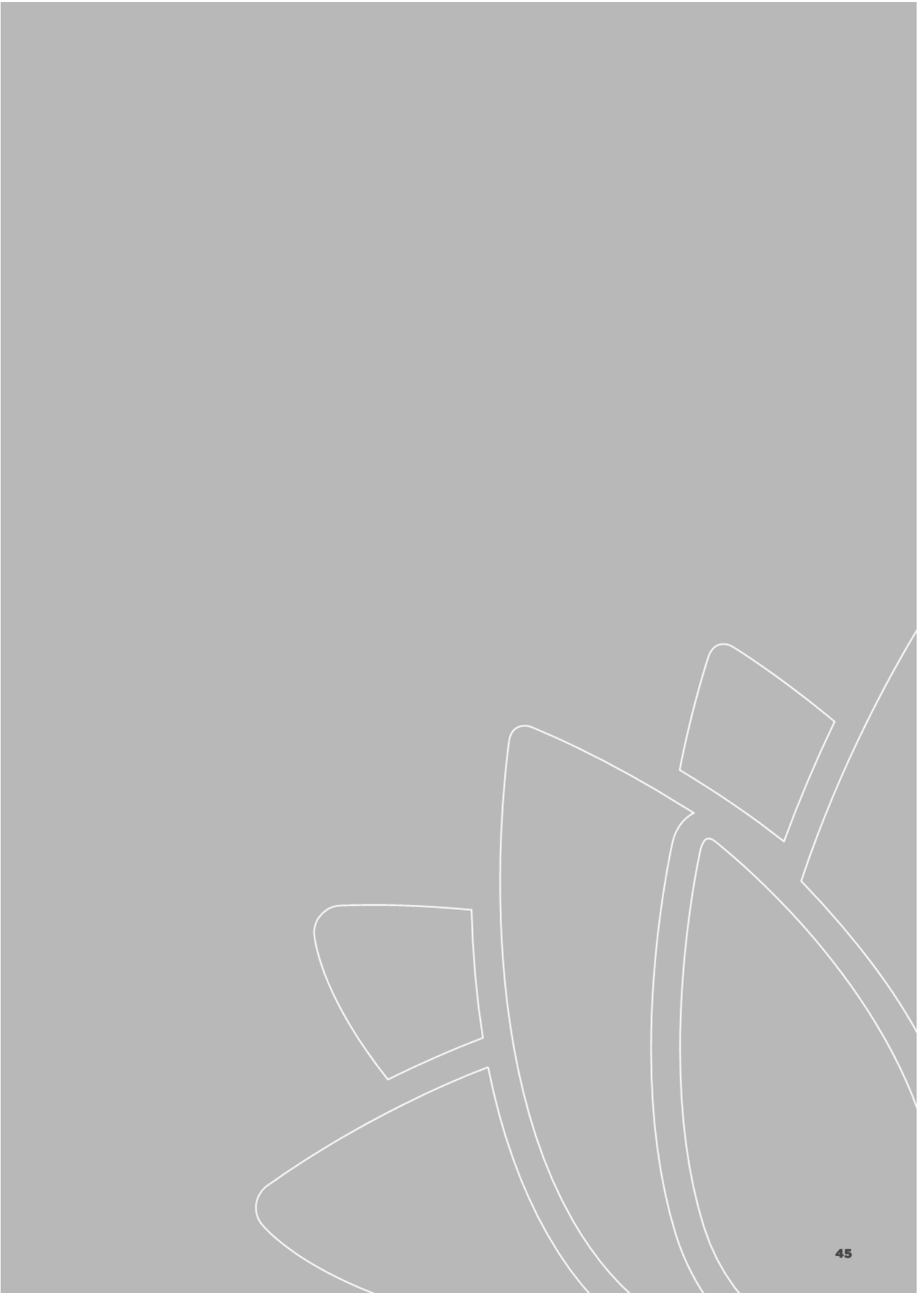
Evaluation

Council will evaluate the professional development program at the end of each council term to assess whether it was effective in assisting the mayor and councillors to develop the capabilities required to fulfil their civic roles.

Reporting

The general manager of X Council will publically report each year in Council's annual report:

- the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
- the name of the mayor and each councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.



Appendix D:

Candidate Information Session

Content Checklist

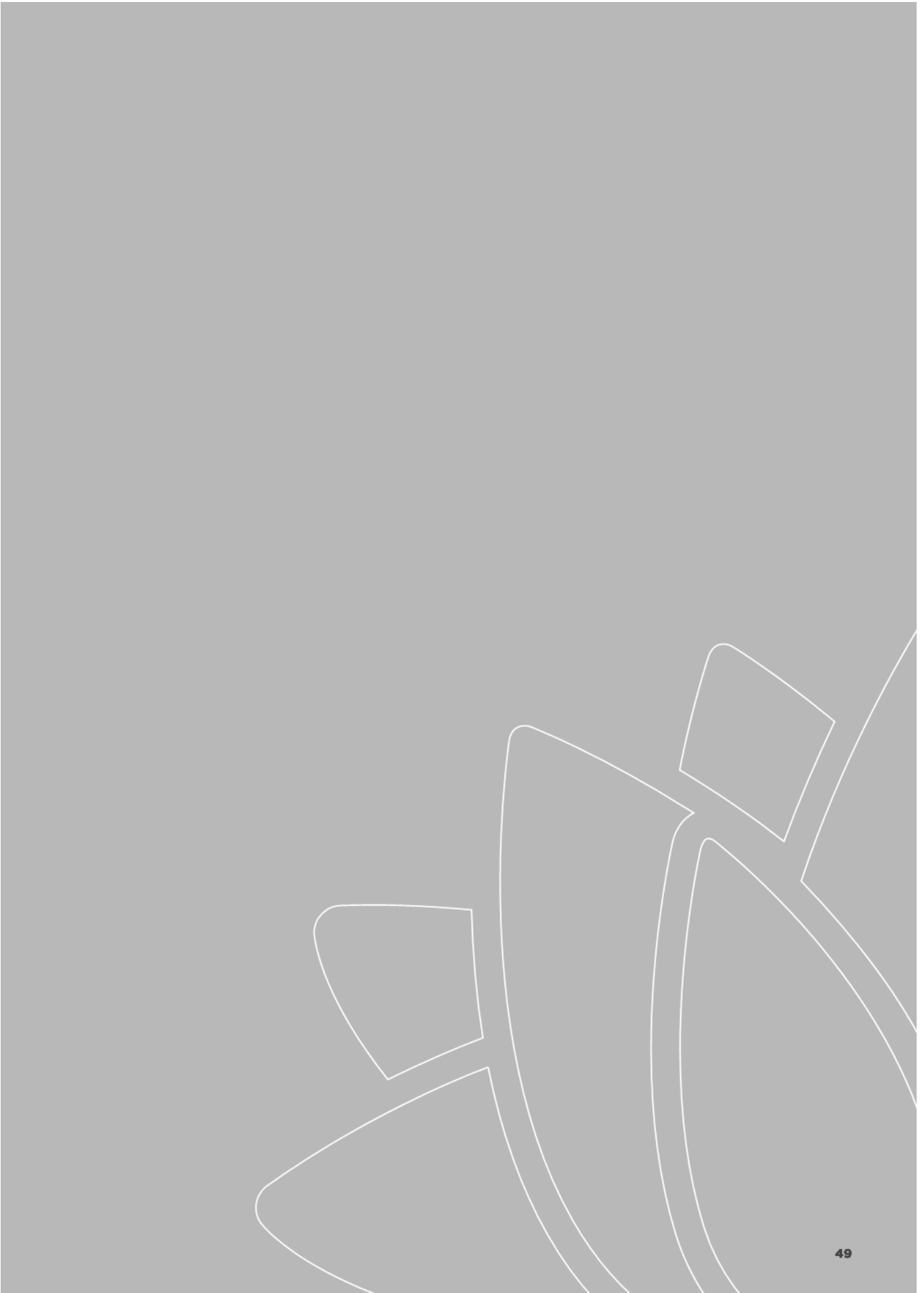


Candidate information session checklist

Topic Area	Suggested Content
Role of council	<ul style="list-style-type: none"> • The role and responsibilities of local government • The guiding principles under the Act that govern council's functions • The purpose of council and committee meetings
Roles and responsibilities of councillors and staff under the Act	<ul style="list-style-type: none"> • The roles and responsibilities of the governing body and individual councillors under the Act, including in relation to integrated planning and reporting • The roles and responsibilities of the mayor as leader of the governing body, including oversight of the general manager • The strategic nature of the roles of elected members compared to the operational roles of the general manager and council staff • The regional and other bodies the council is a member of and the roles of those bodies
Legal and ethical responsibilities	<ul style="list-style-type: none"> • Requirement to take an oath of office • Requirement to meet the ethical standards prescribed under the Act and councils code of conduct, including managing pecuniary and non-pecuniary interests • Outline of the legal responsibilities of councillors under the Act and their personal responsibilities under other legislation, for example in relation to: <ul style="list-style-type: none"> - work health and safety - anti-discrimination - privacy - public access to information - record keeping and records management • Outline of any council policies that councillors will be expected to comply with, for example: <ul style="list-style-type: none"> - councillor and staff interaction policy - code of meeting practice - code of conduct - councillor expenses and facilities policy - conflicts of interest policy - gifts and benefits policy - councillor induction and professional development policy
Skills and knowledge	<ul style="list-style-type: none"> • Outline of the knowledge, skills and personal attributes needed to perform the roles of a councillor or mayor • Outline of the additional knowledge, skills and personal attributes required by the mayor

Councillor Induction and Professional Development Guidelines

Topic Area	Suggested Content
	<ul style="list-style-type: none"> • Participation in council's councillor induction program • Participation in the mayor's supplementary induction program • Expected attendance at council meetings, including meeting days, times, frequency and possible duration • Preparation required for council meetings, for example: <ul style="list-style-type: none"> – attending pre-meeting briefings – reading business papers – ensuring councillors have a full understanding of issues requiring decisions
Time commitment	<ul style="list-style-type: none"> • Potential participation in other meetings, for example extraordinary council meetings, regional bodies, external bodies • Potential attendance at community events, ceremonies and other functions • Responding to media requests and inquiries • Potential participation in formal community consultation processes • Answering letters, emails and phone calls from residents and ratepayers as well as participating in regular informal conversations • Participation in any other activities that are likely to arise and require the mayor or councillors' time
Support available to assist councillors in the role	<ul style="list-style-type: none"> • The annual fees paid to councillors and the mayor • Council's expenses and facilities policy • Council's induction and professional development program for councillors and the mayor • The responsibility of the general manager and staff to provide timely information and advice and the administrative and professional support necessary for councillors to effectively discharge their functions
Ways to gain further understanding	<ul style="list-style-type: none"> • Attendance at a council meeting/s or council committee meeting/s to observe council decision making and meeting practice • NSW Electoral Commission website and other educational materials



Appendix E:

Induction Program

Content Checklist



Induction program checklist

Topic area	Suggested content
Establishment of a well-functioning governing body	<ul style="list-style-type: none"> • Team building activities to help councillors and the mayor: <ul style="list-style-type: none"> - identify how they would like to work together as a team - understand why each councillor is in office and help identify a common purpose and bond between councillors - identify a common vision for the governing body - identify what a successful term in office will look like for council and the community and what is needed from individual councillors and the mayor to achieve this - identify accepted values and behaviours - build relationships with each other based on trust and mutual respect - contribute to a positive and ethical culture within the governing body - value and develop teamwork and collaboration skills - work towards consensus as members of the governing body for the benefit of the community - manage alternative views within the governing body without damaging relationships - develop respectful negotiation and conflict resolution skills - champion and communicate the council's vision and strategic plans as a cohesive team - respect the diversity of skills and experience of the other members of the governing body - communicate and uphold the decisions of council in a respectful way, even if their own position was not adopted - understand what supports or undermines the effective functioning of the governing body - identify appropriate council meeting practice and behaviours - understand their opportunities for influence
Orientation to council facilities and local government area	<ul style="list-style-type: none"> • Guided tour of the council facilities available to councillors, for example, chambers, offices, utilities • Guided tour of the local government area including council facilities, significant sites and projects • Introduction to council staff to help build a positive team culture between the governing body and administration (whilst respecting the legislated separation between the two)

Councillor Induction and Professional Development Guidelines

Topic area	Suggested content
Overview of the key issues and tasks for the new council	<ul style="list-style-type: none"> • The demographic profile of the local government area • Council's current social and economic health and performance • The key social, environmental and economic concerns facing the community • The key issues and tasks the new council will need to address • Any issues faced by previous councils or useful historical information that may impact or assist the new council • The current community strategic plan and the process that led to its development, including its role in informing the new council's activities • Council's current delivery program, operational plan, resourcing strategy and community engagement strategy • Regional and other bodies council is a member of and the roles of those bodies • Overview of council's assets
Legal and political context of local government	<ul style="list-style-type: none"> • The relationship of state and commonwealth governments to local government • The statutory framework that applies to local government • Each of the guiding principles under the Act that govern council's functions • The key accountabilities of the council to the community, the NSW Government and oversight agencies • The roles and responsibilities of oversight agencies such as the: <ul style="list-style-type: none"> - Office of Local Government - Department of Planning and Environment - Environment Protection Authority - NSW Audit Office - Independent Commission Against Corruption, and - NSW Ombudsman • The role and responsibilities of the Minister for Local Government

Induction program checklist

Topic area	Suggested content
Roles and responsibilities of councillors and staff	<ul style="list-style-type: none"> • The process for electing the mayor (if applicable) • The roles and responsibilities of the governing body and individual councillors under the Act including: <ul style="list-style-type: none"> - the strategic nature of their role compared to the operational roles and responsibilities of the general manager and council staff and the limits on councillors role or direction in operational matters - the different roles of the governing body and the general manager in determining council's organisational structure - councillors obligations under council's code of conduct and the <i>Work Health and Safety Act 2011</i> in their dealings and behaviour towards the general manager and staff • The role and responsibilities of the mayor under the Act including: <ul style="list-style-type: none"> - the mayor's civic and ceremonial role and the functions they exercise under this - the mayor's responsibility for exercising day-to-day oversight, monitoring ongoing performance and leading annual performance reviews of the general manager • The roles and responsibilities of the general manager and council staff under the Act including: <ul style="list-style-type: none"> - the responsibility of the general manager and staff to provide timely information and advice to the mayor and councillors and the administrative and professional support necessary to discharge their functions - council's protocol or policy on councillor and staff interaction and how councillors can request assistance or information from staff or forward constituent requests to staff • The regional and other bodies the council is a member of and the roles of those bodies • How to speak to the media appropriately and effectively • Financial and other delegations • Integrated planning and reporting responsibilities

Councillor Induction and Professional Development Guidelines

Topic area	Suggested content
Overview of the key functional areas of council operations and staffing	<ul style="list-style-type: none"> • Council's organisational structure • The role and responsibilities of each business unit or functional area within council, for example: <ul style="list-style-type: none"> - planning and other regulatory functions - assets and infrastructure - financial management - community services - governance - internal audit - teams responsible for implementing key council policies, strategies or programs • Council's workforce management strategy • An overview of the requirements of the <i>Guidelines for the Appointment and Oversight of General Managers</i> released by the Office of Local Government • An overview of the general manager's contract of employment, performance agreement and key performance indicators

Induction program checklist

Topic area	Suggested content
Legal and ethical responsibilities and risk management	<ul style="list-style-type: none"> • Preparation for taking the oath or affirmation of office • All legislation that councillors are expected to comply with, for example in relation to: <ul style="list-style-type: none"> - local government - work health and safety - anti-discrimination - privacy - public access to information - record keeping and records management - tendering and procurement • All council policies and protocols that councillors will be expected to comply with, for example: <ul style="list-style-type: none"> - councillor and staff interaction policy - code of meeting practice - code of conduct - conflicts of interest policy - councillor expenses and facilities policy - gifts and benefits policy - councillor induction and professional development policy - risk management and internal audit policy - media policy • In relation to council's code of conduct: <ul style="list-style-type: none"> - how to identify, disclose and manage pecuniary and non-pecuniary interests - the process for making and managing code of conduct complaints under the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> - the consequences of a breach of council's code of conduct - the definition of "corrupt conduct" under the <i>Independent Commission Against Corruption Act 1988</i> and the potential consequences of engaging in corrupt conduct • Participation in the councillor induction and professional development program • How the council manages risk, including: <ul style="list-style-type: none"> - council's risk management framework - the role of the Audit, Risk and Improvement Committee - council's internal audit function - external audit

Councillor Induction and Professional Development Guidelines

Topic area	Suggested content
Decision-making	<ul style="list-style-type: none"> • The purpose of council meetings • Prescribed meeting rules and council's code of meeting practice • The role of the chair • How to use closed meetings appropriately • What an orderly, effective and efficient council meeting looks like and how it is conducted • How councillors should prepare for a council meeting, including pre-meeting briefings • The role of business papers and meeting minutes and how to understand and interpret them • The role of committees, the committee structure adopted by the council and the functions of each of council's committees
Strategic planning	<ul style="list-style-type: none"> • The statutory requirements for integrated planning and reporting, including its conceptual basis, guiding principles and reporting requirements • How integrated planning and reporting is conducted by council including: <ul style="list-style-type: none"> - council's integrated planning and reporting frameworks, timelines and processes - the mayor's and councillors' roles - community consultation and participation - change management processes - reporting mechanisms
Land use planning	<ul style="list-style-type: none"> • Overview of the land use planning system, including: <ul style="list-style-type: none"> - relevant legislation - the role of council in land use and development approvals - the development assessment and approval process under the <i>Environmental Planning and Assessment Act 1979</i> - the role of independent panels, including Joint Regional Hearing Panels and Independent Hearing and Assessment Panels, in relation to development approvals - the delegations made with respect to development assessments and approvals - the role of environmental planning instruments and how to interpret them - the environmental planning instruments that apply to council's area and the development control plans adopted by council - delegations - the role of oversight agencies, for example, the Department of Planning and Environment and the Greater Sydney Commission - the role of the Minister for Planning

Induction program checklist

Topic area	Suggested content
Natural resource management	<ul style="list-style-type: none"> • Council's public land management responsibilities and the statutory requirements that apply to public land management • Council's natural resource management responsibilities and the regulatory frameworks under which it exercises its functions
Water management (for councils that are water utilities)	<ul style="list-style-type: none"> • Council's water management responsibilities and the regulatory frameworks under which it exercises its functions • Drinking water quality and public health responsibilities • Integrated Water Cycle Management – including water security and asset planning • Water utility operation and performance monitoring
Financial processes and financial management	<ul style="list-style-type: none"> • The responsibility of councillors for the financial management and sustainability of the council under the Act • Council's long-term financial plan and other components of council's resourcing strategy, including revenue sources • How to interpret and understand the financial information contained in financial reports prepared by council
Asset management	<ul style="list-style-type: none"> • Asset management planning requirements • Council's asset management strategy
Customer services and complaints handling	<ul style="list-style-type: none"> • Council's complaints handling process and how councillors should handle constituents' concerns
Support available to assist councillors in their role	<ul style="list-style-type: none"> • The annual fees paid to councillors and the mayor • Council's expenses and facilities policy • Ongoing professional development for the mayor and councillors • The responsibility of the general manager and staff to provide timely information and advice and the administrative and professional support necessary for councillors to effectively discharge their functions
Supplementary topics for mayor	<ul style="list-style-type: none"> • How to be an effective leader of the governing body and the council • The role of the chair and how to chair council meetings • The mayor's role and responsibilities under the code of conduct • The mayor's role in integrated planning and reporting • The mayor's role and responsibilities in relation to the general manager's employment: <ul style="list-style-type: none"> - the requirements of the mayor under the <i>Guidelines for the Appointment and Oversight of General Managers</i> released by the Office of Local Government - how to conduct day-to-day oversight of the general manager including in relation to credit card use and other expenses, and - how to lead recruitment and performance reviews of the general manager • The mayors role on the regional and other bodies they attend on behalf of the council and council's position on the key issues under consideration by these bodies • The mayor's civic and ceremonial role and the community functions the mayor will be expected to attend

Appendix F:

Councillor Induction Manual

Content Checklist



Induction manual checklist

Topic area	Suggested content
Governing body	<ul style="list-style-type: none"> • Summary of the shared purpose, goals, vision and success markers identified by the governing body during the induction process • Summary of the values and behaviours identified by the governing body during the induction process that will characterise the council term
Basic information about the council	<ul style="list-style-type: none"> • Organisational chart and outline of key function and service areas, including those of senior staff • Information and/or chart showing the relationships between councillors and council staff and decision-making processes • List of council facilities and map of the local government area • How to use council's IT system/s • How to raise work, health and safety issues • List of regional bodies and committees council is a member of
Profile of the local government area	<ul style="list-style-type: none"> • Information about council wards • Population statistics • Useful information about the local government area • Useful information about key issues or tasks for the new council
Information about council meetings	<ul style="list-style-type: none"> • Council's code of meeting practice • Agenda and minutes of recent meetings • Meeting times and venues • Deadlines related to meetings, business papers and minutes • List of council committees and their composition
Key planning and policy documents and information	<ul style="list-style-type: none"> • Integrated planning and reporting documents, for example, the current community strategic plan, delivery program, operational plan, community engagement strategy and resourcing strategy, workforce management strategy etc. • List of financial and other delegations • Most recent annual report • End-of-term report of last council term • Council policy documents, including council's: <ul style="list-style-type: none"> - policy register/list of policies - code of conduct - councillor expenses and facilities policy - information access policy - councillor and staff interaction policy and protocol - gifts and benefits policy - media policy - conflicts of interest policy - council's risk management framework and relevant internal audit, external audit and risk management related documents • Any other relevant plans, policies and procedures

Councillor Induction and Professional Development Guidelines

Topic area	Suggested content
Key legislation	<ul style="list-style-type: none"> • Copy of key legislation or relevant excerpts from legislation • Information about the key legislation and regulation under which council exercises its functions, for example: • <i>Local Government Act 1993</i> • <i>Local Government (General) Regulation 2005</i> • <i>Environmental Planning and Assessment Act 1979</i> • <i>Protection of the Environment Operations Act 1997</i> • <i>Work Health and Safety Act 2011</i> • <i>State Records Act 1998</i> • How to access up-to-date versions of the legislation online (www.legislation.nsw.gov.au)
Information about support for councillors	<ul style="list-style-type: none"> • How to make a request or claim under council's expenses and facilities policy • Information about the induction and professional development program • Contact details of council officer/s that councillors may contact for information

Induction manual checklist

Topic area	Suggested content
Other useful resources and/or details about where they may be accessed	<ul style="list-style-type: none"> • Induction program presentations and materials • Contact details for key organisations such as the Office of Local Government and Local Government NSW • The <i>Councillor Handbook</i> released by the Office of Local Government • Bluett's Local Government Handbook NSW • A copy of useful publications and guidance material produced by NSW Government agencies and other bodies (where relevant) in relation to: <ul style="list-style-type: none"> - capital expenditure, tendering and procurement (Office of Local Government, Department of Finance, Services and Innovation) - the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> (Office of Local Government) - the <i>Guidelines for the Appointment and Oversight of General Managers</i> (Office of Local Government) - the <i>Internal Audit Guidelines</i> (Office of Local Government) - land-use planning and development approvals processes (Department of Planning and Environment) - public interest disclosures (NSW Ombudsman) - access to information and privacy (Information and Privacy Commission) - fraud and corruption (Independent Commission Against Corruption, NSW Audit Office) - external audit (NSW Audit Office) - annual reviews and performance audits of local government (NSW Audit Office) - anti-discrimination (Anti-Discrimination Board of NSW) - council rating determinations (Independent Pricing and Regulatory Tribunal) - councillor and mayoral remuneration (Local Government Remuneration Tribunal)

Appendix G:

Local Government

Capability Framework

Personal attributes

	Clr	Mayor
Manage self		
Talks to the mayor/councillor, general manager and other councillors about own role and responsibilities, and seeks feedback	✓	✓
Pursues responsibilities with energy, drive and commitment	✓	✓
Manages own time effectively, balancing demands in line with council priorities	✓	✓
Shows awareness of own strengths and areas for growth	✓	✓
Looks for and takes opportunities to develop knowledge and skills as a councillor	✓	✓
Honestly examines personal motivation and capability as mayor		✓
Reflects on and integrates feedback, showing a capacity and willingness to modify own behaviours		✓
Display resilience and adaptability		
Is flexible and willing to change their mind in light of new information	✓	✓
Stays calm and objective in challenging situations	✓	✓
Advocates constructively for an idea or position, even in the face of strong, contrary views	✓	✓
Listens when challenged and seeks to understand criticisms before responding	✓	✓
Stays positive and perseveres in the face of resistance or setbacks	✓	✓
Accepts public feedback and responds in a thoughtful and considered way	✓	✓
Reads situations quickly and shows leadership in times of crisis		✓
Acts as a stabilising influence in challenging and emotionally charged situations		✓
Act with integrity		
Is open, honest and consistent in words and behaviour	✓	✓
Tells the truth and admits to own mistakes	✓	✓
Maintains confidentiality	✓	✓
Takes steps to clarify ethical issues and seeks advice when unsure what to do	✓	✓
Follows the code of conduct, legislation and policies applicable to councillors/mayors	✓	✓
Speaks out against illegal and inappropriate behaviour and perceived conflicts of interest	✓	✓
Helps councillors understand their obligations to comply with the codes of conduct, legislation and policies		✓
Identifies and discusses ethical issues with councillors		✓
Promotes a culture of integrity within council and in dealings external to council		✓

Councillor Induction and Professional Development Guidelines

	Clr	Mayor
Demonstrate accountability		
Prepares appropriately for council meetings	✓	✓
Acts in the public interest and observes the highest standards of personal conduct at all times	✓	✓
Takes responsibility for fulfilling the role of councillor/mayor to the best of their ability	✓	✓
Is transparent in actions and decision making, declaring potential conflicts	✓	✓
Models the highest standards of accountability, providing transparency to enable public scrutiny		✓
Provides advice on strategies taken by council to be accountable, transparent and efficient		✓

Relationships

	Clr	Mayor
Communicate and engage		
Clearly communicates ideas and arguments	✓	✓
Adjusts tone, pace and message for different audiences	✓	✓
Listens when others are speaking and asks appropriate, respectful questions	✓	✓
Shows sensitivity to cultural, religious and other individual differences when interacting with others	✓	✓
Uses communication channels that are suitable for the diversity in the community	✓	✓
Creates opportunities for people to engage with council and contribute to public disclosure and debate	✓	✓
Community and customer focus		
Keeps up to date on current issues affecting the community	✓	✓
Shows pride in and talks positively about the community and region	✓	✓
Commits time and energy to serving the community	✓	✓
Works towards social, environmental and economic sustainability in the community/region	✓	✓
Collects and uses broad community feedback to identify opportunities for improvement	✓	✓
Builds effective relationships with a range of people who reflect the diversity in the community	✓	✓

Local Government Capability Framework

	Clr	Mayor
Work collaboratively		
Shares information with other councillors about community issues, stakeholders and activities	✓	✓
Is respectful of council staff and receptive to their advice	✓	✓
Shows respect for the diversity of skills and experience on the governing body	✓	✓
Initiates collaborative forums on issues facing the community	✓	✓
Works together with stakeholder networks for the benefit of the community and region	✓	✓
Encourages councillors to work collaboratively		✓
Builds a productive working relationship with the general manager based on clear expectations, trust and respect		✓
Supports positive relations between the general manager and the governing body		✓
Builds partnerships between council and external stakeholders that are of strategic value to council		✓
Facilitates and supports strategic collaboration with other councils to benefit the broader region		✓
Influence and negotiate		
Uses understanding of political processes and networks to develop a negotiation strategy	✓	✓
Listens to contrary points of view and endeavours to find common ground	✓	✓
Influence others with a fair and considered approach and sound arguments	✓	✓
Avoids starting from an entrenched position and is willing to give and take	✓	✓
Wins concessions without damaging relationships	✓	✓
Establishes and maintains relationships outside council in order to find common ground and further council's position		✓
Anticipates points of contention and plans negotiations accordingly		✓
Steers discussion and debate towards achieving an acceptable outcome		✓

Councillor Induction and Professional Development Guidelines

Results

	Clr	Mayor
Plan and prioritise		
Identifies and pursues critical priorities and sets aside less critical activities	✓	✓
Contributes to setting clear performance goals that include quality measures	✓	✓
Considers council performance reports and rollover of projects when making new plans	✓	✓
Considers the impact of changes, e.g. government policy/economic conditions and budgets, on strategic plans	✓	✓
Incorporates sound risk management principles into strategic planning	✓	✓
Works with the general manager to translate strategic direction into a delivery program and operational plan		✓
Monitors progress against the delivery program and operational plan		✓
Considers council's current and potential future role within the community and region when planning		✓
Think and solve problems		
Gathers and investigates information from a variety of sources	✓	✓
Asks questions to get to the heart of the issue and define the problem clearly	✓	✓
Considers the broader context and long-term impacts of policy options	✓	✓
Works with others to assess options and identify appropriate solutions	✓	✓
Create and innovate		
Thinks about issues and opportunities from different viewpoints	✓	✓
Looks for non-obvious solutions	✓	✓
Encourages independent thinking and new ideas from others	✓	✓
Explores innovative solutions with long-standing community-wide impact	✓	✓
Deliver results		
Monitors and provides advice on the delivery of customer/community focused services	✓	✓
Instigates and champions initiatives to deliver community outcomes	✓	✓
Identifies and addresses potential risks to the achievement of council goals	✓	✓
Engages with senior staff about strategies to improve council performance		✓

Local Government Capability Framework

Resources

	Cllr	Mayor
Finance		
Uses basic financial terminology appropriately	✓	✓
Makes informed contributions to debate about the allocation of financial resources	✓	✓
Demonstrates respect for public funds and the obligation to manage council resources responsibly	✓	✓
Is aware of financial risks and strategies to manage and minimise these	✓	✓
Is able to discuss implications of council's long term financial plan, audited financial statements and budget reviews	✓	✓
Identifies and supports opportunities to generate revenue and attract investment	✓	✓
Promotes the role of sound financial management and its impact on council effectiveness		✓
Assets and tools		
Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan	✓	✓
Makes informed contributions to debate about the allocation of assets to community priorities	✓	✓
Supports asset risk minimisation strategies, plans and outcomes for council	✓	✓
Promotes the role of councils as custodians of community assets	✓	✓
Ensures asset management decisions consider long term financial sustainability	✓	✓
Promotes the role of sound asset management and its impact on long term financial sustainability		✓
Technology and information		
Uses a range of technologies to communicate and engage with the community	✓	✓
Supports the introduction of new technologies to improve the efficiency and effectiveness of the council	✓	✓
Procurement and contracts		
Exercises commercial acumen in reviewing and approving council contracts and tenders	✓	✓
Makes decisions on council tenders according to value for money, probity and community benefit	✓	✓

Councillor Induction and Professional Development Guidelines

Civic leadership

	Clr	Mayor
Represent communities		
Makes themselves available to discuss issues and council activities with members of the community	✓	✓
Seeks to understand the range of views on complex issues in the community	✓	✓
Raises issues that are important to constituents with council	✓	✓
Treats all people in the community impartially and champions their right to be heard	✓	✓
Uses a variety of approaches to gather views from a range of individuals and organisations		✓
Advocates for local interests in dealings with external stakeholders, including other sectors and governments		✓
Inspire direction and purpose		
Demonstrates passion, enthusiasm and personal dedication to council's vision for the community	✓	✓
Champions the community strategic plan and communicates the way forward	✓	✓
Encourages community involvement in council planning processes	✓	✓
Communicates the context and parameters surrounding council strategies and plans	✓	✓
Communicates the purpose and plans using a variety of channels to reach many audiences		✓
Regularly communicates progress against the community strategic plan		✓
Govern responsibly		
Contributes constructively to debate in council	✓	✓
Works towards consensus as a member of the governing body	✓	✓
Contributes to a positive and ethical culture within the governing body	✓	✓
Participates responsibly in exercising council's employer functions in relation to the general manager	✓	✓
Acts in a way that preserves the health and safety of people in the council workplace	✓	✓
Leads constructive council meetings with a view to reaching consensus		✓
Cultivates a positive and ethical culture within the governing body		✓
Works with the general manager to ensure legal and regulatory frameworks are applied consistently by council		✓
Sets clear performance standards for the general manager and monitors progress		✓
Regularly discusses performance with the general manager and addresses performance issues early		✓

Local Government Capability Framework

	Cllr	Mayor
Make quality decisions		
Makes considered decisions on merit in the public interest	✓	✓
Considers information about the context and regulatory environment before making decisions	✓	✓
Considers financial and budget implications, including value for money, in making decisions	✓	✓
Explains council decision-making process to constituents	✓	✓
Communicates the decisions of council in a respectful way, even if own position was not adopted	✓	✓
Assists the community to understand council decisions in context, considering priorities and constraints	✓	✓
Ensures council works through issues, considering all relevant information, before making decisions		✓
Ensures council considers financial and budget implications in making decisions		✓





GOVERNANCE, RISK MANAGEMENT AND BUSINESS IMPROVEMENT COMMITTEE

TERMS OF REFERENCE

1. OBJECTIVE

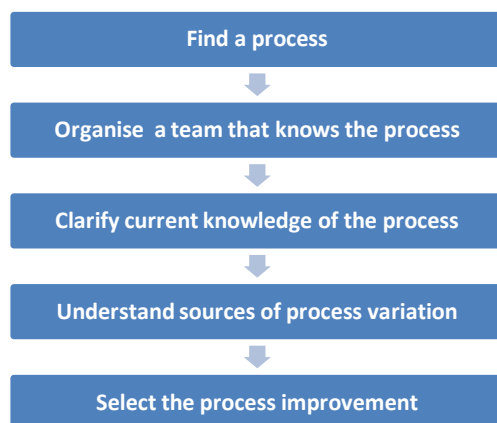
The objective of the Governance, Risk Management and Business Improvement Committee (Committee) is to provide independent assistance to Cabonne Council on risk management, internal controls, governance, compliance and audit, workplace health and safety and business improvement.

This Committee replaces the previous Council committee of:

- Internal Audit

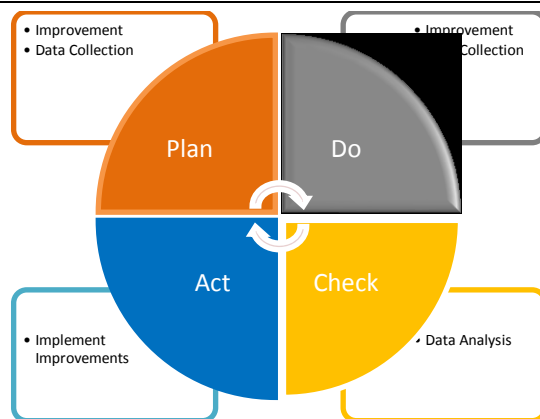
Business improvement is a cycle of improving the way organisations operate. Audit is one tool to identify non-compliance, risk and opportunities for improvement.

CONTINUOUS IMPROVEMENT CYCLE



AUDIT CYCLE





2. ROLES AND RESPONSIBILITIES

The Committee has no executive powers, except those expressly provided by the Council. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities include oversight of **three key Council programs**:

RISK MANAGEMENT & AUDIT	WORKPLACE HEALTH & SAFETY	BUSINESS IMPROVEMENT
-------------------------	---------------------------	----------------------

RISK MANAGEMENT & AUDIT

Risk –

- ✓ Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud;
- ✓ Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- ✓ Review the impact of the risk management framework on its control environment and insurance arrangements;
- ✓ Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.
- ✓ Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- ✓ Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;

- ✓ Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- ✓ Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- ✓ Review whether management has taken steps to embed a culture which is committed to ethical and lawful behavior.

Audit –

- ✓ Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards including all relative legislative requirements and supported by appropriate management sign-off on the statements and the adequacy of internal controls;
- ✓ Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments;
- ✓ Provide input and feedback on the financial statements and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided;
- ✓ Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management;
- ✓ Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken;
- ✓ Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit;
- ✓ Review the internal audit coverage and internal audit plan, ensure the plan has considered the risk management plan, and approve the plan;
- ✓ Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices;
- ✓ Monitor the implementation of internal audit recommendations by management;
- ✓ Periodically review the internal audit charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place; and
- ✓ Periodically review the performance of internal audit.

WORKPLACE HEALTH & SAFETY

- ✓ Monitor Council's Workplace Health and Safety policies, procedures and programs;
- ✓ Advice on Workplace Health and Safety training and education;
- ✓ The provision of information to the employees on the importance of safety in the workplace;

- ✓ Health and safety matters which have been formally referred to the immediate Supervisor and have not been acted upon;
- ✓ Register of Injury review;
- ✓ Workplace inspections, evaluations and audits;
- ✓ Workplace design;
- ✓ Work systems;
- ✓ Operating procedures;
- ✓ Emergency procedures and drills;
- ✓ Technological change;
- ✓ Personal protective and safety equipment;
- ✓ Rectification of unsafe and unhealthy conditions; and
- ✓ Other issues as outlined in the current legislation and regulations.

BUSINESS IMPROVEMENT

Monitor Business Improvement initiatives, programs or activities as they relate to the risk management framework and internal audit, including:

- ✓ Organisational Reviews;
- ✓ Service delivery reviews;
- ✓ Establishment of performance criteria and development of monitoring and reporting against performance across a range of indicators;
- ✓ Business Improvement Program (BIP); and
- ✓ Promotion of business improvement outcomes and advocating for a continuous improvement culture within Cabonne.

3. AUTHORITY

The Council authorises the Committee, within the scope of its roles and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).

- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or councilor at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities.

4. COMPOSITION AND TENURE

The Committee will consist of the following:

Members (voting)

- Mayor
- Two Independent external members (not a member of the Council) with relevant experience or qualifications (note the independent members are paid for their services).

Attendee (non-voting)

- General Manager
- Director of Finance & Corporate Services and/or an appointed Secretariat of the Audit Committee
- Risk Officer
- WHS Representative on an as needs basis

Invitees (non-voting) for specific Agenda items

- Representatives of the external auditor
- Other officers may attend by invitation as requested by the Committee.

The independent external members will be appointed for the term of Council, after which they will be eligible for extension or re-appointment following a formal review of their performance.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

5. FORMAT OF THE MEETINGS

As this committee meeting has three key focus areas the meetings will be constructed such that WHS representatives will only be required to attend the meeting for items relating to this function.

6. RESPONSIBILITIES OF MEMBERS

Members of the Committee are expected to:

- Understand the relevant legislation and regulatory requirements appropriate to the council of Cabonne Council;
- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectivity and good judgement;
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

7. REPORTING

At the first Committee meeting after 30 June each year, the Committee will provide a report of:

- The performance of Risk and Internal Audit programs for the financial year as measured against agreed key performance indicators.
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.
- The performance of Workplace Health and Safety programs for the financial year as measured against agreed key performance indicators.
- The performance of Continuous Improvement programs for the financial year as measured against key performance indicators.
- The Committee may at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

The secretary of the Committee (Director of Finance and Corporate Services should provide a report to full council following each meeting providing copy of minutes and outcomes being achieved through this Committee).

8. MEETINGS

The need for any additional meetings will be decided by the Chair of the Committee, though other committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year.

9. ATTENDANCE AT MEETINGS AND QUORUMS

A quorum will consist of a majority of Committee members, including at least one independent member. Meetings can be held in person, by telephone, video or web conference.

A person/team conducting the internal or financial audit will be invited to attend meetings as determined by the Committee. The Committee may also request the Director of Finance and Corporate Services or any other employees to participate for certain agenda items, as well as the external auditor.

10. SECRETARIAT

The Secretariat for this Committee is the responsibility of the Director of Finance and Corporate Services and is the link between the Committee and the day to day operations and staff of the Council. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

11. CONFLICTS OF INTEREST

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from the Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

12. INDUCTION

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

13. ASSESSMENT ARRANGEMENTS

The Chair of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

14. REVIEW OF COMMITTEE CONSTITUTION

At least once every two years the Committee will review this Governance, Risk Management and Business Improvement Committee Constitution. The Committee will approve any changes to this Constitution.

Approved:	Committee Meeting Date:
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REPORT OF THE GOVERNANCE, RISK MANAGEMENT AND BUSINESS IMPROVEMENT
MEETING HELD AT THE COUNCIL CHAMBERS MOLONG ON WEDNESDAY 31
OCTOBER, 2018 COMMENCING AT

Page 1

TABLE OF CONTENTS

ITEM - 1 RISK MANAGEMENT COORDINATORS REPORT	1
ITEM - 2 2017/18 STATUTORY ACCOUNTS	1
FOR NOTATION.....	1
CONFIDENTIAL ITEMS	ERROR! BOOKMARK NOT DEFINED.
ADDITIONAL ITEMS	1

THIS IS PAGE NO 1 OF THE REPORT OF THE GOVERNANCE, RISK MANAGEMENT AND
BUSINESS IMPROVEMENT MEETING OF CABONNE COUNCIL HELD ON 31 OCTOBER,
2018

**REPORT OF THE GOVERNANCE, RISK MANAGEMENT AND BUSINESS IMPROVEMENT
MEETING HELD AT THE COUNCIL CHAMBERS MOLONG ON WEDNESDAY 31
OCTOBER, 2018 COMMENCING AT**

Page 1

PRESENT Kevin Beatty, Stephen Harding, Luke Taberner, Debra Hamilton, Phil Burgett, Steve Kent (via telephone), John O'Malley (via telephone).

ITEM - 1 RISK MANAGEMENT COORDINATORS REPORT

Proceedings in Brief

The major risks identified in the strategic risk register were discussed. It was noted that Council is currently addressing risk numbers 602,609 and 771. It was commented by the committee that the major risks identified in the register were good serious issues.

RECOMMENDATION (Burgett/Kent)

THAT the report be noted.

ITEM - 2 2017/18 STATUTORY ACCOUNTS

Proceedings in Brief

The accounts were presented to the committee with commentary from the DFCS. The auditor, John O'Malley phoned in to discuss the accounts. The accounts show Council to be in a strong financial position which is sustainable into the foreseeable future.

RECOMMENDATION (Burgett/Kent)

THAT the committee endorse the 2017/18 Financial Statements

FOR NOTATION

ADDITIONAL ITEMS

Steve Kent indicated that due to poor health he had not completed a report on the activities of the committee, and that due to him leaving the committee he would not be able to complete this task. Phil Burgett undertook to complete this report.

**THIS IS PAGE NO 1 OF THE REPORT OF THE GOVERNANCE, RISK MANAGEMENT AND
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OCTOBER, 2018 COMMENCING AT**

Page 2

There being no further business, the meeting closed atpm.

**THIS IS PAGE NO 2 OF THE REPORT OF THE GOVERNANCE, RISK MANAGEMENT AND
BUSINESS IMPROVEMENT MEETING OF CABONNE COUNCIL HELD ON 31 OCTOBER,
2018**

FREQUENTLY ASKED QUESTIONS

What is the purpose of the Model Code of Conduct?

The *Model Code of Conduct for Local Councils in NSW* prescribes the minimum ethical and behavioural standards all council officials in NSW are required to comply with. In doing so it seeks to:

- prescribe uniform minimum ethical and behavioural standards for all councils in NSW
- provide clear guidance to council officials on the minimum ethical and behavioural standards expected of them as council officials
- provide clear guidance to local communities on the minimum ethical and behavioural standards they can expect of the council officials who serve them
- promote transparency and accountability
- promote community confidence in the integrity of the decisions councils make and the functions they exercise on behalf of their local communities, and
- promote community confidence in the institution of local government.

How is the Model Code of Conduct prescribed?

The Model Code of Conduct is prescribed under section 440 of the *Local Government Act 1993* (LGA) and the *Local Government (General) Regulation 2005* (the Regulation).

Under section 440 of the LGA, each council is required to adopt a code of conduct based on the Model Code of Conduct prescribed under the Regulation. Councils may enhance or strengthen the standards prescribed under the Model Code of Conduct in their adopted codes of conduct to make them more onerous. Councils may also supplement the provisions contained in the Model Code of Conduct with additional provisions in their adopted codes of conduct.

However, councils cannot dilute or weaken the standards prescribed in the Model Code of Conduct in their adopted codes of conduct. Provisions contained in a council's adopted code of conduct that are less onerous than those prescribed under the Model Code of Conduct will be invalid and the equivalent provisions of the Model Code of Conduct will override them through the operation of section 440 of the LGA.

How are the Procedures prescribed?

The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* are prescribed under section 440AA of the LGA and the Regulation. Under section 440AA, each council is required to adopt procedures for the administration of their adopted code of conduct based on the Model Procedures prescribed under the LGA and Regulation. Councils' adopted procedures may contain provisions that supplement the Model Procedures, but a council's adopted procedure has no effect to the extent that it is inconsistent with the Model Procedures prescribed under the Regulation.

Are joint organisations and county councils required to adopt the Model Code of Conduct and Procedures?

Yes.

Who does the Model Code of Conduct apply to?

Section 440 of the LGA specifies the classes of council officials that a Model Code of Conduct prescribed under the Regulation may apply to. Under section 440, a Model Code of Conduct may be prescribed that applies to councillors, members of staff of

councils and delegates of councils. For this reason, the Model Code of Conduct prescribed under the Regulation only applies to councillors, council staff and delegates of councils (including members of committees that are delegates of councils). These are all defined as “council officials” for the purposes of the Model Code of Conduct and the Procedures.

Section 440 also allows regulations to be made to apply the provisions of the Model Code of Conduct relating to the disclosure of pecuniary interests to members of a committee of a council (including the Audit, Risk and Improvement Committee) and advisers to councils. A regulation has been made to give effect to this and the new Model Code of Conduct contains provisions prescribing the obligations of committee members and advisers to councils in relation to the disclosure of pecuniary interests.

What is the regulatory scope of the Model Code of Conduct?

The Model Code of Conduct applies to any conduct by a “council official” that is connected with their role as a council official or the exercise of their functions as a council official.

It is the personal responsibility of all council officials to ensure that their conduct complies with the ethical and behavioural standards prescribed under the Model Code of Conduct. This applies to both the exercise by council officials of their functions as a council official and any conduct (including in a private capacity) that is connected with their role as a council official.

Can councils adopt separate codes of conduct for councillors, staff and delegates and committee members?

Yes. Some councils indicated in their feedback on the consultation draft of the Model Code of Conduct, a preference for adopting separate codes of conduct for councillors, staff and delegates and committee members instead of a single code of conduct applying to all council officials.

There is nothing to prevent councils from doing so, provided that the adopted codes of conduct, taken together as a package, reflect all the provisions contained in the prescribed Model Code of Conduct and are consistent with it. To assist councils to do this, OLG has prepared bespoke versions of the Model Code of Conduct for councillors, staff and delegates and committee members for adoption instead of a single code of conduct for councils wishing to do this.

Can a council extend the application of its adopted code of conduct to persons other than councillors, council staff and delegates of council?

Yes. There is nothing under the LGA to prevent a council, when adopting a code of conduct based on the Model Code of Conduct, to extend its application to persons other than councillors, council staff and delegates of council.

In adopting a code of conduct based on the Model Code of Conduct, councils may amend the provisions of the Model Code of Conduct and the associated Procedures to extend their application to contractors, community members of wholly advisory committees and/or volunteers. In doing so, to be effective, councils will also need to make it a condition of a contractor's engagement or volunteer's or advisory committee member's appointment that they comply with the council's adopted code of conduct.

How many iterations of the Model Code of Conduct and Procedures have there been?

The Model Code of Conduct has been reviewed every four years to address new and emerging issues and to reflect shifting community standards and expectations. The 2018 version of the Model Code of Conduct is the fourth iteration. The first iteration of the Model Code of Conduct was prescribed in January 2005 in support of amendments to the LGA that required the adoption of a code of conduct based on a prescribed Model Code of Conduct. Before this, councils were free to adopt their own codes of conduct with the result that ethical standards varied from council to council.

The 2018 version of the Procedures is the second iteration. The first iteration of the Procedures was prescribed in March 2013 in support of amendments to the LGA that required the adoption of procedures for the administration of council's adopted codes of conduct based on a prescribed Model Procedure.

Why was the new Model Code of Conduct developed?

The new 2018 version of the Model Code of Conduct gives effect to a key reform made by amendments passed by the NSW Parliament to consolidate the prescription of all ethical standards for local government into a single statutory instrument. Previously, ethical standards were prescribed from three sources, the pecuniary interest provisions of the LGA and the Regulation and the Model Code of Conduct.

Consolidating all ethical standards into a single instrument will:

- result in a better understanding of, and compliance, with ethical standards - council officials will no longer need to be familiar with their obligations prescribed from three separate statutory sources, the LGA, the Regulation and the Model Code of Conduct
- allow pecuniary interest breaches by councillors to be treated as "misconduct", meaning that minor breaches can be dealt with by the Chief Executive of OLG as an alternative to referral to the NSW Civil and Administrative Tribunal (NCAT) and suspensions for pecuniary interest breaches will be counted towards disqualification for the purposes of the "three strikes" automatic disqualification
- allow greater flexibility and efficiency in updating the standards to address emerging issues - amendments will now be able to be made by way of a Regulation amendment.

How were the new Model Code of Conduct and Procedures developed?

Moving the pecuniary interest provisions to the Model Code of Conduct necessitated a rewrite of the Model Code of Conduct. As part of this process, it was decided to also undertake a comprehensive review of the existing provisions of the Model Code of Conduct (as part of the regular four-year review cycle) and the Procedures.

In undertaking the review, OLG consulted extensively with councils and other stakeholders. In developing the new Model Code of Conduct and Procedures, there have been two rounds of public consultation:

- in late 2016, submissions were invited suggesting changes and improvements to the existing Model Code of Conduct and Procedures
- based on the feedback received from the first round of consultation, consultation drafts of the proposed new Model Code of Conduct and Procedures were developed and issued for comment.

The final versions of the 2018 Model Code of Conduct and Procedures have been informed by the comment received in response to the consultation drafts.

What changes have been made in the 2018 version of the Model Code of Conduct?

The most obvious change is that the pecuniary interest provisions previously contained in the LGA and Regulation have now been included in the Model Code of Conduct.

One of the recurrent themes of the feedback received in the first round of consultation on the new Model Code of Conduct was that the “principles-based” approach to prescribing ethical and behavioural standards in the previous version of the Model Code of Conduct resulted in some of the prescribed standards being too vague, meaning that the ethical and behavioural standards expected of council officials were unclear and that almost anything could potentially constitute a breach of a council’s code of conduct. In response to this, the Model Code of Conduct has been substantially redrafted to be more prescriptive and to more clearly identify the behaviours that it seeks to deter.

Other key changes include:

- new standards relating to discrimination and harassment, bullying, work health and safety, behaviour at meetings, access to information and maintenance of council records
- new rules governing the acceptance of gifts including mandatory reporting
- a new ongoing disclosure requirement for councillors and designated persons requiring disclosure of new interests in returns of interests within three months of becoming aware of them
- councillors will be required to disclose in their returns of interests whether they are a property developer or a close associate of a property developer.

What changes have been made to the previously approved version of the Model Code of Conduct posted on OLG’s website on 5 September 2018?

Provisions governing the use of social media (clause 8.21) in the previously released version of the Model Code issued on 5 September 2018 have been removed. However, it remains open to councils to adopt this provision as a supplementary provision of their code of conduct, should they choose to do so. Should councils require further assistance in relation to this, they may contact OLG’s Council Governance Team.

What changes have been made in the 2018 version of the Procedures?

In response to feedback, changes have been made to the Procedures to address the following issues:

- the role of the general manager in the receipt and initial management of code of conduct complaints about councillors
- the ability of complainants, who are unhappy with decisions of the council, to misuse councils’ codes of conduct by repackaging routine complaints as “code of conduct complaints”
- the lack of recourse against members of the public who inappropriately disclose information about complaints they have made under a council’s code of conduct.

These changes are outlined below:

How can councils outsource and centralise the management of complaints about councillors through regional arrangements under the new Procedures?

The new Procedures have sought to address concerns about the role of the general manager in the receipt and initial management of code of conduct complaints about councillors by giving general managers (and mayors in the case of complaints about the general manager) the flexibility to delegate their functions under the Procedures to another member of staff or a person external to the council.

The new Procedures have also been designed to allow councils to centralise the management of code of conduct complaints through a joint organisation, a regional organisation of councils or another shared arrangement should they choose to do so. This could be done, for example, through the establishment of a broader internal ombudsman function in a joint organisation or regional organisation of councils or through another shared arrangement to service member councils.

In particular:

- councils are able to establish and maintain regional panels of conduct reviewers through a joint or regional organisation of councils or another shared arrangement
- a staff member of a joint or regional organisation of councils or another member council can (in consultation with and through the executive officer of the joint organisation or general manager of the employer council) be appointed by general managers of member councils as the complaints coordinator for all member councils
- general managers and mayors of member councils can (in consultation with and through the executive officer of the joint organisation or general manager of the employer council) delegate their complaints management functions under the Procedures to a joint organisation or regional organisation of councils or to a staff member of another member council
- councils' internal ombudsman may, with the approval of OLG, be appointed to a panel of conduct reviewers allowing them to exercise the functions of a conduct reviewer, subject to their being able to meet the qualification criteria for conduct reviewers and being able to demonstrate to OLG's satisfaction a requisite degree of independence from member councils.

This offers a number potential benefits:

- centralisation of these functions through a joint organisation, a regional organisation of councils or another shared arrangement has the potential to deliver efficiencies and economies of scale and allows the development of a body of expertise within the region in the management of code of conduct complaints
- it allows general managers and mayors to divest themselves of the sometimes onerous responsibilities associated with code of conduct complaints management, allowing them to focus on their core responsibilities
- it allows all code of conduct complaints about mayors, councillors and general managers to be managed independently of the councils they relate to.

How do the new Procedures address misuse of councils' codes of conduct?

The purpose of a council's code of conduct is to prescribe the ethical and behavioural standards council officials are expected to comply with. The purpose of the Procedures is to support the enforcement of those standards. Consistent with this, councils' codes of conduct should not be used to deal with routine complaints.

The definition of a “code of conduct complaint” under the new Procedures has been tightened up to address the potential for misuse of councils’ codes of conduct to re-litigate council decisions a person may disagree with or to re-prosecute complaints that have previously been addressed under councils’ routine complaints management processes.

To be a code of conduct complaint, a complaint must show or tend to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council’s code of conduct. Complaints that do not meet this definition of a “code of conduct complaint” must not be dealt with under the Procedures and are to be dealt with under councils’ routine complaints management processes.

The new Procedures make it clear that the following are not code of conduct complaints:

- complaints about the standard or level of service provided by a council or a council official
- complaints that relate solely to the merits of a decision made by a council or a council official or the exercise of a discretion by a council or a council official
- complaints about the policies or procedures of a council
- complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council’s code of conduct.

What recourse do the new Procedures provide against persons who inappropriately disclose information about code of complaints they have made?

Allegations of breaches of a council’s code of conduct must not be made publicly and information about code of conduct complaints and the consideration of code of conduct complaints is not to be publicly disclosed. This is to ensure the allegations are dealt with appropriately and fairly in accordance with the prescribed Procedures for the management of code of conduct complaints.

While council officials disclosing this information may face disciplinary action, under the previous Procedures there was no recourse against members of the public who did so. Under the new Procedures, where members of the public publicly disclose information about a code of conduct complaint they have made, general managers can determine, with OLG’s consent, that the complainant is to receive no further information about their complaint and any future code of conduct complaints they make (subject to the requirements of the *Government Information (Public Access) Act 2009*).

When must councils adopt a new code of conduct and procedures based on the new prescribed Model Code of Conduct and Procedures?

Councils have six months from the date of prescription, (**14 December 2018 – 14 June 2019**) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures.

What are the transitional arrangements for the new Model Code of Conduct and Procedures?

The following transitional arrangements apply to the new Model Code of Conduct and Procedures:

- Councils' existing adopted codes of conduct and procedures will remain in force until such time as councils adopt a new code of conduct and procedures based on the Model Code of Conduct and Procedures prescribed under the Regulation.
- If a council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and Procedures through the operation of sections 440(4) and 440AA(4) of the LGA (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct).
- In adopting a new code of conduct and procedures, councils may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Councils may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct.
- Code of conduct complaints must be assessed against the standards prescribed under the version of the council's code of conduct that was in force at the time the conduct the subject of the complaint is alleged to have occurred.
- Code of conduct complaints must be dealt with in accordance with the version of the council's procedures that was in force at the time the complaint was made.

Where can I get Word© versions of the new Model Code of Conduct and Procedures?

If you require a Word© version of the new Model Code of Conduct or Procedures, please contact OLG's Council Governance Team.



Code of Conduct Policy

1. Document Information

Version Date (Draft or Council Meeting date)	4 February 2019
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 has adopted the following Code of Conduct based on the OLG Model Code of Conduct for Local Councils in NSW December 2018.

3. Approvals

Title	Date Approved	Signature
Director of Finance & Corporate Services		

4. History

Unless otherwise indicated, printed or downloaded versions of this document are uncontrolled. Before using this document check it is the latest version by referring to Council's Policy Register at www.cabonne.nsw.gov.au.

Minute No.	Summary of Changes	New Version Date
94/6/56	From the Department of Local Government & Co-operatives	20/06/94
96/1/22	Adopted by new Council in accordance with the requirements of the LGA 1993	15/01/96
99/10/9	Adopted by new Council in accordance with the requirements of the LGA 1993	18/10/99
05/01/9	Adopted new Model Code of Conduct as recommended by DLG	17/01/05
08/07/11	Adopted new Model Code of Conduct as recommended by DLG	21/07/08
09/07/12	Associated Updated Guidelines For The Model Code Of Conduct For Local Councils In NSW (October 2008)	20 July 2009

10/02/17	Readopted by Council	15 February 2010
10/05/18	Readopted by Council reformatted with numbering to be consistent with DLG Model Code numbering. and an amendment requiring the General Manager to provide quarterly rather than annual reports (12.33).	17 May 2010
13/02/24	Amended to DLG Model Code of Conduct March 2013 (Note: reporting reverted to annually in Procedures for the Administration of the Code of Conduct for Cabonne Council).	19 February 2013
13/09/30	Readopted as per s165(4)	17 September 2013
16/04/26	Updated for changes following from the commencement of the Local Government Amendment (Councillor Misconduct and Poor Performance) Act 2015 including addition of an expanded definition of misconduct (Part 9) and clarification of councillors' participation in voting during planning decisions in which a pecuniary interest is involved (4.29). Also updated references (various) to Division of Local Government to Office of Local Government (OLG) and clarified the public officer's responsibilities (7.1).	26 April 2016
18/07/14	Readopted as per s165(4)	24 July 2018

5. Reason

Refer to Introduction section of policy

6. Scope

Refer to Policy statement

7. Associated Legislation

The Local Government Act 1993

Local Government (General) Regulation 2005

8. Definitions

Refer to Definitions within Code - Part 9

9. Responsibilities

9.1. Mayor

The Mayor is responsible for the role and functions assigned to the Mayor by the Code of Conduct.

9.2. General Manager

The General Manager is responsible for the overall control and implementation of the Code of Conduct as well as for the role and functions assigned to the general manager by the procedures.

9.3. Directors and Managers

Directors and managers are responsible for the control of the Code of Conduct and procedures within their area of responsibility.

9.4. Supervisors

Are required to ensure compliance with the Code of Conduct and ensure compliance by subordinate staff.

9.5. Employees

Are required to ensure compliance with the Code of Conduct.

9.6. Councillors

Are required to ensure compliance with the Code of Conduct.

9.7. Others

Administrators, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the council are required to ensure compliance with the Code of Conduct.

10. Related Documents

Document Name	Document Location
DLG Model Code of Conduct for Local Councils in NSW – December 2018	OLG website
Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW – December 2018	OLG website
Procedures for the Administration of the Code of Conduct for Cabonne Council	Council's Policy Register
Public Interest Disclosures (Internal Reporting) Policy	Council's Policy Register
Councillor Interaction with Staff Policy	Included in Council's Human Resources Manual

11. Policy Statement

Council has adopted a policy of adopting the following Code of Conduct based on the Model Code of Conduct for Local Councils in NSW December 2018

CODE OF CONDUCT TABLE OF CONTENTS

PART 1	INTRODUCTION.....	4
PART 2	DEFINITIONS	5
PART 3	GENERAL CONDUCT OBLIGATIONS.....	7
PART 4	PECUNIARY INTERESTS	10
PART 5	NON-PECUNIARY CONFLICTS OF INTEREST	17
PART 6	PERSONAL BENEFIT	21
PART 7	RELATIONSHIPS BETWEEN COUNCIL OFFICIALS	23
PART 8	ACCESS TO INFORMATION AND COUNCIL RESOURCES	26
PART 9	MAINTAINING THE INTEGRITY OF THIS CODE	29
SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21		32
SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21.....		39
SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37		42

PART 1 INTRODUCTION

This *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”) is made under section 440 of the *Local Government Act 1993* (“LGA”) and the *Local Government (General) Regulation 2005* (“the Regulation”).

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council’s or joint organisation’s adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not “council officials” for the purposes of the Model

Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council's code of conduct may give rise to disciplinary action.

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

LGA	the <i>Local Government Act 1993</i>
administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of "council committee"
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee

council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
environmental planning	
instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff	
of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion

the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the Local Government (General) Regulation 2005
voting representative	a voting representative of the board of a joint organisation
wholly advisory	
committee	a council committee that the council has not delegated any functions to

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
 - b) is contrary to statutory requirements or the council's administrative requirements or policies
 - c) is improper or unethical
 - d) is an abuse of power
 - e) causes, comprises or involves intimidation or verbal abuse
 - f) involves the misuse of your position to obtain a private benefit
 - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (section 439).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of sex, pregnancy, breastfeeding, race, age, marital or domestic status, homosexuality,

disability, transgender status, infectious disease, carer's responsibilities or political, religious or other affiliation.

- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- a) is not wanted by the person
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.

Bullying

- 3.8 You must not engage in bullying behaviour towards others.

- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons and
 - b) the behaviour creates a risk to health and safety.

- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- a) aggressive, threatening or intimidating conduct
 - b) belittling or humiliating comments
 - c) spreading malicious rumours
 - d) teasing, practical jokes or 'initiation ceremonies'
 - e) exclusion from work-related events
 - f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
 - g) displaying offensive material
 - h) pressure to behave in an inappropriate manner.

- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:
- a) performance management processes
 - b) disciplinary action for misconduct
 - c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
 - d) directing a worker to perform duties in keeping with their job
 - e) maintaining reasonable workplace goals and standards
 - f) legitimately exercising a regulatory function
 - g) legitimately implementing a council policy or administrative processes.

Work health and safety

- 3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
- a) take reasonable care for your own health and safety
 - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons

- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Binding caucus votes

3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.

3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.

3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.

3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

Obligations in relation to meetings

3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.

3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during

council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).

- 3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.
- 3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
 - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
 - c) deliberately seek to impede the consideration of business at a meeting.

PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector
 - (b) your interest as a ratepayer or person liable to pay a charge
 - (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
 - (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
 - (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
 - (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
 - (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
 - (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
 - (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:

- i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
- (l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- (o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

- (a) the general manager
- (b) other senior staff of the council for the purposes of section 332 of the LGA
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council’s functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member’s duty as a member of the committee and the member’s private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clauses 4.21, and

(b) must disclose pecuniary interests in accordance with clause 4.10.

- 4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.
- 4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.
- 4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council staff other than designated persons?

- 4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.
- 4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council advisers?

- 4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a council committee member?

- 4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.
- 4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

What disclosures must be made by a councillor?

4.20 A councillor:

- (a) must prepare and submit written returns of interests in accordance with clause 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

Disclosure of interests in written returns

4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a councillor or designated person, and
- (b) 30 June of each year, and
- (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:

- (a) they made and lodged a return under that clause in the preceding 3 months, or
- (b) they have ceased to be a councillor or designated person in the preceding 3 months.

4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.

4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.

4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.

4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.

4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

- 4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.
- 4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.
- Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.
- 4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
- (a) the matter is a proposal relating to:
 - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
 - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and

- (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
- (c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.

4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:

- (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
- (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.

4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- (b) that it is in the interests of the electors for the area to do so.

4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.

PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
 - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative

for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household

- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.

- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

Political donations

- 5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.
- 5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) the major political donor has a matter before council,
- you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.
- 5.17 For the purposes of this Part:
- a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
 - b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.
- 5.18 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.
- 5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum as a result of compliance with this Part

- 5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:
- a) the matter is a proposal relating to:

- i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
- ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
- c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Other business or employment

5.23 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.

5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.

5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.

5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.

5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:

- a) conflict with their official duties

- b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
- c) require them to work while on council duty
- d) discredit or disadvantage the council
- e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

Personal dealings with council

5.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

PART 6 PERSONAL BENEFIT

6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.

6.2 A reference to a gift or benefit in this Part does not include:

- a) a political donation for the purposes of the *Electoral Funding Act 2018*
- b) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
- c) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
- d) free or subsidised meals, beverages or refreshments of token value provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business
 - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council,

through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:

- a) seek or accept a bribe or other improper inducement
- b) seek gifts or benefits of any kind
- c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
- f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
- g) personally benefit from reward points programs when purchasing on behalf of the council.

- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
- a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.

- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$50
 - b) gifts of alcohol that do not exceed a value of \$50
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$50 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$50 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$50, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$50 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.

7.2 Councillors or administrators must not:

- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
- b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
- c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
- d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.

7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

Obligations of staff

7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.

7.5 Members of staff of council must:

- a) give their attention to the business of the council while on duty
- b) ensure that their work is carried out ethically, efficiently, economically and effectively
- c) carry out reasonable and lawful directions given by any person having authority to give such directions
- d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
- e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to

- broader workforce policy), grievances, workplace investigations and disciplinary matters
- c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
 - d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
 - e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor has a right to be heard by the panel at the meeting
 - f) councillors and administrators being overbearing or threatening to council staff
 - g) council staff being overbearing or threatening to councillors or administrators
 - h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
 - i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
 - j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
 - k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
 - l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

Councillors and administrators to properly examine and consider information

- 8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

Refusal of access to information

- 8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
- a) subject to clause 8.14, only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
 - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

8.11 In addition to your general obligations relating to the use of council information, you must:

- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
- b) protect confidential information
- c) only release confidential information if you have authority to do so
- d) only use confidential information for the purpose for which it is intended to be used
- e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

8.12 When dealing with personal information you must comply with:

- a) the *Privacy and Personal Information Protection Act 1998*
- b) the *Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

- 8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters
 - b) the representation of employees with respect to grievances and disputes
 - c) functions associated with the role of the local consultative committee.
- 8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 8.19 You must not convert any property of the council to your own use unless properly authorised.

Internet access

- 8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

Council record keeping

- 8.21 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.
- 8.22 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.
- 8.23 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of

whether the original intention was to create the information for personal purposes.

- 8.24 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

Councillor access to council buildings

- 8.25 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.26 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.27 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

You must comply with a practice ruling made by the Office under the Procedures.

Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under the Procedures

All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.

You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.

You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.

You must not disclose information about a complaint you have made alleging a breach of this code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.

Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.

Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.21 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

Gifts

9. A person making a return under clause 4.21 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.21 of this code must disclose:
 - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.

13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.21 of the code must disclose:

- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
- b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
- c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

Dispositions of real property

23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.

25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

Sources of income

26. A person making a return under clause 4.21 of this code must disclose:

- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
- b) each source of income received by the person in the period since 30 June of the previous financial year.

27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:

- a) in relation to income from an occupation of the person:

- (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
- b) in relation to income from a trust, the name and address of the settlor and the trustee, or
- c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or

- (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
- e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21**'Disclosures by councillors and designated persons' return**

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]
[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June Name and address of donor

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
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H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Special disclosure of pecuniary interests by *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at a meeting of the *[name of council or council committee (as the case requires)]*

to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

Effect of proposed change of zone/planning control on councillor or associated person	
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*[Insert one of the following:
“Appreciable financial gain” or
“Appreciable financial loss”]*

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor’s signature

Date

[This form is to be retained by the council’s general manager and included in full in the minutes of the meeting]



Procedures for the Administration of the Code of Conduct

1 Document Information

Version Date (Draft or Council Meeting date)	11 February 2019
Author	Administration Manager
Owner (Relevant director)	Director of Finance & Corporate Services
Status	Draft
Next Review Date	Within 12 months of Council being elected
Minute number (once adopted by Council)	

2 Summary

Council has adopted these Procedures for the administration of the Code of Conduct

3 Approvals

Title	Date Approved	Signature
Director of Finance & Corporate Services		

4 History

Unless otherwise indicated, printed or downloaded versions of this document are uncontrolled. Before using this document check it is the latest version by referring to Council's Policy Register at www.cabonne.nsw.gov.au.

Minute No.	Summary of Changes	New Version Date
13/02/24	Based on DLG Procedures for the administration of the Code of Conduct for local councils in NSW March 2013 reverting to annual reporting at 12.1.	19 February 2013
13/09/30	Readopted as per s165(4)	17 September 2013
16/04/26	Updated for changes following from the commencement of the Local Government Amendment (Councillor Misconduct and Poor Performance) Act 2015 including addition of expanded definition of misconduct and clarification of councillors' participation in voting during planning decisions in which a pecuniary interest is involved (Part 2). Also updated references to Division of Local Government to Office of Local Government (OLG).	26 April 2016

18/08/10	Readopted as per s165(4)	28 August 2018

5 Reason

Sections 440 and 440AA of the Local Government Act 1993 require every council to adopt a code of conduct and procedures for the administration of the code of conduct that incorporate the provisions of the Model Code and Model Code Procedures respectively.

6 Scope

Applies to Cabonne Council; its staff, councillors, administrators, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the council.

7 Associated Legislation

Public Interest Disclosures Act 1994, Local Government Act 1993, and the Local Government (General) Regulation 2005

8 Definitions

Refer to Part 2 definitions below

9 Responsibilities

9.1 Mayor

The Mayor is responsible for the role and functions assigned to the Mayor by the procedures.

9.2 General Manager

The General Manager is responsible for the overall control and implementation of the procedures as well as for the role and functions assigned to the general manager by the procedures.

9.3 Directors and Managers

Directors and managers are responsible for the control of the code and procedures within their area of responsibility.

9.4 Director of Finance & Corporate Services

The Director of Finance & Corporate Services appointed by the general manager under these procedures as a complaints coordinator is responsible for that role and the functions assigned to the complaints coordinator.

9.5 Supervisors

Are required to ensure compliance with the code of conduct and ensure compliance by subordinate staff.

9.6 Employees

Are required to ensure compliance with the code of conduct.

9.7 Councillors

Are required to ensure compliance with the code of conduct.

9.8 Others

Administrators, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the council are required to ensure compliance with the code of conduct and the procedures.

10 Related Documents

Document Name	Document Location
Code of Conduct	Council's Policy Register
Public Interest Disclosures (Internal Reporting) Policy	Council's Policy Register

11 Policy Statement

Council has adopted the Procedures for the Administration of the Code of Conduct which follows.

TABLE OF CONTENTS

PART 1	INTRODUCTION.....	4
PART 2	DEFINITIONS	4
PART 3	ADMINISTRATIVE FRAMEWORK	6
PART 4	HOW MAY CODE OF CONDUCT COMPLAINTS BE MADE?	8
PART 5	HOW ARE CODE OF CONDUCT COMPLAINTS TO BE MANAGED?.....	10
PART 6	PRELIMINARY ASSESSMENT OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER BY CONDUCT REVIEWERS	17
PART 7	INVESTIGATIONS OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER.....	22
PART 8	OVERSIGHT AND RIGHTS OF REVIEW	30
PART 9	PROCEDURAL IRREGULARITIES	32
PART 10	PRACTICE DIRECTIONS.....	33
PART 11	REPORTING STATISTICS ON CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS AND THE GENERAL MANAGER.....	33
PART 12	CONFIDENTIALITY.....	33

PART 1 INTRODUCTION

These procedures (“the Model Code Procedures”) are prescribed for the administration of the *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”).

The Model Code of Conduct is made under section 440 of the *Local Government Act 1993* (“the LGA”) and the *Local Government (General) Regulation 2005* (“the Regulation”). Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code Procedures are made under section 440AA of the LGA and the Regulation. Section 440AA of the LGA requires every council (including county councils) and joint organisation to adopt procedures for the administration of their code of conduct that incorporate the provisions of the Model Code Procedures.

In adopting procedures for the administration of their adopted codes of conduct, councils and joint organisations may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect.

Note: Parts 6, 7, 8 and 11 of these procedures apply only to the management of code of conduct complaints about councillors (including the mayor) or the general manager.

PART 2 DEFINITIONS

In these procedures the following terms have the following meanings:

LGA	the <i>Local Government Act 1993</i>
administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
code of conduct	a code of conduct adopted under section 440 of the LGA
code of conduct complaint	a complaint that is a code of conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a code of conduct complaint
complainant councillor	a councillor who makes a code of conduct complaint
complaints coordinator	a person appointed by the general manager under these procedures as a complaints coordinator

conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the general manager
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
councillor	any person elected or appointed to civic office, including the mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
council official	any councillor, member of staff of council, administrator, council committee member, delegate of council and, for the purposes of clause 4.16 of the Model Code of Conduct, council adviser
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
external agency	a state government agency such as, but not limited to, the Office, the ICAC, the NSW Ombudsman or the police
general manager	includes the executive officer of a joint organisation
ICAC	the Independent Commission Against Corruption
joint organisation	a joint organisation established under section 400O of the LGA
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	the Office of Local Government
investigator	a conduct reviewer

the Regulation	the <i>Local Government (General) Regulation 2005</i>
respondent	a person whose conduct is the subject of investigation by a conduct reviewer under these procedures
wholly advisory committee	a council committee that the council has not delegated any functions to

PART 3 ADMINISTRATIVE FRAMEWORK

The establishment of a panel of conduct reviewers

- 3.1 The council must by resolution establish a panel of conduct reviewers.
- 3.2 The council may by resolution enter into an arrangement with one or more other councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with the councils.
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of the council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:
 - a) an understanding of local government, and
 - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
 - c) knowledge and experience of one or more of the following:
 - i) investigations
 - ii) law
 - iii) public administration
 - iv) public sector ethics
 - v) alternative dispute resolution, and
 - d) meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.
- 3.6 A person is not eligible to be a conduct reviewer if they are:
 - a) a councillor, or
 - b) a nominee for election as a councillor, or
 - c) an administrator, or
 - d) an employee of a council, or
 - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or

- g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 3.7 A person is not precluded from being a member of the council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.
- 3.8 An incorporated or other entity may be appointed to a council's panel of conduct reviewers where the council is satisfied that all the persons who will be undertaking the functions of a conduct reviewer on behalf of the entity meet the selection and eligibility criteria prescribed under this Part.
- 3.9 A panel of conduct reviewers established under this Part is to have a term of up to four years.
- 3.10 The council may terminate the panel of conduct reviewers at any time by resolution. Where a panel of conduct reviewers has been terminated, conduct reviewers who were members of the panel may continue to deal with any matter referred to them under these procedures prior to the termination of the panel until they have finalised their consideration of the matter.
- 3.11 When the term of the panel of conduct reviewers concludes or is terminated, the council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.
- 3.12 A person who was a member of a previous panel of conduct reviewers established by the council may be a member of subsequent panels of conduct reviewers established by the council if they continue to meet the selection and eligibility criteria for membership of the panel.

The appointment of an internal ombudsman to a panel of conduct reviewers

- 3.13 Despite clause 3.6(d), an employee of a council who is the nominated internal ombudsman of one or more councils may be appointed to a council's panel of conduct reviewers with the Office's consent.
- 3.14 To be appointed to a council's panel of conduct reviewers, an internal ombudsman must meet the qualification requirements for conduct reviewers prescribed under clause 3.5 as modified by the operation of clause 3.13.
- 3.15 An internal ombudsman appointed to a council's panel of conduct reviewers may also exercise the functions of the council's complaints coordinator. For the purposes of clause 6.1, an internal ombudsman who is a council's complaints coordinator and has been appointed to the council's panel of conduct reviewers, may either undertake a preliminary assessment and investigation of a matter referred to them under clauses 5.26 or 5.33 or refer the matter to another conduct reviewer in accordance with clause 6.2.
- 3.16 Clause 6.4(c) does not apply to an internal ombudsman appointed to a council's panel of conduct reviewers.

The appointment of complaints coordinators

- 3.17 The general manager must appoint a member of staff of the council or another person (such as, but not limited to, a member of staff of another council or a member of staff of a joint organisation or other regional body associated with the council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of the council, the complaints coordinator should be a senior and suitably qualified member of staff.
- 3.18 The general manager may appoint other members of staff of the council or other persons (such as, but not limited to, members of staff of another council or members of staff of a joint organisation or other regional body associated with the council), to act as alternates to the complaints coordinator.
- 3.19 The general manager must not undertake the role of complaints coordinator.
- 3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act 1994*.
- 3.21 The role of the complaints coordinator is to:
- a) coordinate the management of complaints made under the council's code of conduct
 - b) liaise with and provide administrative support to a conduct reviewer
 - c) liaise with the Office and
 - d) arrange the annual reporting of code of conduct complaints statistics.

PART 4 HOW MAY CODE OF CONDUCT COMPLAINTS BE MADE?

What is a code of conduct complaint?

- 4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that shows or tends to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct if proven.
- 4.2 The following are not "code of conduct complaints" for the purposes of these procedures:
- a) complaints about the standard or level of service provided by the council or a council official
 - b) complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
 - c) complaints about the policies or procedures of the council
 - d) complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.

- 4.3 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a code of conduct complaint are to be dealt with under the council's routine complaints management processes.

When must a code of conduct complaint be made?

- 4.4 A code of conduct complaint must be made within three months of the alleged conduct occurring or within three months of the complainant becoming aware of the alleged conduct.
- 4.5 A complaint made after 3 months may only be accepted if the general manager or their delegate, or, in the case of a complaint about the general manager, the mayor or their delegate, is satisfied that the allegations are serious and compelling grounds exist for the matter to be dealt with under the code of conduct.

How may a code of conduct complaint about a council official other than the general manager be made?

- 4.6 All code of conduct complaints other than those relating to the general manager are to be made to the general manager in writing. This clause does not operate to prevent a person from making a complaint to an external agency.
- 4.7 Where a code of conduct complaint about a council official other than the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.8 In making a code of conduct complaint about a council official other than the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.9 The general manager or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.10 Notwithstanding clauses 4.6 and 4.7, where the general manager becomes aware of a possible breach of the council's code of conduct, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

How may a code of conduct complaint about the general manager be made?

- 4.11 Code of conduct complaints about the general manager are to be made to the mayor in writing. This clause does not operate to prevent a person from making a complaint about the general manager to an external agency.
- 4.12 Where a code of conduct complaint about the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.

- 4.13 In making a code of conduct complaint about the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.15 Notwithstanding clauses 4.11 and 4.12, where the mayor becomes aware of a possible breach of the council's code of conduct by the general manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

PART 5 HOW ARE CODE OF CONDUCT COMPLAINTS TO BE MANAGED?

Delegation by general managers and mayors of their functions under this Part

- 5.1 A general manager or mayor may delegate their functions under this Part to a member of staff of the council or to a person or persons external to the council other than an external agency. References in this Part to the general manager or mayor are also to be taken to be references to their delegates.

Consideration of complaints by general managers and mayors

- 5.2 In exercising their functions under this Part, general managers and mayors may consider the complaint assessment criteria prescribed under clause 6.31.

What complaints may be declined at the outset?

- 5.3 Without limiting any other provision in these procedures, the general manager or, in the case of a complaint about the general manager, the mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:
- a) is not a code of conduct complaint, or
 - b) subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
 - c) is trivial, frivolous, vexatious or not made in good faith, or
 - d) relates to a matter the substance of which has previously been considered and addressed by the council and does not warrant further action, or
 - e) is not made in a way that would allow the alleged conduct and any alleged breaches of the council's code of conduct to be readily identified.

How are code of conduct complaints about staff (other than the general manager) to be dealt with?

- 5.4 The general manager is responsible for the management of code of conduct complaints about members of staff of council (other than complaints alleging a

breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.

- 5.5 The general manager must refer code of conduct complaints about members of staff of council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.6 The general manager may decide to take no action in relation to a code of conduct complaint about a member of staff of council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.
- 5.7 Where the general manager decides to take no action in relation to a code of conduct complaint about a member of staff of council, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.8 Code of conduct complaints about members of staff of council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.9 Sanctions for breaches of the code of conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

How are code of conduct complaints about delegates of council, council advisers and council committee members to be dealt with?

- 5.10 The general manager is responsible for the management of code of conduct complaints about delegates of council and council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.11 The general manager must refer code of conduct complaints about council advisers, delegates of council and council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.12 The general manager may decide to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.
- 5.13 Where the general manager decides to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member, the general manager must give the complainant reasons in writing for their

decision and this shall finalise the consideration of the matter under these procedures.

- 5.14 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about delegates of council or council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.15 Where the general manager resolves a code of conduct complaint under clause 5.14 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.16 Sanctions for breaches of the code of conduct by delegates of council and/or council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:
- a) censure
 - b) requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the general manager
 - c) prosecution for any breach of the law
 - d) removing or restricting the person's delegation
 - e) removing the person from membership of the relevant council committee.
- 5.17 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.16, the general manager or any person making enquiries on behalf of the general manager must comply with the requirements of procedural fairness. In particular:
- a) the substance of the allegation (including the relevant provision/s of the council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
 - b) the person must be given an opportunity to respond to the allegation, and
 - c) the general manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

How are code of conduct complaints about administrators to be dealt with?

- 5.18 The general manager must refer all code of conduct complaints about administrators to the Office for its consideration.
- 5.19 The general manager must notify the complainant of the referral of their complaint in writing.

How are code of conduct complaints about councillors to be dealt with?

- 5.20 The general manager must refer the following code of conduct complaints about councillors to the Office:
- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
 - b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the LGA)
 - c) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
 - d) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.21 Where the general manager refers a complaint to the Office under clause 5.20, the general manager must notify the complainant of the referral in writing.
- 5.22 The general manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.
- 5.23 Where the general manager decides to take no action in relation to a code of conduct complaint about a councillor, the general manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.24 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.25 Where the general manager resolves a code of conduct complaint under clause 5.24 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.26 The general manager must refer all code of conduct complaints about councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

How are code of conduct complaints about the general manager to be dealt with?

- 5.27 The mayor must refer the following code of conduct complaints about the general manager to the Office:

- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
- b) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
- c) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.

5.28 Where the mayor refers a complaint to the Office under clause 5.27, the mayor must notify the complainant of the referral in writing.

5.29 The mayor may decide to take no action in relation to a code of conduct complaint about the general manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.

5.30 Where the mayor decides to take no action in relation to a code of conduct complaint about the general manager, the mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.31 Where the mayor considers it to be practicable and appropriate to do so, the mayor may seek to resolve code of conduct complaints about the general manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.

5.32 Where the mayor resolves a code of conduct complaint under clause 5.31 to the mayor's satisfaction, the mayor must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.33 The mayor must refer all code of conduct complaints about the general manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

How are complaints about both the general manager and the mayor to be dealt with?

5.34 Where the general manager or mayor receives a code of conduct complaint that alleges a breach of the code of conduct by both the general manager and the mayor, the general manager or mayor must either:

- a) delegate their functions under this part with respect to the complaint to a member of staff of the council other than the general manager where the allegation is not serious, or to a person external to the council, or
- b) refer the matter to the complaints coordinator under clause 5.26 and clause 5.33.

Referral of code of conduct complaints to external agencies

- 5.35 The general manager, mayor or a conduct reviewer may, at any time, refer a code of conduct complaint to an external agency for its consideration, where they consider such a referral is warranted.
- 5.36 The general manager, mayor or a conduct reviewer must report to the ICAC any matter that they suspect on reasonable grounds concerns or may concern corrupt conduct.
- 5.37 Where the general manager, mayor or conduct reviewer refers a complaint to an external agency under clause 5.35, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 5.38 Referral of a matter to an external agency shall finalise consideration of the matter under these procedures unless the council is subsequently advised otherwise by the referral agency.

Disclosure of the identity of complainants

- 5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:
- a) the complainant consents in writing to the disclosure, or
 - b) it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or
 - c) it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
 - d) a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
 - e) it is otherwise in the public interest to do so.
- 5.40 Clause 5.39 does not apply to code of conduct complaints made by councillors about other councillors or the general manager.
- 5.41 Where a councillor makes a code of conduct complaint about another councillor or the general manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.
- 5.42 A request made by a complainant councillor under clause 5.41 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.
- 5.43 The general manager or mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.

- 5.44 Where a complainant councillor makes a request under clause 5.41, the general manager or mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

Code of conduct complaints made as public interest disclosures

- 5.45 These procedures do not override the provisions of the *Public Interest Disclosures Act 1994*. Code of conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, the council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.
- 5.46 Where a councillor makes a code of conduct complaint about another councillor or the general manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.
- 5.47 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the general manager or the mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 of the *Public Interest Disclosures Act 1994*.

Special complaints management arrangements

- 5.48 The general manager may request in writing that the Office enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.
- 5.49 Where the Office receives a request under clause 5.48, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:
- a) imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
 - b) impeded or disrupted the effective administration by the council of its code of conduct, or
 - c) impeded or disrupted the effective functioning of the council.
- 5.50 A special complaints management arrangement must be in writing and must specify the following:
- a) the code of conduct complaints the arrangement relates to, and
 - b) the period that the arrangement will be in force.
- 5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.
- 5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary

assessment of the code of conduct complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.

- 5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.
- 5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the general manager, review the arrangement to determine whether it should be renewed or amended.
- 5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.

PART 6 PRELIMINARY ASSESSMENT OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER BY CONDUCT REVIEWERS

Referral of code of conduct complaints about councillors or the general manager to conduct reviewers

- 6.1 The complaints coordinator must refer all code of conduct complaints about councillors or the general manager that have not been referred to an external agency or declined or resolved by the general manager, mayor or their delegate and that have been referred to them under clauses 5.26 or 5.33, to a conduct reviewer within 21 days of receipt of the complaint by the general manager or the mayor.
- 6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:
- a) a panel of conduct reviewers established by the council, or
 - b) a panel of conduct reviewers established by an organisation approved by the Chief Executive of the Office.
- 6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.
- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
- a) they have a conflict of interest in relation to the matter referred to them, or
 - b) a reasonable apprehension of bias arises in relation to their consideration of the matter, or

- c) they or their employer has entered into one or more contracts with the council (other than contracts relating to the exercise of their functions as a conduct reviewer) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a value that, when aggregated, exceeds \$100,000, or
 - d) at the time of the referral, they or their employer are the council's legal service provider or are a member of a panel of legal service providers appointed by the council.
- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 5.2 of the Model Code of Conduct).
- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.
- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.
- 6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.
- 6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:
 - a) comply with these procedures in their consideration of the matter, or
 - b) comply with a lawful and reasonable request by the complaints coordinator, or
 - c) exercise their functions in a timely or satisfactory manner.
- 6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

Preliminary assessment of code of conduct complaints about councillors or the general manager by a conduct reviewer

- 6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.
- 6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:
- a) to take no action
 - b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
 - c) to refer the matter back to the general manager or, in the case of a complaint about the general manager, the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
 - d) to refer the matter to an external agency
 - e) to investigate the matter.
- 6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.
- 6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.
- 6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.
- 6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.
- 6.18 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.
- 6.19 The resolution of a code of conduct complaint under clause 6.13, paragraphs (b) or (c) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their

determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.

- 6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:
- a) that the complaint is a code of conduct complaint for the purposes of these procedures, and
 - b) that the alleged conduct is sufficiently serious to warrant investigation, and
 - c) that the matter is one that could not or should not be resolved by alternative means.
- 6.23 In determining whether a matter is sufficiently serious to warrant investigation, the conduct reviewer is to consider the following:
- a) the harm or cost that the alleged conduct has caused to any affected individuals and/or the council
 - b) the likely impact of the alleged conduct on the reputation of the council and public confidence in it
 - c) whether the alleged conduct was deliberate or undertaken with reckless intent or negligence
 - d) any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.
- 6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

Referral back to the general manager or mayor for resolution

- 6.26 Where the conduct reviewer determines to refer a matter back to the general manager or to the mayor to be resolved by alternative and appropriate means, they must write to the general manager or, in the case of a complaint about the general manager, to the mayor, recommending the means by which the complaint may be resolved.
- 6.27 The conduct reviewer must consult with the general manager or mayor prior to referring a matter back to them under clause 6.13(c).
- 6.28 The general manager or mayor may decline to accept the conduct reviewer's recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under clause 6.13.

- 6.29 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager or, in the case of a complaint about the general manager, the mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.
- 6.30 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager, or, in the case of a complaint about the general manager, the mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

Complaints assessment criteria

- 6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:
- a) whether the complaint is a code of conduct complaint for the purpose of these procedures
 - b) whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under the council's code of conduct
 - c) whether the complaint is trivial, frivolous, vexatious or not made in good faith
 - d) whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the code of conduct
 - e) whether the complaint raises issues that would be more appropriately dealt with by an external agency
 - f) whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of
 - g) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
 - h) whether the issue/s giving rise to the complaint have previously been addressed or resolved
 - i) any previous proven breaches of the council's code of conduct
 - j) whether the conduct complained of forms part of an ongoing pattern of behaviour
 - k) whether there were mitigating circumstances giving rise to the conduct complained of
 - l) the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23)
 - m) the significance of the conduct or the impact of the conduct for the council
 - n) how much time has passed since the alleged conduct occurred
 - o) such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

PART 7 INVESTIGATIONS OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER

What matters may a conduct reviewer investigate?

- 7.1 A conduct reviewer (hereafter referred to as an “investigator”) may investigate a code of conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.
- 7.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the general manager, or, in the case of alleged conduct on the part of the general manager, to the mayor.
- 7.3 The general manager or the mayor or their delegate is to deal with a matter reported to them by an investigator under clause 7.2 as if it were a new code of conduct complaint in accordance with these procedures.

How are investigations to be commenced?

- 7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the respondent. The notice of investigation must:
 - a) disclose the substance of the allegations against the respondent, and
 - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
 - c) advise of the process to be followed in investigating the matter, and
 - d) advise the respondent of the requirement to maintain confidentiality, and
 - e) invite the respondent to make a written submission in relation to the matter within at least 14 days or such other period specified by the investigator in the notice, and
 - f) provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.
- 7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.
- 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.
- 7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within at least 14 days or such other period specified by the investigator in the amended notice.
- 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the

general manager, or in the case of a complaint about the general manager, to the complainant, the complaints coordinator and the mayor. The notice must:

- a) advise them of the matter the investigator is investigating, and
- b) in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and
- c) invite the complainant to make a written submission in relation to the matter within at least 14 days or such other period specified by the investigator in the notice.

Written and oral submissions

- 7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.
- 7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.
- 7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.
- 7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

How are investigations to be conducted?

- 7.15 Investigations are to be undertaken without undue delay.
- 7.16 Investigations are to be undertaken in the absence of the public and in confidence.
- 7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.
- 7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.

- 7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

Referral or resolution of a matter after the commencement of an investigation

- 7.20 At any time after an investigator has issued a notice of investigation and before they have issued a draft report, an investigator may determine to:
- a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
 - b) refer the matter to the general manager, or, in the case of a complaint about the general manager, to the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
 - c) refer the matter to an external agency.
- 7.21 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 7.22 The resolution of a code of conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 7.23 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they may by written notice to the respondent, the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the respondent, the complainant, the complaints coordinator and the mayor, discontinue their investigation of the matter.
- 7.24 Where the investigator discontinues their investigation of a matter under clause 7.23, this shall finalise the consideration of the matter under these procedures.
- 7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

Draft investigation reports

- 7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within at least 14 days or such other period specified by the investigator.
- 7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within at least 14 days or such other period specified by the investigator.
- 7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.
- 7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.
- 7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

Final investigation reports

- 7.33 Where an investigator issues a notice of investigation they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.
- 7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.
- 7.35 The investigator's final report must:
- a) make findings of fact in relation to the matter investigated, and,
 - b) make a determination that the conduct investigated either,
 - i. constitutes a breach of the code of conduct, or
 - ii. does not constitute a breach of the code of conduct, and

- c) provide reasons for the determination.

7.36 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may make one or more of the following recommendations:

- a) that the council revise any of its policies, practices or procedures
- b) that the respondent undertake any training or other education relevant to the conduct giving rise to the breach
- c) that the respondent be counselled for their conduct
- d) that the respondent be removed from membership of a committee of the council or any other body or organisation that the respondent serves on as the council's representative
- e) that the respondent gives an undertaking not to repeat the offending behaviour in such time and form specified by the recommendation
- f) that the respondent apologise to any person or organisation affected by the breach in such a time and form specified by the recommendation
- g) that findings of inappropriate conduct be made public by publishing the investigator's findings and determination in the minutes of the council meeting at which the matter is considered
- h) in the case of a breach by the general manager, that action be taken under the general manager's contract
- i) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA
- j) in the case of a breach by a councillor, that the council resolves as follows:
 - i. that the councillor be formally censured for the breach under section 440G of the LGA, and
 - ii. that the matter be referred to the Office for further action under the misconduct provisions of the LGA.

7.37 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may make one or more of the following recommendations:

- a) that the council revise any of its policies, practices or procedures
- b) that a person or persons undertake any training or other education.

7.38 In making a recommendation under clause 7.36, the investigator may have regard to the following:

- a) the seriousness of the breach
- b) whether the breach can be easily remedied or rectified
- c) whether the respondent has remedied or rectified their conduct
- d) whether the respondent has expressed contrition
- e) whether there were any mitigating circumstances
- f) the age, physical or mental health or special infirmity of the respondent
- g) whether the breach is technical or trivial only
- h) any previous proven breaches
- i) whether the breach forms part of an ongoing pattern of behaviour
- j) the degree of reckless intention or negligence of the respondent
- k) the extent to which the breach has affected other parties or the council as a whole

- l) the harm or potential harm to the reputation of the council or local government in general arising from the conduct
- m) whether the findings and recommendations can be justified in terms of the public interest and would withstand public scrutiny
- n) whether an educative approach would be more appropriate than a punitive one
- o) the relative costs and benefits of taking formal disciplinary action as opposed to taking no action or taking informal action
- p) what action or remedy would be in the public interest.

7.39 Where the investigator proposes to make a recommendation under clause 7.36(j), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.

7.40 At a minimum, the investigator's final report must contain the following information:

- a) a description of the allegations against the respondent
- b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated
- c) a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23)
- d) a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means
- e) a description of any attempts made to resolve the matter by use of alternative means
- f) the steps taken to investigate the matter
- g) the facts of the matter
- h) the investigator's findings in relation to the facts of the matter and the reasons for those findings
- i) the investigator's determination and the reasons for that determination
- j) any recommendations.

7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.

7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:

- a) the investigator's findings in relation to the facts of the matter and the reasons for those findings
- b) the investigator's determination and the reasons for that determination
- c) any recommendations, and
- d) such other additional information that the investigator considers may be relevant.

7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the

general manager's conduct, to the mayor, and this will finalise consideration of the matter under these procedures.

- 7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 7.36, paragraph (a) only, the complaints coordinator must provide a copy of the investigator's report to the general manager. Where the general manager agrees with the recommendation/s, the general manager is responsible for implementing the recommendation/s.
- 7.45 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 7.36, paragraphs (b) or (c) only, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the general manager's conduct, to the mayor. The general manager is responsible for arranging the implementation of the recommendation/s where the report relates to a councillor's conduct. The mayor is responsible for arranging the implementation of the recommendation/s where the report relates to the general manager's conduct.
- 7.46 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 7.36, paragraphs (d) to (j) (whether or not in conjunction with recommendations made under clause 7.36, paragraphs (a) to (c)), the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary council meeting for the council's consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.

Consideration of the final investigation report by council

- 7.47 The role of the council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under clause 7.36, paragraphs (d) to (j) (whether or not in conjunction with recommendations made under clause 7.36, paragraphs (a) to (c)).
- 7.48 The council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the LGA.
- 7.49 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the code of conduct.
- 7.50 Prior to imposing a sanction, the council must provide the respondent with an opportunity to make a submission to the council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation/s.

- 7.51 Once the respondent has made their submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.
- 7.52 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.
- 7.53 Prior to imposing a sanction, the council may by resolution:
- a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
 - b) seek an opinion from the Office in relation to the report.
- 7.54 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.
- 7.55 The investigator may make additional enquiries for the purpose of preparing a supplementary report.
- 7.56 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the council and the respondent.
- 7.57 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.
- 7.58 The council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.
- 7.59 A council may by resolution impose one or more of the following sanctions on a respondent:
- a) that the respondent undertake any training or other education relevant to the conduct giving rise to the breach
 - b) that the respondent be counselled for their conduct
 - c) that the respondent be removed from membership of a committee of the council or any other body or organisation that the respondent serves on as the council's representative
 - d) that the respondent gives an undertaking not to repeat the offending behaviour in such time and form specified by the resolution
 - e) that the respondent apologise to any person or organisation affected by the breach in such a time and form specified by the resolution
 - f) that findings of inappropriate conduct be made public by publishing the investigator's findings and determination in the minutes of the meeting
 - g) in the case of a breach by the general manager, that action be taken under the general manager's contract for the breach
 - h) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA
 - i) in the case of a breach by a councillor:

- i. that the councillor be formally censured for the breach under section 440G of the LGA, and
- ii. that the matter be referred to the Office for further action under the misconduct provisions of the LGA.

- 7.60 The council is not obliged to adopt the investigator's recommendation/s. Where the council proposes not to adopt one or more of the investigator's recommendation/s, the council must resolve not to adopt the recommendation/s and state in its resolution the reasons for its decision.
- 7.61 Where the council proposes to impose a sanction on the respondent under clause 7.59 that is different to the sanction recommended by the investigator in their final report, the council must state in its resolution the reasons for its decision.
- 7.62 Where the council resolves not to adopt the investigator's recommendation/s or imposes a sanction on the respondent under clause 7.59 that is different to the sanction recommended by the investigator, the complaints coordinator must notify the Office of the council's decision and the reasons for it.

PART 8 OVERSIGHT AND RIGHTS OF REVIEW

The Office's powers of review

- 8.1 The Office may, at any time, whether or not in response to a request, review the consideration of a matter under a council's code of conduct where it is concerned that a person has failed to comply with a requirement prescribed under these procedures or has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct in their consideration of a matter.
- 8.2 The Office may direct any person, including the council, to defer taking further action in relation to a matter under consideration under the council's code of conduct pending the completion of its review. Any person the subject of a direction must comply with the direction.
- 8.3 Where the Office undertakes a review of a matter under clause 8.1, it will notify the complaints coordinator and any other affected persons, of the outcome of the review.

Complaints about conduct reviewers

- 8.4 The general manager or their delegate must refer code of conduct complaints about conduct reviewers to the Office for its consideration.
- 8.5 The general manager must notify the complainant of the referral of their complaint about the conduct reviewer in writing.
- 8.6 The general manager must implement any recommendation made by the Office as a result of its consideration of a complaint about a conduct reviewer.

Practice rulings

- 8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 8.9 Where the Office makes a practice ruling, all parties must comply with it.
- 8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

Review of decisions to impose sanctions

- 8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.59, paragraph (i), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.12 A review under clause 8.11 may be sought on the following grounds:
- a) that the investigator has failed to comply with a requirement under these procedures, or
 - b) that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
 - c) that in imposing its sanction, the council has failed to comply with a requirement under these procedures.
- 8.13 A request for a review made under clause 8.11 must be made in writing and must specify the grounds upon which the person believes the investigator or the council has erred.
- 8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.
- 8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.
- 8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by the Office.
- 8.17 Where a person requests a review under clause 8.11, the Office may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by the Office.

- 8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.
- 8.19 Where the Office considers that the investigator or the council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed.
- 8.20 In the case of a sanction implemented by the general manager or mayor under clause 7.45, where the Office recommends that the decision to impose a sanction be reviewed:
- a) the complaints coordinator must provide a copy of the Office's determination in relation to the matter to the general manager or the mayor, and
 - b) the general manager or mayor must review any action taken by them to implement the sanction, and
 - c) the general manager or mayor must consider the Office's recommendation in doing so.
- 8.21 In the case of a sanction imposed by the council by resolution under clause 7.59, where the Office recommends that the decision to impose a sanction be reviewed:
- a) the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
 - b) the council must:
 - i. review its decision to impose the sanction, and
 - ii. consider the Office's recommendation in doing so, and
 - iii. resolve to either rescind or reaffirm its previous resolution in relation to the matter.
- 8.22 Where, having reviewed its previous decision in relation to a matter under clause 8.21, the council resolves to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.

PART 9 PROCEDURAL IRREGULARITIES

- 9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct, except as may be otherwise specifically provided under the code of conduct.
- 9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
- a) the non-compliance is isolated and/or minor in nature, or
 - b) reasonable steps are taken to correct the non-compliance, or
 - c) reasonable steps are taken to address the consequences of the non-compliance.

PART 10 PRACTICE DIRECTIONS

- 10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.
- 10.2 The Office will issue practice directions in writing, by circular to all councils.
- 10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.

PART 11 REPORTING STATISTICS ON CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS AND THE GENERAL MANAGER

- 11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:
- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)
 - b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period
 - c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
 - d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period
 - e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
 - f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
 - g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.
- 11.2 The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

PART 12 CONFIDENTIALITY

- 12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.
- 12.2 Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or purported to make, the general manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.

- 12.3 Prior to seeking the Office's consent under clause 12.2, the general manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within at least 14 days or such other period specified by the general manager or their delegate, and consider any submission made by them.
- 12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the general manager or their delegate.
- 12.5 The general manager or their delegate must give written notice of a determination made under clause 12.2 to:
- a) the complainant
 - b) the complaints coordinator
 - c) the Office, and
 - d) any other person the general manager or their delegate considers should be notified of the determination.
- 12.6 Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or purported to make, will not apply to a complainant the subject of a determination made by the general manager or their delegate under clause 12.2.
- 12.7 Clause 12.6 does not override any entitlement a person may have to access to council information under the *Government Information (Public Access) Act 2009* or to receive information under the *Public Interest Disclosures Act 1994* in relation to a complaint they have made.

CHANGES MADE TO CODE OF CONDUCT POLICY

References to specific sections of the LGA made for clarity throughout the entire document.

Part 2	Several definitions added: <ul style="list-style-type: none"> - LGA - Conduct - Environmental Planning Instrument - General Manager - Joint Organisation - Local Planning Panel - Mayor - Members of Staff of a Council - The Office - The Procedures - Voting Representative - Wholly Advisory Committee
Part 3	Added: <ul style="list-style-type: none"> - 3.7 Sections added: <ul style="list-style-type: none"> - Bullying - Work, Health and Safety - Land Use, Planning, Development Assessment and Other Regulatory Functions - Obligations in Relation to Meetings
Parts 4 & 5	Split from "Conflicts of Interest" into "Pecuniary Interests" and "Non-pecuniary Interests". These sections have been expanded upon significantly.
Part 6	Section added: <ul style="list-style-type: none"> - Cash-like gifts Token Value updated to \$50
Part 7	Added: <ul style="list-style-type: none"> - 7.3 - 7.6e - 7.6g
Part 8	Added: <ul style="list-style-type: none"> - 8.6 - 8.11 Section added: <ul style="list-style-type: none"> - Council Record Keeping
Part 9	Added: <ul style="list-style-type: none"> - 9.10 - 9.14
Schedules 1, 2 & 3	Newly added

CHANGES MADE TO THE PROCEDURE FOR THE ADMINISTRATION OF THE CODE OF CONDUCT POLICY

Part 2	Several definitions added: <ul style="list-style-type: none"> - LGA - Council - External Agency - General manager - ICAC - Joint Organisation - Mayor - Members of Staff of a Council - The Office - Respondent - Wholly Advisory Committee
Part 3	Added: <ul style="list-style-type: none"> - 3.11 - 3.13 - 3.14 - 3.15 - 3.16
Part 4	Added: <ul style="list-style-type: none"> - 4.2
Part 5	Added: <ul style="list-style-type: none"> - 5.8 - 5.11 - 5.12 - 5.14 - 5.15 - 5.22 - 5.23 - 5.29 - 5.30 - 5.34 - 5.36
Part 6	Added: <ul style="list-style-type: none"> - 6.10 - 6.11 - 6.19 - 6.31b - 6.31i
Part 7	Added: <ul style="list-style-type: none"> - 7.4d - 7.5 – 14 days changed to 7 days - 7.22 - 7.36d - 7.36e

	<ul style="list-style-type: none">- 7.39- 7.42- 7.59a- 7.59b- 7.59c- 7.59d
Part 8	Added: <ul style="list-style-type: none">- 8.1- 8.2- 8.3- 8.4- 8.5- 8.6
Part 12	Added: <ul style="list-style-type: none">- 12.2- 12.3- 12.4- 12.5- 12.6- 12.7

REPORT OF THE AUSTRALIA DAY AWARDS COMMITTEE MEETING HELD AT THE
COUNCIL CHAMBERS MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT
2.41PM

Page 1

TABLE OF CONTENTS

ITEM - 1	APPLICATIONS FOR LEAVE OF ABSENCE	1
ITEM - 2	DECLARATIONS OF INTEREST	1
ITEM - 3	DECLARATIONS FOR POLITICAL DONATIONS.....	1
	CONFIDENTIAL ITEMS	1
ITEM - 1	CARRYING OF RESOLUTION INTO CLOSED COMMITTEE MEETING.....	2
ITEM - 2	YOUTH AMBASSADOR AWARD 2019.....	2
ITEM - 3	AUSTRALIA DAY AMBASSADOR FOR 2019 AND TIMETABLE OF EVENTS	2
ITEM - 4	NOMINATIONS UPDATE FOR AUSTRALIA DAY 2019	2

THIS IS PAGE NO 1 OF THE REPORT OF THE AUSTRALIA DAY AWARDS COMMITTEE
MEETING OF CABONNE COUNCIL HELD ON 18 DECEMBER, 2018

REPORT OF THE AUSTRALIA DAY AWARDS COMMITTEE MEETING HELD AT THE COUNCIL CHAMBERS MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2.41PM

Page 1

PRESENT Clrs K Beatty (in the Chair), J Jones, M Nash, P Mullins, G Treavors, C Newsom, L Oldham, K Walker, J Weaver, I Davison and the Acting General Manager.

Also present were Director of Finance & Corporate Services, Director of Engineering & Technical Services, Senior Town Planner, Administration Manager and Administration Officer.

ITEM - 1 APPLICATIONS FOR LEAVE OF ABSENCE

Proceedings in Brief

Apologies were tendered on behalf of Clrs Durkin and Batten for their absence from the meeting.

RECOMMENDATION (Jones/Nash)

THAT the apologies tendered on behalf of Clrs Durkin and Batten be accepted and the necessary leave of absence be granted.

1. Carried

ITEM - 2 DECLARATIONS OF INTEREST

Proceedings in Brief

There were nil declarations of interest.

RECOMMENDATION (Newsom/Davison)

THAT it be noted there were nil declarations of interest.

2. Carried

ITEM - 3 DECLARATIONS FOR POLITICAL DONATIONS

Proceedings in Brief

There were nil declarations for political donations.

RECOMMENDATION (Nash/Oldham)

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

3. Carried

It was noted the time being 2.42pm the Chair announced that the Council would now be resolving into Closed Committee of the Whole.

CONFIDENTIAL ITEMS

THIS IS PAGE NO 1 OF THE REPORT OF THE AUSTRALIA DAY AWARDS COMMITTEE MEETING OF CABONNE COUNCIL HELD ON 18 DECEMBER, 2018

REPORT OF THE AUSTRALIA DAY AWARDS COMMITTEE MEETING HELD AT THE COUNCIL CHAMBERS MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT 2.41PM

Page 2

ITEM - 1 CARRYING OF RESOLUTION INTO CLOSED COMMITTEE MEETING

RECOMMENDATION (Weaver/Jones)

THAT the committee now hereby resolve into Closed Committee 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 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.

4. Carried

*

ITEM - 2 YOUTH AMBASSADOR AWARD 2019

RECOMMENDATION (Nash/Newsom)

THAT the 2019 Youth Ambassador be awarded as outlined in the Proceedings in Brief.

5. Carried

*

ITEM - 3 AUSTRALIA DAY AMBASSADOR FOR 2019 AND TIMETABLE OF EVENTS

RECOMMENDATION (Weaver/Oldham)

THAT the Committee:

1. Note the announcement of the Cabonne Australia Day Ambassador for 2019; and
2. Authorise the attendance of councillors at Australia Day Celebrations in Cabonne towns and villages as outlined in the Proceeding in Brief.

6. Carried

*

ITEM - 4 NOMINATIONS UPDATE FOR AUSTRALIA DAY 2019

RECOMMENDATION (Jones/Newsom)

THAT the additional and alternate Citizens of the Year and Young Citizen of the Year award winners for Cabonne 2019 be as recorded in the Proceedings in Brief.

THIS IS PAGE NO 2 OF THE REPORT OF THE AUSTRALIA DAY AWARDS COMMITTEE MEETING OF CABONNE COUNCIL HELD ON 18 DECEMBER, 2018

REPORT OF THE AUSTRALIA DAY AWARDS COMMITTEE MEETING HELD AT THE
COUNCIL CHAMBERS MOLONG ON TUESDAY 18 DECEMBER, 2018 COMMENCING AT
2.41PM

Page 3

7. Carried

There being no further business, the meeting closed at 3.01pm.

THIS IS PAGE NO 3 OF THE REPORT OF THE AUSTRALIA DAY AWARDS COMMITTEE
MEETING OF CABONNE COUNCIL HELD ON 18 DECEMBER, 2018



Draft Mobile Phones Policy

1 Document Information

Version Date (Draft or Council Meeting date)	DRAFT
Author	Systems Administrator
Owner (Relevant director)	Director of Finance & Corporate Services
Status – Draft, Approved, Adopted by Council, Superseded or Withdrawn	Adopted by Council
Next Review Date	Within 12 months of Council being elected or as technology / change requires
Minute number (once adopted by Council)	18/05/20

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.	
18/05/20	Dot point added under personal usage to make it clear that Council can recover the cost of excess fees as a result of personal usage. Readopted as per s165(4)	22 May 2018

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.

- 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.
- Text messages should not be used to conduct official Council business.

Bring Your Own Device

- With approval from the relevant Director or General Manager, staff members may opt to use their personal mobile phone for work purposes. The personal mobile phone will need to be compatible with and enrolled in Council's Mobile Device Management system, it should also still be actively supported by the manufacturer and should still be receiving security updates. The System Administrator may reject any device that does not meet relevant security requirements. The same security settings that apply to Council owned devices will be applied to personal devices approved for work use.
- Private devices must be enrolled in Council's Mobile Device Management System prior to connecting to any of Council's systems including but not limited to; email system, network and file shares.
- Upon termination of employment the staff member will be required to allow IT staff to inspect the device to ensure all Council data has been removed. The staff member must advise the IT Department if their personal device has been lost or stolen, the IT Department will then remotely wipe the device of all data. Work related applications are to be installed and administered solely by the IT Department using the Mobile Device Management System.
- Staff members approved to use their personal device for work purposes may also receive a fortnightly allowance. The allowance must be approved by the appropriate Director or General Manager in consultation with the Systems Administrator. This allowance should be no more than the cost of issuing a Council owned phone. Staff may be periodically requested to prove they are using their personal devices for work purposes.

Use of Mobile Phones

General

- 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 must use a Council owned mobile phone, with the standard voicemail greeting applied, and 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.
- SMS are not to be used for contact with Council's customers due to the inability to capture SMS for records keeping requirements.

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 a Director or the General Manager approves of usage:

- Premium SMS
- MMS
- 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.
- Personal usage is permissible as long as the call and data plan limits are not exceeded. Excess usage fees resulting from personal usage may be billed to the mobile phone user.
- 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.
- 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 Must still return the phone and accessories to the IT Department in order to ensure appropriate records are maintained and that the new staff member is aware of the Mobile Phone Policy.
- New employee's will be issued a new mobile number wherever possible. The allowance for private usage means mobile numbers should not be reused in order to protect the previous employee's privacy. **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 been granted use of a Council mobile phone or Smartphone in accordance with Council's Mobile Phone Policy.
3. That I will comply with the requirements of the Mobile Phone Policy.
4. That I accept responsibility for the equipment granted to me.
5. That I will reimburse Council for any private and personal calls.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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?
Refer Mobile Phone policy

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Director/General Manager approval:
(Signature & date)

DOC ID: 748094



**AUSTRALIAN LOCAL
GOVERNMENT WOMEN'S
ASSOCIATION
NEW SOUTH WALES BRANCH**

ALGWA NSW ANNUAL CONFERENCE

LIVERPOOL 4-6 APRIL 2019



Liverpool City Council is proud to be the host city for the 2019 Australian Local Government Women's Association NSW Branch Annual Conference.

The Australian Local Government Women's Association NSW Branch (ALGWA) supports and promotes women in local government through advocacy, advice and action. The Annual Conference is an opportunity to come together and engage in learning and networking that will assist in personal and professional development.

The conference will be hosted over three days at Liverpool's premier arts and cultural institution, Casula Powerhouse Arts Centre. Women and men working or interested in local government can look forward to engaging speakers, workshops, social events, wellness activities and networking dinners that will encourage and inspire women to make their mark, not only on the industry, but all aspects of their lives.

REGISTER NOW

**THURSDAY 4 APRIL –
SATURDAY 6 APRIL 2019**

**CASULA POWERHOUSE
ARTS CENTRE,
1 POWERHOUSE ROAD,
CASULA, 2170**

Registrations, accommodation options and conference information:

www.liverpool.nsw.gov.au/council/algwa-2019

Conference enquiries:

MakeYourMark2019@liverpool.nsw.gov.au

ALGWA:

www.algwa.org.au

**LIVERPOOL
CITY
COUNCIL**



Program

THURSDAY 4TH APRIL	
4pm – 6pm	Registrations Open <i>Casula Powerhouse Arts Centre</i>
6pm – 8pm	Mayoral Civic Welcome
FRIDAY 5TH APRIL	
7am – 8.15am	Fitness Activity BodyBalance by the river <i>Casula Powerhouse Arts Centre</i>
8.15am – 9am	Networking Breakfast and Registrations <i>Casula Powerhouse Arts Centre</i>
8.30am – 4pm	Registrations Open <i>Casula Powerhouse Arts Centre</i>
9.15am	MC Welcome and Housekeeping Chloe Esposito <i>Theatre</i>
9.20am	Mayor's Official Welcome Mayor Wendy Waller
9.30am	Official Welcome Address ALGWA President Marianne Saliba
9.40am	Keynote Speaker Jessica Rowe Be Brave and Bold
10.40am	Sponsor Speaker United Services Union
11.10am	Morning Tea <i>Turbine Hall</i>
11.30am	Avril Henry Emotional Intelligence and Resilience
12.30pm	Chloe Esposito The numerous factors to success in sport and life
1pm	Lunch <i>Turbine Hall</i>
2pm	Concurrent Workshops 1. Janelle Nisbet – Resilience 2. Dr Neryl East – Communicating with Credibility and Influence
3pm	Discussion Panel
3.45pm	Conference close
7pm – 10pm	Networking Cocktail Dinner <i>Western Sydney University Rooftop</i>

SATURDAY 6TH APRIL	
7.30am – 8.30am	Wellness Activity Painting by the river
8.30am – 9.30am	Networking Breakfast <i>Casula Powerhouse Arts Centre</i>
8.30am – 9.30am	Nominations for Executive/President <i>Performance Space</i>
9.30am	MC Opening Chloe Esposito
9.40am	Leonie McKeon Chinese Negotiation Strategies
9.40am – 11am	Voting for Executive/President <i>Performance Space</i>
10.40	Morning Tea <i>Turbine Hall</i>
11am	Janelle Nisbet Interpersonal Effectiveness
12pm	Conference Bids for 2021
12.30 – 2pm	Voting for Conference location 2021
12.30pm	ALGWA Hot Spots Session and wrap up
1.30pm	Lunch <i>Turbine Hall</i>
2pm	ALGWA General Meeting <i>Theatre (TBC)</i>
2.00pm – 4pm	Bullseyes or Bargains? Choose from: Target practice Spend the afternoon working on your aim at Liverpool City Archers OR Retail Therapy Make your mark on the local economy at discounted prices at Fashion Spree outlets
7pm – 11pm	Gala Dinner <i>Casula Powerhouse Arts Centre</i> Theme: Garden Party

GOLD SPONSOR



SILVER SPONSORS



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Register now

To register online or for more information, please visit
www.liverpool.nsw.gov.au/council/algwa-2019

DELEGATE DETAILS

First Name

Surname

Organisation

Position

Postal address – street number, street name, suburb, state, postcode

Contact phone number

Email address

ACCOMPANYING PARTNER/GUEST DETAILS

First name

Surname

ADDITIONAL INFORMATION Please note any special requirements you have including:

Dietary

Access

Other

Please indicate your attendance to early morning wellness sessions:

- ☐ Friday 5 April 2019 – BodyBalance by the river (limited places available)
- ☐ Saturday 6 April 2019 – Painting by the river

Please indicate your preference of workshops held on Friday 5 April 2019:

- ☐ Janelle Nisbet – Building Resilience
- ☐ Dr Neryl East – Communicating with credibility and influence

Please indicate your attendance at the following social networking events:

- ☐ Thursday 4 April 2019 – Welcome Reception
- ☐ Friday 5 April 2019 – Networking Cocktail Dinner
- ☐ Saturday 6 April 2019 – Garden Party Gala Dinner
- ☐ Guest/Partner (\$185) – Garden Party Gala Dinner

Please indicate your preference for the social activities held on Saturday 6 April 2019:

- ☐ Shopping at Fashion Spree
- ☐ Archery (limited to first 30 RSVPs)

For shuttle bus purposes, please add the name of your hotel:

Please note: depending on the number of bookings, buses will be running between Mercure Liverpool and Quest Liverpool and the conference venue.

Registration Fees

Registration Type	ALGWA Member* (inc GST)	Non-Member (inc GST)
Early Bird Includes Welcome Reception, all conference sessions and meals, Networking Cocktail Dinner and Gala Dinner <i>*Available until 20 January 2019</i>	<input type="checkbox"/> \$980	<input type="checkbox"/> \$1080
Standard Includes Welcome Reception, all conference sessions and meals, Networking Cocktail Dinner and Gala Dinner	<input type="checkbox"/> \$1080	<input type="checkbox"/> \$1190
One day registration Includes conference sessions and conference meals	<input type="checkbox"/> \$630	<input type="checkbox"/> \$680
Networking Cocktail Dinner	<input type="checkbox"/> \$100	<input type="checkbox"/> \$110
Gala Dinner	<input type="checkbox"/> \$170	<input type="checkbox"/> \$185
Extra Partner	<input type="checkbox"/> \$185	<input type="checkbox"/> \$185
Become an ALGWA NSW Member		<input type="checkbox"/> \$80
Total Amount Payable		

**Discounted ALGWA Member rates are only available to existing ALGWA NSW Members.*

Important Information

Attendance will be confirmed on receipt of full payment. Please note that the program and speakers list are subject to change without notice. Information collected on this form will be used for conference purposes only and will not be provided to third parties without your consent.

Cancellation Policy

Should you not be able to attend the conference, you are welcome to send an alternate delegate in your place. Cancellations will be accepted until Friday 4 March 2019 and will incur a \$100 processing fee.

Cancellations after this date will incur the full registration fee. All cancellations for change of delegate must be provided in writing to **MakeYourMark2019@liverpool.nsw.gov.au**

Payment Options**I would like to pay by:**

- ☐ Mastercard ☐ Company Cheque
☐ Visa ☐ Direct Deposit

If you have selected to pay by credit card, an invoice will be sent to your nominated email address.

If paying by direct deposit,
please email the EFT advice to
MakeYourMark2019@liverpool.nsw.gov.au

Bank: Commonwealth Bank
Account Name: Liverpool City Council
BSB: 062 196
Account Number: 1090 8009

Total amount payable:**Is an invoice required for your payment?**

- ☐ Yes ☐ No

Please note, a 0.5% transaction fee will be charged on all credit card transactions. Cardholder signature is required before processing.

Return your completed **Registration Form** to us by **20 January 2019** to secure **Early Bird** rates, otherwise, return by **7 March 2019**.

Email: **MakeYourMark2019@liverpool.nsw.gov.au**



Operational Plan

Second Quarter Review

2018/2019

Traffic Lights






Progress Indicator Key:

- - Not progressing
- - Progressing
- - Complete
- - Not due to start






Quarterly Review | 2018-19

Connect Cabonne to each other and the world

A safe, efficient, quality and well maintained urban and rural transport system for vehicles and pedestrians on Cabonne's local, regional and state road networks.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
1.1.1.a	Complete the Council's Road Maintenance and Renewal Program	Complete the annual rural and urban roads maintenance program	Director of Engineering & Technical Services	Annual rural and urban road maintenance tasks completed	50%	Program is progressing satisfactorily, very dry weather low impact	
1.1.1.b	Complete the Council's Road Maintenance and Renewal Program	Undertake service review of rural and urban road maintenance	Director of Engineering & Technical Services	Service review undertaken	50%	Progressing, although drought continuing still having minimal impact.	
1.1.2.a	Initiate and implement road safety programs	Implement Roads & Maritime Services Road Safety Program	Director of Engineering & Technical Services	Road Safety Program implemented	50%	Progressing well. No issues.	
1.1.2.b	Initiate and implement road safety programs	Identify and apply for BlackSpot funding	Director of Engineering & Technical Services	BlackSpot eligible locations identified and funding applied for	50%	Ongoing. Submissions continuing.	
1.1.2.c	Initiate and implement road safety programs	Undertake street lighting program	Director of Engineering	Street Lighting program implemented	30%	No action due to absence of Urban Services Manager.	

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
1.1.2.d	Initiate and implement road safety programs	Investigate the viability of Council operating a line marking service	Director of Engineering & Technical Services	Investigation completed	100%	Completed	
1.1.3.a	Remain a core service provider to the RMS on state main roads	Provide Road Maintenance service to RMS	Director of Engineering & Technical Services	Dollars billed to RMS	50%	Twelve work orders have been approved.	
1.1.4.a	Provide and maintain bridge structures on Cabonne's local and regional roads network	Local road bridge maintenance undertaken	Director of Engineering & Technical Services	Inspections and maintenance carried out	20%	Minor bridge maintenance has been done.	
1.1.4.b	Provide and maintain bridge structures on Cabonne's local and regional roads network	Regional road bridge maintenance undertaken	Director of Engineering & Technical Services	Inspections and maintenance carried out	0%	No Regional bridge maintenance has been done.	
1.1.4.c	Provide and maintain bridge structures on Cabonne's local and regional roads network	Local road bridge construction undertaken	Director of Engineering & Technical Services	Annual bridge construction works completed	100%	Construction of Eurimbla bridge and approach roads have been completed.	


Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
1.1.4.d	Provide and maintain bridge structures on Cabonne's local and regional roads network	Regional bridge construction undertaken	Director of Engineering & Technical Services	Bridge widening works completed	100%	There is no construction program for regional bridges in this Fiscal Year.	
1.1.5.a	Ensure accessibility for all members of the community	Construct new footpaths and pathways according to the requirements in the Pedestrian Access Mobility Plan (PAMP)	Director of Engineering & Technical Services	All footpath and pathway program projects completed according to the PAMP	60%	New Footpath work done at Eugowra, Manildra, Cudal and Mullion Creek under Stronger Country Community and School to pool funding program.	
1.1.5.b	Ensure accessibility for all members of the community	Review the Pedestrian Access Mobility Plan (PAMP)	Director of Engineering & Technical Services	PAMP review completed	10%	Council is in the process of hiring the consultant for the review and update of PAMP.	
1.1.6.a	Implement the cycle and footpath maintenance renewal program	Footpath maintenance undertaken	Director of Engineering & Technical Services	Inspections and maintenance carried out as required	35%	Footpath maintenance has been done at various locations throughout Cabonne.	
1.1.6.b	Implement the cycle and footpath maintenance renewal program	Pathways maintenance undertaken	Director of Engineering & Technical Services	Inspections and maintenance carried out as required	30%	Maintenance has been done at various locations.	
1.1.6.c	Implement the cycle and footpath maintenance renewal program	Kerb and Gutter maintenance undertaken	Director of Engineering & Technical Services	Inspections and maintenance carried out as required	30%	K&G maintenance at various locations.	

Quarterly Review | 2018-19




Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
1.1.6.d	Implement the cycle and footpath maintenance renewal program	Undertake Pathway Program	Director of Engineering & Technical Services	Paths replaced in accordance with approved program	50%	Shared pathways have been done under the Stronger Country Communities and School to pool funding program	
1.1.6.e	Implement the cycle and footpath maintenance renewal program	Undertake Footpath Program	Director of Engineering & Technical Services	Constructed new footpaths	60%	New footpaths done at Mullion Creek, Manildra, Cudal & Eugowra.	
1.1.6.f	Implement the cycle and footpath maintenance renewal program	Undertake Kerb and Gutter Program	Director of Engineering & Technical Services	Constructed new kerb and gutter	0%	No K&G construction has been under taken. Only Maintenance.	

Everywhere in Cabonne has access to contemporary information and communication technology.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
1.2.1.a	Lobby Government and Telecommunication service providers for improved infrastructure and services	To lobby for appropriate telecommunication infrastructure for Cabonne localities	General Manager	Evidence of lobbying activities	50%	Central West JO resolved to support ALGA priorities to fund a digital local government and rural/regional telecommunications program of \$100m over four years	





Quarterly Review | 2018-19

A range of transport options in to, out of and around Cabonne are affordable and available.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
1.3.1.a	Facilitate the provision of safe and affordable one on one Community Transport services to Cabonne residents	Implement the Community Transport Program	Director of Finance & Corporate Services	Outputs delivered in line with funding agreement Retain current bus brokerage services Program meeting report schedule as set out in funding agreement	50%	Program is running successfully, with transport being provided to those eligible Cabonne residents.	
1.3.1.b	Facilitate the provision of safe and affordable one on one Community Transport services to Cabonne residents	Recruit, train & monitor volunteer drivers	Director of Finance & Corporate Services	Retain volunteer drivers Volunteer training	50%	There has been one new volunteer driver recruited this Quarter, with no volunteers leaving the service. Training day held in Dubbo with other Community Transport services, topics covered included Manual Handling, CTABS and Point to Point.	
1.3.1.c	Facilitate the provision of safe and affordable one on one Community Transport services to Cabonne residents	Investigate the viability of offering a more frequent community bus service from Cabonne villages to Orange	Director of Finance & Corporate Services	Investigation complete	50%	Upon consultation with Canowindra and Eugowra clients who use the bus service, it has been decided to combine this bus run. Numbers will be monitored to determine if needed more than once per month.	

Quarterly Review | 2018-19

Transport infrastructure meets agricultural needs to get goods to and from market.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
1.4.1.a	Design and maintain roads to provide safe and efficient transport of goods and services locally and also State and regional routes	Construction of local roads	Director of Engineering & Technical Services	Construction program including renewals completed	30%	No Local road construction work has been done this quarter	
1.4.1.b	Design and maintain roads to provide safe and efficient transport of goods and services locally and also State and regional routes	Construction of regional roads	Director of Engineering & Technical Services	Construction program including repair and black spots completed	50%	Regional construction works are being done on Banjo Paterson Way, Cargo Road & Burrendong Way.	
1.4.1.c	Design and maintain roads to provide safe and efficient transport of goods and services locally and also State and regional routes	State Road Ordered Works undertaken	Director of Engineering & Technical Services	Road Maintenance Contracts for Councils (RMCC) ordered works completed	50%	Presently twelve work orders have been approved by the RMS.	
1.4.1.d	Design and maintain roads to provide safe and efficient transport of goods and	State Road Ordered Works specific projects undertaken	Director of Engineering & Technical Services	Road Maintenance Contracts for Councils (RMCC) ordered works completed	50%	RMS heavy patching & reseal programs completed. Toogong project is progressing well.	

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
1.4.1.e	Design and maintain roads to provide safe and efficient transport of goods and services locally and also State and regional routes	Roads to Recovery Federal Local Roads program undertaken	Director of Engineering & Technical Services	Roads to Recovery Program completed	100%	Belgravia Road, stage 3 (two stages - 3.1km) & Icely Road (3km) have been completed	
1.4.2.a	Lobby for the retention and renewal of the rail infrastructure system	Undertake lobbying activities	Director of Engineering & Technical Services	Maintain membership of relevant committees and alliances	50%	Significant interaction with various different committee members.	
1.4.2.b	Lobby for the retention and renewal of the rail infrastructure system	Lobby for the Inland Rail Network	Director of Engineering & Technical Services	Attendance at Inland Rail meetings and Focus Groups	50%	Continued representation at relevant meetings.	



Access to major metropolitan markets enables the growth of Tourism

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
1.5.1.a	Support Centroc in lobbying for the improvement of Road access	Support the Centroc Roads & Transport Technical Committee	Director of Engineering & Technical Services	Level of support	50%	Continued representation at Centroc Road Technical Group.	

Quarterly Review | 2018-19

Build Business and Generate Employment

A strong and vibrant local business sector.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
2.1.1.a	Implement Regional Economic Development Strategy	Implement strategies from Regional Economic Development Strategy (REDS)	General Manager	Implement Economic Development strategies as identified in the REDS	25%	Meeting to be arranged early 2019 for update on joint regional strategies implementation. Work implemented on: Improving B-double network; Upgrading local road infrastructure essential to freight; Encouraging relocation of business and government entities to the region; Lobbying for Bells Line Expressway to deliver shorter travel times to Sydney; Seeking grant funding to enhance library facilities in Molong; Further investment in Age of Fishes Museum.	
2.1.1.b	Implement Regional Economic	Implement CBD promotional activities and works in	General Manager	Meet with businesses and groups to develop strategy	30%	Meeting with business groups to be held in Quarter 3. Two Retail Revamp workshops	


Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
	Development Strategy	consultation with businesses and progress associations		Implement projects identified in Strategy on priority basis		conducted in Canowindra and Molong to help businesses redesign their retail spaces to help improve turnover and profits. Work has started through Cabonne Country Tourism Advisory Committee on Christmas in Cabonne event to be held in 2019 to increase business in all villages during Christmas period.	
2.1.1.d	Implement Regional Economic Development Strategy	Explore the potential of Agri-Tourism products	General Manager	Participation in suitable Agri-Tourism promotions Report to Council	25%	Tourism and Community Engagement Coordinator to begin talks with agricultural stakeholders during Quarter 3 to explore further agri-tourism opportunities. However impacts of ongoing drought may restrict opportunities at this time.	

Coordinated tourism product and a thriving visitor industry in Cabonne.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
2.2.1.a	Promote Council's Tourism Plan	Promote strategies listed in the Tourism Plan	General Manager	Promotion of weekend economy Number of and type of strategies promoted	50%	Strategies in tourism plan being promoted as scheduled in conjunction with Destination NSW, Orange 360 regional tourism	


Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
				Number of Cabonne Country website visits		organisation, Central NSW Councils tourism group, and Cabonne Country Tourism Advisory Committee. Central West tourism passport initiative implemented in conjunction with Centroc tourism group.	
				Work with regional & state tourism groups			
				Align Cabonne Tourism Plan with Destination NSW Management Plan where relevant.			
				Implement Tourism Plan marketing strategy in conjunction with CTAC			
2.2.1.b	Promote Council's Tourism Plan	Review Council's participation in the Orange Regional Tourism Organisation	General Manager	Review completed	100%	Following a review of its membership contribution in 2017-18, Council has committed to contribute more than \$64,000 in membership fees in each of the next two years.	
2.2.1.c	Promote Council's Tourism Plan	Investigate establishment of Tourism Instagram account and implement if viable	General Manager	Instagram implemented if viable	10%	Tourism and Community Development Coordinator to implement in Quarter 3	
2.2.1.d	Promote Council's Tourism Plan	Create and Implement a Social Media Strategy	General Manager	Completion and Implementation of Strategy	50%	Council averages at least one social media post per day. Number of likes for Cabonne Council page increased by 5.2% during quarter to 1551.	


Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
2.2.1.e	Promote Council's Tourism Plan	Investigate feasibility, viability and logistics of establishing additional accredited Visitor Information Centres in Cabonne	General Manager	Report to Council	25%	Further report to be prepared for Council following up on initial report regarding costs. Council to explore feasibility and costs of establishing and staffing a VIC at the old Molong railway station or new Molong library when that facility is built.	
2.2.2.a	Develop and Promote Council's Caravan Parks	Develop a master plan for each of Council's caravan parks	General Manager	Completion of a Master plan for each Caravan Park	20%	To be implemented in Quarter 3 by Tourism and Community Development Coordinator in conjunction with Caravan Park committee and Urban Assets Coordinator	


Increased viable, sustainable and value adding businesses in Cabonne.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
2.3.1.a	Identify Business assistance programs in the Regional Economic Development Strategy (REDS)	Identify and Implement Business assistance strategies	General Manager	Business assistance strategies implemented	50%	Retail Revamp workshops be delivered in Canowindra on 15 October 2018 and Molong on 16 October 2018. Funding sought from Federal Government's Community Drought Program to deliver projects to assist local business during the current drought. Council continues to work	


Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
2.3.1.b	Identify Business assistance programs in the Regional Economic Development Strategy (REDS)	Work with State, Regional and Local Business Groups to identify and implement assistance strategies and programs	General Manager	Identification and Implementation of business assistance programs	50%	<p>closely with Central West Business HQ, Regional Development Australia and other bodies to provide business advice and assistance.</p> <p>Council has become part of the NSW Government's Easy To Do Business program.</p> <p>Council works with State and regional groups, including Centroc and Regional Development Australia, and participates in quarterly Economic Development Forums to identify and implement business assistance measures.</p> <p>Council has become joined NSW Govt's Easy to do Business program.</p>	

Jobs for Cabonne people in Cabonne.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
2.4.1.a	Support the development of programs that increase jobs in Cabonne	Support local employment initiatives	General Manager	Promote available job creation initiatives	50%	Strategies in Regional Economic Development Strategy (REDS) being implemented. Council is working with Regional, State and Federal Bodies to	






Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
2.4.1.b	Support the development of programs that increase jobs in Cabonne	Investigate viability and logistics of shop local programs and incentives	General Manager	Report to Council	25%	<p>promote employment opportunities, as well as responding to local enquiries and opportunities to encourage new business and expand existing operations.</p> <p>Council to investigate the viability of buy local campaigns and shopping card programs during Quarter 3.</p>	






Quarterly Review | 2018-19

Provide and Develop Community Facilities




Pre school, play group, child care and youth facilities are available across Cabonne.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
3.1.1.a	Facilitate the provision of children's services	Review childcare services in Canowindra	Director of Finance & Corporate Services	Review complete	50%	Report to be prepared 4th Quarter.	
3.1.1.b	Facilitate the provision of children's services	Provide the Family Day Care Program	Director of Finance & Corporate Services	Program implemented and reported to Council	50%	Report prepared for February 2019 meeting	
3.1.1.c	Facilitate the provision of children's services	Investigate Manildra After School Care	Director of Finance & Corporate Services	Viability of Manildra After School Care program determined	50%	Still waiting on lease for the Department of Education.	
3.1.1.d	Facilitate the provision of children's services	Review financial sustainability of FDC, IH and AS Care services	Director of Finance & Corporate Services	Review complete	75%	Report prepared August 2018 meeting. Follow up report 4th Quarter	
3.1.1.e	Facilitate the provision of children's services	Recruit, train and monitor educators for Family Day Care	Director of Finance & Corporate Services	Educator training provided Recruitment of Educators Retention of educators	50%	Educators have recently completed CPR training. Educator numbers are currently at 23.	


Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
3.1.2.a	Provide and facilitate opportunities, facilities and events for young people	Operate Youth of the Month (YOM) awards	Director of Finance & Corporate Services	Number of YOM nominations and award presentations	50%	Youth of the Month presentations made for October, November and December 2018.	
3.1.2.b	Provide and facilitate opportunities, facilities and events for young people	Organise for young people to address Council annually	Director of Finance & Corporate Services	Young people address Council	40%	Youth to address Council April / May 2019	
3.1.2.c	Provide and facilitate opportunities, facilities and events for young people	Feedback provided on matters raised by young people with Council	Director of Finance & Corporate Services	Provide feedback	40%	Feedback will be provided after Youth address Council April / May 2019	
3.1.2.d	Provide and facilitate opportunities, facilities and events for young people	Hold Youth Week activities	Director of Finance & Corporate Services	Activities held and level of participation	25%	Youth Week is 10 - 18 April 2019. Funding from FACS has been accepted.	
3.1.2.e	Provide and facilitate opportunities, facilities and events for young people	Operate a Youth Ambassador of the Year award	Director of Finance & Corporate Services	Award presented	100%	Youth Ambassador of the Year award determined at the December Council meeting.	







Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
3.1.2.f	Provide and facilitate opportunities, facilities and events for young people	Youth services are promoted across Cabonne	Director of Finance & Corporate Services	Number of newsletters developed	50%	New Corporate Trainee to develop and distribute Youth Newsletter to Cabonne Secondary Schools.	
3.1.2.g	Provide and facilitate opportunities, facilities and events for young people	Provide transport to events for young people	Director of Finance & Corporate Services	Number of events transport provided for	50%	Transport will be arranged for Youth to attend Youth Week activities in April.	
3.1.2.h	Provide and facilitate opportunities, facilities and events for young people	Investigate need for a skate park at Cudal	Director of Finance & Corporate Services	Investigation completed and recommendation reported to Council	15%	Report to be prepared March 2019 meeting	

Health and aged care facilities meet local community needs.






Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
3.2.1.a	Facilitate the provision of aged care facilities	Identify challenges and opportunities for aged care facilities/services	Director of Finance & Corporate Services	Reported to Council	50%	Current Vacancies at Durack Court and Acacia Lodge Molong. Several vacancies at Moyne at Canowindra.	
3.2.2.a		Implement the HACC program	Director of Finance &	Outputs delivered in line with funding agreement	50%	June - December output report submitted 30 January	

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
	Facilitate the provision of aged care services		Corporate Services	Program meeting report schedule as set out in funding agreement		2019. Growth funding received for Home Maintenance program.	
3.2.3.a	Facilitate and advocate for the provision of Health & Medical services	Undertake review of Health services	Director of Finance & Corporate Services	Review completed and reported to Council	50%	Report due 3rd Quarter	
3.2.3.b	Facilitate and advocate for the provision of Health & Medical services	Advocate on behalf of health services in Cabonne as identified	Director of Finance & Corporate Services	Level of response to advocacy as identified	50%	No advocacy requests received to date.	
3.2.3.c	Facilitate and advocate for the provision of Health & Medical services	Participate in Cabonne Health Council (CHC)	Director of Finance & Corporate Services	Attendance at meetings by the delegate	50%	No meetings attended as no meetings have been held. Will look into this in the 3rd quarter to investigate if the Council is currently active.	
3.2.3.d	Facilitate and advocate for the provision of Health & Medical services	Participate in CENTROC Health Workforce Committee	Director of Finance & Corporate Services	Attendance at meetings by delegates	50%	No meetings held to date. The Health Workforce Committee is currently suspended while the JO is determining its strategic plan.	
3.2.3.e	Facilitate and advocate for the provision of Health & Medical services	Review the need/options for a Canowindra walk in/walk out Medical Centre	Director of Finance & Corporate Services	Review complete	50%	Report to be prepared 4th Quarter	

Quarterly Review | 2018-19




Sporting, recreational, council and community facilities and services are maintained and developed.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
3.3.1.a	Maintain and manage public cemeteries	Maintain cemeteries in accordance with community requirements	Director of Environmental Services	Cemeteries regularly maintained to satisfaction of community and within allocated budget	50%	Cemeteries maintained in accordance with community requirements	
3.3.1.c	Maintain and manage public cemeteries	Complete annual cemeteries capital works program	Director of Environmental Services	Program completed within budget	50%	Capital works program progressing	
3.3.2.a	Facilitate the provision of library services to Cabonne residents	Operate libraries according to the service agreement with Orange City Council	Director of Finance & Corporate Services	Level of library usage	0%		
3.3.2.b	Facilitate the provision of library services to Cabonne residents	Construct the new Molong Library	Director of Engineering & Technical Services	Completion of new library building at Molong	40%	Project on target.	
3.3.3.a	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	Maintain pools to safe operational standards	Director of Engineering & Technical Services	Operate pools in accordance with the Operation and Maintenance Manual	50%	Repair of identified chemical bunding failure in progress. Compiling costing for maintenance and repairs to Eugowra expansion joints and filtration system.	





Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
3.3.3.b	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	Maintain sporting facilities to safe operational standards	Director of Engineering & Technical Services	Maintain sporting facilities in accordance with the Asset Management Plan Report on cost alternatives and grant funding opportunities for the Molong Multi-Purpose Sports Complex	50%	Ongoing maintenance activities are on track.	
3.3.3.c	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	Maintain parks and gardens to safe operational standards	Director of Engineering & Technical Services	Maintain parks and gardens in accordance with the Asset Management Plan	50%	Councils Parks and Gardens have been maintained to a safe operational standard and the defined level of service outlined within Councils Recreational Asset Management Plan within this reporting period.	
3.3.3.d	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	Maintain playgrounds to safe operational standards	Director of Engineering & Technical Services	Maintain playgrounds in accordance with the Asset Management Plan	50%	Councils Playgrounds have been maintained to a safe operational standard and to the service levels defined within Councils Recreational Asset Management Plan within this reporting period. Soft fall has been renewed at two playgrounds.	

Quarterly Review | 2018-19


Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
3.3.3.e	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	Maintain the council's properties to safe operational standards	Director of Engineering & Technical Services	Carry out inspections and maintenance in accordance with the Asset Management Plan and Risk Management Plan	50%	Councils Properties have been maintained to a safe operational standard and the defined service level outlined within Councils Recreational Asset Management Plan within this reporting period.	
3.3.3.f	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	Implement Molong Village Green Plan of Management	Director of Engineering & Technical Services	Plan of Management implemented	70%	Projects tracking well.	
3.3.3.g	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	Upgrade Molong Community Hall toilets	Director of Engineering & Technical Services	Toilets upgraded	25%	Report going to February Council meeting.	

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
3.3.3.h	Maintain existing sporting, recreational, cultural, council and community facilities, to the levels defined in the Recreation Asset Management Plan	Review of Plans of Management (POM)	Director of Environmental Services	POM's completed to address community agreements for future use	60%	Received a grant to review POM - possible joint exercise with neighbouring Councils.	
3.3.4.a	Maintain existing building facilities to the levels defined in the Building Asset Management Plan	Maintain Council administration buildings	Director of Engineering & Technical Services	Annual Building Maintenance Program completed	50%	Councils Administration Buildings have been maintained to the service levels defined within Councils Building Asset Management Plan within this reporting period.	
3.3.4.b	Maintain existing building facilities to the levels defined in the Building Asset Management Plan	Maintain Council depots and workshops	Director of Engineering & Technical Services	Annual Building Maintenance Program completed	50%	Council depots and workshops are being maintained.	
3.3.4.c	Maintain existing building facilities to the levels defined in the Building Asset Management Plan	Complete the refurbishment of Orana House	Director of Engineering & Technical Services	Construction completed within budget	100%	Completed	

Quarterly Review | 2018-19

Cabonne has the education services and facilities to be a contemporary learning community.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
3.4.1.a	Advocate for education and learning facilities in Cabonne	Monitor challenges and opportunities for education services provided in Cabonne	Director of Finance & Corporate Services	Report to Council	10%	Report being prepared for 3rd quarter	

Quarterly Review | 2018-19




Grow Cabonne's Culture and Community

A successful balance of village and rural living.


Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.1.1.a	Provide a framework for encouraging shire wide development by maintaining and updating strategic land use plans	Prepare comprehensive Development Control Plan (DCP)	Director of Environmental Services	DCP prepared and adopted	25%	No further information from the State Government	
4.1.1.c	Provide a framework for encouraging shire wide development by maintaining and updating strategic land use plans	Review, in partnership with Blayney Shire, Orange City Council and Dept. of Planning, the Rural and Residential Sub Regional Strategy 2008	Director of Environmental Services	Sub Regional Strategy review completed and final plan adopted	30%	Review has commenced.	
4.1.1.f	Provide a framework for encouraging shire wide development by maintaining and updating strategic land use plans	Advocate for the right to farm policy	Director of Environmental Services	Political support from Council	50%	Right to Farm to be considered in Sub Regional Strategy review	

Quarterly Review | 2018-19



A network of viable, relevant and cultural facilities exists in Cabonne.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.2.1.a	Provide financial support and buildings for cultural facilities and activities in Cabonne	Maintain current level of support to museums in Cabonne	Director of Environmental Services	Financial contribution is provided	50%	Heritage Advisor provided support to Molong Historical Society	
4.2.1.b	Provide financial support and buildings for cultural facilities and activities in Cabonne	Promote visitation and tourism activity within Cabonne through accessing and showcasing local museums	General Manager	Increased Age of Fishes Museum displays Promote through Council's Tourism publications	50%	Council promotes local museums in its tourism publications, public relations material and monthly What's On publications. It also plays an active role in administration and promotion of the Age of Fishes Museum at Canowindra. Visitation to the Age of Fishes Museum rose from 9,882 in 2017 to 10,425 in 2018 - an increase of 5.5%. New \$600,000 (50% funded by Council) is complete and Canowindra fish fossils to be relocated to new premises in February.	
4.2.1.c	Provide financial support and buildings for cultural facilities	Participate in regional museum programs and sustainable collections program	Director of Environmental Services	Meeting and events attended	50%	Liaison with local museums continued	





Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.2.1.d	and activities in Cabonne Provide financial support and buildings for cultural facilities and activities in Cabonne	Promote Fairbridge Memorial concept	General Manager	Promotion through Council's website and Facebook pages	50%	Ongoing support provided to the communities of the Shire.	

Beautiful towns and villages with historic assets cared for and preserved.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.3.1.a	Manage Council's urban maintenance and improvement programs	Operate Community Assistance Program (CAP)	General Manager	CAP budget allocated	60%	Seven community projects with total value of \$38,500 funded through CAP program in Quarter 2. Second round of funding to be advertised and allocated in Quarter 3, with further \$27,000 available to be allocated.	
4.3.1.b	Manage Council's urban maintenance and improvement programs	Undertake street & gutter cleaning and town entrance mowing	Director of Engineering & Technical Services	Continual process, as required	50%	Council's streets and gutters have been cleaned and maintained within this period, all town entrances within the local government area have been mowed and maintained also. All these works have been completed within budget and adhered to Council's	




Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.3.1.c	Manage Council's urban maintenance and improvement programs	Complete annual tree maintenance and hazard removal program	Director of Engineering & Technical Services	Annual tree maintenance and hazard removal program completed	50%	continual improvement process. Substantial tree maintenance work for safety and beautification in all towns and villages within Cabonne Council area.	
4.3.1.d	Manage Council's urban maintenance and improvement programs	Implement the Village Enhancement Program	Director of Engineering & Technical Services	Village Enhancement Program completed for all villages	65%	Projects continue to be completed, ongoing work taking place.	
4.3.2.a	Support heritage conservation programs	Progressively review community heritage study, recommended heritage sites and places for inclusion on Cabonne LEP	Director of Environmental Services	Relevant heritage items included in LEP	50%	Monitor and review as necessary.	
4.3.2.b	Support heritage conservation programs	Deliver heritage conservation programs	Director of Environmental Services	Accessible and practical heritage conservation advice provided through facilitation of Heritage Advisory Service Facilitate annual heritage grants program 2018/19 in accordance with allocated budget Heritage Working Party meeting held	50%	Grants program facilitated. Heritage Advisory service facilitated. Heritage working party meets regularly.	


Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.3.2.c	Support heritage conservation programs	Ensure Council owned development complies with Heritage conservation	Director of Environmental Services	Review 2014/17 Heritage Strategy Level of development compliance with Heritage Conservation Guidelines	50%	Provide advice as required.	

Community events build visitation, generate investment and strengthen community well being.




Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.4.1.a	Facilitate the responsible management of events and provide funding support where appropriate	Facilitate the council's administrative aspects of ANZAC Day events and citizenship ceremonies	Director of Finance & Corporate Services	Molong ANZAC Day program completed and wreaths arranged Citizenship ceremonies are arranged as necessary	50%	Two Citizenships held on 1 August 2018. Five Citizenships will take place at the Molong Australia Day Ceremony 2019.	
4.4.1.b	Facilitate the responsible management of events and provide funding support where appropriate	Implement funding opportunities through the Events Assistance Program	General Manager	Number of enquiries responded to	75%	14 community events funded in 2018-19, with \$16,000 remaining to be allocated in Quarters 3 & 4	
4.4.1.c	Facilitate the responsible management of events and provide funding support where appropriate	Provide assistance to community groups	General Manager	Available programs promoted Number of enquiries responded to	50%	Council provides assistance to a range of community groups through advice, assistance with funding applications and participation at meetings such as Small	

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.4.1.d	Facilitate the responsible management of events and provide funding support where appropriate	Facilitate Australia Day events annually	Director of Finance & Corporate Services	1. Australia Day Ambassador arranged; 2. Australia Day awards process managed; and 3. Program for all Shire events compiled.	100%	<p>Towns Development Committee. First round of Community Assistance Program projects were funded in November 2018 with a second round to be allocated during Quarter 3. Grants Officer has provided assistance to a number of community groups, who have been successful in gaining grant funding. More than \$2.2m allocated for seven projects in Strong Country Communities Fund in Quarter 2, \$500,000 for Fairbridge Farm Children's Park and \$260,000 for Mullion Creek community hall and tennis courts. Council and community projects received more than \$3m in NSW Government funding in Quarter 2.</p> <p>1. Ambassador appointed 2. Nominations submitted to Council and determination of award winners made at the November Council meeting. 3. Program for all shire events prepared.</p>	

Quarterly Review | 2018-19





A Council that is effective and efficient.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.5.1.a	Provide ethical, open, accountable and transparent decision making processes	Provide quality administrative support and governance to councillors and residents	Director of Finance & Corporate Services	Level of actioning of Council resolutions	50%	Support and assistance provided when required.	
4.5.1.b	Provide ethical, open, accountable and transparent decision making processes	Maintain strong relationships and liaise effectively with all relevant Government agencies and other councils	Director of Finance & Corporate Services	Appropriate communications and representations are made on relevant issues Number of invitations to State and Federal members to address Council meetings	50%	Maintaining strong relationships with Local Councils particularly Blayney and Orange, Central NSW Councils (JO) and other relevant government agencies for the benefit of Cabonne.	
4.5.1.c	Provide ethical, open, accountable and transparent decision making processes	Provide appropriate mechanisms for democracy and participation for Cabonne residents	Director of Finance & Corporate Services	Level of attendance at Council meetings, community consultation meetings and other forums	50%	This issue has been discussed by the Corporate Management Team. Community survey will be conducted in March 2020 prior to the next Council elections scheduled for September 2020. This will enable comprehensive relevant and up to date data to be used for the next Community Strategic Plan to be adopted by the new Council.	
4.5.1.d				Attendance at meetings	50%		

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
	Provide ethical, open, accountable and transparent decision making processes	Maintain effective membership of Centroc, Hawkesbury City Council, Cabonne Council Country-City Alliance, LGNSW and other forums	General Manager	Level of matters brought forward by Cabonne at these forums Level of participation in programs		Attendance at LGNSW state conference, Centroc/CW JO and Country Mayors Association meetings during the quarter	
4.5.1.e	Provide ethical, open, accountable and transparent decision making processes	Provide adequate training & professional development opportunities for councillors	General Manager	Level of training made available and level of take up	50%	Available professional development opportunities are promoted to councillors. Cllr Newsom completed Executive Certificate for Local Members.	
4.5.1.f	Provide ethical, open, accountable and transparent decision making processes	Adhere to Council's Code of Conduct and Code of Meeting Practice	General Manager	Code of Conduct complaints received and dealt with in accordance with policy Code of Meeting Practice adopted and implemented	50%	Code of Conduct and Code of Meeting Practice in place. No breaches during quarter.	
4.5.1.g	Provide ethical, open, accountable and transparent decision making processes	Annual Report prepared	Director of Finance & Corporate Services	Report posted on Council's website and OLG advised	100%	Council's Annual Report completed and submitted to OLG by statutory timeframe.	
4.5.1.h	Provide ethical, open, accountable and transparent	Submit Public Interest Disclosure reports	Director of Finance &	Annual report submitted by October to Minister, NSW Ombudsman and	50%	PID disclosures have been reported for the year ending 30 June 18 and will be	



Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
	decision making processes		Corporate Services	Information Commissioner Six monthly reports submitted in July and February to NSW Ombudsman		reported by 14 February 19 for the six months ended 31 December 2018.	
4.5.1.i	Provide ethical, open, accountable and transparent decision making processes	Policy on payments of expenses and provision of facilities for Mayors and Councillors to be adopted within 12 months of new council term	Director of Finance & Corporate Services	Policy advertised and adopted	100%	Policy has been adopted within 12 months of new council term.	
4.5.2.a	Make it easy to do business with Council and deliver good customer service	Ensure effective use of customer service software	Director of Finance & Corporate Services	Level of compliance with Customer Service Policy response periods	50%	New website is operational with Customer Service options working well. Complaints are being reported and considered by the Corporate Management Team.	
4.5.2.b	Make it easy to do business with Council and deliver good customer service	Operate Customer request program system	Director of Finance & Corporate Services	Number of customer requests effectively resolved	50%	Customer requests are being recorded. The new website is receiving customer requests which are being distributed to the correct staff to be resolved.	
4.5.2.c	Make it easy to do business with Council and		General Manager	Community groups encouraged to develop plans for key areas	50%		





Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
	deliver good customer service	Engage with community to determine future needs & objectives		within their towns and villages Councillors as delegates assess community feedback relating to the Cabonne Community Plan 2025 through attendance at Progress Association meetings		Councillors maintaining attendance at key community meetings.	
4.5.2.d	Make it easy to do business with Council and deliver good customer service	Provide effective communications and information systems	General Manager	Implementation of Communication Strategy Hold community information meetings on relevant matters Distribute Council media releases as required Prepare and distribute Council quarterly Community Newsletters	50%	52 media releases issued for quarter, 97 Facebook posts, monthly From the Mayor's Desk column issued, regular fortnightly interviews for Mayor on Orange and Bathurst commercial radio stations and notes provided to councillors for monthly progress association meetings throughout the Shire.	
4.5.3.a	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	Assess and determine planning and development applications to foster community growth within the shire	Director of Environmental Services	Development Applications (DAs) determined Development Applications, Construction Certificate applications and OSMS applications determined	50%	Applications and inspections responded to in accordance with legislation	





Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
				within agreed service levels			
				Estimated value of developments (excluding subdivision)			
				Median processing time (days)			
4.5.3.b	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	Ensure environment monitoring in accordance with the Protection of Environment Operations Act 1997	Director of Environmental Services	Promptness of response to complaints of non-compliance with the Act	50%	Environment monitoring and recording of data in accordance with the Protection of Environment Operations Act 1997 occurring for each WMF facility.	
4.5.3.c	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	Administer statutory requirements (Companion Animals Act & Impounding Act) in accordance with community needs	Director of Environmental Services	Programs monitored and compliance in regards to companion animals regulations enforced	50%	Statutory requirements (Companion Animals Act & Impounding Act) conducted in accordance with community needs	
4.5.3.d	Meeting the Council's statutory obligations for Development Control, Environmental	Environmental monitoring of former gasworks site	Director of Environmental Services	Annual groundwater monitoring	50%	Ground water monitoring undertaken twice yearly.	



Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.5.3.e	Health and Animal Control Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	Provide public information regarding companion animal requirements	Director of Environmental Services	Public provided with information regarding companion animal requirements	50%	General Public provided information regarding companion animal requirements	
4.5.3.f	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	Participate in relevant reference groups, consultative committees and meetings	Director of Environmental Services	Level of participation and attendance at meetings Participate in Cadia Community Consultative Committee and East Guyong Community Consultative Committee	50%	Cadia CCC attended, East Guyong CCC attended, Inaugural Regis CCC meeting attended.	
4.5.3.g	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	Promptly investigate inappropriate and unapproved building works	Director of Environmental Services	Reported breaches investigated within agreed service levels	50%	Inspections carried out as required	
4.5.3.h	Meeting the Council's statutory obligations for Development	Ensure implementation of government regulations relating to swimming pools	Director of Environmental Services	Compliance achieved	50%	Inspections carried out as required	

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
	Control, Environmental Health and Animal Control						
4.5.3.i	Meeting the Council's statutory obligations for Development Control, Environmental Health and Animal Control	Ensure annual inspection and licensing of registered food outlets	Director of Environmental Services	Inspections finalised	50%	Food inspections undertaken	
4.5.4.a	Manage the present and long term financial sustainability of Cabonne Council	Levying of Council Rates and Charges in accordance with the Local Government Act	Director of Finance & Corporate Services	Level of rate of collection at end Quarter 4 Rates notices issued by statutory deadlines Water and Sewer notices issued quarterly	50%	100% of Rates have been levied. Water and Sewer billing is completed quarterly and is on time and on target	
4.5.4.b	Manage the present and long term financial sustainability of Cabonne Council	Maximise secure income through investments	Director of Finance & Corporate Services	Level of interest income generated	50%	Council ensures to maximise income through investments reporting this to each monthly council meeting. Council continues to invest at a higher rate than the BBS rate.	
4.5.4.c	Manage the present and long term financial	Develop long term financial plan	Director of Finance & Corporate Services	Adoption of Long Term Financial Plan	50%	Will be completed in Q4	

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.5.4.d	sustainability of Cabonne Council Manage the present and long term financial sustainability of Cabonne Council	Level of reserves and provisions monitored	Director of Finance & Corporate Services	Report to Council	50%	Level of reserves will be reported at the February meeting with the QBR report.	
4.5.4.e	Manage the present and long term financial sustainability of Cabonne Council	Development of the Annual Budget	Director of Finance & Corporate Services	Report to Council on a quarterly basis	50%	The December QBR will be reported to the February council meeting, reporting variations to the original budget.	
4.5.4.f	Manage the present and long term financial sustainability of Cabonne Council	Ensure compliance with current payroll awards	Director of Finance & Corporate Services	To comply with the latest Local Government Award	100%	Council is compliant with the Current award	
4.5.4.g	Manage the present and long term financial sustainability of Cabonne Council	Implement and maintain a comprehensive Asset Management System	Director of Engineering & Technical Services	System being used for the effective management of assets	70%	Existing assets data migration to the software almost completed. Fine tuning of migrated data is in progress.	
4.5.5.a	Minimise risk to Council	Develop a framework for the management of Council assets by volunteers and contractors	Director of Finance & Corporate Services	Framework and policy developed	50%	Contracts for Pools have been reviewed and improved. Procedures and Operational manuals have been reviewed, improved and distributed. A S355 Committee handbook has been drafted and is currently with committees	




Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.5.5.b	Minimise risk to Council	Maintain, review and improve Council's Risk Management Program	Director of Finance & Corporate Services	<p>Address the recommendations from the Pool Audit</p> <p>Conduct chemical audit and implement recommendations</p> <p>Develop annual Risk Management Action Plan (RMAP)</p> <p>The Business Continuity Plan reviewed and tested</p> <p>The Risk Register is updated</p>	50%	<p>seeking feedback prior to adoption.</p> <p>The complete Risk Management Program is being reviewed and updated to comply with current legislation. Audit recommendations are being implemented.</p>	
4.5.5.c	Minimise risk to Council	Comply with internal audit requirements	Director of Finance & Corporate Services	Review and monitor the Internal Audit Process	50%	Liaising with fellow Councils for Governance, Risk Management and Business Improvement Committee meetings for 2019. The DFCS, Risk Management Coordinator, GM and Mayor will attend all meetings.	
4.5.5.d	Minimise risk to Council	Review and improve the Work Health and Safety Management system	Director of Finance & Corporate Services	Annual training as identified in the Operational Risk Register	50%	All templates, overarching procedures and risk assessment's have been completed. Progressing on	





Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.5.5.e	Minimise risk to Council	Integrate risk management into all areas of Council's activities	Director of Finance & Corporate Services	Conduct StateCover WHS Audit and recommendations addressed		uploading the paper systems into the electronic system in Pulse.	
				Conduct WHS audit			
				Safe work method statements (SWMS)			
				Number of reported incidents			
				Number of Workers Compensation claims			
				Develop Council's Risk Management procedures	50%	WHS Committee is now operational. All templates for Risk assessment procedures have been reviewed or created and integrated into work activities and functions. Worksite inspections are being undertaken. Fraud policy has now been implemented for 12 months. ICAC training has taken place.	
				Number of Public Liability claims and cost			
4.5.5.f	Minimise risk to Council	Provide a records management system which meets statutory	Director of Finance & Corporate Services	Number of Motor Vehicle claims and cost			
				Number of Property claims and cost			
				Number of other policy type claims and cost			
4.5.5.f	Minimise risk to Council	Provide a records management system which meets statutory	Director of Finance & Corporate Services	Review Council's Electronic Record Management System (ERMS)	0%	Not due to start	

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.5.5.g	Minimise risk to Council	and organisational demands Manage and effectively provide IT systems to Council	Director of Finance & Corporate Services	Manage contract for archive disposal project Reestablishment of Technology Working Group To ensure Council's software licensing is compliant. To ensure effective use of the IT helpdesk - completion To record any outages of Council's IT system	50%	Council's IT systems are managed and reviewed on a fortnightly basis by the Finance manager, to ensure that the Help desk is effective, that Council is compliant and that the IT systems are running effectively	
4.5.5.h	Minimise risk to Council	Provide, maintain and develop financial services and systems to accepted standards - satisfying regulatory and customer requirements	Director of Finance & Corporate Services	Statutory reporting completed on time Business Activity Statement reported to Australian Taxation Office Fringe Benefits Tax reported to Australian Taxation Office	50%	Council's financial systems and procedures provide for an effective system to satisfy the regulatory and customer requirements.	
4.5.6.a	Develop, maintain and retain a balanced and skilled workforce	Apprentice and Traineeship needs identified	Director of Finance & Corporate Services	Appointment of apprentices and trainees	50%	2 Administration trainees have commenced in January 2019. 2 Civil Construction Trainees are due to start 4 Feb 2019	

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.5.6.b	Develop, maintain and retain a balanced and skilled workforce	Ensure Core Competencies online training is completed annually by all staff	Director of Finance & Corporate Services	Completion of 6 core competencies by staff	80%	All 6 courses have been completed by a large majority of employees, new employees are being enrolled and encouraged to complete on first day as part of induction program. This will be completed by all incoming staff prior to starting as part of new onboarding program that is going live in Feb 2019	
4.5.6.c	Develop, maintain and retain a balanced and skilled workforce	Review structure and adequacy of staffing levels	General Manager	Develop new Workforce Plan	50%	Workforce plan adopted.	
4.5.6.d	Develop, maintain and retain a balanced and skilled workforce	Skill requirements of all Council staff reviewed annually and targeted training plan developed/actioned	Director of Finance & Corporate Services	Training plan developed and implemented annually Staff Development Appraisals are conducted	80%	Online appraisals that were due to be completed in November & December 2018 are still being completed. It is expected that this will be complete by mid February 2019	
4.5.6.e	Develop, maintain and retain a balanced and skilled workforce	Provide regular opportunities for management to meet and discuss contemporary issues	General Manager	Networking opportunities made available Networking opportunities made available	50%	Technical Staff Group and Corporate Management team meetings held during quarter.	






Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
4.5.6.f	Develop, maintain and retain a balanced and skilled workforce	Provide effective communication and information systems for staff	Director of Finance & Corporate Services	Opportunities for communication with staff	50%	Staff meetings in all departments are being held regularly.	
4.5.6.g	Develop, maintain and retain a balanced and skilled workforce	Develop a Strategic Plan for the replacement of retiring individuals who hold critical positions as specified in the Workforce Management Plan	Director of Finance & Corporate Services	Strategic Plan completed	60%	Succession plans will be developed after development appraisals have been completed and staff that are capable and willing to be considered for other positions and development opportunities have been identified	


Quarterly Review | 2018-19

Manage our Natural Resources




All villages have a secure and quality water supply.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.1.1.a	Manage secure water supply schemes	Implement and amend Best Practice for Water Supply within Cabonne water operations	Director of Engineering & Technical Services	Best Practice for Water Supply implemented and amended Best Practice for Water Supply implemented and amended	100%	Council has achieved compliance for its Water Operations. Difficult quarter due to drought conditions and water quality reduction from Molong Creek Dam.	
5.1.1.b	Manage secure water supply schemes	Continue to maintain drinking water management system	Director of Engineering & Technical Services	Drinking water guidelines complied with.	50%	Councils drinking water management system has been adhered to within this period.	
5.1.1.c	Manage secure water supply schemes	Maintain water infrastructure assets	Director of Engineering & Technical Services	In accordance with the AMP	50%	Councils water infrastructure assets have been maintained within this period, these works have been done within budget,	
5.1.1.d	Manage secure water supply schemes	Construct the Molong to Cumnock to Yeoval pipeline	Director of Engineering & Technical Services	Complete the pipeline	100%	Construction of the Molong to Cumnock to Yeoval pipeline is practically completed.	
5.1.2.a	Promote responsible water use across the community	Cabonne Water responsible use promoted	Director of Engineering & Technical Services	Participation in water resource management activities CENTROC water utility alliance and	25%	Council has promoted responsible water use within the period, Due to drought conditions this	




Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.1.2.b	Promote responsible water use across the community	Maintain a pricing structure that encourages responsible water usage	Director of Engineering & Technical Services	Level of water usage	20%	has seen Council introduce Level 3 water restrictions within Molong & Cumnock and level 4 in Yeoval in this period. Level 2, 3 and 4 water restrictions in place.	

Flood mitigation processes are in place.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.2.1.a	Provide systems for stormwater and pollution management & control	Environmental Protection Operations undertaken	Director of Engineering & Technical Services	Works required to comply with Protection of the Environment Operations Act 1997 (POEO Act) and supporting legislation undertaken	20%	Ongoing	
5.2.1.b	Provide systems for stormwater and pollution management & control	Undertake creek and river operations	Director of Engineering & Technical Services	Creek and river environs maintenance completed	50%	Creek and river environs maintenance ongoing.	
5.2.2.a	Implement Flood Risk Management Plans	Implement Eugowra Floodplain Management Plan	Director of Engineering & Technical Services	Progressively implement plan and obtain state and/or Federal funding	25%	The recent application for funding for the construction of levee has been unsuccessful. Council will reapply for	


Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.2.2.b	Implement Flood Risk Management Plans	Construction of Puzzle Flat Creek Levee	Director of Engineering & Technical Services	Funding for the Levee	30%	funding if such opportunity arises. Funding application not approved.	
5.2.2.c	Implement Flood Risk Management Plans	Implement Molong Floodplain Management Plan	Director of Engineering & Technical Services	Progressively implement plan and obtain state and/or federal funding Progressively implement plan and obtain state and/or federal funding	30%	Feasibility study of Molong town levee has been completed. Council will apply for funding for the detailed design and construction if such opportunity arises.	
5.2.2.d	Implement Flood Risk Management Plans	Action voluntary purchase applications	Director of Engineering & Technical Services	Voluntary purchase applications actioned	70%	No further action required until funding round in April 2019	






Sustainable solid and liquid waste management practices are in place across Cabonne.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.3.1.a	Provide a solid waste management and recycling service to the communities	Manage the contract for the operation of a kerbside pickup service for residential properties	Director of Environmental Services	Services delivered with minimal complaints, on time and within contract budget	50%	J.R.Richards contract managed for the operation of a kerbside pickup service for residential properties	



Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.3.1.b	Provide a solid waste management and recycling service to the communities	Manage the operation of the Cabonne landfills to maximise environmental controls	Director of Environmental Services	Management in accordance with Best Practice standards and Council's Environmental Management Plans (EMPS)	50%	Cabonne landfills managed in order to maximise environmental controls	
5.3.1.c	Provide a solid waste management and recycling service to the communities	Provide facilities to encourage maximum recycling and reuse of all waste streams	Director of Environmental Services	Services delivered with minimal complaints	50%	Facilities to encourage maximum recycling and reuse of all waste streams via NETWASTE	
5.3.1.d	Provide a solid waste management and recycling service to the communities	Undertake regular inspections of Onsite Sewerage Management Systems in accordance with licence requirements	Director of Environmental Services	Inspections finalised within agreed service levels	50%	Inspections carried out as required	
5.3.1.e	Provide a solid waste management and recycling service to the communities	Increase education & awareness of waste issues	Director of Environmental Services	Increase community awareness	50%	Increase education & awareness of waste issues completed utilising NETWASTE and Councils proactive involvement with NETWASTE education budget.	
5.3.1.f	Provide a solid waste management and recycling service to the communities	Investigate & monitor illegal dumping activity	Director of Environmental Services	Investigation and enforcement as appropriate	50%	All illegal dumping instances investigated and cleaned up within acceptable timeframes.	



Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.3.2.a	Develop long term strategic plan for the development, operation and closure of sites	Implement waste management strategy and revise as necessary	Director of Environmental Services	Report on implementation of strategy	50%	Conceptual Designs (strategic plans) adopted by Council are being followed and evaluated on a regular basis.	
5.3.3.a	To provide and maintain environmentally sustainable, high quality sewerage facilities	Undertake Cabonne Sewer Operations	Director of Engineering & Technical Services	Operated in accordance with relevant standards and best practices Maintained in accordance to AMP Operated in accordance with relevant standards and best practices	50%	Council has undertaken efficient and effective sewer operations within the period, these works have been completed within budget.	
5.3.3.b	To provide and maintain environmentally sustainable, high quality sewerage facilities	Maintain Cabonne sewer infrastructure assets	Director of Engineering & Technical Services	Maintain in accordance to AMP	50%	Council has maintained all sewer infrastructure assets within this period.	
5.3.3.c	To provide and maintain environmentally sustainable, high quality sewerage facilities	Undertake Cabonne sewer projects	Director of Engineering & Technical Services	Complete sewer projects	50%	All facilities are operating to environmentally sustainable, high quality standards.	
5.3.3.d	To provide and maintain environmentally sustainable, high	Operate effluent reuse schemes	Director of Engineering & Technical Services	Should operate in accordance with relevant standards and best practices	50%	Council has operated its effluent reuse systems efficiently and effectively within this period, including	




Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.3.3.e	quality sewerage facilities To provide and maintain environmentally sustainable, high quality sewerage facilities	Established Truck wash in Molong	Director of Engineering & Technical Services	Truck wash operational	30%	reuse in agricultural applications. DA submitted, plans with RMS for comment.	
5.3.3.f	To provide and maintain environmentally sustainable, high quality sewerage facilities	Undertake liquid trade waste operations	Director of Engineering & Technical Services	Operate in accordance with best practice and Liquid Trade Waste guidelines	50%	Council has undertaken liquid trade waste operations within this period.	



Primary producers use best practice methods and systems that respect the environment.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.4.1.a	Maintain an effective campaign of noxious weed control	Undertake Weeds destruction operations	Director of Engineering & Technical Services	Implementation of Council's Noxious Weeds policy	50%	Implementation of Biosecurity Act , progressing satisfactorily. Some staff changes.	
5.4.1.b	Maintain an effective campaign of noxious weed control	Undertake Weeds control asset purchases	Director of Engineering & Technical Services	New weeds assets purchased	50%	No assets purchased this quarter.	






Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.4.1.c	Maintain an effective campaign of noxious weed control	Maintain invasive species operations	Director of Engineering & Technical Services	Implementation of Council's Noxious Weeds policy	50%	Noxious weed control campaign continuing.	
5.4.1.d	Maintain an effective campaign of noxious weed control	Undertake Weeds Private Works	Director of Engineering & Technical Services	Private works undertaken	50%	Private works have been undertaken.	
5.4.1.e	Maintain an effective campaign of noxious weed control	Maintain Macquarie Valley Weeds Operations	Director of Engineering & Technical Services	Macquarie Valley Weeds Operations maintained	50%	Noxious weed control program continues.	




All natural resources are managed sustainably in a planned way.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.5.1.a	Participate in Environmental sustainability programs	Support community education programs in environmental stewardship and management	Director of Environmental Services	Complete State of Environmental (SoE) Report	50%	RSoE completed and available on Council's website.	
5.5.1.b	Participate in Environmental sustainability programs	Support projects initiated by Local Land Services (LLS), Dept of Primary Industries (DPI) and Catchment Management Authority (CMA).	Director of Environmental Services	Meetings attended	25%	Local Government reference group currently inactive.	


Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.5.1.c	Participate in Environmental sustainability programs	Maintain a detailed knowledge and understanding of issues related to mining	Director of Environmental Services	Participate in Association of Mining & Energy Related Councils meetings Participate in Cadia annual environmental review	50%	Attended AGM and December general meeting. Cadia annual environmental management review attended	
5.5.1.d	Participate in Environmental sustainability programs	Provide input into the statutory process for proposed State significant development applications	Director of Environmental Services	Input provided	50%	Respond to state significant development proposals as required.	
5.5.1.e	Participate in Environmental sustainability programs	Endeavour to influence the State Government framework for mining activity (e.g. Mining SEPP, CCCs, etc.)	Director of Environmental Services	Participate in Association of Mining & Energy Related Councils lobbying activities	50%	Participate in Association of Mining Related councils lobbying	
5.5.2.a	Manage Council's Molong Limestone Quarry in accordance with the lease agreement.	Review of annual rental in accordance with the provisions of the lease	Director of Engineering & Technical Services	CPI increase enacted in accordance with the agreement	50%	Management of quarry ongoing.	
5.5.2.b	Manage Council's Molong Limestone Quarry in accordance with the lease agreement.	Calculate gravel royalties for extraction greater than 60,000 tonnes in accordance with the provisions in the Contract	Director of Engineering & Technical Services	Earth Plant Hire invoiced for gravel royalties in accordance with the level of extraction	50%	Gravel royalties calculated in accordance with the provisions in the Contract.	



Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.5.3.a	Operate gravel pits in an environmentally responsible and financially sustainable manner	Ensure guidelines and approval conditions complied with	Director of Engineering & Technical Services	Level of compliance	20%	Ongoing	
5.5.3.b	Operate gravel pits in an environmentally responsible and financially sustainable manner	Renew gravel pit lease agreements	Director of Engineering & Technical Services	Lease agreements renewed	85%	Ongoing with renewals	
5.5.3.c	Operate gravel pits in an environmentally responsible and financially sustainable manner	Operate gravel pits in accordance with Mine Safety regulations	Director of Engineering & Technical Services	Number of breaches	50%	Ongoing	



Risk management processes are in place for natural disaster events.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.6.1.a	Support the appropriate emergency management lead	Review of Emergency Management Plan (EMPLAN)	Director of Engineering & Technical Services	Review completed and Plan adopted	50%	Next meeting scheduled in March	



Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
	agency in the planning and management of emergency events						
5.6.1.b	Support the appropriate emergency management lead agency in the planning and management of emergency events	Implement Emergency Risk Management (ERM) Plan	Director of Engineering & Technical Services	ERM Plan implemented	50%	ERM plan in place.	
5.6.1.c	Support the appropriate emergency management lead agency in the planning and management of emergency events	Review Standard Operating Procedures (SOP's)	Director of Engineering & Technical Services	SOP's reviewed and updated as required	50%	Substantial work has been done on SOPs in the quarter	
5.6.1.d	Support the appropriate emergency management lead agency in the planning and management of emergency events	Support education of community by emergency services	Director of Engineering & Technical Services	Support provided for requests from emergency services for support for community education	50%	Continued support to lead agency in place.	
5.6.1.e	Support the appropriate emergency	Conduct Local Emergency Management	Director of Engineering	Meetings convened	50%	Meeting attended in December,.	

Quarterly Review | 2018-19

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
	management lead agency in the planning and management of emergency events	Committee (LEMC) as required	& Technical Services				
5.6.2.a	Support the management of the local emergency services	Actively maintain support of the Canobolas Rural Fire Zone management	Director of Engineering & Technical Services	Meetings attended as required	45%	Active support maintained.	
5.6.2.b	Support the management of the local emergency services	Actively maintain support of the State Emergency Services	Director of Engineering & Technical Services	Meetings attended as required	50%	Ongoing	

Alternative energy development is considered and utilised where appropriate.

Task Code	DP Action	Operational Task	Executive Responsible	Performance Measure	Progress	Comment	Progress Indicator
5.7.1.a	Encourage the development and use of alternative energy	Implement outcomes of CENTROC's Sustainability Group	General Manager	Energy Efficient and Sustainable Group outcomes implemented	50%	Councils is continually implementing outcomes of CentroC's sustainability group.	
5.7.2.a	Review the energy efficiency of Council's operations	Report on sustainability initiatives	Director of Engineering & Technical Services	Report to Council by 4th Quarter	45%	Council has reported both internally and externally on sustainability initiatives to ensure Councils operations are energy efficient.	

CABONNE COUNCIL



Eugowra

QUARTERLY BUDGET REVIEW

01/10/2018 to 31/12/2018



Cabonne Council

Quarterly Budget Review

For the period from 01/07/2018 to 31/12/2018

Council's responsible Accounting Officer is required to prepare and submit a Quarterly Budget Review Statement (QBRs) to the governing body of council in accordance with clause 203(1) of the Local Government (General) Regulation 2005.

The Quarterly Budget Review Statement (QBRs) is a report whereby Councillors are informed of the Council's financial position at the end of each quarter. This allows the performance and progress measured against the Original Budget adopted by Council on the 26th June 2018, to be monitored.

The Local Government Code of Accounting Practice and Financial Reporting requires the QBRs to contain the following for your review:

	Page
1. Statement by Responsible Accounting Officer	1
2. Budget Review Income & Expenditure Statement	
2.1 Statement by Type	2
2.2 Statement by Activity	3
3. Budget Review Capital Budget	4
4. Budget Review Recommended Changes	5
5. Budget Review Cash & Investment Position	6
6. Budget Review Internal & External restrictions	7
7. Budget Review Contractors and Other Expenses	8
7.1 Contracts Listing	
7.2 Consultancy and Legal Expenses	

Cabonne Council
Quarterly Budget Review
For the period from 01/07/2018 to 31/12/2018

**1. Statement by Responsible Accounting Officer on Council's
Financial Position**

The following statement is made in accordance with Clause 203(2) of the Local Government(General) Regulations 2005:

It is my opinion that the Quarterly Budget review Statement for the quarter ended 31st December 2018, indicates that Council's projected financial position at 30th June 2019 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure

Signed: 
L Taberner
Responsible Accounting Officer

Date: 18-2-2019

Cabonne Council
Quarterly Budget Review
For the period from 01/07/2018 to 31/12/2018

2.1 Budget Review Income & Expenditure Statement - TYPE

	Original Budget 2018/2019	Approved Changes	Revised Budget	Recommended Changes December	Projected Year End Result	Actual YTD
Income from Continuing Operations						
Rates and Annual Charges	13,973,486	26,465	13,999,951	-	13,999,951	13,039,197
User Charges and Fees	8,713,369	14,112	8,727,481	-	8,727,481	3,311,958
Interest and Investment Revenues	1,128,642	-	1,128,642	-	1,128,642	277,405
Other Revenues	555,556	26,971	582,527	-	582,527	308,789
Operating Grants & Contributions	7,598,899	-1,658,317	5,940,582	356,317	6,296,899	3,608,484
Capital Grants & Contributions	17,913,642	3,646,288	21,559,930	1,555,435	23,115,365	7,260,147
Net gain from disposal of assets	300,000	-	300,000	-	300,000	179,561
Total Income from Continuing Operations	50,183,594	2,055,519	52,239,113	1,911,752	54,150,865	27,985,541
Expenses from Continuing Operations						
Employee Costs & Oncoats	11,896,156	18,977	11,915,133	5,840	11,920,973	5,963,034
Borrowing Costs	133,174	-	133,174	-	133,174	69,297
Materials & Consumables	3,644,636	-62,651	3,581,987	2,608	3,584,595	1,297,125
Contracts & Consultancy	3,980,447	320,814	4,301,261	-522,245	3,779,016	374,733
Depreciation & Amortisation	10,603,695	-	10,603,695	-	10,603,69	5,153,588
Other Expenses	4,918,982	47,736	4,966,718	55,163	4,971,881	2,746,023
Total Expenses from Continuing Operations	35,177,091	324,875	35,501,967	- 508,634	34,993,333	15,603,800
Operating Result from Continuing Operations	15,006,503	1,730,644	16,737,146	2,420,386	19,157,532	12,381,741
Operating Result before Capital Grants & Contributions	- 2,907,139	- 1,915,644	- 4,822,784	864,951	- 3,957,833	5,121,594

Notes:

Approved Changes = Revotes, Carried forwards from 17/18 budget and other changes authorised at Council Meetings.

Original Budget = As adopted by Council on the 26th June 2018

Revised Budget = Original Budget + Approved Changes at Council meetings and previous quarter changes

Projected Year End Result = Original Budget + Approved Changes + Recommended Changes this quarter

Cabonne Council
Quarterly Budget Review
For the period from 01/07/2018 to 31/12/2018

2.2 Budget Review Income & Expenditure Statement - ACTIVITY

	Original Budget 2018/2019	Approved Changes	Revised Budget	Recommended Changes December	Projected Year End Result	Actual YTD
Income from Continuing Operations						
Administration	769,394	-	769,394	71,717	841,111	312,479
Public Order & Safety	13,500	711,200	724,700	30,000	754,700	374,443
Health	102,663	-	102,663	10,909	113,572	63,759
Environment	3,966,520	62,908	4,029,428	-	4,029,428	1,957,215
Community Services & Education	1,568,583	127,175	1,695,758	-	1,695,758	1,024,134
Housing & Community Amenities	374,089	-	374,089	-	374,089	206,574
Water Supplies	10,754,433	2,430,656	13,185,089	-	13,185,089	7,380,512
Sewer Supplies	2,344,021	2,471	2,346,492	-	2,346,492	1,248,865
Recreation & Culture	2,183,939	3,300	2,187,239	-	2,187,239	116,855
Manufacturing & Construction	379,906	-	379,906	-	379,906	142,955
Transport & Communication	11,525,421	1,128,927	12,654,348	1,528,435	14,182,783	2,429,153
Economic Affairs	469,216	-	469,216	-	469,216	360,468
General Purpose Revenues	15,731,909	-2,411,118	13,320,791	270,691	13,591,482	12,368,129
Total Income from Continuing Operations	50,183,594	2,055,519	52,239,113	1,911,752	54,150,865	27,985,541
Expenses from Continuing Operations						
Administration	2,316,607	-1,134,566	1,182,041	-146,543	1,035,498	2,041,126
Public Order & Safety	1,012,244	628	1,012,872	-	1,012,872	444,417
Health	870,045	-	870,045	-	870,045	346,513
Environment	2,805,932	915	2,806,847	10,909	2,817,756	1,277,956
Community Services & Education	3,055,544	32,849	3,088,393	-	3,088,393	944,794
Housing & Community Amenities	950,486	-	950,486	-	950,486	396,227
Water Supplies	1,563,484	47,256	1,610,740	-	1,610,740	657,964
Sewer Supplies	2,569,559	110,150	2,679,709	-	2,679,709	1,132,082
Recreation & Culture	4,203,969	55,425	4,259,394	-	4,259,394	1,912,380
Manufacturing & Construction	221,917	-	221,917	-	221,917	130,154
Transport & Communication	14,233,410	1,219,271	15,452,681	-373,000	15,079,681	5,639,698
Economic Affairs	1,285,150	-29,052	1,256,098	-	1,256,098	537,454
General Purpose Revenues	88,742	22,000	110,742	-	110,742	143,035
Total Expenses from Continuing Operations	35,177,091	324,875	35,501,965	- 508,634	34,993,330	15,603,800
Operating Result from Continuing Operations						
	15,006,503	1,730,644	16,737,148	2,420,386	19,157,535	12,381,741
Operating Result before Capital Grants & Contributions						
	- 2,907,139	- 1,915,644	- 4,822,784	864,951	- 3,957,833	5,121,594

Notes:

Approved Changes = Revotes, Carried forwards from 17/18 budget and other changes authorised at Council Meetings.

Original Budget = As adopted by Council on the 26th June 2018

Revised Budget = Original Budget + Approved Changes at Council meetings and previous quarter changes

Projected Year End Result = Original Budget + Approved Changes + Recommended Changes this quarter

Cabonne Council
Quarterly Budget Review
For the period from 01/07/2018 to 31/12/2018

3. Budget Review Capital Budget

	Original Budget 2018/2019	Approved Changes	Revised Budget	Recommended Changes December	Projected Result Year End	Actual YTD
Capital Expenditure						
Loan Repayments	220,000	-	220,000	-	220,000	101,604
Plant & Equipment	3,564,470	916,173	4,480,643	-	4,480,643	547,865
Office Equipment	238,625	52,385	291,010	-	291,010	-
Furniture & Fittings	69,000	-	69,000	-	69,000	-
Land Operating	309,200	63,205	372,405	-	372,405	17,825
Land Improvements	2,522,075	-	2,522,075	-	2,522,075	73,017
Buildings	237,700	2,125,830	2,363,530	30,000	2,393,530	645,267
Other Structures	91,281	1,262,480	1,353,761	-	1,353,761	296,380
Swimming Pools	57,500	-	57,500	-	57,500	53,963
Stormwater Drainage	-	185,539	185,539	-	185,539	77,762
Water Supply Network	-	742,708	742,708	11,667	754,375	95,619
Sewer Supply Network	-	857,567	857,567	36,225	893,792	15,792
Village Enhancement	-	1,862,607	1,862,607	-	1,862,607	529,522
Pipeline Project	9,411,132	2,430,656	11,841,788	-	11,841,788	7,088,775
Roads, Bridges, Footpaths	13,284,484	2,204,258	15,488,742	1,982,808	17,471,550	3,899,581
Total Capital Expenditure	30,005,467	12,703,408	42,708,875	2,060,700	44,769,575	13,442,972
Capital Funding						
Rates & Other Untied Funding	4,841,895	365,868	5,207,763	400,000	5,607,763	1,653,283
Capital Grants & Contributions	17,913,642	3,646,288	21,559,930	1,555,435	23,115,365	11,684,424
Reserves:			-			
- External Restrictions/Reserves	1,280,830	2,072,258	3,353,088	47,893	3,400,981	47,893
- Internal Restrictions/Reserves	5,969,100	6,618,994	12,588,094	57,372	12,645,466	57,372
New Loans	-	-	-	-	-	-
Receipts from Sale of Assets	-	-	-	-	-	-
Total Capital Funding	30,005,467	12,703,408	42,708,875	2,060,700	44,769,575	13,442,972

Notes:

Approved Changes = Revotes, Carried forwards from 17/18 budget and other changes authorised at Council Meetings.

Original Budget = As adopted by Council on the 26th June 2018

Revised Budget = Original Budget + Approved Changes at Council meetings and previous quarter changes

Projected Year End Result = Original Budget + Approved Changes + Recommended Changes this quarter

Cabonne Council Quarterly Budget Review

For the period from 01/07/2018 to 31/12/2018

4. Budget Review Recommended Budget Changes

Income

Increase Income	Grant Funding for Crown Lands management activities	71,717
Increase Income	Grant Funding for Crown Lands noxious weeds removal	10,909
Increase Income	Adjustment to regional roads block grant income	3,000
Increase Income	Increase to Financial Assistance Grant - General Component	203,688
Increase Income	Increase to Financial Assistance Grant - Local Roads Component	67,003
Increase Income	Contribution for Red Hill Fire Brigade Toilets From Rural Fire Service	30,000
Increase Income	RMS Funding for Burrendong way - North of Archer Road	499,950
Increase Income	RMS Funding for Cargo Road shoulder widening	625,485
Increase Income	RMS Funding for Repair program for Spring Creek and Edinboro lane	400,000
Total Income Variations		\$ 1,911,752

Operating Expenditure

Decrease Expenditure	Adjustments to overheads resulting from December QBR changes	-218,354
Decrease Expenditure	Adjustments to wages on-cost resulting from December QBR changes	-5,069
Decrease Expenditure	Reduce Block Grant budget - applied to capital expenditure	-400,000
Increase Expenditure	Increase Budget for Mullion Creek - Wedgetail Rd roadworks	24,000
Increase Expenditure	New Budget for Crown Lands management expenses	71,717
Increase Expenditure	New Budget for Crown Lands Noxious weed removal	10,909
Increase Expenditure	Adjustment to regional roads block grant expense	3,000
Increase Expenditure	Donation to Cumnock Show Society for Sewer Pre-Construction Levy	5,163
Total Expenditure Variations		-\$ 508,634

Capital Expenditure

Increase Expenditure	Purchase integrated management system for RMS compliance	51,750
Increase Expenditure	Purchase Transportable toilet for Red Hill Fire Brigade	30,000
Increase Expenditure	Purchase 2 air compressors for Molong WTP	11,668
Increase Expenditure	Renewal of Betts Street Molong pump station	28,750
Increase Expenditure	Purchase replacement pump for Eugowra sewer pump station	7,475
Increase Expenditure	Cargo Road (Spring Creek) project	605,000
Increase Expenditure	Cargo Road (Edinboro Lane) project	195,000
Increase Expenditure	Yeoval St Blisters Footpath Construction	3,255
Increase Expenditure	Burrendong Way North Archer Road works RMS Funded	499,950
Increase Expenditure	Cargo Road shoulder widening works RMS Funded	625,485
Increase Expenditure	Molong School Footpath construction	2,367
Total Capital Expenditure Variations		\$ 2,060,700

Reserve Variations

Transfer From	Water reserve for asset purchases	-11,668
Transfer From	Sewer reserve for asset purchases	-36,225
Transfer From	Sewer reserve for Cumnock donation	-5,163
Transfer From	S94 contribution reserve for Wedge Tail Rd works	-24,000
Transfer From	Roadworks reserve to fund purchase of Integrated management system	-51,750
Transfer From	Roadworks reserve for works on Footpaths	-5,622
Total Reserve Variations		-\$ 134,428
Total Change to Overall Budget		\$ 494,114

The above variations are referred to in the Budget Review Income and Expenditure Statement, the Budget Review Capital Budget and the Budget Review Cash and Investment Position. The anticipated effect of these variations is displayed in the projected year end results.

Cabonne Council
Quarterly Budget Review
For the period from 01/07/2018 to 31/12/2018

5. Budget Review Cash and Investments Position

Cash and Investments	30/06/2018	31/12/2018
Cash at Bank	851,524	2,036,072
Deposits on Call	4,952,294	2,590,294
Term Deposits	39,500,000	41,708,000
Total Cash at Bank & Investments	\$ 45,303,818	\$ 46,334,366

Notes:

Investments have been invested in accordance with Council's Investment Policy and the Minister's Orders.

The Cash at Bank has been reconciled to Council's physical bank statements as at 31st December 2018

The position of Cash and Investments as at the **31/12/2018** is **Satisfactory**

Cabonne Council
Quarterly Budget Review
For the period from 01/07/2018 to 31/12/2018

6. Budget Review - External and Internal Restrictions

	Balance 30th June 18	Approved Changes	Revised Budget	Recommended Changes December	Projected Year End Result
External Restrictions					
Developer Contributions	907,058	-	907,058	-	907,058
RMS Contributions	1,089,369	-702,434	386,935	-	386,935
Specific Purpose Unexpended Grants	4,078,437	-3,317,219	761,218	-	761,218
Specific Purpose - Water Supplies	1,705,741	-565,698	1,140,043	-11,668	1,128,375
Specific Purpose - Water Supplies Pipeline P	210,996	-	210,996	-	210,996
Specific Purpose - Sewer Supplies	2,552,516	-428,242	2,124,274	-36,225	2,088,049
Domestic Waste Management	3,774,550	-97,043	3,677,507	-	3,677,507
Canowindra Town Improvements	946,729	35,378	982,107	-	982,107
Canowindra Sports Trust	65,371	-5,502	59,869	-	59,869
Stormwater Levy	242,513	75,583	318,096	-	318,096
Total Externally Restricted	15,573,280	- 5,005,177	10,568,103	- 47,893	10,520,210
Internal Restrictions					
Plant & Vehicle Replacement	2,691,732	- 1,620,675	1,071,057	-	1,071,057
Infrastructure Replacement	1,619,747	-	1,619,747	-	1,619,747
Employees Leave Entitlement	2,062,004	-	2,062,004	-	2,062,004
Capital Works	6,440,543	- 1,344,893	5,095,650	-	5,095,650
Community Services	4,675	-	4,675	-	4,675
Noxious Weeds	126,200	-	126,200	-	126,200
Housing	137,070	-	137,070	-	137,070
Limestone Quarry	1,480,197	-	1,480,197	-	1,480,197
Office Equipment	989,411	- 500,000	489,411	-	489,411
Recreation & Culture	1,607	-	1,607	-	1,607
Roadworks	4,558,403	- 1,386,580	3,171,823	-81,372	3,090,451
Sewerage	16,791	-	16,791	-5,163	11,628
Budget Contingency	432,746	-	432,746	-	432,746
Revoted Expenditure	3,270,460	- 3,270,460	-	-	-
Gravel Pit Restoration	323,364	49,482	372,846	-	372,846
Environmental Sustainability	137,629	-	137,629	-	137,629
Village Enhancement	2,080,190	- 1,926,096	154,094	-	154,094
Cadfa Contributions	728,171	- 728,171	-	-	-
Total Internally Restricted	27,100,940	- 10,727,393	16,373,547	- 86,535	16,287,011
TOTAL RESTRICTIONS	42,674,220	- 15,732,570	26,941,650	- 134,428	26,807,222

Cabonne Council
Quarterly Budget Review
For the period from 01/07/2018 to 31/12/2018

7. Budget Review Contractors and Other Expenses

7.1 Contracts entered into during the Quarter

Contractor	Detail & purpose	Value	Start Date	Duration
Pitt & Sherry Operations	Inspection and condition assessment of bridges	\$375,375	1/10/2018	2 years
Ted Wilson & Sons	Design and construction of sewer pump	\$381,882	3/10/2018	20 weeks
Kerway Asphaltting	Heavy patching	\$237,210	3/10/2018	unspecified
O S Trees Pty Ltd	Supply trees and tree removal services	Schedule of rates	9/10/2018	18/19 FY

7.2 Consultancy and Legal Expenses

Expense	Details	YTD Expenditure	Budgeted Amount
Debt recovery	Outstanding Rates and Debtors	\$ 5,326	\$ 14,000
Legal General	Various Matters	\$ 20,046	\$ 40,120
Legal Planning	Relating to planning issues	\$ -	\$ 51,917

Notes:

Definition of consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

**MANILDRA BOWLING CLUB**

PO BOX 12

MANILDRA NSW 2865

PHONE (0263) 64 5001

EMAIL: manildrabowlingclub@bigpond.comCabonne Council
RECEIVED
04 FEB 2019

Referred to

23 January 2019

The General Manager

Cabonne Council

PO Box 17

MOLONG NSW 2866

Dear Sir

We are a small bowling club in your shire, and as you are probably aware small clubs everywhere are struggling to stay alive. We have 345 members and operate 7 days per week. We employ 4 part-time local residents and support many other community organisations with either monetary or in kind donations.

We have in the last 12 months realised you must make changes to stay viable and decided to diversify in order to hopefully boost income. We have put in TAB and Keno facilities, sourced a new juke box and pool table and also recommenced netball at our club which hasn't operated for 9 years.

We are in the middle of our first netball competition and we have 9 teams in total including teams from Molong and Cudal. It has been a great source of revenue for the club but the unexpected expense of having to replace the lights has added to our financial burden. We require lighting to run the twilight competition.

The cost of the new lights was \$3717.22 (copy of paid account attached for your information), we are hoping that Cabonne Council may see fit to contribute to the cost, we have future plans which will also utilise the new lights and benefit our members and the wider community of Cabonne.

Our future plans for the netball court area are; junior netball competition, walking netball for the seniors, night markets and also the lighting will ensure that our new playground area is well lit which will increase the level of safety for our children.

We look forward to your reply.

Yours sincerely


Michelle Reimer

Secretary/Manager



TAX INVOICE

MANILDRA Bowling Club

Invoice Date
24 Oct 2018

Invoice Number
INV-0649

ABN
95 128 878 115

Cabonne Electrical Pty Ltd
PO Box 5
CUDAL NSW 2864
Phone: 0421 447 956

Description	Quantity	Unit Price	GST	Amount AUD
TOTAL TO INSTALL 8 X 200 WATT LED FLOOD LIGHTS TO NETBALL COURTS	1.00	643.29	10%	643.29
200 WATT LED FLOOD LIGHT	8.00	342.00	10%	2,736.00
SISSOR LIFT HIRE DONATED BY MANILDRA FLOOR MILLS				
			Subtotal	3,379.29
			TOTAL GST 10%	337.93
			TOTAL AUD	3,717.22

Due Date: 31 Oct 2018

Cabonne Electrical Pty Ltd
BSB: 082-774
ACC: 97-996-9804



[View and pay online now](#)



PAYMENT ADVICE

To: Cabonne Electrical Pty Ltd
PO Box 5
CUDAL NSW 2864
Phone: 0421 447 956

Customer MANILDRA Bowling Club
Invoice Number INV-0649
Amount Due 3,717.22
Due Date 31 Oct 2018
Amount Enclosed

Enter the amount you are paying above



Country Women's Association of NSW

CENTRAL WESTERN GROUP;

Cabonne Council
RECEIVED
01 FEB 2019

The General Manager,
Cabonne Council,
P.O. Box 17,
MOLONG N.S.W. 2866

Referred to

25th January, 2019

Dear Sir,

Re: Sponsorship of Schools' Public Speaking Competition. 2019

Your Council has been very generous in helping to sponsor our annual Schools' Public Speaking Competition over several years. I write to ask if you are able to help us again in 2019. The event will be held at James Sheahan Catholic High School, Orange, on 21st May, 2019.

In a telephone conversation with your office, I was informed that a formal written request was a sufficient application. If you require a more specific format, or more information, I look forward to your advice.

Should you agree to sponsor the competition, we would ask that your donation be sent to Mrs. Beverley Worrall, Group Treasurer, 15 MacLaughlan Street, Cumnock 2867, the cheque should be made out to CWA of NSW, Central Western Group. Alternatively, an electronic payment for that account can be made to the Commonwealth Bank, Account name Country Women's Assoc. of NSW, Central Western Group, BSB 062 587, Account No. 00930440.

Yours in CWA friendship

A handwritten signature in cursive script that reads 'B. Worrall'.

Beverley Worrall
Central Western Group
Treasurer
0428636774
Worrall.1@bigpond.com



First in First Aid



MOLONG CADET DIVISION

Cabonne Council
Bank Street
Molong

Dear....,

I am writing to Cabonne Council to seek assistance with funding for St John Ambulance Molong Cadet Division. In Youth Week (10th -18th April) we will be attending the Western Region Youth Camp on the 14th - 18th April at Silverton hosted by Broken Hill Cadet Division.

This is a wonderful opportunity to expand the Cadets horizon and reduce our isolation as a small country division by travelling into the outback to meet and work with other Cadets and Officers. Molong Cadets are very keen to attend, as we hosted the camp last year. The camp fee is \$200 and in order to minimise costs for the Cadets families and enable as many as possible to go to camp, the Molong Division is trying to fundraise for the cost of the coach and driver to Silverton. We have received a quote of \$6,300 plus driver accommodation & meals from a coach company. This is a huge amount of money to fundraise and we are requesting support from other community organisations, if possible, to give the Molong Cadets this opportunity in April. The camp is fully programmed with First Aid activities, leadership, outdoor education skill development, small group problem solving activities and peer support. The older Cadets are involved in the planning stage and assist with the implementation of the daily program. Often they are responsible for running a small group activity or assisting an Officer with a demonstration for a lesson.

We have a group of young members who are keen and very motivated showing great potential as they grow and mature. These Cadets will be given opportunities to develop their leadership skills and learn to work in small groups with Cadets and Officers from another area. They are already an asset to Molong with their First Aid training and skills which are provided by these young volunteers at community events throughout the year.

We hope that you understand our need and request for financial support to "get the Cadets to Camp". As it will be Youth Week is there any Grant Application that we could apply for?

We would be very grateful for any contribution Council could make towards helping us achieve our goal. If you have any queries please contact me and I will be only too willing to respond.

Yours sincerely
Julie Dean
Divisional Superintendent
11/1/2019

Julie Dean J.P. OStJ
Divisional Superintendent
Ph: 02 63668 559, Mob: 0437 307 540

Molong Cadet Division
PO Box 66
Molong 2866 NSW

Sarah Bellach

From: Samantha Mulholland (Western NSW LHD)
<Samantha.Mulholland@health.nsw.gov.au>
Sent: Monday, 11 February 2019 10:36 AM
To: Sarah Bellach
Cc: Cabonne Council
Subject: BreastScreen Mobile Van Transportation Grenfell to Canowindra

Good Morning Sarah,

I am emailing you in regards to the transportation of our BreastScreen mobile van from Grenfell to Canowindra on the 29th April 2019.

Weddin Council have kindly offered to move our van for us at cost, I am just awaiting a quotation.

Looking back at our notes from 2017, I can see that Cabonne Council generously paid for the transportation costs and that Weddin sent the invoice directly to you for payment. I wondered if Cabonne Council were generously in a position to make these arrangements again or offer a donation towards the transport costs.

The fee last time was \$360.00 and I assume wouldn't differ too much, however I will let you know.
If you could let me know what arrangements Cabonne Council are willing to commit to, if any that would be much appreciated.

Kindest Regards

Sammy Mulholland | Clerical Support

T (02) 6330 5529

BreastScreen NSW | Western Local Health District
Forrest Rd, Orange NSW 2800
PO Box 319, Orange NSW 2800

breastscreen.nsw.gov.au



Follow us 

.....

We acknowledge the traditional custodians of the lands on which we work and live, and pay our respect to Elders past, present and future.

Please consider the environment before printing this email.

From: Samantha Mulholland (Western NSW LHD)
Sent: Tuesday, 13 November 2018 10:33 AM
To: Sarah Bellach
Subject: RE: Breast screen Van

Good Morning Sarah,

'ANNEXURE'
NAIDOC Week 2019 School Initiatives
Koori Kids – Request for financial partnership


Mayor,
 Chief Executive Officer
 CC: Director: Community Services

REPORT IN BRIEF

Koori Kids is a community organisation that engages young people in a range of school initiatives to promote education and awareness of Aboriginal & Torres Strait Islander culture. Each year Koori Kids conducts the NAIDOC Week School Initiative Competitions for school aged children. This is broken up into primary and secondary school categories being; colouring-in, short story writing and creative and essay writing. Koori Kids is seeking continued support from council and request consideration of council to be an associate partner with a \$450 towards the program

Purpose

The purpose of this annexure to the proposal is to inform council of the Koori Kids 2019 School Initiatives program. The initiatives are coordinated in partnership with NSW Department of Education, Department of Education, Department of Health, Transport NSW, NSW Health, Catholic Schools NSW and Department of Premier & Cabinet.

Koori Kids has provided a proposal and draft entry forms for the 2019 initiatives. The contribution sought (\$450) will be utilised towards the costs for printing and distribution of information packs, posters and entry forms to schools across councils LGA. These initiatives are designed to educate all students on cultural diversity and involve a whole of community approach in the spirit of reconciliation and bringing us 'all together as one community'.

Costing	Description	Cost
Printing	Entry forms – (LGA Schools)	325.00
Distribution	Postage and Delivery	125.00

Summary

This worthwhile cross cultural initiative has been operating very successfully since 2001 and is aligned with NAIDOC Week, celebrated in July each year. Hundreds of entries are received each year from schools within councils LGA, and the success of the program is due to the support of councils and partner organisations.

Strategic

Strategic Plan – People and Culture

- A harmonious community based on respect and responsibility, where everyone is valued
- Recognition of Aboriginal & Torres Strait Islander heritage
- Cultural and community activity encouraging harmony and reconciliation

Environmental

The initiatives will enable participants to explore concepts linking environmental; and social/ cultural issues and foster harmony in the community.

Social

The initiatives enables a diverse range of children to benefit from discussion and curriculum topics focused around the development of NAIDOC Week and the broader history of Indigenous culture.

Recreation

Each year at some of the winning schools Koori Kids host some 'Healthy Lifestyle Clinics' with visiting celebrity sports persons the ultimate aim of these clinics is to encourage an active lifestyle; including nutrition, sportsmanship and skill development. All Students participating are provided a T-Shirt, Water Bottle and Ball.

Council Acknowledgement

Council is acknowledged through logo inclusion as an associate partner on information packs sent to schools throughout councils LGA. If there is a winner from a school within council LGA, an invitation for the Mayor and or a representative is invited to attend the school, along with Executive Director, NAIDOC Week Initiatives, Director, Social Wellbeing and other dignitaries to make special presentation of the NAIDOC Medal of Excellence and the student's prize. (only 30 Medals issued across the state). Media release for the winning school is prepared in consultation with council's media officer. Council is also forwarded a final report.

Conclusion

The NAIDOC Week School Initiatives are the only activity throughout NAIDOC Week that provides students with an educational component to NAIDOC Week and Indigenous culture and heritage.





REFUGEE WELCOME ZONES

An initiative of the Refugee Council of Australia

Who is the Refugee Council of Australia?

The Refugee Council of Australia (RCOA) is the national peak body for refugees and the organisations and individuals who support them. RCOA promotes the adoption of flexible, humane and constructive policies towards refugees and asylum seekers through conducting policy analysis, research, advocacy and public education on refugee issues.

What is a Refugee Welcome Zone?

A Refugee Welcome Zone is a Local Government Area which has made a commitment in spirit to welcoming refugees into the community, upholding the human rights of refugees, demonstrating compassion for refugees and enhancing cultural and religious diversity in the community.

This public commitment is also an acknowledgment of the tremendous contributions refugees have made to Australian society in the fields of medicine, science, engineering, sport, education and the arts. By making this Declaration it is hoped that local government will be encouraged in their continuing efforts to support the men, women and children who make the difficult journey to Australia to seek our protection.

The Refugee Welcome Zone initiative began in June 2002 as part of Refugee Week celebrations. At the time, 15 local Councils in Victoria, New South Wales and South Australia were declared Refugee Welcome Zones. Today, with more than 120 Local Government Areas having declaring themselves Refugee Welcome Zones, the initiative has proven to be a great success in connecting local governments with the issues facing refugees and asylum seekers.

What is the process for becoming a Refugee Welcome Zone?

The process for becoming a Refugee Welcome Zone is very straightforward. It simply involves the Council signing the Refugee Welcome Zone Declaration, which is "a commitment in Spirit to welcoming refugees into our community, upholding the human rights of refugees, demonstrating compassion for refugees and enhancing cultural and religious diversity in our community". An example of the Declaration is included at the end of this document.

To mark the occasion of becoming a Refugee Welcome Zone, many Councils choose to hold public signing ceremonies. These provide an opportunity to highlight the initiative and acknowledge the work of local groups and individuals that support refugees and asylum seekers. If possible, a representative from the Refugee Council of Australia will attend the ceremony to present a Certificate of Appreciation.

Why become a Refugee Welcome Zone?

Local Government has historically played an important role in assisting refugee settlement and promoting community harmony. Since Federation in 1901, Australia has become home to over 800,000 refugees and we have a proud history of settling refugees from all over the world who have gone on to make an

Sydney office:
Suite 4A6, 410 Elizabeth Street
Surry Hills NSW 2010 Australia
Phone: (02) 9211 9333 • Fax: (02) 9211 9288
admin@refugeecouncil.org.au
Web: www.refugeecouncil.org.au • Twitter: @OzRefugeeCounc

Melbourne office:
Level 2, 313-315 Flinders Lane
Melbourne VIC 3000 Australia
Phone: (03) 9600 3302
melbourne@refugeecouncil.org.au
Incorporated in ACT • ABN 87 956 673 083

enormous contribution to our economic, social and cultural life. Becoming a Refugee Welcome Zone is a way to continue this proud tradition of supporting the settlement of refugees.

Signing the Declaration can also promote harmony, social cohesion and respect for human rights in your local community. It is a great way to demonstrate support for refugees and take a strong stand against racism and discrimination. It can help to raise awareness about the issues affecting refugees, foster a culture of mutual respect and promote an appreciation of cultural diversity.

Becoming a Refugee Welcome Zone can also encourage the development of a more coordinated approach to supporting refugee settlement. It can motivate Local Government and local organisations and support groups to work together more effectively so as to improve settlement outcomes for refugees.

What are the obligations and responsibilities of Refugee Welcome Zones?

The Refugee Welcome Zone Declaration does not confer any formal obligations and Refugee Welcome Zones are not required to uphold any statutory responsibilities or financial commitments. The signing of the Declaration is simply a way of demonstrating broad support for the principles it contains. Any actions or activities undertaken by Refugee Welcome Zones to implement the Declaration are voluntary.

However, while signatories to the Refugee Welcome Zone Declaration are not required to undertake any specific activities, any initiatives which help to create a welcoming atmosphere and assist the settlement of refugees and their communities are welcomed and encouraged.

How can Refugee Welcome Zones support refugees?

There are many simple things that your Local Government Area can do to welcome refugees to your community:

- Develop a Local Government policy relating to refugees and asylum seekers or review existing policies.
- Offer funding for community-based projects which support the settlement of refugees.
- Hold community picnics and gatherings to encourage families from different backgrounds and community organisations to meet.
- Build partnerships and work collaboratively with local community groups and service providers to enhance support for refugees settling in your area.
- Organise an event during Refugee Week, such as a street fair or festival.
- Host a community meeting with newly arrived refugees and guest speakers from refugee support organisations to find out how your Council can best support refugees in your community.
- Hold a multicultural film festival.
- Coordinate with local libraries in the area to develop an English tutoring program for newly arrived refugees.
- Liaise with the Red Cross to run information sessions for newly arrived refugees who have been separated from family members and relatives.
- Hold a public forum to enable guest speakers from refugee backgrounds to share their stories.

How has your organisation, community or council welcomed refugees?

Send in your past and upcoming events and initiatives to media@refugeecouncil.org.au

We'd like to hear about your program or event, big or small!

Current Refugee Welcome Zones

Updated June 2017

There are currently 148 Refugee Welcome Zones in Australia.

Australian Capital Territory: ACT government

New South Wales: Albury City Council, Armidale Dumaresq Council, Ashfield Council, Auburn City Council, Ballina Shire Council, Bankstown City Council, Bathurst Regional Council, Bega Valley Shire Council, Blacktown City Council, Blue Mountains City Council, Burwood Council, Byron Shire Council, Campbelltown City Council, City of Canterbury, Coffs Harbour City Council, Cowra Council, Dubbo City Council, Eurobodalla Shire Council, Fairfield City Council, Georges River Council, Glen Innes Severn Council, Gosford City Council, Goulburn Mulwaree Council, Griffith City Council, Gunnedah Shire Council, Gwydir Shire Council, Hawkesbury City Council, Hornsby Shire Council, Kiama Municipal Council, Kogarah City Council, Ku-ring-gai Council, City of Lake Macquarie, Leeton Shire Council, Leichhardt Council, Lismore City Council, Liverpool City Council, Manly Council, Marrickville Council, Moree Plains Shire Council, Mosman Council, Newcastle City Council, North Sydney Council, Northern Beaches Council, Palerang Council, Parkes Shire Council, City of Parramatta, Penrith City Council, Port Macquarie-Hastings Council, Queanbeyan City Council, Queanbeyan-Pelarang Regional Council, Randwick City Council, Rockdale City Council, City of Ryde, Shellharbour City Council, Snowy Monaro Regional Council, Sutherland Shire Council, City of Sydney, Tweed Shire Council, Upper Lachlan Shire Council, Wagga Wagga City Council, Warringah Council, Waverley Council, Willoughby City Council, Wollongong City Council, Yass Valley Council

Northern Territory: City of Palmerston

Victoria: Ararat Rural City Council, City of Ballarat, Banyule City Council, Bass Coast Shire Council, Brimbank City Council, Shire of Campaspe, Cardinia Shire Council, City of Casey, City of Darebin, City of Greater Bendigo, Colac Otway Shire, City of Greater Dandenong, City of Greater Geelong, Hepburn Shire Council, Hindmarsh Shire Council, Hobsons Bay City Council, Horsham Rural City Council, Hume City Council, Indigo Shire Council, Knox City Council, La Trobe City Council, Manningham City Council, Mansfield Shire Council, Maribyrnong City Council, Maroondah City Council, City of Melbourne, Mildura Rural City Council, Moira Shire Council, City of Monash, City of Moonee Valley, Moreland City Council, Mornington Peninsula Shire, Mount Alexander Shire Council, Nillumbik Council, Northern Grampians Shire Council, City of Port Phillip, Borough of Queenscliffe, Greater Shepparton City Council, Surf Coast Shire, Swan Hill Rural City Council, City of Whittlesea, City of Wodonga, Wyndham City, City of Yarra, Yarra Ranges Council

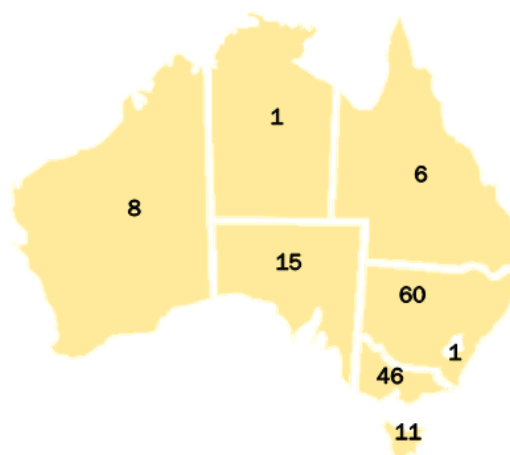
South Australia: Adelaide City Council, Adelaide Hills Council, Campbelltown City Council, Town of Gawler, City of Marion, City of Mitcham, City of Mount Gambier, Rural City of Murray Bridge, City of Norwood, Payneham and St Peters, City of Onkaparinga, City of Port Adelaide Enfield, City of Prospect, City of Salisbury, City of Victor Harbor, City of West Torrens

Queensland: Brisbane City Council, Diamantina Shire Council, Flinders Shire Council, City of Ipswich, Toowoomba Regional Council, Townsville City Council

Tasmania: Break O'Day Council, Burnie City Council, Clarence City Council, Derwent Valley Council, Hobart City Council, Huon Valley Council, Kingborough Council, La Trobe Council, Launceston City Council, Northern Midlands Council, West Tamar Council

Western Australia: City of Bayswater, City of Fremantle, Shire of Katanning, Shire of Manjimup, Shire of Augusta-Margaret River, City of Subiaco, Town of Victoria Park, City of Vincent.

Map of Refugee Welcome Zones in Australia



The Refugee Welcome Zone Declaration

(Council crest/logo)

The _____ Council,

Declares the Council of _____ a

Refugee Welcome Zone

This Declaration is a Commitment in Spirit to

Welcoming refugees into our community,

*Upholding the **Human Rights** of refugees,*

*Demonstrating **Compassion** for refugees and*

*Enhancing cultural and religious **Diversity** in our community.*

[name and title of signatory]

Date: _____

This Declaration is proudly supported and endorsed by the



**Refugee Council
of Australia**

The Refugee Council of Australia is a national umbrella organisation representing over 1,000 organisational and individual members. The aim of the Refugee Council is to promote the adoption of flexible, humane and constructive policies toward refugees and asylum seekers by the Australian and other Governments and their communities.

To obtain an editable copy of the Declaration for signing by your Council, please contact us on (02) 9211 9333 or media@refugeecouncil.org.au

2019-20 Cabonne Acquisitive Art Prize

The Cabonne Acquisitive Art Prize (CAAP) is an annual painting prize and exhibition that aims to increase opportunities for participation in Cabonne's arts and cultural program.

It aims to foster a sense of identity, pride and place in Cabonne through a community event and enable the acquisition of exceptional artworks for the Cabonne Council Art and Heritage Collection (to be established).

The art prize is judged by Council or industry professionals who will award total prizemoney and acquisitive funds of \$6,000 in 2019-20.

The finalist exhibition will be open to the public at a place to be decided. Winners of each category will be announced at the opening celebration.

2019 Prizes

Cabonne Acquisitive Art Prize	\$4,000
Local Art Prize High School Section	\$500
Local Art Prize High School Section	\$500
People's Choice Prize	\$1,000

Judges

To be determined

Draft Terms and Conditions

Key Dates

Applications Open	6 September 2019
Applications Close	8 November 2019
Works to be Submitted	3-7 February 2020
Selection Notification	28 February 2020
Exhibition Opens	14 March 2020
Announcement, Official Opening	19 March 2020
Exhibition Closes	21 March 2020
Work Collection by	24 March 2020

Artwork

The 2019-20 prize will be awarded to a painting that has not been exhibited in previous awards or prizes.

For the purpose of this prize, "painting" is defined as a work painted in a liquid medium and applied to rigid support. Works on paper and works under glass are not accepted.

There is no theme.

There are no size restrictions, however works must be able to be lifted by two people.

Administration Fee

Entry fee is \$30 (including GST) per work and is non-refundable. Any application not accompanied by the appropriate entry fee will be ineligible. Payment may be made on-line through Cabonne Council's on-line payment methods.

Terms & Conditions of Entry

1. The Cabonne Acquisitive Art Prize is open to any artist who complies with the Terms and Conditions and who can demonstrate they currently live or work in the Cabonne Local Government Area, or have attended a school in the Cabonne Local Government Area.
2. The People's Choice Prize (non-acquisitive) is open to all works accepted into the competition and will be judged by the public via a paper vote, with voters paying a fee determined by Council to cast a vote.
3. To be eligible all entrants must submit a complete application by midnight on 8 November 2019. Entries received after this date will not be accepted.
4. Applications can be lodged online at council@cabonne.nsw.gov.au, in writing to Cabonne Council, PO Box 17, Molong NSW 2820 or handed in to the Cabonne Council's Offices at Molong, Canowindra or Cudal.
5. Entries must be paintings that are available for acquisition by Cabonne Council in exchange for the prize amount of \$4,000.
6. All entries will be assessed initially by a Council-appointed panel, which will select a shortlist for the exhibition. All entrants will be contacted by email and advised whether or not their entry has been shortlisted. The shortlist will be final and no correspondence will be entered into.
7. The entry must be an original, uncopied work made solely by the practitioner in the 12 months prior to the closing date for applications. If the practitioner has been assisted by technicians they must be identified.
8. Cabonne Council recognises that the authorship and copyright of the work displayed in the final exhibition belongs to the artist.
9. The shortlisted entrants must permit Cabonne Council to reproduce biographical information and images of entered works in an exhibition catalogue and in promotional material associated with the art prize and exhibition for five years from the closing date of entries. Cabonne Council will attribute the artist as the author of the work wherever the work is reproduced unless it is reasonable in the circumstances not to do so.
10. The winner of the acquisitive prize will grant Cabonne Council a nonexclusive, perpetual copyright licence to reproduce the work for non-commercial purposes. Cabonne Council will attribute the artist as the author of the work wherever the work is reproduced unless it is reasonable in the circumstances not to do so.
11. Entrants must arrange for delivery of their work during working hours between 3 February 2020 and 7 February 2020 free of any costs to Cabonne Council. The work delivered must be

the same as the image supplied in the entry form, any subsequent alterations will render the work ineligible for the prize.

12. All works shortlisted must be displayed for the duration of the exhibition.
13. All works will be insured by Cabonne Council during the exhibition. Cabonne Council will not accept liability for any loss or damage that occurs to works during transit.
14. All works must come professionally prepared for hanging and display (suitably-framed if applicable, D-rings, no hanging wire and free of dirt and insect contamination.)
15. All works must be marked clearly on the verso with artist's name, title of work and orientation (demarcated by an arrow on the verso). Installation instructions must be included if necessary.
16. All artworks must be collected during working hours by 24 March 2020. The artist to bring necessary packaging when collecting works. If works are not collected by the due date they will be sent to storage at the entrant's expense.
17. Judges for the Acquisitive Prize will be of appropriate credentials to make a critical assessment of the entries. The decision of the judging panel is final and no correspondence will be entered into.
18. The prize-winning entrant agrees to make all reasonable effort to attend the opening event.
19. Cabonne Council reserves the right to refuse to display any entry that does not meet the requirements outlined in the Terms and Conditions, or any work it deems to be unacceptable for exhibition.
20. Employees of Cabonne Council, councillors and those involved in the administration or judging of the prize are not eligible to enter.
21. In completing the entry form and paying the entry fees, the entrant agrees to these Terms and Conditions.
22. If a dispute arises relating to the administration of the Cabonne Acquisitive Art Prize, the parties agree to negotiate to settle the dispute with the assistance of an agreed independent third party.



CABONNE COUNCIL
 PO Box 17 MOLONG NSW 2866
 TELEPHONE : 02 6392 3200
 FACSIMILE: 02 6392 3260
 Email: council@cabonne.nsw.gov.au
 Website: www.cabonne.nsw.gov.au

Event Assistance Program Application Form

1. Details of the Organisation

Name of Organisation

Fields of Cargo

Organisation Address

House Number/Name/ PO Box

Street/Road

9 Hillside St

Street.

City

State

Postcode

Cargo

NSW

2800

Telephone

Fax

Email

0419616946

/

cargoclan@hotmail.com.

Contact Person

Position in Organisation

Karen McMullen

Chairperson

Is the organisation ☐ registered for GST ☒ not registered for GST

Does the organisation have an ABN? ☐ yes ☒ no

Does the organisation have insurance, including public liability cover? ☐ yes ☐ no

What is the aim of your organisation?

Celebrate the 150th anniversary of the declaration of the Cargo goldfields.

Does your organisation have a plan/strategy? ☐ yes ☐ no

(Please attach if yes)

What local business opportunities will be created?

Local business will benefit from an influx of visitors buying food, drinks and accommodation



How many people are expected to attend the event from within and outside the Shire?

500 plus.



What benefits will be returned to the Cabonne Community

Exposure to the district.



Please list any other community groups involved with this event?

Cargo Mens Shed!
Cargo Markets
Cargo RLFC
Cargo Public School
Cargo Gardening club



Cabonne Council – Event Assistance Program – 2018/2019 Application

5. Supporting Information

The following supporting information is attached with this application:

APPLICANT Please tick ✓		INFORMATION	COUNCIL	
YES	NO		YES	NO
		A quote outlining project costs (if applicable)		
		Two (2) letters of support		

6. Applicants Signature

The applicant, or the applicant's agent, must sign the application

Name

Karen McMullen

Position in Organisation

Chair Person

Signature

K McMullen

Date

11/1/19

OFFICE USE ONLY

Tick ✓	Date	Name	Signature
			Letter of Acknowledgement
			Referral to ED & T Committee & Council
			Determination of Application
			Acceptance Form received
			Project Completed
			Grant acquittal completed and returned.
			Funding provided to applicant

Event Assistance Program Application Form

Submission date: 08/01/2019 12:56 PM

Receipt number: 5

Question	Response
Details of the Organisation	
Name of Organisation	Canowindra Creative Centre Inc
Organisation House Number/Name/PO Box Number	
Street/Road	22 Preston Street
City	Canowindra
State/Territory	NSW
Postcode	2804
Phone Number	0263442490
Fax Number	
Email Address	debrutter@bigpond.com
Contact Person	Deborah Rutter
Contact Person's Position in Organisation	President
Is the organisation	not registered for GST
Does the organisation have insurance, including public liability cover?	Yes
Does the organisation have an ABN?	No
If yes, please provide ABN	
What is the aim of your organisation?	To support the community by providing access to creative activities. To support and encourage people to participate by appreciating their skills. Individuals are welcome to work together meeting their needs and discover ways to support the broader community.

Question	Response
Does your organisation have a plan/strategy?	Yes
If yes, please upload your plan/strategy here	Triple C Business Plan.docx CANOWINDRA CREATIVE CENTRE mission statement.docx
Event Title	
Name of the event	Make, Bake, Grow Market
Funding category applying for	Developing Event
Details of the Proposal	
Please provide a general description of the event	A market focused on locally made/produced products showcasing the diversity of the local, Cabonne region and further afield. The market is focused on a low cost stall rate enabling low income people to participate and help increase their income. The Market is held over 2 days complimenting the Balloon Challenge weekend.
Where and when is the event to take place?	It will be held in the Canowindra Services Club Auditorium in Gaskill St on Friday 27th and Saturday 28th April 2019 from 9am to 3pm both days.
How will the event raise the profile of the Cabonne Council?	We promote local made items and locally/regionally produced products. We showcase the diversity of our region and our produces. It is an opportunity for people to appreciate the craftsmanship of local people and also for stallholders to link with other people. It is an additional activity for the community along side the Balloon Challenge. All articles, promotions and advertising will include recognition of Cabonne Council's support and logo.
What local business opportunities will be created?	Increased exposure and promotion of products. Our location eateries, shops, clubs and community groups who will be open over the 2 days. Encourages visitors to meander the main shopping centre with diversity of activities. Advertising through local media outlets and the Canowindra Balloon Challenge. If the weather is inclement we offer of comfortable and relaxed opportunity because we are indoors, therefor unaffected by the weather. This gives extra security for diverse activities over the 2 days even if the Balloon are grounded due to weather conditions. Our Markets also encourage visitors to remain in our town between balloon flight times.
How many people are expected to attend the event from within and outside the Shire?	Approximately 800 (minimal) with approximately 25 stallholders.
What benefits will be returned to the Cabonne community?	We generate more income in the community and region in the immediate but also in the longer term encourage visits and regional people to return for future products and the friendship we offer.

2 of 4

Question	Response
Please list any other community groups involved with this event	Leanne's Flowers Canowindra Men's Shed Canowindra Historical Society
Assistance Requested	
Type of Assistance (1)	Financial assistance
Details (1)	Assist with costs of advertising and auditorium hire. 4 Volunteers for approximate 20 hours will be additionally provided.
Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (1)	500
Type of Assistance (2)	
Details (2)	
Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (2)	
Type of Assistance (3)	
Details (3)	
Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (3)	
Type of Assistance (4)	
Details (4)	
Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (4)	

Question	Response
Type of Assistance (5)	
Details (5)	
Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (5)	
Total assistance requested	500
Will you require payment of EAP grant prior to lodging the Acquittal Form?	Yes
Supporting Information	
Please upload a quote outlining project costs (if applicable)	Make Bake Grow Market 2019.docx MAKE BAKE GROW MARKET 2019 APPROXIMATE EXPECTED COST.docx
Please upload your letter of support (1)	Canowindra Men's Shed Letter 2019.docx
Please upload your letter of support (2)	Leanne's Flowers Make Bake Grow.docx
The following supporting information is attached with this application	A quote outlining project costs (if applicable), Two (2) letters of support
Applicant's Signature	
	Link to signature
Name	Deborah Rutter
Position in Organisation	President
Date	08/01/2019

TABLE OF CONTENTS

ITEM 1	RESOLUTIONS REGISTER - INFOCOUNCIL - ACTIONS REPORTING.....	1
ITEM 2	INVESTMENTS SUMMARY	1
ITEM 3	RATES SUMMARY	2
ITEM 4	COMMUNITY FACILITATION FUND	2
ITEM 5	PROPOSED RURAL FIRE SERVICE FACILITY AT BALDRY.....	3
ITEM 6	DELEGATES TO OTHER ORGANISATIONS - COMMUNITY PEAK ORGANISATIONS.....	5
ITEM 7	UPDATE ON GRANT FUND APPLICATIONS.....	5
ITEM 8	CENTRAL WEST LIBRARIES - USAGE STATISTICS.....	7
ITEM 9	THE VILLAGE ENHANCEMENT PROJECT	9
ITEM 10	ENGINEERING & TECHNICAL SERVICES REPORT - JANUARY 2019.....	10
ITEM 11	MOLONG TRUCK WASH.....	11
ITEM 12	REFURBISHMENT OF PUBLIC TOILETS IN BANK STREET PROJECT	12
ITEM 13	DEVELOPMENT APPLICATIONS RECEIVED DURING DECEMBER 2018.....	13
ITEM 14	DEVELOPMENT APPLICATIONS APPROVED DURING DECEMBER 2018.....	14
ITEM 15	DEVELOPMENT APPLICATIONS APPROVED DURING JANUARY 2019.....	15
ITEM 16	DEVELOPMENT APPLICATIONS RECEIVED DURING JANUARY 2019.....	16
ITEM 17	HERITAGE WORKING GROUP	18
ITEM 18	HERITAGE ADVISOR'S REPORT	18
ITEM 19	MEDIAN PROCESSING TIMES 2018	19
ITEM 20	MEDIAN PROCESSING TIMES 2019	20
ITEM 21	BURIAL STATISTICS.....	21

ANNEXURE ITEMS

ANNEXURE 1.1	COUNCIL	23
ANNEXURE 1.2	TRAFFIC LIGHT REPORT SUMMARY	57
ANNEXURE 2.1	INVESTMENTS SUMMARY DECEMBER 2018.PDF	58

ANNEXURE 2.2	INVESTMENTS SUMMARY JANUARY 2019.PDF	60
ANNEXURE 3.1	RATES GRAPH DECEMBER 2018	62
ANNEXURE 3.2	RATES GRAPH JANUARY 2019	63
ANNEXURE 6.1	GROWMO LONG CABONNE COUNCIL FEB 8 2019	64
ANNEXURE 9.1	20190215 ANNEXURE TO VEP REPORT	65
ANNEXURE 10.1	COUNCIL ENGINEERING REPORT JANUARY	74
ANNEXURE 18.1	HERITAGE ADVISOR'S REPORT - DECEMBER 2018	80
ANNEXURE 18.2	HERITAGE ADVISOR'S REPORT - FEBRUARY 2019	96

ITEM 1 - 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. Council ↓ 2. Traffic Light Report Summary ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\RESOLUTION REGISTER - 981212

ACTING 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 2 - 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. Investments Summary December 2018.pdf ↓ 2. Investments Summary January 2019.pdf ↓

File Number	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\FINANCIAL REPORTING\FINANCIAL REPORTS TO COUNCIL - 988450
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SENIOR ACCOUNTING OFFICER'S REPORT

Council's investments as at 31 January 2019 stand at a total of \$43,176,294.

Council's average interest rate for the months of December and January was 2.56%. 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 months of December and January. However, Council's average rate is higher than Council's benchmark rate of the 30 Day Bank Bill Swap Rate of 2.01%.

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 December 2018 and January 2019 is attached for Council's information.

ITEM 3 - 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 December 2018 ↓ 2. Rates graph January 2019 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\FINANCIAL REPORTING\FINANCIAL REPORTS TO COUNCIL - 988687

SENIOR RATES OFFICER'S REPORT

The Rate Collection Summary to 31 December 2018 is attached and the percentage collected is 56.69%. The Rate Collection Summary to 31 January 2019 is attached for Council's information. The percentage collected is 59.21% which is similar to previous years.

The third rate instalment is due 28 February 2019.

ITEM 4 - COMMUNITY FACILITATION FUND

REPORT IN BRIEF

Reason For Report	To report on approved expenditure under the Community Facilitation Fund (CFF).
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 - 985057

ACTING 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 allocations of funds were processed in the past month.

Community Project	Expenditure
Whiting family funeral – labour cost to deliver, set up and return chairs	\$120.24
Molong Community Christmas lunch – reimbursement of fee to use recreation ground	\$50

ITEM 5 - PROPOSED RURAL FIRE SERVICE FACILITY AT BALDRY

REPORT IN BRIEF

Reason For Report	For the information of council
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\\DEVELOPMENT AND BUILDING CONTROLS\\DEVELOPMENT ENQUIRIES\\2019 - 993149

ACTING GENERAL MANAGER'S REPORT

Council has received an enquiry on behalf of the Baldry community relating to the future land tenure of land described as Lot 65 DP 753248, being 4 Peak Hill Road, Baldry. The 4,047m² freehold site contains the community hall known as Eden Hall. Title deeds for the property are held in four names (each person now deceased). Council donates an amount equivalent to the annual rates for this property.

The Rural Fire Service (RFS), with the support of the Baldry community, propose to construct a new fire shed on part of the subject land. Generally the area surrounding one of the newly constructed fire sheds is then subdivided to facilitate either transfer of the property to council, or a 99 year lease.

The Baldry community are needing to resolve the title deed status / land ownership of the property to effect the development consent and the future tenure of the proposed fire shed (the latter of which would become an asset of council). A trust committee currently manages the Eden Hall, and over time have assumed that ownership of the property lies with one local family. Currently the Hodges family are obtaining legal advice as to the status of the title deed. One option suggested to the family is that the land containing the community hall and the proposed fire shed site be gifted to Cabonne Council.

Eden Hall is one of a number of community halls located upon private land across the shire, while several other community halls are operated under trusts upon Crown land. Council needs to consider the precedent should it agree to the transfer of the subject land into its ownership, along with the financial implications of taking over the care and control of the land and its infrastructure.

It is suggested that as with several other recently completed RFS facilities located within Cabonne, that the preferred strategy would be for the long term lease by council of the proposed RFS facility. The issue of the status of the current land title is one that the descendants of the four deceased land owners would need to resolve regardless; with the title deed either being transferred to an individual or an entity, prior to a Construction Certificate being issued permitting the development of the site for the proposed RFS facility.

ITEM 6 - DELEGATES TO OTHER ORGANISATIONS - COMMUNITY PEAK ORGANISATIONS

REPORT IN BRIEF

Reason For Report	Request for a delegate to the growMOLONG community group.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.2.c. Engage with community to determine future needs & objectives
Annexures	1. GrowMolong Cabonne Council Feb 8 2019↓
File Number	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\LIAISON\ASSOCIATIONS - 992414

ACTING GENERAL MANAGER'S REPORT

Council appointments delegates to peak community groups at the September meeting in accordance with the IP&R DP Action 4.5.2c "Engage with community to determine future needs & objects". Peak community groups have traditionally been the Progress Association or similar in each town/village.

Recently a group named growMOLONG has been established. The members of the group advise that they represent the business owners of Molong and have met with the Mayor and Acting General Manager outlining their reasons for forming the group and their priorities for Molong township. Upon request for a council delegate to their group, they were advised that council appoints delegates to the peak community organisation in each town/village, with the Molong Advancement Group being that organisation in Molong.

Attached is a letter from growMOLONG formally requesting council representation at their monthly meetings.

Clr Jones is the delegate for the Molong Advancement Group with Clrs Mullins and Oldham appointed as alternate delegates.

ITEM 7 - UPDATE ON GRANT FUND APPLICATIONS

REPORT IN BRIEF

Reason For Report	Providing an update on recent applications through various grant programs.
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\GRANTS AND SUBSIDIES\PROGRAMS\CAPITAL ASSISTANCE - 993460

ACTING GENERAL MANAGER'S REPORT

Council will be aware of the many grant programs that have been open for council and community projects over the last twelve months, both at a state and federal level, and this report provides an update of the status of council's applications.

Stronger Country Community Fund – Round 2

Funding deed has been executed for the successful projects:

Name of Project	Amount
Molong Early Learning Centre Expansion	\$214,888
Cudal Community Childrens Centre Expansion	\$228,819
Cumnock Village Recreation Precinct Landscape Masterplan	\$496,222
Shared Mobility Access Pathways Project - Canowindra	\$219,240
Shared Mobility Access Pathways Project - Small Villages	\$219,222
Cumnock Showground Pavilion Extension	\$446,250
Molong Village Green Revitalisation Project	\$132,000
Canowindra Challenge Incorporated - Canowindra Showground Upgrade	\$222,004
Total allocation of Grants	\$2,178,645

The funding deed includes milestones, completion evidence and timings for each project with all projects to be completed by 30 November 2020.

Drought Community Program Extension

The federal announcement is anticipated shortly regarding the \$1M funding for all projects submitted under this program.

- Cabonne Council – installation of rabbit-proof fencing at cemeteries
- Cabonne Council and Central Tablelands Water filling station project
- Cabonne Men's Shed improvements project
- Cabonne Shire recreation facilities upgrade/beautification project
- Cumnock Public School environment & water sustainability project
- Cumnock Village Preschool – improvements to the outdoor environment

The projects if funded would be due to be completed by 30 June 2019.

Regional Cultural Fund Round 2

Council was unsuccessful in its application for funding for the Molong Library & Community Learning Centre project. The Fairbridge Farm Memorial project, an

application submitted by an independent committee, was successful in gaining \$500,000 for the project on the Mitchell Highway, Molong.

Floodplain Management Programme

Council was once again unsuccessful in its applications for funding under the 2018-19 Floodplain Management Program for the Eugowra Puzzle Flat Creek levee. Office of Environment & Heritage advised that the application was ranked highly and placed on a reserve list which could be activated up until the new round of funding was opened, otherwise council would need to reapply. The 2019-20 Floodplain Management Program has now opened with applications to be submitted by 20 March 2019.

As stated to Mr Bruce Noble following his presentation to council on the issue of Puzzle Flat Creek, council is committed to delivering this project upon advice of successful funding. Staff are continuing working behind the scenes, liaising with the Office of Environment and obtaining the required easements over the area, however negotiations are ongoing with John Holland and Transport NSW.

ITEM 8 - CENTRAL WEST LIBRARIES - USAGE STATISTICS

REPORT IN BRIEF

Reason For Report	To keep Council informed of usage of the libraries in Cabonne
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.3.2.a - Operate libraries according to the service agreement with Orange City Council
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY SERVICES\\LIBRARY AND PUBLIC INFORMATION ACCESS\\CENTRAL WEST LIBRARIES - 990819

ADMINISTRATION MANAGER'S REPORT

Every year Council is provided with updated information relating to usage of the libraries in the Cabonne local government area.

Currently Cabonne libraries are operating consistent with the Service Agreement with Orange City Council. Library services are conducted as below:

Location	Days	Hours
Canowindra (18 hours)	Tuesday Thursday Friday Saturday	2pm to 5pm 11am to 1pm then 2pm to 5pm 10am to 1pm then 2pm to 5pm 10am to 2pm
Manildra	Monday	10am to 2pm

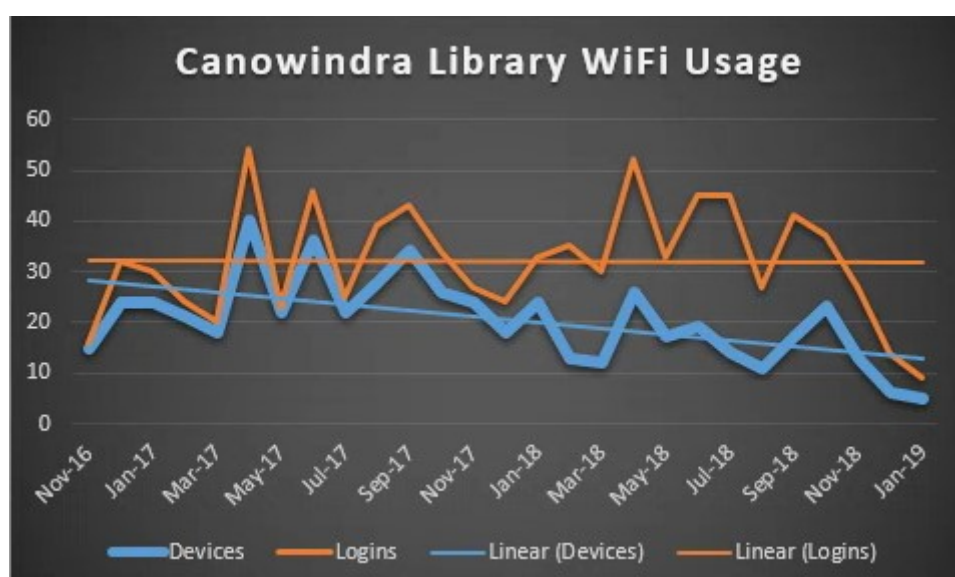
(12 hours)	Wednesday Friday	10am to 2pm 10am to 2pm
Molong (15 hours)	Monday Wednesday Friday	11am to 1pm then 2pm to 5pm 11am to 1pm then 2pm to 5pm 11am to 1pm then 2pm to 5pm

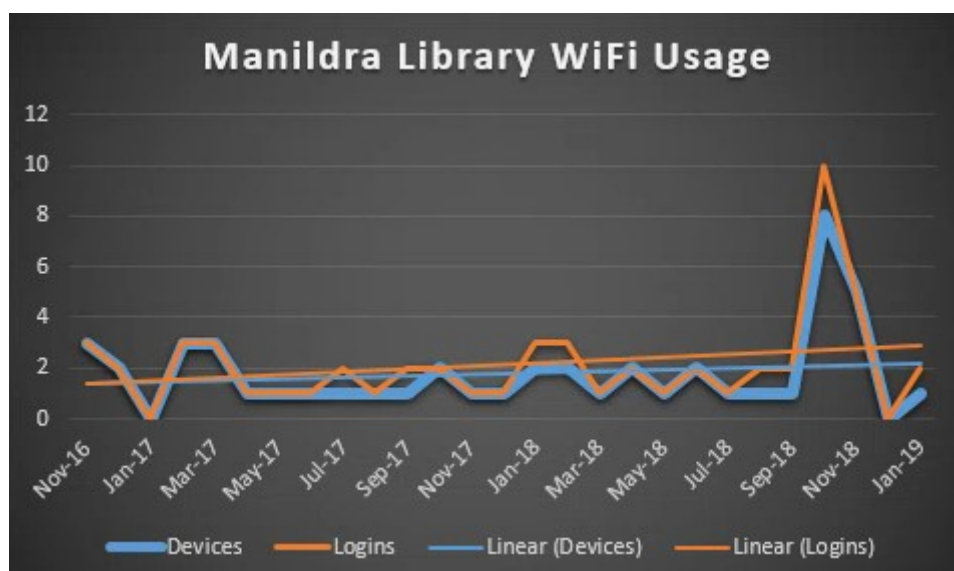
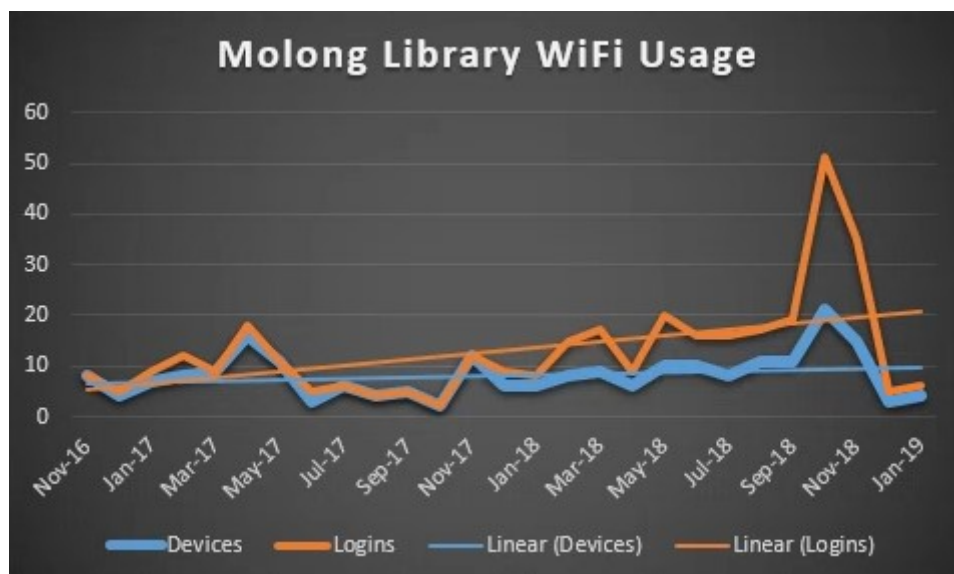
The loans, memberships and visits for the three Cabonne libraries for the three (3) previous financial years are as follows:

Canowindra Library	2015 - 2016	2016 - 2017	2017 - 2018
Membership	747	793	820
Library Visits	6,253	5,539	5,587
Circulations (Loans)	7,228	7,024	6,172
Collections (Holdings)	6,040	5,805	5,988
Reservations Placed	810	881	776
Manildra Library	2015 - 2016	2016 - 2017	2017 - 2018
Membership	131	144	148
Library Visits	1,538	1,694	1,549
Circulations (Loans)	2,040	2,096	1,899
Collections (Holdings)	3,003	2,992	3,077
Reservations Placed	198	187	138
Molong Library	2015 - 2016	2016 - 2017	2017-2018
Membership	796	848	908
Library Visits	9,004	8,563	7,396
Circulations (Loans)	13,325	10,682	11,019
Collections (Holdings)	7,016	6,174	6,159
Reservations Placed	1,664	1,454	1,366

WI-FI USAGE

At the end of October 2016 free Wi-Fi services were added to the three libraries in Cabonne. Wi-Fi usage statistical data it provided in the table below:





Note: Devices means individual devices and logins means uses, so where logins are higher than devices it's because a single device has made use of the service more than once during the month.

ITEM 9 - THE VILLAGE ENHANCEMENT PROJECT

REPORT IN BRIEF

Reason For Report	To advise Council on the Village Enhancement Program
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.3.3.e - Maintain the council's properties to safe operational standards
Annexures	1. 20190215 Annexure to VEP Report ↓

File Number	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\REPORTING\\ENGINEERING AND TECHNICAL SERVICES REPORTING - 993162
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DIRECTOR OF ENGINEERING & TECHNICAL SERVICES' REPORT

Council approved the recommendations outlined in the Village Enhancement Program report at its meeting held on 24 April 2018. The number of individual projects was listed as 81, divided between each town and village across the Cabonne LGA, with a total value of \$1,504,680. The types of projects included in the program resulted from input from Councillors, communities and staff, and are varied in size, complexity and value.

The progress of the program has been satisfactory and within expectations, however, it has also offered some challenges, in particular, tree and other plantings in each town and village. The current climatic conditions have been proving difficult at some locations, and staff are looking at alternate strategies to maintain the current and future plantings in order to provide the enhancement of the towns and villages, which is the intent and objective of the program.

As the program has been rolling out, additional projects have been included, along with a revision of the estimated cost of each project. Major inclusion into the program are a pipeline from the bore at Manildra Swimming Pool to Montana Park and Kiewa Street, improvements to the Molong walking path and additional playground equipment and improvements at Memorial Park at Eugowra. The full list of additional projects are included in the attached Annexure, along with the status of each project. A small number of projects, that include History Park at Molong and the improvements to Blue Jacket Lookout at Canowindra, can be deferred until 2019-2020 as indicated in the annexure.

ITEM 10 - ENGINEERING & TECHNICAL SERVICES REPORT - JANUARY 2019

REPORT IN BRIEF

Reason For Report	Update Council on works in progress in the Engineering & 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. Council Engineering Report January ↓
File Number	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\COUNCIL MEETINGS\\COMMITTEE BUSINESS PAPERS 2019 - 993081

DIRECTOR OF ENGINEERING & TECHNICAL SERVICES' REPORT

Please find attached to this report an update of the 2018-2019 works in progress in the Engineering and Technical Services Department.

ITEM 11 - MOLONG TRUCK WASH

REPORT IN BRIEF

Reason For Report	Progress Update
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.3.3.e - Maintain the council's properties to safe operational standards
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\ROADS and BRIDGES\PROGRAMS\FIXING COUNTRY TRUCK WASHES 2017-2018 - 992178

TECHNICAL SERVICES MANAGER'S REPORT

The construction of a single bay covered truck wash and effluent disposal pit including the installation of lighting and AVDATA, is funded by Restart NSW, Federal Government and Council.

The Federal government funding contribution is \$252,530 and Restart NSW's funding contribution is \$252,530. The total funding from the government is \$505,060 and Council's funding contribution is \$256,410. Designs AT M has been engaged for the civil, structural, electrical and mechanical consultancy services.

Progress

Council has already submitted a Development Application for this project. Detailed survey, geotechnical investigation and statement of environmental effects have been completed. The preliminary designs for the truck wash and Mitchell Highway and Market Street intersection upgrade have been completed. The preliminary design drawings have been forwarded to Roads and Maritime Services (RMS) for their review and approval. The preliminary electrical designs have been completed. An Accredited Level 3 Service Provider (ASP3) Designer has to be engaged to design the power services upgrade works and Council is awaiting a fee proposal from the designers.

Schedule

Detailed designs are to be completed by mid-March 2019. The Development Application and Construction Certificate is to be approved by end of March 2019. The contract is to be awarded by end of May 2019 and the project completion and handover is planned by the end of August 2019.

**ITEM 12 - REFURBISHMENT OF PUBLIC TOILETS IN BANK STREET
PROJECT**

REPORT IN BRIEF

Reason For Report	To allocate budget for public toilets refurbishment in Bank Street, Molong.
Policy Implications	Nil
Budget Implications	\$113,090 transfer from capital reserves.
IPR Linkage	3.3.3.e - Maintain the council's properties to safe operational standards
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\COUNCIL PROPERTIES\MAINTENANCE\PUBLIC TOILETS - 992812

TECHNICAL SERVICES MANAGER'S REPORT

At the December 2018 meeting, council resolved to receive a report on:

Works required and estimated costs to completely refurbish the public toilets in Bank Street, Molong, including installing hand rails in the cubicles, sensor taps and water saving toilets and urinals, energy efficient sensor lighting, an awning and seating out the front of the existing structure as well as a street sign on the footpath outside the amenities building and also on the Mitchell Highway, at the end of Bank Street, Molong.

Council has engaged Consultant (Designs AT M) for the preparation of revised drawings and specifications for the refurbishment of public toilets in Bank Street, Molong, as part of the Village Enhancement Program. The drawings and specifications have been completed by the Consultant for this project.

The works under the refurbishment of public toilets in Bank Street, Molong, include partial demolition, tiling to all walls full height, tiling to all floor, new partitions, rendering to existing face brick, painting, new awning, new screens, new seating, fixtures and supply of portable toilets during construction.

The cost for the revised works schedule has been estimated as \$140,000. Council had allocated \$34,400 in the current budget for refurbishment of the public toilets. The available remaining budget in FY 2018-19 for the works is \$26,910 as of 13 February 2019. An additional budget of \$113,090 would be required to complete the works based on the revised design.

Council may consider the allocation of an additional \$113,090 as part of its 2019/2020 budget considerations or alternatively that the funds be transferred from the Council's capital reserve for the completion of the toilets refurbishment works.

ITEM 13 - DEVELOPMENT APPLICATIONS RECEIVED DURING DECEMBER 2018

REPORT IN BRIEF

Reason For Report	Details of development applications received during the month of December.
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 - 982796

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Development Applications have been received during the period 01/12/2018 to 31/12/2018 as detailed below.

SUMMARY OF DEVELOPMENT APPLICATIONS RECEIVED

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Section 68 Only x 2	\$----
Extension of Operating Hours	\$----
Subdivision	\$----
Modification to Change of Use & Internal Alterations	\$----
Rebuild Front Verandah	\$83,400
Storage Shed	\$90,000
Earthworks (Proposed Lot 206)	\$6,000
Transportable Dwelling	\$82,000
TOTAL: 9	\$261,400

SUMMARY OF COMPLYING DEVELOPMENT APPLICATIONS RECEIVED

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Dwelling	\$409,000
Hay Shed	\$22,500
42KW PC Solar Farm – 5B Prefab Ground Mount System	\$70,000

GRAND TOTAL: 3	\$501,500
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**ITEM 14 - DEVELOPMENT APPLICATIONS APPROVED DURING
DECEMBER 2018**

REPORT IN BRIEF

Reason For Report	Details of development applications approved during the the month of December.
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 - 982810

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Development Applications have been approved during the period 01/12/2018 to 31/12/2018 as detailed below.

SUMMARY OF APPROVED DEVELOPMENT APPLICATIONS

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
S68 Only x 6	\$-----
Demolition of Fire Damaged Dwelling	\$-----
Modification to Change of Use (Change of Hours)	\$-----
Painting of Facade	\$-----
Modification to 8 Lot Subdivision	\$-----
Modification to Extractive Industry - Quarry	\$-----
Modification to Cellar Door & Restaurant	\$-----
Modification to Dwelling	\$-----
Verandah to Rear of House	\$15,000
Storage Shed	\$19,000
Hay Shed	\$29,000
Dwelling	\$480,000
Storage Shed	\$17,000
Dwelling	\$450,000
Swimming Pool Deck	\$1,000
Alterations & Additions to Existing Dwelling & Storage Shed	\$198,000
Earthworks (Proposed Lot 206)	\$6,000

Alterations & Additions to Existing Dwelling	\$250,000
Rebuild Front Verandah	\$83,400
TOTAL: 24	\$1,548,400

SUMMARY OF APPROVED COMPLYING DEVELOPMENT APPLICATIONS

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Hay Shed	\$22,500
Swimming Pool	\$48,180
42KW PC Solar Farm – 5B Prefab Ground Mount System	\$70,000
In-Ground Swimming Pool	\$18,000
TOTAL:4	\$158,680

GRAND TOTAL:28	\$1,707,080
<i>Previous Month: 31</i>	\$1,306,268

**ITEM 15 - DEVELOPMENT APPLICATIONS APPROVED DURING
JANUARY 2019**

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 - 987721

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Development Applications have been approved during the period 01/01/2019 to 31/01/2019 as detailed below.

SUMMARY OF APPROVED DEVELOPMENT APPLICATIONS

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
S68 Only x 3	\$-----
Extension of Operating Hours	\$-----

Modification to Change of Use & Internal Alterations	\$-----
Subdivision	\$-----
Modification to Alterations & Additions to Existing Motel	\$-----
Modification to Alterations & Additions to Church Hall	\$-----
Modification to Paddle Board Hire at Lake Canobolas	\$-----
Farm Stay Accommodation & Temporary Events	\$-----
Storage Shed	\$90,000
Farm Stay Accommodation	\$175,000
Farm Stay Accommodation	\$400,000
Temporary Use (Entertainment Facility)	\$500,000
Storage Shed	\$19,300
Carport	\$13,000
Manufactured Home	\$177,125
Alterations & Additions to Existing Industrial Building	\$10,000
Storage Shed	\$18,000
Dwelling with Attached Garage	\$652,654
TOTAL: 20	\$2,055,079

SUMMARY OF APPROVED COMPLYING DEVELOPMENT APPLICATIONS

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Modification to Dwelling & Attached Garage	\$-----
In-ground Swimming Pool	\$61,000
TOTAL:2	\$61,000

GRAND TOTAL:26	\$2,116,079
<i>Previous Month: 29</i>	\$1,707,080

ITEM 16 - DEVELOPMENT APPLICATIONS RECEIVED DURING JANUARY 2019

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 - 987761

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Development Applications have been received during the period 01/01/2019 to 31/01/2019 as detailed below.

SUMMARY OF DEVELOPMENT APPLICATIONS RECEIVED

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Section 68 Only x 8	\$----
Subdivision (4 Lots)	\$----
Modification to Alterations & Additions to Existing Motel	\$----
Modification to Paddle Board Hire at Lake Canobolas	\$----
Modification to Alterations & Additions to Church Hall	\$----
Modification to Farm Stay & Cellar Door	\$----
Modification to Subdivision	\$----
Dual Occupancy – Manufactured Home	\$88,610
Alterations & Addition	\$82,000
Patio	\$22,270
Carport	\$13,000
Storage Shed (Golf Carts)	\$19,000
Storage Shed	\$19,300
Dwelling	\$120,000
Dwelling	\$298,000
Mural	\$3,000
Alterations & Additions to Canowindra Historical Society Inc.	\$589,705
Storage Shed	\$18,000
Manufactured Home	\$177,125
Dwelling with Attached Garage	\$652,654
Addition to Existing Shed	\$19,300
Amenities Block	\$8,734
TOTAL: 29	\$2,130,698

SUMMARY OF COMPLYING DEVELOPMENT APPLICATIONS RECEIVED

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Modification to Dwelling & Attached Garage	\$----
Swimming Pool	\$48,180
In-ground Swimming Pool	\$18,000
In-ground Swimming Pool	\$61,000
TOTAL: 4	\$127,180

GRAND TOTAL: 33	\$2,257,878
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ITEM 17 - HERITAGE WORKING GROUP

REPORT IN BRIEF

Reason For Report	Providing Councillors with the notes of the Heritage working group meeting
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.f Participate in relevant reference groups, consultative committees and meetings
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\DEVELOPMENT AND BUILDING CONTROLS\\MEETINGS\\HERITAGE COMMITTEE MEETINGS - 991560

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

The notes from the February 2019 meeting of Council's Heritage Working Group are attached for the information of Council.

ITEM 18 - 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 Advisor's Report - December 2018 <u>↓</u>

	2. Heritage Advisor's Report - February 2019↓
File Number	\\OFFICIAL RECORDS LIBRARY\\DEVELOPMENT AND BUILDING CONTROLS\\REPORTS\\HERITAGE - 2018 - 991561

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

A copy of the Heritage Advisor's Report for December 2018 and February 2019 are attached for the information of the council.

ITEM 19 - 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 - 982812

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Summary of median Application Processing Times over the last five years for the month of December:

<u>YEAR</u>	<u>MEDIAN ACTUAL DAYS</u>
2013	12
2014	25
2015	19
2016	31
2017	19

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	31
June	24.5
July	16
August	17
September	13.5
October	22
November	13
December	21

ITEM 20 - MEDIAN PROCESSING TIMES 2019

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 - 987743

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Summary of median Application Processing Times over the last five years for the month of December:

<u>YEAR</u>	<u>MEDIAN ACTUAL DAYS</u>
2014	23
2015	44
2016	20.5
2017	31
2018	37

Summary of median Application Processing Times for 2018:

<u>MONTH</u>	<u>MEDIAN ACTUAL DAYS</u>
January	10
February	
March	
April	
May	
June	

July	
August	
September	
October	
November	
December	

ITEM 21 - 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 - 982817

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
2017/18	67
2018/19	
July	8
August	5
September	7
October	4
November	6
December	7
January	9
February	
March	

April	
May	
June	
Total	40

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 March 2017	Timothy Wark Robert Cohen	For Determination	DRINKING WATER BUBBLERS
<p>MOTION (Dean/Walker)</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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. <p>14 Feb 2019 - 1:20 PM - Deborah Jordan Canowindra installed, Molong Village Green currently being installed in line with Village Green redevelopment plan. 07 Dec 2018 - 10:24 AM - Deborah Jordan Concrete slab for Canowindra started 6.12.18. 16 Nov 2018 - 11:20 AM - Deborah Jordan Ongoing work on bubblers 19 Oct 2018 - 11:39 AM - Deborah Jordan Of the six bubblers, four are completed. 10 Sep 2018 - 3:20 PM - Timothy Wark Installation of the six water bubblers is ongoing. 17 Aug 2018 - 11:56 AM - Deborah Jordan One installed in Manildra and Cargo, others to be rolled through in the next week. 09 Jul 2018 - 3:18 PM - Timothy Wark Water bubblers have arrived and are to be installed within the next two weeks. 14 Jun 2018 - 12:05 PM - Timothy Wark Bubblers are to arrive prior to end of June 2018 and installed within July 2018. 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</p>			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

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	Kate Blackwood Heather Nicholls	For Determination	EUGOWRA PUZZLE FLAT LEVEE EASEMENTS

MOTION (Dean/Davison)

THAT authority be granted to affix the Common Seal of Council to the s88B Instrument for the establishment of the easement.

15 Feb 2019 - 11:45 AM - Kate Blackwood

Grant from OEH not successful

COMPLETE

06 Dec 2018 - 3:14 PM - Kate Blackwood

Waiting funding and landholders to sign documents granting easement

16 Nov 2018 - 3:41 PM - Kate Blackwood

Still awaiting signed agreement for easements

18 Oct 2018 - 3:58 PM - Kate Blackwood

Awaiting funding and landowners agreement

17 Sep 2018 - 10:03 AM - Kate Blackwood

Mr Donaldson had been offered compensation. Waiting on confirmation

Met with Mr Rawsthorns estate who have informally agreed. Will work out compensation

12 Sep 2018 - 2:39 PM - Deborah Jordan

Action reassigned to Kate Blackwood by: Deborah Jordan

12 Sep 2018 - 2:38 PM - Deborah Jordan

Action re-assigned to Kate Blackwood.

12 Sep 2018 - 1:50 PM - Deborah Jordan

Council staff Meeting Friday 14th September re remaining three stakeholders.

13 Aug 2018 - 2:41 PM - Deborah Jordan

Awaiting signoff from remaining 3 landowners.

12 Jul 2018 - 11:58 AM - Deborah Jordan

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

1 landowner agreement complete, others still in negotiation
 19 Jun 2018 - 9:58 AM - Deborah Jordan
 1 landowner agreement complete, others still in negotiation
 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 Steve Harding	For Determination	EUGOWRA PUZZLE FLAT LEVEE EASEMENTS

MOTION (Dean/Davison)

THAT authority be granted to affix the Common Seal of Council to the s88B Instrument for the establishment of the easement.

13 Feb 2019 - 12:52 PM - Heidi Thornberry
 Still awaiting documentation to affix seal
 06 Dec 2018 - 3:38 PM - Heidi Thornberry
 Still awaiting documentation to affix seal
 15 Nov 2018 - 10:06 AM - Heidi Thornberry
 Still awaiting documentation to affix seal
 16 Oct 2018 - 4:20 PM - Heidi Thornberry
 Still awaiting documentation to affix seal
 03 Sep 2018 - 1:53 PM - Heidi Thornberry
 Still awaiting documentation to affix seal
 17 Aug 2018 - 11:29 AM - Heidi Thornberry
 Still awaiting documentation to affix seal
 12 Jul 2018 - 2:00 PM - Heidi Thornberry
 Still awaiting documentation to affix seal
 15 Jun 2018 - 4:06 PM - Heidi Thornberry
 Still awaiting documentation to affix seal
 10 May 2018 - 2:36 PM - Heidi Thornberry

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

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 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.

13 Feb 2019 - 12:56 PM - Deborah Jordan
 Progress report to be submitted to Council meeting 26.2.19
 05 Dec 2018 - 11:02 AM - Deborah Jordan
 Meeting held with RMS, intersection treatment complete. Still in detailed design process.
 16 Nov 2018 - 11:00 AM - Deborah Jordan
 Expected 7th December.
 19 Oct 2018 - 10:24 AM - Deborah Jordan
 Review of concept design approved, detailed design expected early December.
 12 Sep 2018 - 1:58 PM - Deborah Jordan
 DA has been approved, design consultant engaged.
 13 Aug 2018 - 2:47 PM - Steve Harding
 Truck wash to be programmed for construction when development approval is received.

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

12 Jul 2018 - 11:58 AM - Deborah Jordan

Proposals still at assessment stage

18 Jun 2018 - 2:34 PM - Deborah Jordan

have received proposals, going through assessments

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	Robert Cohen	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.

13 Feb 2019 - 12:57 PM - Deborah Jordan

Canowindra building opened.

Check progress of Eugowra building.

05 Dec 2018 - 11:04 AM - Deborah Jordan

Building in Canowindra/Moorbel to be opened on 15.12.18.

16 Nov 2018 - 11:02 AM - Deborah Jordan

Building in Canowindra almost complete, progress in Eugowra to be checked.

19 Oct 2018 - 11:41 AM - Deborah Jordan

Re-assigned to Bob Cohen.

19 Oct 2018 - 11:41 AM - Deborah Jordan

Action reassigned to Robert Cohen by: Deborah Jordan

21 Sep 2018 - 9:39 AM - Emma Tadros

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

Action reassigned to Timothy Wark by: Emma Tadros
Based on request from Denis, this has now been reassigned to Urban Services for further follow up.

17 Sep 2018 - 10:01 AM - Denis O'Brien
Investigating progress with urban services section.
07 Aug 2018 - 1:57 PM - Denis O'Brien
Waiting on advice from Urban services
12 Jul 2018 - 1:44 PM - Denis O'Brien
With Coordinator of Urban Services
13 Jun 2018 - 9:32 AM - Denis O'Brien
Still being resolved by Urban services section
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
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	Timothy Wark	For Determination	REQUEST TO CONSTRUCT PLAYGROUND AT THE CUDAL RECREATION GROUND
	Robert Cohen		

MOTION (Walker/Treavours)

THAT Council endorse a letter of support to construct a playground at the Cudal Recreation Ground, or alternatively a Skate Park in Cudal, if the family are agreeable, subject to final design meeting council requirements.

14 Feb 2019 - 1:23 PM - Deborah Jordan
No change, proponent to be re-contacted.
07 Dec 2018 - 10:25 AM - Deborah Jordan
Task to be reassigned to Bob Cohen.
16 Nov 2018 - 11:21 AM - Deborah Jordan
Follow up to be actioned.
19 Oct 2018 - 3:02 PM - Emma Tadros

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

No correspondence received. To follow up in this month

10 Sep 2018 - 3:19 PM - Timothy Wark

No change.

17 Aug 2018 - 11:57 AM - Deborah Jordan

No change

09 Jul 2018 - 3:18 PM - Timothy Wark

No change.

14 Jun 2018 - 12:04 PM - Timothy Wark

No change or correspondence from last comment.

09 Apr 2018 - 11:47 AM - Timothy Wark

There is no change from previous comment.

14 Mar 2018 - 1:48 PM - Timothy Wark

No correspondence has been received from the proponent since the last comment.

16 Feb 2018 - 8:56 AM - Timothy Wark

The proponent has been requested to provide a costed description of what is proposed to be built.

20 Nov 2017 - 9:59 AM - Timothy Wark

Support letter from Council has been sent as requested.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 November 2017	Robert Cohen Robert Cohen	For Determination	MITCHELL ROOM, BANK STREET, MOLONG

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.

13 Feb 2019 - 12:58 PM - Deborah Jordan

Still waiting for confirmation of funding approval.

05 Dec 2018 - 11:05 AM - Deborah Jordan

Awaiting confirmation of funding approval.

16 Nov 2018 - 11:03 AM - Deborah Jordan

Funding approval not yet through.

19 Oct 2018 - 10:28 AM - Deborah Jordan

Still awaiting funding approval.

12 Sep 2018 - 1:59 PM - Deborah Jordan

Awaiting funding approval.

17 Aug 2018 - 11:45 AM - Deborah Jordan

Designs are being assessed and costed.

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

12 Jul 2018 - 11:59 AM - Deborah Jordan

Consultants doing detailed design.

18 Jun 2018 - 2:34 PM - Sharlea Taite

DA submitted, engaged consultant to do SOE and Environment and heritage impact statements. Consultants doing detailed design.

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	Robert Cohen Robert Cohen	Confidential Items	AUTOMATED ROAD MAINTENANCE TRUCK

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.

13 Feb 2019 - 12:59 PM - Deborah Jordan

Follow with company re protracted waiting time.

05 Dec 2018 - 11:06 AM - Deborah Jordan

Awaiting delivery.

16 Nov 2018 - 11:04 AM - Deborah Jordan

Delivery time now mid December

19 Oct 2018 - 10:29 AM - Deborah Jordan

Delivery expected mid-November

12 Sep 2018 - 2:00 PM - Deborah Jordan

Awaiting delivery.

13 Aug 2018 - 3:00 PM - Deborah Jordan

Expected delivery date is September.

11 Jul 2018 - 12:14 PM - Deborah Jordan

Action reassigned to Robert Cohen by: Deborah Jordan

Truck has not yet arrived.

18 Jun 2018 - 2:37 PM - Sharlea Taite

still no delivery date

11 Apr 2018 - 11:40 AM - Sharlea Taite

unsure when delivery is

15 Feb 2018 - 10:04 AM - Sharlea Taite

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

Truck has been ordered. unsure on delivery date			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 February 2018	Heidi Thornberry Steve Harding	For Determination	AGREEMENT FOR THE PROVISION OF LIBRARY SERVICES
<u>RECOMMENDATION</u> (Weaver/Durkin)			
<p>THAT Council sign and seal the agreement with Orange City Council annexed to this report, with the following adjustment:</p> <p>Section 8 (d) of the agreement be changed to read as follows:</p> <p>"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."</p> <p>13 Feb 2019 - 1:57 PM - Heidi Thornberry Seal not required - COMPLETE</p> <p>06 Dec 2018 - 3:38 PM - Heidi Thornberry Still awaiting documentation to affix seal</p> <p>15 Nov 2018 - 12:44 PM - Heidi Thornberry Still awaiting documentation to affix seal</p> <p>16 Oct 2018 - 4:20 PM - Heidi Thornberry Still awaiting documentation to affix seal</p> <p>03 Sep 2018 - 1:53 PM - Heidi Thornberry Still awaiting documentation to affix seal</p> <p>17 Aug 2018 - 11:29 AM - Heidi Thornberry Still awaiting documentation to affix seal</p> <p>12 Jul 2018 - 2:58 PM - Heidi Thornberry Still awaiting documentation to affix seal as document is being re-written</p> <p>15 Jun 2018 - 4:07 PM - Heidi Thornberry Still awaiting documentation to affix seal</p> <p>10 May 2018 - 2:37 PM - Heidi Thornberry Awaiting documentation to affix seal</p> <p>10 Apr 2018 - 9:55 AM - Jolene Pearson Action reassigned to Heidi Thornberry by: Jolene Pearson</p> <p>13 Mar 2018 - 11:33 AM - Jolene Pearson Awaiting documents.</p>			
Meeting	Officer/Director	Section	Subject

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

Ordinary Meeting 24 April 2018	Robert Cohen Robert Cohen	For Determination	THE VILLAGE ENHANCEMENT PROGRAM
<p><u>MOTION</u> (Davison/Durkin)</p> <p>THAT Council approve the Village Enhancement Program recommendations. as provided in the attachment to this report.</p> <p>13 Feb 2019 - 1:01 PM - Deborah Jordan Progress report on VEP to February Council meeting.</p> <p>05 Dec 2018 - 11:06 AM - Deborah Jordan VEP ongoing program progressing well.</p> <p>16 Nov 2018 - 11:04 AM - Deborah Jordan Various different projects progressing very well.</p> <p>19 Oct 2018 - 10:30 AM - Deborah Jordan VEP still progressing well.</p> <p>12 Sep 2018 - 2:01 PM - Deborah Jordan Program on target, progressing well</p> <p>13 Aug 2018 - 3:06 PM - Deborah Jordan Program on target, progressing well.</p> <p>06 Jul 2018 - 9:45 AM - Robert Cohen 79 projects identified, progress is good.</p> <p>18 Jun 2018 - 2:32 PM - Sharlea Taite Projects have been identified for implementation</p> <p>11 May 2018 - 1:48 PM - Emma Tadros Putting together project delivery program</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Robert Cohen Robert Cohen	For Notation	MOLONG LIBRARY PROJECT UPDATE
<p><u>MOTION</u> (Jones/Durkin)</p> <p>THAT the information be noted.</p> <p>13 Feb 2019 - 1:02 PM - Deborah Jordan Awaiting confirmation of funding approval.</p> <p>05 Dec 2018 - 11:06 AM - Deborah Jordan Awaiting confirmation of funding approval.</p> <p>16 Nov 2018 - 11:05 AM - Deborah Jordan Funding approval not yet received.</p> <p>19 Oct 2018 - 10:32 AM - Deborah Jordan Awaiting funding approval.</p>			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

<p>12 Sep 2018 - 2:02 PM - Deborah Jordan Program on target, progressing well</p> <p>17 Aug 2018 - 11:48 AM - Deborah Jordan Application for funding re-submitted.</p> <p>12 Jul 2018 - 12:18 PM - Deborah Jordan Consultants doing detailed design.</p> <p>18 Jun 2018 - 2:35 PM - Sharlea Taite DA submitted, engaged consultant to do SOE and Environment and heritage impact statements. Consultants doing detailed design.</p> <p>11 May 2018 - 1:48 PM - Emma Tadros DA to be submitted based on design and concept</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Dale Jones Steve Harding	For Determination	AGE OF FISHES MUSEUM, CANOWINDRA
<p>RECOMMENDATION (Batten/Newsom)</p> <p>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.</p> <p>15 Feb 2019 - 4:56 PM - Dale Jones Awaiting further advice from council</p> <p>04 Dec 2018 - 10:23 AM - Dale Jones Awaiting further advice from Council</p> <p>15 Nov 2018 - 12:21 PM - Dale Jones Awaiting further decision from council</p> <p>18 Oct 2018 - 1:32 PM - Dale Jones Council to further discuss issue</p> <p>14 Sep 2018 - 11:15 AM - Dale Jones Awaiting further decision by Council</p> <p>17 Aug 2018 - 9:30 AM - Dale Jones Workshop held on 12 June 2018, awaiting further advice from council</p> <p>12 Jul 2018 - 3:13 PM - Dale Jones Workshop held on 12 June 2018. Councillors still considering options</p> <p>18 Jun 2018 - 10:33 AM - Naomi Schroder Workshop was held on 12 June with matter to be addressed at next ordinary meeting on 26 June</p> <p>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</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Heidi Thornberry	For Determination	REQUEST FOR VARIATION TO WASTE MANAGEMENT CONTRACT

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

Steve Harding			
<u>MOTION</u> (Batten/Davison)			
THAT Council:			
<ol style="list-style-type: none"> 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. 			
<p>13 Feb 2019 - 12:53 PM - Heidi Thornberry seal Affixed - COMPLETE 06 Dec 2018 - 3:43 PM - Heidi Thornberry Still awaiting documentation to affix seal 15 Nov 2018 - 12:46 PM - Heidi Thornberry Still awaiting documentation to affix seal 16 Oct 2018 - 4:21 PM - Heidi Thornberry Still awaiting documentation to affix seal 03 Sep 2018 - 1:53 PM - Heidi Thornberry Still awaiting documentation to affix seal 17 Aug 2018 - 11:31 AM - Heidi Thornberry Still awaiting documentation to affix seal 12 Jul 2018 - 2:13 PM - Heidi Thornberry Still awaiting documentation to affix seal 15 Jun 2018 - 4:11 PM - Heidi Thornberry Still awaiting documentation to affix seal 31 May 2018 - 9:23 AM - Heidi Thornberry Awaiting documentation to affix seal 10 May 2018 - 2:38 PM - Heidi Thornberry Awaiting documentation to affix seal</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 June 2018	Dale Jones Steve Harding	For Determination	EASY TO DO BUSINESS PROGRAM
<u>MOTION</u> (Jones/Nash)			
THAT Council:			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

1. Accept an invitation from Service NSW to join the Easy to do Business Program.
2. Authorise the General Manager to enter into a Memorandum of Understanding with Service NSW regarding the Easy to do Business Program.

15 Feb 2019 - 4:57 PM - Dale Jones

Questionnaire to be finalised with assistance from planning dept

04 Dec 2018 - 10:23 AM - Dale Jones

Questionnaire to be finalised

15 Nov 2018 - 12:22 PM - Dale Jones

Questionnaire to be finalised

18 Oct 2018 - 1:33 PM - Dale Jones

Memorandum of Understanding signed. Questionnaire to be completed

14 Sep 2018 - 11:19 AM - Dale Jones

Memorandum of Understanding signed

17 Aug 2018 - 9:27 AM - Dale Jones

Kick-off mMeeting held with Easy To Do Business representatives on 3 August 2018, further documents to be completed.

12 Jul 2018 - 3:10 PM - Dale Jones

To organise GM's signature on MOU

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 June 2018	Sarah Bellach Steve Harding	For Determination	REQUESTS FOR DONATIONS

MOTION (Batten/Oldham)

THAT Council:

1. Donate \$150 to the "Help our Aussie Farmers Silent Auction"
2. Donate \$100 to Cargo Public School towards the installation of outdoor gym equipment
3. Donate \$150 to the "Feel Good BBQ Event"

13 Feb 2019 - 2:31 PM - Sarah Bellach

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

1. COMPLETE
 2. PENDING
 3. COMPLETE
 4. COMPLETE
06 Dec 2018 - 3:21 PM - Sarah Bellach
 1. COMPLETE
 2. Still Pending
 3. COMPLETE
 4. COMPLETE
12 Nov 2018 - 10:07 AM - Sarah Bellach
 1. COMPLETE
 2. STILL PENDING - GOING AHEAD MARCH 2019
 3. COMPLETE
 4. COMPLETE
18 Oct 2018 - 3:25 PM - Sarah Bellach
 1. COMPLETE
 2. PENDING - Will be held March 2019
 3. COMPLETE
 4. COMPLETE
14 Sep 2018 - 10:13 AM - Sarah Bellach
 1. Youth Week - COMPLETE
 2. Farmers Silent Auction - pending, new date not set
 3. Cargo Public School - COMPLETE
 4. Feel Good BBQ - COMPLETE
16 Aug 2018 - 1:07 PM - Sarah Bellach
 1. COMPLETE
 2. PENDING - Event has been postponed until November
 3. COMPLETE
 4. COMPLETE
10 Aug 2018 - 2:21 PM - Sarah Bellach
 1. COMPLETE
 2. PENDING - waiting to see if event goes ahead
 3. COMPLETE
 4. COMPLETE
16 Jul 2018 - 12:00 PM - Sarah Bellach

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

1. Youth Week - COMPLETE

2. Farmers Silent Auction - still pending

3. Cargo Public School - COMPLETE

4. Feel Goo BBQ - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 August 2018	Dale Jones Steve Harding	For Determination	CABONNE ACQUISITIVE ART PRIZE
RECOMMENDATION (Batten/Newsom)			
THAT Council:			
1. Conduct an Acquisitive Art Prize competition for artists living in the Cabonne LGA;			
2. Commence the Acquisitive Art Prize competition from July 2019; and			
3. Seek sponsorship from local businesses.			
15 Feb 2019 - 4:57 PM - Dale Jones			
Report submitted to Febroary Ordinary meeting			
04 Dec 2018 - 10:23 AM - Dale Jones			
Meeting to be arranged to discuss draft terms and conditions			
15 Nov 2018 - 12:24 PM - Dale Jones			
To meet with Cr Oldham to consider terms and conditions before bringing further report to Council			
18 Oct 2018 - 1:35 PM - Dale Jones			
Terms and conditions to be formulated and presented to a future council meeting			
14 Sep 2018 - 11:17 AM - Dale Jones			
Terms and conditons of entry being formulated			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 September 2018	Denis O'Brien Robert Cohen	For Determination	EUGOWRA VOLUNTARY PURCHASE
MOTION (Durkin/Oldham)			
THAT Council:			
1. Consult with the Eugowra Consultative Committee on the proposed Eugowra Voluntary purchase.			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

2. Receive a further report regarding provision of funding from the NSW office of Environment and Heritage.

20 Dec 2018 - 11:57 AM - Deborah Jordan

COMPLETE

20 Nov 2018 - 9:47 AM - Denis O'Brien

Meeting held with Eugowra Consultative Committee.

Report submitted to December 2018 meeting.

14 Nov 2018 - 10:26 AM - Denis O'Brien

Consultative committee arranged for Friday 16/11/2018

25 Oct 2018 - 9:17 AM - Denis O'Brien

Council delegates to be appointed to consultative committee. Consultation to follow.

18 Oct 2018 - 10:47 AM - Denis O'Brien

Seeking advice from DETS.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 September 2018	Weekes Tony Robert Cohen	Confidential Items	HEAVY PATCHING IN CABONNE COUNCIL LGA

RECOMMENDATION (Oldham/Treavors)

THAT Council accept the tender from Kerway Asphaltting Pty Ltd to supply Heavy Patching services in Cabonne Council for the financial year 2018-2019.

13 Feb 2019 - 3:57 PM - Weekes Tony

Contract has been signed and returned. (Copy to Council & Kerway)

09 Jan 2019 - 2:16 PM - Weekes Tony

Kerway P/L & GM have signed contract.

07 Dec 2018 - 11:54 AM - Weekes Tony

Still waiting for the signed documents from Kerway.

16 Nov 2018 - 3:24 PM - Weekes Tony

Documentation has been sent out, and waiting for Kerway to send back the documentation signed.

18 Oct 2018 - 11:53 AM - Weekes Tony

Waiting on Kerway Asphalt to sign contract.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 September 2018	Heidi Thornberry Steve Harding	For Determination	PURCHASE OF LAND FROM TRANSPORT NSW IN WATSON STREET, MOLONG

MOTION (Oldham/Mullins)

THAT:

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

1. Pursuant to Sections 186 and 187 of the *Local Government Act 1993 (NSW)* Council compulsorily acquire the land forming part of the Great Western Railway proclaimed in Government Gazette No. 289 of 17.7.1885 Folio 4562 and Government Gazette No. 232 of 9.6.1885 Folio 3629, being the area marked as "Lot 1" on the attached plan (the Land) for the purpose of flood infrastructure in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
2. Council make an application to the Minister for Local Government and the Governor for the compulsory acquisition of the Land.
3. Authority be granted to affix the Common Seal of Council to any acquisition documentation associated with the Land.
4. The land to be acquired is to be classified as Community Land.

13 Feb 2019 - 12:53 PM - Heidi Thornberry

Awaiting documents to affix seal

06 Dec 2018 - 3:43 PM - Heidi Thornberry

Awaiting documents to affix seal

15 Nov 2018 - 12:46 PM - Heidi Thornberry

Awaiting documents to affix seal

16 Oct 2018 - 4:25 PM - Heidi Thornberry

Awaiting documents to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 September 2018	Heidi Thornberry	For Determination	COUNCIL TO ACQUIRE EASEMENTS OVER LAND IN EUGOWRA FOR THE PUZZLE FLAT CREEK FLOOD LEVEE
	Steve Harding		
MOTION (Jones/Batten)			
THAT:			
1. Pursuant to Sections 186 and 187 of the <i>Local Government Act 1993 (NSW)</i> Council compulsorily acquire easements over the land described as:			
(1)	Lot 1 in DP 432838 Eugowra;		
(2)	Lot 3943 in DP 1200868 Eugowra;		
(3)	Lot 148 in DP 750182 Eugowra;		

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

- (4) Lot 7001 in DP 1125814 Eugowra;
- (5) Lot 88 in DP 750159 Eugowra; and
- (6) Lot 71 in DP 750182 Eugowra.

as shown in the attached plans for the purpose of flood levee infrastructure in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.

2. Council make an application to the Minister for Local Government and the Governor for the compulsory acquisition of the Land.
3. Authority be granted to affix the Common Seal of Council to any acquisition documentation associated with the Land.
4. The land to be acquired is to be classified as Community Land.

13 Feb 2019 - 12:53 PM - Heidi Thornberry

Awaiting documents to affix seal

06 Dec 2018 - 3:43 PM - Heidi Thornberry

Awaiting documents to affix seal

15 Nov 2018 - 12:46 PM - Heidi Thornberry

Awaiting documents to affix seal

16 Oct 2018 - 4:25 PM - Heidi Thornberry

Awaiting documents to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Robert Cohen Robert Cohen	For Determination	COMMUNITY CENTRE AND LIBRARY

MOTION (Batten/Mullins)

THAT Council authorise expenditure of \$25,000 from the Capital Works reserve to procure design and cost options for a community centre incorporating library and learning centre on land situated on the site of the current Molong community hall and adjoining council land.

13 Feb 2019 - 1:02 PM - Deborah Jordan

Sourcing appropriate consultant.

05 Dec 2018 - 11:08 AM - Deborah Jordan

Sourcing appropriate consultant.

16 Nov 2018 - 11:05 AM - Deborah Jordan

Sourcing appropriate consultant.

12 Nov 2018 - 2:38 PM - Robyn Little

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:	
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM	

Action reassigned to Robert Cohen by: Robyn Little			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Heidi Thornberry Steve Harding	For Determination	AUSTRALIA DAY 2019
<p><u>MOTION</u> (Batten/Newsom)</p> <p>THAT Council note the schedule for Australia Day 2019.</p> <p>13 Feb 2019 - 9:20 AM - Heidi Thornberry COMPLETE</p> <p>06 Dec 2018 - 3:44 PM - Heidi Thornberry Report going to December meeting on Town events, awardess still waiting to hear back from and declined awardees</p> <p>15 Nov 2018 - 12:57 PM - Heidi Thornberry Reporting further information to November Council Meeting</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Heidi Thornberry Steve Harding	For Determination	YEOVAL ANNUAL SHOW 2019 & 2020
<p><u>MOTION</u> (Weaver/Nash)</p> <p>THAT Council lodge a formal biennial application for the proclamation of part-day public holidays from 8:30am to 7:00pm, for that portion of the township of Yeoval, which is in the Cabonne Council area on Tuesday 14 May 2019 and Tuesday 12 May 2020 for the Yeoval Annual Show.</p> <p>13 Feb 2019 - 9:19 AM - Heidi Thornberry response recieved from Industrial Relations and forwarded to the appropriate people - COMPLETE</p> <p>07 Dec 2018 - 9:45 AM - Heidi Thornberry Awaiting response from Industriaal Relations</p> <p>15 Nov 2018 - 12:58 PM - Heidi Thornberry Application sent 6/11/18 to Industrial Relations - Response has come back to confirm they did recieved the application</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Dale Jones Steve Harding	For Determination	EVENTS ASSISTANCE PROGRAM
<p><u>MOTION</u> (Weaver/Oldham)</p> <p>THAT Council:</p>			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:	
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM	

1. Approve \$1,000 funding under the 2018-19 Events Assistance Program (EAP) to Rotary Club of Orange for the 2019 Banjo Paterson Australian Poetry Festival.
2. Approve \$500 funding under the 2018-19 Events Assistance Program (EAP) to Canowindra Lions Club for the Canowindra Coming Together in Aid of Farmers

15 Feb 2019 - 4:58 PM - Dale Jones
 Arrangements processed - COMPLETE
 04 Dec 2018 - 10:24 AM - Dale Jones
 Approval letters forwarded, one invoice processed
 15 Nov 2018 - 12:28 PM - Dale Jones
 Approval letters forwarded

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Robert Cohen Robert Cohen	For Determination	CANOWINDRA TOWN IMPROVEMENT PROJECTS

MOTION (Durkin/Walker)

THAT the listed projects be funded from the Canowindra Town Improvement Fund.

15 Feb 2019 - 9:37 AM - Deborah Jordan
 No further progress at this stage.
 16 Nov 2018 - 11:09 AM - Deborah Jordan
 Projects listed on Works Program. Pallet lifter has been purchased.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Denis O'Brien Robert Cohen	For Determination	UPDATED SCHEDULE OF PROPOSED VOLUNTARY PURCHASES OF FLOOD AFFECTED PROPERTIES

MOTION (Walker/Oldham)

THAT Council endorse the Updated Schedule of Proposed Voluntary Purchases.

15 Feb 2019 - 9:40 AM - Deborah Jordan
 As per previous comment.
 05 Dec 2018 - 12:36 PM - Denis O'Brien
 No further action required until funding round in April 2019
 14 Nov 2018 - 10:25 AM - Denis O'Brien

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:	
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM	

Noted.			
For funding application from OEH in 2019 / 2020 year			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Robert Cohen Robert Cohen	Confidential Items	EXCAVATOR HIRE 21-24 TONNE TO UNDERTAKE CIVIL WORKS AT VARIOUS LOCATIONS THROUGHOUT CABONNE LGA
RECOMMENDATION (Oldham/Durkin)			
THAT Council defer the matter to the November Council meeting.			
14 Feb 2019 - 2:15 PM - Deborah Jordan			
Refer other identical action.			
Contract awarded to P & R Contracting.			
07 Dec 2018 - 9:35 AM - Deborah Jordan			
Report now going to December Council Meeting.			
16 Nov 2018 - 11:14 AM - Deborah Jordan			
Report to go to November Council meeting.			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Heidi Thornberry Steve Harding	For Determination	PURCHASE OF LAND FROM TRANSPORT NSW IN WATSON STREET, MOLONG
MOTION (Oldham/Batten)			
THAT:			
1. Pursuant to Sections 186 and 187 of the <i>Local Government Act 1993 (NSW)</i> Council compulsorily acquire the land forming part of the Great Western Railway proclaimed in Government Gazette No. 289 of 17.7.1885 Folio 4562 and Government Gazette No. 232 of 9.6.1885 Folio 3629, being the area marked as "Lot 1" on the plan attached to the report (the Land) for the purpose of flood infrastructure in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> .			
2. Council make an application to the Minister for Local Government and the Governor for the compulsory acquisition of the Land.			
3. Authority be granted to affix the Common Seal of Council to any acquisition documentation associated with the Land.			
4. The land to be acquired is to be classified as Community Land.			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:	Printed: Monday, 18 February 2019 12:54:58 PM
Action Sheets Report				

13 Feb 2019 - 12:54 PM - Heidi Thornberry
Awaiting document to affix seal
06 Dec 2018 - 3:46 PM - Heidi Thornberry
Awaiting document to affix seal
15 Nov 2018 - 10:35 AM - Heidi Thornberry
Awaiting document to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Heidi Thornberry	For Determination	COUNCIL TO ACQUIRE EASEMENTS OVER LAND IN EUGOWRA FOR THE PUZZLE FLAT CREEK FLOOD LEVEE
	Steve Harding		
<u>MOTION</u> (Durkin/Newsom)			
THAT:			
1. Pursuant to Sections 186 and 187 of the <i>Local Government Act 1993 (NSW)</i> Council compulsorily acquire easements over the land described as:			
a) Lot 1 in DP 432838 Eugowra;			
b) Lot 3943 in DP 1200868 Eugowra;			
c) Lot 148 in DP 750182 Eugowra;			
d) Lot 7001 in DP 1125814 Eugowra;			
e) Lot 88 in DP 750159 Eugowra; and			
f) Lot 71 in DP 750182 Eugowra			
as shown in the plans attached to the report for the purpose of flood levee infrastructure in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> .			
2. Council make an application to the Minister for Local Government and the Governor for the compulsory acquisition of the Land.			
3. Authority be granted to affix the Common Seal of Council to any acquisition documentation associated with the Land.			
4. The land to be acquired is to be classified as Community Land.			
5. Should council be able to reach agreement for purchase by private treaty that the purchase proceed by that method.			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

6. Should Council not be granted permission to acquire the following:

- a) Lot 1 in DP 432838 Eugowra;
- b) Lot 3943 in DP 1200868 Eugowra;
- c) Lot 7001 in DP 1125814 Eugowra; and
- d) Lot 71 in DP 750182 Eugowra.

under the Land Acquisition (Just Terms Compensation) Act 1991 that a licence agreement be entered into for the area covered by the proposed easement.

13 Feb 2019 - 12:54 PM - Heidi Thornberry

Awaiting document to affix seal

06 Dec 2018 - 3:46 PM - Heidi Thornberry

Awaiting documents to affix seal

15 Nov 2018 - 10:35 AM - Heidi Thornberry

Awaiting documents to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Robert Cohen Robert Cohen	For Determination	QUESTIONS FOR NEXT MEETING

MOTION (Oldham/Batten)

THAT Council receive a report at the next Council meeting in relation to the following matters:

- 1. Maintenance of Council owned buildings, detailing how the maintenance is scheduled and how it is funded;
- 2. Projects that Council could propose for Roads of Strategic Importance (ROSI) funding;
- 3. Projects that Council could submit for the Regional Sports Infrastructure funding; and
- 4. Section 355 committees, detailing regulations, requirement to hold AGMs, if councillor and/or director involvement is required on committees.

07 Dec 2018 - 9:59 AM - Deborah Jordan

COMPLETE

16 Nov 2018 - 11:14 AM - Deborah Jordan

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:	
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM	

Reports requested to be provided to November meeting:

1. Maintenance of Council owned buildings, detailing scheduling and funding.
2. Suggested projects proposed for Roads of Strategic Importance funding.
3. Suggested projects for regional sports infrastructure funding.
4. Section 355 Committees - DFCS to provide.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 November 2018	Dale Jones Steve Harding	For Determination	2018-19 COMMUNITY ASSISTANCE PROGRAM

MOTION (Jones/Oldham)

THAT Council approve Community Assistance Program (CAP) funding for Applications 1-7 of the report.

29 Jan 2019 - 3:36 PM - Dale Jones

Funding provided for all successful projects - COMPLETE

29 Jan 2019 - 3:36 PM - Dale Jones

Invoices received for all successful projects and funding provided.

04 Dec 2018 - 10:25 AM - Dale Jones

Approval letters forwarded and first invoice processed

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 November 2018	Kate Blackwood Heather Nicholls	Confidential Items	ACQUISITION OF LAND - KURRAJONG ROAD, MANILDRA

RECOMMENDATION (Nash/Weaver)

THAT Council:

1. Authorise purchase of 1.47 ha of land from Lot 243 DP 750150 for the purchase price of \$5,297.88.
2. Agree to pay all reasonable legal fees, survey fees and plan lodgement fees associated with the purchase.
3. Authorise the affixation of the Common Seal and appropriate signatures on any associated land transfer documents.

15 Feb 2019 - 11:46 AM - Kate Blackwood

Awaiting signed plans and 88b terms & restrictions from proponents solicitors

COMPLETE

06 Dec 2018 - 3:12 PM - Kate Blackwood

Awaiting for land holder to sign legal documents

Meeting	Officer/Director	Section	Subject
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Outstanding Actions

Action Sheets Report

Division:

Committee:

Officer:

Ordinary Meeting

Date From:

Date To:

Printed: Monday, 18 February 2019 12:54:58 PM

Ordinary Meeting 27 November 2018

Heidi Thornberry

Steve Harding

For Determination

ENTERING INTO CONTRACTS FOR THE SUPPLY AND DELIVERY OF BULK FUEL

MOTION (Nash/Weaver)

THAT Council agree to participate in a regional procurement process for the supply and delivery of bulk fuel.

13 Feb 2019 - 12:54 PM - Heidi Thornberry

Awaiting document

06 Dec 2018 - 4:07 PM - Heidi Thornberry

contract template sent to engineering to enter into contracts register

Meeting

Officer/Director

Section

Subject

Ordinary Meeting 27 November 2018

Luke Taberner

Steve Harding

For Determination

QUESTIONS FOR NEXT MEETING

MOTION (Oldham/Walker)

THAT:

1. Council contact Telstra and Optus on behalf of ratepayers to raise concerns regarding the ongoing issues with telephone and internet services shire wide; and

2. A report be provided to the next Council meeting providing information for defibrillators to be installed at all Council depots and offices.

01 Feb 2019 - 11:19 AM - Peta Fuller

Letters were drafted and posted to Telstra and Optus 01 February 2019. Doc ID 987478 and 987490. COMPLETE

29 Jan 2019 - 2:24 PM - Luke Taberner

DFCS to construct a letter to Telstra and Optus regarding concern of Blackspots in the LG Area.

07 Dec 2018 - 11:47 AM - Emma Tadros

Research being undertaken regarding mobile blackspots.

Report to go to December Council meeting regarding defibrillators

Meeting

Officer/Director

Section

Subject

Ordinary Meeting 27 November 2018

Heidi Thornberry

Steve Harding

Confidential Items

ACQUISITION OF LAND - KURRAJONG ROAD, MANILDRA

RECOMMENDATION (Nash/Weaver)

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

THAT Council:

1. Authorise purchase of 1.47 ha of land from Lot 243 DP 750150 for the purchase price of \$5,297.88.
2. Agree to pay all reasonable legal fees, survey fees and plan lodgement fees associated with the purchase.
3. Authorise the affixation of the Common Seal and appropriate signatures on any associated land transfer documents.

13 Feb 2019 - 12:54 PM - Heidi Thornberry

Awaiting document to affix seal

06 Dec 2018 - 3:49 PM - Heidi Thornberry

Awaiting document to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 November 2018	Heidi Thornberry Steve Harding	Confidential Items	SUPPLY AND INSTALLATION OF CULVERTS, FOOTPATHS, KERB AND GUTTERING IN THE CABONNE COUNCIL LGA

RECOMMENDATION (Nash/Batten)

THAT Council include all four tenderers as selective contractors in order of ranking for the supply and installation of culverts, footpaths, kerb and guttering in the Cabonne Council LGA for a 12 month period 2018-19.

13 Feb 2019 - 12:54 PM - Heidi Thornberry

Awaiting document

06 Dec 2018 - 4:07 PM - Heidi Thornberry

contract template sent to engineering to enter into contracts register

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Luke Taberner Steve Harding	For Determination	STRONGER COUNTRY COMMUNITIES

MOTION (Jones/Treavors)

THAT Council advance funds to enable the completion of the Stronger Country Communities projects, subject to the conditions as outlined in the report.

29 Jan 2019 - 2:26 PM - Luke Taberner

Will be updated for December QBR to go to the February meeting.

15 Jan 2019 - 1:55 PM - Robyn Little

Action reassigned to Luke Taberner by: Robyn Little

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:	
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM	

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Heather Nicholls Steve Harding	For Determination	DROUGHT ASSISTANCE
<u>MOTION</u> (Nash/Weaver) THAT Council maintain the drought assistance measure currently in place and review in March 2019. <i>13 Feb 2019 - 10:31 AM - Robyn Little</i> NFA until council review policy in March 2019.			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Debra Hamilton Steve Harding	For Determination	DEFIBRILLATORS IN COUNCIL WORKPLACES
<u>MOTION</u> (Treavors/Weaver) THAT Council consider the purchase of defibrillators for all worksites as part of Council's emergency medical response equipment in the 2019/20 budget. <i>15 Feb 2019 - 12:04 PM - Debra Hamilton</i> Cost of defibrillators to be included for consideration in the 19/20 budget.			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Robert Cohen Robert Cohen	For Determination	RMS ACTIVE TRANSPORT FUNDING (SHARED PATHS) - MATCHING FUNDING REQUIREMENT
<u>MOTION</u> (Walker/Weaver) THAT Council: <ol style="list-style-type: none"> 1. Re-allocate RMS funding received for project P.0036369 to P.0036368 in order to meet the 50% Council contribution required by the RMS 2. Re-allocate funding from reserves to meet the required 50% contribution for project P.0036370 <i>15 Feb 2019 - 9:36 AM - Deborah Jordan</i> No action required from Engineering COMPLETE			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Robert Cohen Robert Cohen	For Determination	EUGOWRA VOLUNTARY PURCHASE

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:	
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM	

MOTION (Oldham/Jones)

THAT:

1. Council authorise the Acting General Manager to sign the funding agreement with NSW Office of Environment & Heritage.
2. Council approve the acquisition of the nominated property, 10 North Street, and authorise Council's seal to be affixed to the contract of sale.
3. The land be classified as Operational land.

15 Feb 2019 - 9:37 AM - Deborah Jordan

No action required by Engineering.

COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Robert Cohen Robert Cohen	For Determination	NOVEMBER 2018 LOCAL TRAFFIC COMMITTEE

MOTION (Treavors/Nash)

THAT Council ratify the recommendations of the November 2018 Local Traffic Committee.

14 Feb 2019 - 2:13 PM - Deborah Jordan

Council ratified the recommendations of the November 2018 Local Traffic Committee

COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Heather Nicholls Steve Harding	For Determination	MODIFICATION APPLICATION DA 2014/114/3 - EXTRACTIVE INDUSTRY (QUARRY), LOT 775 DP 813587, 1654 THE ESCORT WAY, BORENORE

MOTION (Davison/Weaver)

THAT Modification Application 2014/114/3 for blasting as part of extractive industry operations upon Lot 775 DP 813587, 1654 The Escort Way, Borenore, be granted consent subject to the modified conditions attached.

08 Jan 2019 - 9:58 AM - Sarah Stewart

Consent issued. 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: Monday, 18 February 2019 12:54:58 PM	

Ordinary Meeting 18 December 2018	Heather Nicholls Steve Harding	For Determination	DEVELOPMENT APPLICATION 2018/115 - EXTERNAL REPAINTING OF 46 BANK STREET, MOLONG
<u>MOTION</u> (Jones/Oldham)			
THAT Development Application 2018/115 for external painting of 46 Bank Street, Molong, be granted consent, subject to the proponent submitting a revised schedule of works and a revised colour scheme appropriate to the local streetscape, for the approval of council's Heritage Advisor.			
08 Jan 2019 - 9:59 AM - Sarah Stewart Consent issued. COMPLETE			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Christopher Eldred Heather Nicholls	For Determination	MODIFICATION APPLICATION 2018/0084/1 RESTAURANT AND CONCEPT APPROVAL OF CELLAR DOOR
<u>MOTION</u> (Walker/Davison)			
THAT Modification Application DA 2018/0084/1, for a Restaurant and Concept Approval For a Cellar Door (Modification to Conditions) at 194 Nancarrow Lane, Nashdale, Lot B DP 179711, be granted consent subject to the conditions attached.			
18 Feb 2019 - 11:55 AM - Christopher Eldred Complete 15 Feb 2019 - 11:47 AM - Christopher Eldred DA Approved			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Christopher Eldred Heather Nicholls	For Determination	MODIFICATION OF DEVELOPMENT APPLICATION DA08/0177/1 FOR AN EIGHT (8) LOT RURAL SUBDIVISION AT Lots 218 & 219 DP 47258, LOTS 5, 6 & 7 DP 702416, LOTS 1 & 2 DP 114761, LOTS 9, 10, 11, 12, 19, 20, 24, 30, 31, 148, 189, 210, 211 & 238 DP 756869, LOT ...
<u>MOTION</u> (Davison/Weaver)			
THAT the Modification of Development Application 2008/177/1 be granted consent subject to the conditions attached.			
18 Feb 2019 - 11:56 AM - Christopher Eldred Complete			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

15 Feb 2019 - 11:47 AM - Christopher Eldred

DA Approved

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Heather Nicholls Steve Harding	For Determination	QUESTIONS FOR NEXT MEETING

MOTION (Weaver/Oldham)

THAT Council receive reports at the next Council meeting in relation to the following matters:

1. Works required and estimated costs to completely refurbish the public toilets in Bank Street, Molong including installing hand rails in the cubicles, sensor taps and water saving toilets and urinals, energy efficient sensor lighting, an awning and seating out the front of the existing structure as well as a street sign on the footpath outside the amenities building and also on the Mitchell Highway, at the end of Bank Street, Molong; and
2. An update on the Village Enhancement Program.

13 Feb 2019 - 10:57 AM - Heather Nicholls

DETS preparing reports for February council meeting business paper. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Gloria Donlan Steve Harding	Confidential Items	UNRECOVERABLE SUNDRY DEBTOR

RECOMMENDATION (Davison/Nash)

THAT Council write-off this total debt of \$2,796.35 for debtor account 70901 as unrecoverable

23 Jan 2019 - 12:50 PM - Gloria Donlan

As per minute number 18/12/24-3 this amount will be written off in January to clear this account. COMPLETED

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Luke Taberner Steve Harding	Confidential Items	DEBT WRITE OFF

RECOMMENDATION (Jones/Nash)

THAT Council write off \$3,806 from the debtors balance owed by Earth Plant Hire Ltd.

29 Jan 2019 - 2:27 PM - Luke Taberner

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: Monday, 18 February 2019 12:54:58 PM

Ordinary Meeting 18 December 2018	Robert Cohen	Confidential Items	EXCAVATOR HIRE 21024 TONNE TO UNDERTAKE CIVIL WORKS AT VARIOUS LOCATIONS THROUGHOUT CABONNE LGA
<p>Robert Cohen</p> <p>RECOMMENDATION (Walker/Oldham)</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Award the contract to P & R Earthmoving for hiring of excavator (21-24 tonne) to undertake civil works at various locations throughout Cabonne LGA. 2. Authorise any variation to the contract for the project provided the variations are contained within the overall approved budget. <p>14 Feb 2019 - 2:12 PM - Deborah Jordan Contract awarded to P & R Contracting.</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Veronica Windus Steve Harding	For Determination	STRONGER COUNTRY COMMUNITIES
<p>MOTION (Jones/Treavors)</p> <p>THAT Council advance funds to enable the completion of the Stronger Country Communities projects, subject to the conditions as outlined in the report.</p> <p>14 Feb 2019 - 9:43 AM - Veronica Windus Finance have actioned the Debtor accounts. Will await further processes when the funding is received. Will await further instruction from Naomi.</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Veronica Windus Steve Harding	For Determination	DEFIBRILLATORS IN COUNCIL WORKPLACES
<p>MOTION (Treavors/Weaver)</p> <p>THAT Council consider the purchase of defibrillators for all worksites as part of Council's emergency medical response equipment in the 2019/20 budget.</p> <p>14 Feb 2019 - 9:45 AM - Veronica Windus Finance have noted the report for the inclusion in the 19/20 budget as minuted. Completed.</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Veronica Windus	For Determination	RMS ACTIVE TRANSPORT FUNDING (SHARED PATHS) - MATCHING FUNDING REQUIREMENT

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

Steve Harding			
MOTION (Walker/Weaver)			
THAT Council:			
<ol style="list-style-type: none"> 1. Re-allocate RMS funding received for project P.0036369 to P.0036368 in order to meet the 50% Council contribution required by the RMS 2. Re-allocate funding from reserves to meet the required 50% contribution for project P.0036370 			
14 Feb 2019 - 9:46 AM - Veronica Windus			
Finance have adjusted the budget as per the report. Completed.			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Veronica Windus Steve Harding	For Determination	EUGOWRA VOLUNTARY PURCHASE
MOTION (Oldham/Jones)			
THAT:			
<ol style="list-style-type: none"> 1. Council authorise the Acting General Manager to sign the funding agreement with NSW Office of Environment & Heritage. 2. Council approve the acquisition of the nominated property, 10 North Street, and authorise Council's seal to be affixed to the contract of sale. 3. The land be classified as Operational land. 			
14 Feb 2019 - 9:47 AM - Veronica Windus			
Finance have adjusted the budget to reflect the report. COMPLETED			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Heidi Thornberry Steve Harding	For Determination	EUGOWRA VOLUNTARY PURCHASE
MOTION (Oldham/Jones)			
THAT:			
<ol style="list-style-type: none"> 1. Council authorise the Acting General Manager to sign the funding agreement with NSW Office of Environment & Heritage. 			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:	
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM	

2. Council approve the acquisition of the nominated property, 10 North Street, and authorise Council's seal to be affixed to the contract of sale.
3. The land be classified as Operational land.

13 Feb 2019 - 12:55 PM - Heidi Thornberry
Awaiting document

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Robert Cohen Robert Cohen	For Determination	QUESTIONS FOR NEXT MEETING

MOTION (Weaver/Oldham)

THAT Council receive reports at the next Council meeting in relation to the following matters:

1. Works required and estimated costs to completely refurbish the public toilets in Bank Street, Molong including installing hand rails in the cubicles, sensor taps and water saving toilets and urinals, energy efficient sensor lighting, an awning and seating out the front of the existing structure as well as a street sign on the footpath outside the amenities building and also on the Mitchell Highway, at the end of Bank Street, Molong; and
2. An update on the Village Enhancement Program.

14 Feb 2019 - 1:26 PM - Deborah Jordan
Reports on both matters to be submitted to February Council meeting.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Veronica Windus Steve Harding	Confidential Items	UNRECOVERABLE SUNDRY DEBTOR

RECOMMENDATION (Davison/Nash)

THAT Council write-off this total debt of \$2,796.35 for debtor account 70901 as unrecoverable

14 Feb 2019 - 9:48 AM - Veronica Windus
Debtor has been written off. COMPLETED

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Veronica Windus Steve Harding	Confidential Items	DEBT WRITE OFF

RECOMMENDATION (Jones/Nash)

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Monday, 18 February 2019 12:54:58 PM

THAT Council write off \$3,806 from the debtors balance owed by Earth Plant Hire Ltd.

14 Feb 2019 - 9:50 AM - Veronica Windus

Debt written off. COMPLETED

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 18 December 2018	Heidi Thornberry Steve Harding	Confidential Items	EXCAVATOR HIRE 21024 TONNE TO UNDERTAKE CIVIL WORKS AT VARIOUS LOCATIONS THROUGHOUT CABONNE LGA

RECOMMENDATION (Walker/Oldham)

THAT Council:

1. Award the contract to P & R Earthmoving for hiring of excavator (21-24 tonne) to undertake civil works at various locations throughout Cabonne LGA.
2. Authorise any variation to the contract for the project provided the variations are contained within the overall approved budget.

13 Feb 2019 - 11:27 AM - Heidi Thornberry

Document registered and placed in Legal Docs and added to contracts register - COMPLETE

Incomplete Resolutions - Summary

Risk	Totals	Month 1	Month 2	Month 3	Month 3+
Low	58	0	29	10	19
Medium	0		0	0	0
High	0				0

As at: 18 February 2019

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").

Cabonne Council
Schedule of Investments as at 31/12/2018

Annexure - Item 2

GENERAL FUND

Investing Institution	Credit Rating	Amount Invested	Interest Rate	Terms (Days)	Maturity Date
ANZ Bank	A1+	2,000,000	2.40%	180	14/01/2019
ANZ Bank	A1+	1,000,000	2.45%	182	10/03/2019
ANZ Bank	A1+	1,000,000	2.45%	182	12/04/2019
ANZ Bank	A1+	3,000,000	2.50%	180	27/04/2019
Bank of Qld	A2	500,000	2.70%	182	16/04/2019
Commonwealth Bank	A1+	1,500,000	2.25%	30	04/01/2019
Commonwealth Bank	A1+	3,000,000	2.74%	304	15/04/2019
Commonwealth Bank	A1+	2,000,000	2.67%	271	17/06/2019
Commonwealth Bank	A1+	2,000,000	2.67%	273	15/07/2019
Commonwealth Bank	A1+	2,590,294	1.45%	24 Hour at call account	
Illawarra Mutual Build Society	A2	250,000	2.60%	181	7/05/2019
Illawarra Mutual Build Society	A2	500,000	2.60%	180	7/05/2019
Me Bank	A2	1,500,000	2.75%	180	16/07/2019
National Australia Bank	A1+	2,000,000	2.66%	180	9/02/2019
National Australia Bank	A1+	1,000,000	2.66%	182	4/03/2019
National Australia Bank	A1+	1,500,000	2.66%	182	4/03/2019
National Australia Bank	A1+	3,000,000	2.70%	182	4/04/2019
National Australia Bank	A1+	2,000,000	2.70%	182	4/04/2019
National Australia Bank	A1+	1,000,000	2.70%	182	16/04/2019
Reliance Credit Union	Unrated	250,000	2.70%	365	30/10/2019
Suncorp-Metway	A1	2,000,000	2.70%	182	21/01/2019
Suncorp-Metway	A1	1,000,000	2.70%	180	4/03/2019
Suncorp-Metway	A1	1,000,000	2.70%	180	27/03/2019
Westpac Bank	A1+	1,500,000	2.68%	180	19/03/2019
Westpac Bank	A1+	1,000,000	2.69%	180	26/03/2019
Westpac Bank	A1+	3,000,000	2.88%	210	5/04/2019
Westpac Bank	A1+	3,000,000	2.55%	181	16/05/2019

GENERAL FUND INVESTMENTS

\$ 44,090,294

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

\$ 44,298,294

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+	84.20%	\$ 37,298,294
A1 & A1-	9.03%	\$ 4,000,000
A2	6.21%	\$ 2,750,000
Unrated	0.56%	\$ 250,000
Total Investments		\$ 44,298,294

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	25.51%	\$ 11,298,294	A1+
National Australia Bank	23.70%	\$ 10,500,000	A1+
Westpac Bank	19.19%	\$ 8,500,000	A1+
ANZ	15.80%	\$ 7,000,000	A1+
Suncorp-Metway	9.03%	\$ 4,000,000	A1
Bank of Qld	1.13%	\$ 500,000	A2
Illawarra Mutual Building Society	1.69%	\$ 750,000	A2
Me Bank	3.39%	\$ 1,500,000	A2
Reliance Credit Union	0.56%	\$ 250,000	Unrated
Total Investments		\$ 44,298,294	

INVESTMENT MOVEMENTS

Council's Overall Total Investments has decreased slightly due to variations in the Cashflow during the month of December.

	This Month	Last Month	July 2018
Total Investments	\$ 44,298,294	\$ 45,098,294	\$ 39,950,294
% Change	-1.81%		9.82%

INTEREST RATE PERFORMANCE

Council's Average Interest rate for the month was 2.56%. 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 December. However, Council's average is still higher than Council's Performance Benchmark, the 30 Day Bank Bill Swap Rate of 2.01%.

Performance Benchmark 30 Day Bank Bill Swap Rate	Av Interest Rate This Month	Av Interest Rate Last Month	Av Interest Rate July 2018
2.01%	2.56%	2.55%	2.51%

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.

Cabonne Council
Schedule of Investments as at 31/01/2019

Annexure - Item 2

GENERAL FUND

Investing Institution	Credit Rating	Amount Invested	Interest Rate	Terms (Days)	Maturity Date
ANZ Bank	A1+	2,000,000	2.45%	181	18/07/2019
ANZ Bank	A1+	1,000,000	2.45%	182	10/03/2019
ANZ Bank	A1+	1,000,000	2.45%	182	12/04/2019
ANZ Bank	A1+	3,000,000	2.50%	180	27/04/2019
Bank of Qld	A2	500,000	2.70%	182	16/04/2019
Commonwealth Bank	A1+	1,500,000	2.25%	30	3/02/2019
Commonwealth Bank	A1+	3,000,000	2.74%	304	15/04/2019
Commonwealth Bank	A1+	2,000,000	2.67%	271	17/06/2019
Commonwealth Bank	A1+	2,000,000	2.67%	273	15/07/2019
Commonwealth Bank	A1+	1,488,294	1.45%	24 Hour at call account	
Illawarra Mutual Build Society	A2	250,000	2.60%	181	7/05/2019
Illawarra Mutual Build Society	A2	500,000	2.60%	180	7/05/2019
Me Bank	A2	1,500,000	2.75%	180	16/07/2019
National Australia Bank	A1+	2,000,000	2.66%	180	9/02/2019
National Australia Bank	A1+	1,000,000	2.66%	182	4/03/2019
National Australia Bank	A1+	1,500,000	2.66%	182	4/03/2019
National Australia Bank	A1+	3,000,000	2.70%	182	4/04/2019
National Australia Bank	A1+	2,000,000	2.70%	182	4/04/2019
National Australia Bank	A1+	1,000,000	2.70%	182	16/04/2019
Reliance Credit Union	Unrated	250,000	2.70%	365	30/10/2019
Suncorp-Metway	A1	2,000,000	2.70%	182	22/07/2019
Suncorp-Metway	A1	1,000,000	2.70%	180	4/03/2019
Suncorp-Metway	A1	1,000,000	2.70%	180	27/03/2019
Westpac Bank	A1+	1,500,000	2.68%	180	19/03/2019
Westpac Bank	A1+	1,000,000	2.69%	180	26/03/2019
Westpac Bank	A1+	3,000,000	2.88%	210	5/04/2019
Westpac Bank	A1+	3,000,000	2.55%	181	16/05/2019

GENERAL FUND INVESTMENTS

\$ 42,968,294

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

\$ 43,176,294

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+	83.79%	\$ 36,176,294
A1 & A1-	9.26%	\$ 4,000,000
A2	6.37%	\$ 2,750,000
Unrated	0.58%	\$ 250,000
Total Investments		\$ 43,176,294

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	23.57%	\$ 10,176,294	A1+
National Australia Bank	24.32%	\$ 10,500,000	A1+
Westpac Bank	19.69%	\$ 8,500,000	A1+
ANZ	16.21%	\$ 7,000,000	A1+
Suncorp-Metway	9.26%	\$ 4,000,000	A1
Bank of Qld	1.16%	\$ 500,000	A2
Illawarra Mutual Building Society	1.74%	\$ 750,000	A2
Me Bank	3.47%	\$ 1,500,000	A2
Reliance Credit Union	0.58%	\$ 250,000	Unrated
Total Investments		\$ 43,176,294	

INVESTMENT MOVEMENTS

Council's Overall Total Investments has decreased slightly due to variations in the Cashflow during the month of January.

	This Month	Last Month	July 2018
Total Investments	\$ 43,176,294	\$ 44,298,294	\$ 39,950,294
% Change	-2.60%		7.47%

INTEREST RATE PERFORMANCE

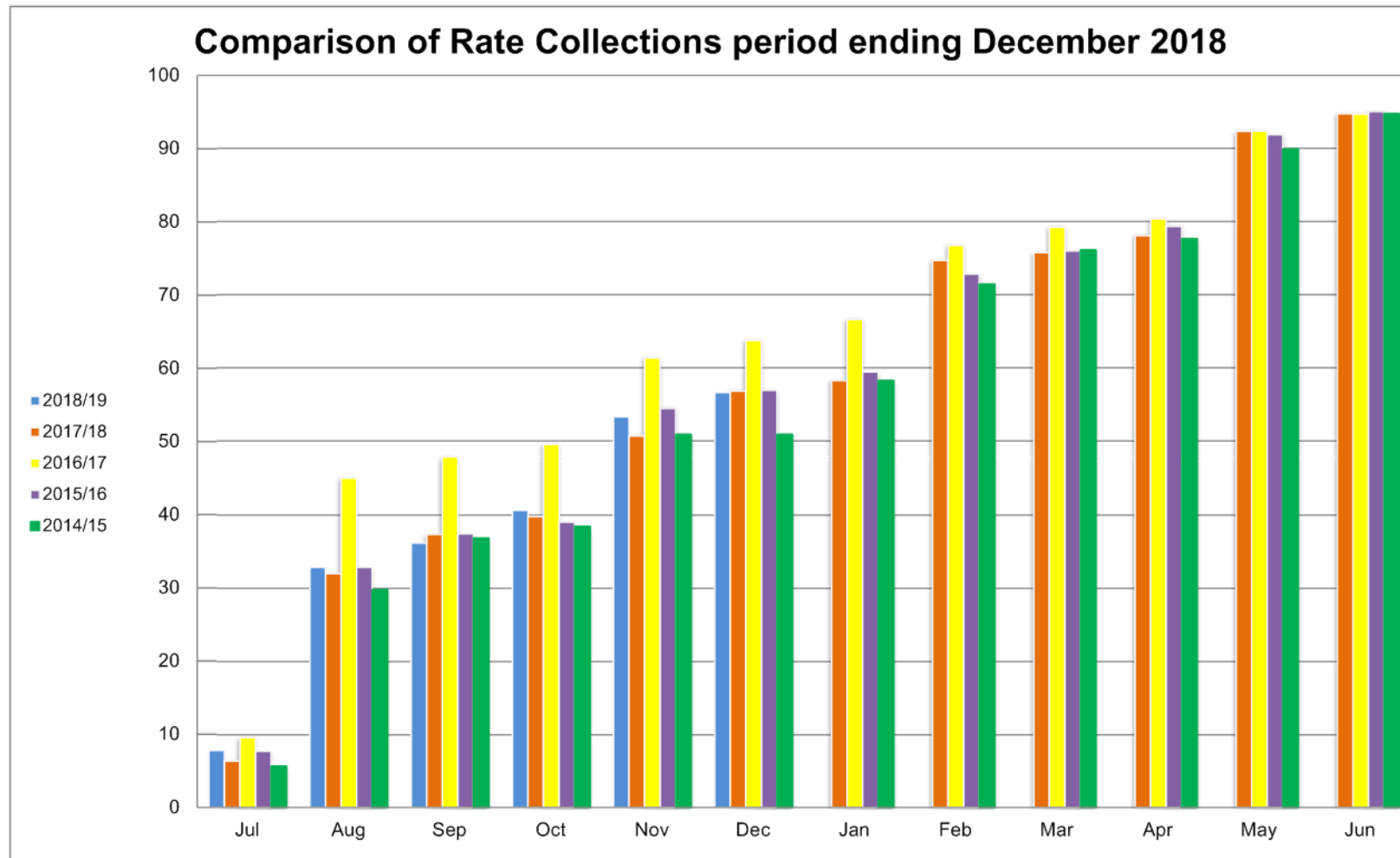
Council's Average Interest rate for the month was 2.56%. The average rate movement is minimal due to the low cash rate and the flow on effect to term deposit rates offered in the market. The Reserve Bank's official cash rate remained at 1.50% in January. However, Council's average is still higher than Council's Performance Benchmark, the 30 Day Bank Bill Swap Rate of 2.01%.

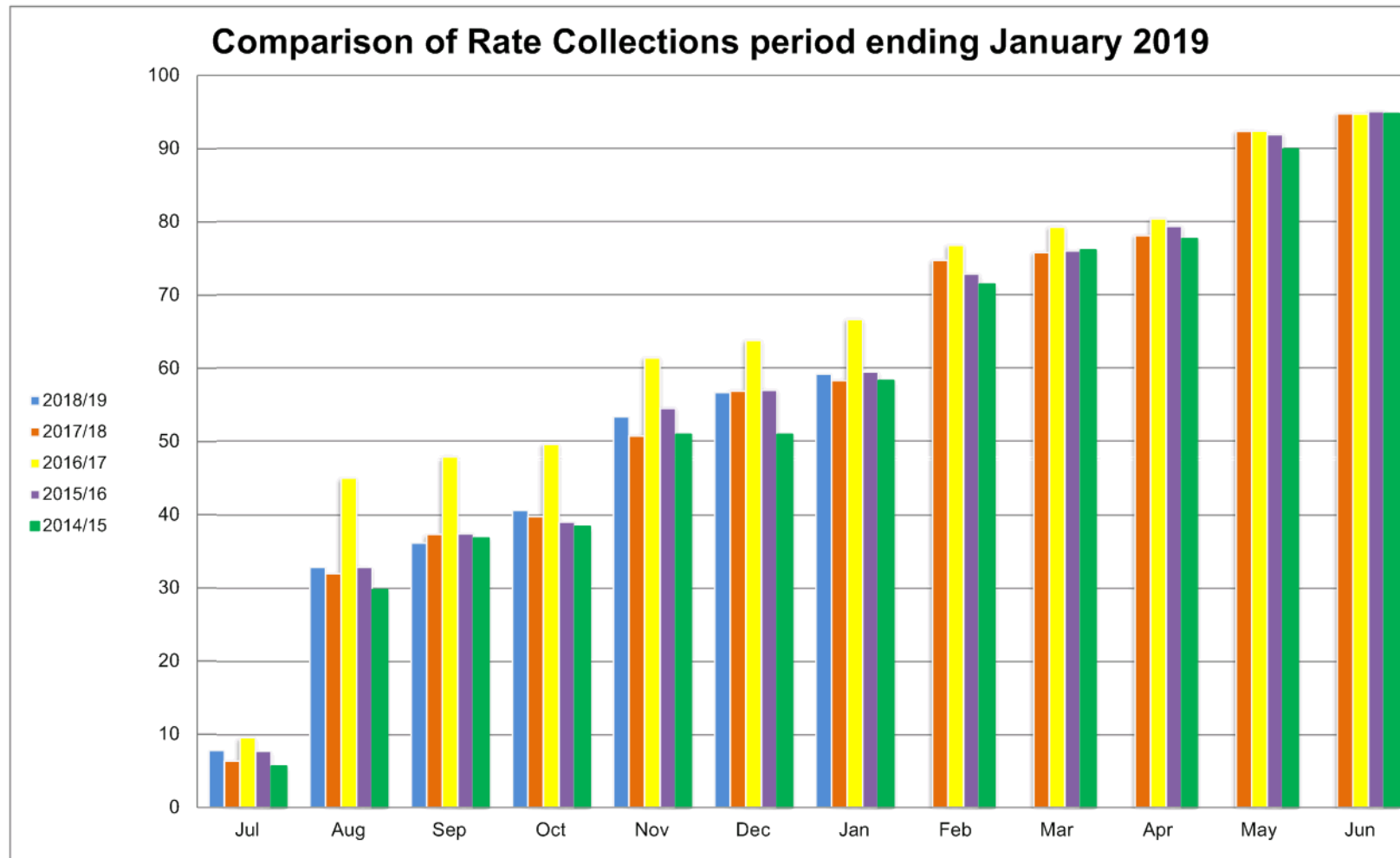
Performance Benchmark 30 Day Bank Bill Swap Rate	Av Interest Rate This Month	Av Interest Rate Last Month	Av Interest Rate July 2018
2.01%	2.56%	2.58%	2.51%

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.





“growMOLONG”

Cabonne Council
Attention Acting General Manager
Heather Nicholls
Bank Street, Molong

PO Box 66
Molong 2866
NSW
8/2/2019

Dear Cabonne Councillors,

I would like to introduce myself and the new business organisation that has been formed recently in Molong, ***“growMOLONG”***. Our inaugural meeting was held on the 21/11/2018 and we are now an incorporated group (Registration No INC1801672) with the Department of Fair Trading. The Chairperson is Les Dean, Treasurer is Peter Crich, Publicity Officer is Donna Carlson and the Secretary is myself, Julie Dean.

The General Objective of our organisation is *“to enhance the development of Molong as a Regional centre with facilities to attract businesses, residents and tourists while providing the necessary infrastructure for balanced growth”*.

We are very happy with the local community and business response to ***“growMolong”*** and of course being able to communicate with Council on matters essential to our members is so important. At a meeting with the Mayor, Kevin Beatty and Acting General Manager, Heather Nicholls it was recommended that we request a Councillor to be allocated as a representative to ***“growMOLONG”*** to facilitate communication between Council and our members. We would be very grateful if that could happen, understanding that this process has already been dealt with in September 2018.

The executive team has a big commitment to Molong and its future development. Les and I are both born and bred locals from Molong and Peter has operated his business for over 40 years. Molong has provided the community in which our families have grown up and we have worked and contributed to the local community organisations for a long time. We recognise that long term residents of Molong have a wealth of knowledge and history about the local environment and changes in the township of Molong. It is our aim to access this information for the benefit of the future development of Molong, before this is all lost, as often happens. Our plan is for ***“growMOLONG”*** to be here for the long haul to achieve its goals.

The matters noted in our letters to Council are some of the initial areas of concern for members. It appears to be a backlog of issues that have not been finalised or reconciled in the past. We have agreed to go forward, in a timely and prioritised manner with all concerns and work collaboratively with Council to achieve improvements for Molong. We look forward to working with an allocated Councillor in the near future.

Yours sincerely

Julie Dean JP

Secretary ***“growMOLONG”***

Chairperson – Les Dean 0429601843
Treasurer – Peter Crich 0409071866
Secretary – Julie Dean 0437307540

PO Box 66 Molong 2866 NSW
Email: growmolong@gmail.com

Canowindra**Community Submission**

	Estimate	Status
Enhancement of Canowindra cemetery – tree planting, decorative garbage containers, seating, new entrance posts and gates	40,000	To be completed 2018-2019
Lighting in the lane behind IGA	9,400	Complete
Updated signage to town entrances and directional signage into	15,000	To be completed 2018-2019
Visual improvement to the exterior block opposite Taste Canowindra	4,000	Complete
Landscaping in the caravan park precinct	35,000	To be completed 2018-2019
Additional seats in Gaskill Street. Paint seats in bright colours.	5,280	To be completed 2018-2019
Additional rubbish bins in Gaskill Street. Paint bins in bright colours with Canowindra themes.	8,000	To be completed 2018-2019
Rectify bare soil areas outside Bill Paul's shop and council building - plant area or artificial grass.	1,000	To be completed 2018-2019
Additional street trees.	50,000	To be completed 2018-2019
Blue Jacket Lookout	30,000	Moved to 2019-2020
Town centre in Gaskill street needs some greenery. Suggest half barrels with evergreen shrubs e.g Star Jasmine or Rosemary which are frost Hardy and drought Hardy once established.. they require water once a week and less in winter....annuals such as geraniums, petunias NOT suitable as they need too much attention	12,000	Complete
New plantings Morris and Memorial Parks	40,000	Moved to 2019-2020
General village tidy up	\$50,000	To be completed 2018-2019
Total	\$299,680	

CUDAL**Community Submission**

	Estimate	Status
BBQ at Cudal pool	7,000	Complete
Picnic table and shade cover at Cudal pool	3,000	Complete
External walls of Cudal hall refurbished to match rest of hall	9,000	To be completed 2019-2020

Dean Park Recreation Ground

Installed watering system for the oval from the adjacent	14,000	To be completed 2018-2019
Renovation of the canteen (cupboards, benchtops)	18,000	To be completed 2018-2019
Appliances for the canteen (Canteen is used for major fundraising for each club) this includes oven, fridge/ freezer,	10,000	To be completed 2018-2019
Improved signage from Main road to Dean Park Recreation	2,000	To be completed 2018-2019
Cudal Cemetery Improvements	7,000	Complete
The pool desperately needs the wooden tables replaced with aluminium tables, some additional tables would also	8,000	Complete
Some form of seating at the sports fields would also be useful.	17,000	To be completed 2019-2020
Additional street trees	23,000	To be completed 2018-2019
Cudal Office Garden and Sign	8,000	Complete
General village tidy up	35,000	To be completed 2018-2019
Total	\$161,000	

CUMNOCK**Community Submission**

	Estimate	Status
Additional street trees	20,000	Complete
Large Pots and Plants on the footpath in front of the General Store and Post Office - Cross Roads Building	9,000	Complete
New Garbage bins needed in the main street - 1 near the general store and 1 in front of the old Court House building- same style as existing	8,000	To be completed 2018-2019
A row of bitumen in front of the CCC Buildings and the Bowling Club	25,000	Complete
Stencilcrete paths in front of main shopping/crossroads area	20,000	Complete
BBQ & shade Shelter for Swimming pool	13,000	Complete
Paint the fence surrounds at swimming pool	4,000	Complete
Preservation of Surveyor's Tree 1888 - Cement structure and seating shelters to be placed near the showground.	1,000	Complete
Beautification in Memorial park area	5,000	To be completed 2018-2019
Rec ground improvement	48,500	To be completed 2018-2019
town tidy up	50,000	To be completed 2018-2019
Total	\$203,500	

CARGO**Community Submission**

	Estimate	Status
More trees	23,000	To be completed 2018-2019
A garden bed of agapanthus on the strip of land between the street and the parking bay.	12,500	Complete
Upgrade and extend shade structure over playground equipment	15,000	To be completed 2018-2019
A drinking fountain	2,000	Complete
Additional play equipment for older children (10+ years)	7,000	To be completed 2018-2019
Electronic score board	17,000	To be completed 2018-2019
New Led Lights Cabling and Upgrade Power Board	10,000	To be completed 2018-2019
General village tidy up	50,000	To be completed 2018-2019
Total	\$136,500	

EUGOWRA**Community Submission**

Reconstruction of Pye Street and provision of footpath access mobility standards from recent reconstruction works near St Joseph's school to

Noble Street

55,000 To be completed 2018-2019

Nanima Street median garden

25,000 Complete

Street tree planting

23,000 To be completed 2018-2019

General village tidy up

21,000 To be completed 2018-2019

Memorial Park improvements

9,000 To be completed 2018-2019

Install playground equipment and shade

18,000 To be completed 2018-2019

Painting of goalposts

2,000 To be completed 2018-2019

Total

\$153,000

MANILDRA**Community Submission**

	Estimate	Status
Montana Park – exercise equipment	15,000	Complete
Manildra pool – new pools and shades, tidy up car park and entrance	40,000	Complete
Tree planting at town entrances and main road	23,000	Complete
More seating near playground at rec	9,000	Complete
General village tidy up	16,000	To be completed 2018-2019
Pipeline from bore at pool to Montana Park and Kiewa Street	39,000	To be completed 2018-2019

Total**\$142,000**

MOLONG**Community Submission**

	Estimate	Status
Signage - entrances to Molong and in town signage - encouraging people to stop	8,000	To be completed 2019-2020
Picnic tables at Recreation Ground	7,000	To be completed 2018-2019
History Park / Gasometer	10,000	To be completed 2019-2020
Repaint and provide more benches.	12,000	Complete
Bank Street planter boxes	50,000	Complete
More suitable trees need to be planted though the streets to provide much needed shade for visitor parking in the heat, and to beautify our streets, especially above swimming pool where gums were removed	40,000	To be completed 2018-2019
Upper Bank Street median garden	10,500	Completed
General village tidy up	10,000	To be completed 2018-2019
Molong MPSF Scoreboard	6,000	To be completed 2018-2019
Molong Creek walking track improvement	40,000	To be completed 2018-2019
Seat and shelter Pillans Park	6,000	To be completed 2018-2019
Path and Garden bed King Street	3,500	Complete
Total	\$203,000	

MULLION CREEK**Community Submission**

	Estimate	Status
Exercise equipment at the reserve	18,000	To be completed 2018-2019
Upgrade and playground equipment and soft fall	15,000	To be completed 2018-2019
Bitumen on grounds/parking area around Mullion Creek RFS	12,000	To be completed 2018-2019
New shade structure	8,000	To be completed 2018-2019
Tree planting	9,000	To be completed 2018-2019
General village tidy up	26,000	To be completed 2018-2019
Walking track improvement	15,000	To be completed 2018-2019
Total	\$103,000	

YEOVAL**Community Submission**

Cleaning up and grassing down all town approaches - on Molong approach and Parkes Road approach, including removal of wattle growth and filling in wash erosions

20,000 Complete

Exercise equipment in park

9,000 Complete

Fix up the timber tennis wall

1,000 To be completed 2018-2019

Tree planting

23,000 To be completed 2018-2019

General village tidy up

50,000 To be completed 2018-2019

Total

\$103,000

LOCAL ROADS

Council's Local Roads Gravel Resheeting program has completed on all roads, except for Dry Creek Rd, Lower Lewis Ponds Rd & Kerr's Creek rd.

Maintenance grading has been undertaken on Reedy Creek Road, Mandagery Road, Eulimore Road, Mackeys Road, Murrays Road, Bulls Lane, Long Swamp Road, Burn Road, Pilcher Road, Waldergrave Road, Dry Creek Road, Peak Hill Road Baldry Road, Fiches Road, Sandy Creek Road, Kangarooie Road, Lookout Road, Old Canobolas Road, Shades Creek Road. Lockwood Road, Barnes Road, Trajere Road, Eulimore Road, Bocoble Gap Road.

Road Maintenance

Road maintenance has been undertaken on Euchareena Road, Amaroo Road, Obley Road, Gavins Lane, old Canobolas Road, Mr Lofty Road, Nancarrow Lane, Clergate Road, Long Point Road, Icely Road, Strathnook Lane, Lake Way, The Water Way, Windmill Close, Nyrang Road and Urban Streets. Road maintenance was also completed on Regional and State Roads.

Local Road Heavy Patching

Heavy patching has been completed on the following roads - Casuarina Drive, Aurora St, Bowd's lane, Finn St, Gaskill St, Kareena St, Marsden St Canowindra, Nanima St, and Ross St.

Washpen Bridge Approaches

The Washpen Bridge Approaches commenced on the 2 July and were sealed on the 18 July, 2018. This project is now completed, and Gundong Road is now a sealed road.

Roads To Recovery

Belgravia Road Stage 3

Council has completed Belgravia Road Stage 3. The 1.5km section from North Strathmore Lane towards Molong was sealed on the 16 August 2018. The final 1.6km of the Belgravia Rd, construction works was sealed 14 August 2018, from Strathmore Lane south to the Bell River crossing. The project included tree vegetation.

Icely Road

Council also completed the R2R works on the 3km section of Icely Road. The first 2km from Selection Road towards White Rocks Road was sealed 22 August, 2018. The remaining 1km was sealed 18 September 2018. This project included tree vegetation.

REGIONAL ROADS

Banjo Paterson Way – Fixing Country Roads Project

The Fixing Country Roads funded project on Banjo Paterson Way is in four stages, between Molong and Yeoval.

Council has commenced stage two, from Burgoon Lane towards Cumnock – (5.5km section). These works will begin mid July 2018.

Council has now completed & sealed approximately 1.8 km's (**stage 2**) – 900 metres 20/12/2018 and 900 metres 12/2/2019

Council Contractors have completed approximately 250 metres on **stage 1**, including a Hotmix entrance to the new industrial estate.

RMS REPAIR Project

Council were successful in receiving 50/50 funding for two REPAIR projects on MR237 Cargo Road.

880 metres has been completed & sealed south of Edinboro Lane on Cargo Road.

Saving Lives on Country Roads

Work has commenced on Burrendong Way

SHARED MOBILITY ACCESS PATHWAYS

Council was successful in funding for Shared Mobility Access Pathways, under the Stronger Country Communities Funding. The shared pathway and pram ramps at Mullion Creek has been completed, from Bevan Road to Long Point Road. Works have been completed on the shared pathway in Manildra – from the showground to Park Street, and Cudal shared pathway at Toogong Street.

SCHOOL TO POOL FUNDING

Council has completed the following footpaths at Eugowra – Pye and Oberon Street's.

STRONGER COUNTRY COMMUNITIES FUND – Round 2

Council has commenced footpath works at Eugowra – Cooper Street.

Molong Hockey Ground

Council's contractor has commenced the footpath near the bunkers. Also additional drainage has been completed at the top of the embankment to divert surface water away from the field.

Drainage Works – Blatchford St, Canowindra

Drainage works have commence at Blatchford St.

CENTRAL TABLELANDS WATER SECURITY FOR THE REGIONS – ORANGE TO MOLONG PIPELINE PROJECT STAGE 1

- The design of Molong to Cumnock and Yeoval pipeline has been completed.
- The construction of Orange (Ammerdown) to Molong Creek Dam Pipeline has been finally completed.
- The construction of Molong to Cumnock and Yeoval Pipeline has been practically completed.
- Council is in the process of tendering for the improvement of the existing water reticulation system of Cumnock and Yeoval.

NOXIOUS WEEDS DEPARTMENT

Work carried out since the last report.

Our St John's Wort Program concluded for the year in January the growth this year was slow due to the dry conditions and not as widespread as in the previous year.

Work continued on Amaroo and Obley Roads for Spiny Burr Grass, we are confident we have the Amaroo Road infestation eradicated however ongoing inspections will be carried out. The works at Obley Road are ongoing.

The Golden Dodder infestation at Obley Road, Cumnock from the previous year was again sprayed this year as there was some further regrowth, inspections will continue.

Numerous Blackberries were sprayed around the shire and also serrated tussock, Johnson grass, Sweet Briar and grass control.

Focus for February is road-side boom spraying, blackberry, serrated tussock and Johnson grass control.

There will also be a number of property inspections taking place.

PROJECTS UPDATE

The status of the main projects are as follows:

- 1. Orana House**
 - Completed
- 2. Molong Truck Wash**
 - Detailed design is in progress
- 3. Pipeline – Molong to Cumnock and Yeoval**
 - Commissioning is in progress
- 4. Molong Sewer Pump Station**
 - Contract has been awarded
- 5. Molong Library**
 - Civil design completed and structural design is in progress
- 6. Refurbishment of Public Toilets**
 - Detailed design is in progress

URBAN SERVICES AND UTILITIES SECTION UPDATE

- Fluoride dosing unit has been commissioned internally awaiting external sign off. Community consultation to be developed with Yeoval and Cumnock.

- Tree planting program is on hold due to drought conditions, expected to recommence at the end of March.
- Sewer and water main extension along Wellington Street/Peabody Road is completed.
- New kitchen being fabricated for Dean Park Cudal (VEP).
- Lidster tennis courts tree maintenance work undertaken, major working bee in progress to clean up site to a usable standard.
- Pillans Park shade structure being installed.
- Pool season drawing to a close, approx. three weeks remaining.
- Water main breaks completed as required.
- New private water and sewer connections completed as required.
- Sewer main breaks and chokes completed as required.
- E-one units repaired and replaced as required.
- Tree pruning works completed as required.
- Leaf removal works completed as required.
- Hall maintenance works completed as required.
- Implementation of Molong water restrictions level 3
- Implementation of Cumnock water restrictions level 3
- Implementation of Yeoval water restrictions level 4

Cabonne Shire Council Heritage Advisory Service

David Scobie Architects

Level One, 177A Sailors Bay Road,
 Northbridge,
 NSW 2063
 Tel: (02) 9967 2426
 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, Kate Blackwood and Accounts

REPORT: December 2018
3/129/2018

Visit:**1.0 Information provided to the Heritage Advisor****1.1 Heritage Advisor appointments–**

- 1.1.1 Molong & District Historical Society – Review the Molong heritage plaques project
- 1.1.2 Fairbridge Children's Farm Park
- 1.1.3 Canowindra Railway Precinct – JHG-CRN Grant

The next visits:

- **February 4th, 2019**
- **March 11th**

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 – DA for paint scheme for listed item in the Bank Street CA*

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 refurbishmen

Heritage Report: December 2018
 David Scobie Architects Pty Limited
 ACN 079 683 079

Cabonne Shire Council Heritage Advisory Service

1 Meeting: Molong & District Historical Society**Meeting with Lyn – The President M&DHS, John, Margaret and Catherine Mackenzie – Bank street research officer**

Catherine has been preparing the history of the business houses generally within the central area of Molong and Bank Street in particular.

Catherine presented many of her research findings to the Heritage Committee following an invitation from the Committee.

The Heritage Advisor has been seeking to provide a series of plaques on significant buildings in Bank Street following on the success of the plaques on heritage properties in Gaskill Street Canowindra. The purpose of the plaques is to draw attention to the history of the premises and promote an appreciation of local history and the significance of the buildings and streetscape. The plaques are generally produced annually in a series of stages and then followed up with an illustrated book to provide both a general outline history and more detailed histories of the businesses and their premises. The cost of the plaques is usually met by equal contributions from the property owner and the Local Heritage assistance fund. Cast bronze plaques are provided by a range of foundries and often the supplier of the cemetery plaques is an obvious start. Phoenix plaques and Arrow Bronze and two of the most common suppliers.

Significance

Bank Street is the primary commercial business area for Molong and includes a wide range of historically and architecturally significant buildings.

Proposal

The following buildings are listed on the Cabonne LEP 2012 as heritage items in Bank Street:

St Johns Church	Bank Street (cnr Edwards Street)	Lot 12, DP 1127953	1162
Freemasons Hotel	1 Bank Street	Lot 294, DP 626070	1163
Shop	16 Bank Street	Lot 410, DP 623316	1164
Western stores (former)	17–23 Bank Street	Lot 23, DP 587038; Lot 221, DP 608276	1165
Garage (former)	20 Bank Street	Lot 409, DP 623316	1166
Post office hotel (former)	36 Bank Street	Lot 4, Section 26, DP 758693	1167
Shop	40 Bank Street	Lot 800, DP 808779	1168
CBC Bank (former)	46 Bank Street	Lot 6, DP 1001107	1169
Post Office, residence and former telephone exchange	52 Bank Street	Lot 590, DP 776796	1170
Telegraph Hotel	53 Bank Street	Lot 12, Section 25, DP 758693	1171
Cinema (former)	59 Bank Street	Lot 1, DP 80560	1172

Heritage Report: December 2018
David Scobie Architects Pty Limited
ACN 079 683 079

Cabonne Shire Council Heritage Advisory Service

The Australia Stores (former) (shops and residence)	67 Bank Street	Lot 282, DP 608732	1173
Commonwealth Bank and residence	68 Bank Street	Lot 1, DP 1104713	1174
Post office (former)—Yarn Market/Coach House (former)	81 Bank Street	Lot 24, DP 593344	1175
Shops	85–87 Bank Street	Lot B, DP 163996	1176
Shop	88 Bank Street	Lot A, DP 77018	1177
Connelly's Store (former) (Town Hall including Soldiers Memorial and shop)	97–101 Bank Street	Lot 11, DP 1127953	1178
House—Hawthorne	100 Bank Street	Lot 8, DP 1061743	1179
House	111 Bank Street	Lot 1, DP 306437	1180
Wesleyan Church (former)	114 Bank Street	Lot 21, DP 1067700	1181
House	120 Bank Street	Lot 6, Section 28, DP 758693	1182

In addition to the 21 properties in the list there are a further 41 properties with Inventory listings in the Cabonne Shire Heritage Inventory. These are places which have been recorded as part of the heritage studies completed in recent years. The information is usually partial and unverified, having been contributed generally commencing with a visual inspection of the site.

A printed record of this information is provided to assist in the research. The SHI system is maintained by all NSW Councils as the research base for places with heritage significance.

2-4 Bank Street	Hardware
5-9 Bank Street	Commercial building
6-8 Bank Street	
10 Bank Street	
12 Bank Street	
13-15 Bank Street	
14 Bank Street	Farmers & Graziers (Former)
22 Bank Street	
25 Bank Street	
28-30 Bank Street	Butlers building
29-33 Bank Street	
37-41 Bank Street	State Bank (Former)
42 Bank Street	Stock & Station Agency
43-45 Bank Street	
49 Bank Street	Pantheon Café (Former)
56 Bank Street	
58 Bank Street	
61 Bank Street	
63-65 Bank Street	
71-77 Bank Street	Village Square former Royal Hotel
77-79 Bank Street	
82 Bank Street	
83 Bank Street	Butcher (former)
84 Bank Street	
86 Bank Street	
89-93 Bank Street	
92 Bank Street	
94 Bank Street, Cnr Shield	

Heritage Report: December 2018
David Scobie Architects Pty Limited
ACN 079 683 079

Cabonne Shire Council Heritage Advisory Service

96-98 Bank Street Community Hall & 1878 School of Arts (Former)
 103 Bank Street
 104-106 Bank Street
 105 Bank Street, Cnr Edward St. John's The Evangelist Anglican Church
 112 Bank Street

Issues

- The current objective is to prepare a series of potential plaque designs for historic buildings in Bank Street Molong;
- The text for the plaques should be a similar length to those in Canowindra and be similar in purpose while remaining historically accurate;
- The proposal would then be taken to council for funding support under the Cabonne Local Heritage assistance fund;
- The long term objective is to provide plaques to those properties which meet the following criteria:
 - Listing on the Cabonne Lep or potential for listing on the Lep;
 - A location on the property suitable for the fixing and without detracting from the heritage significance of the building;
 - Consent from the building owner with consultation to be undertaken by Council;
 - A contribution of 50% of the plaque cost is normally expected from the owner.
- It is common for the plaques to be produced in groups of 3-5 per year with a Launch event for each unveiling;
- A compilation of the full histories would be published on completion of the precinct. The publication would include the key properties, a Molong Thematic local history and early photos from the Museum collection;
- Elements of the narratives should also be provided on line. This could be via the Society or it could be via the Council in terms of heritage tourism promotion.

Other Issues:

1. **Grant priorities for the M&DHS:**
 - a. The front entrance;
 - b. The front verandah;
 - c. The Machinery collection & New accommodation
2. **The M&DHS as Heritage Reference:**
 - a. Advisor supports the M&DHS as the key reference organisation for projects related to heritage in the Cabonne Shire. This includes heritage tourism where heritage is the carrying mechanism for any project;
3. **The Molong village character – towards a Masterplan**
 The Advisor appreciates the range of projects which are favourites for groups within the community.

The defining limits to most projects is the capacity for projects to win support from Council initially and then the capacity to win grants.

The use of a collective approach to an agreed masterplan would provide an effective foundation for a 7-10 year set of proposals.

A good example is the recent masterplan produced by John Holland with professional consultants and environmental with the Canowindra community for the Canowindra Railway Precinct. The single plan has already achieved the foundation for winning two major grants for the precinct.

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The Heritage Advisor participated in a series of community workshops last year in prompting a vision for the future projects which could be presented to Council. These included:

- Urban tree planting to the primary town access roads;
- Linking green spaces and the river;
- The Packham pear legacy;
- The Railway Station as focal point and others

4. Packham legacy:

- following photos indicate the strength of the Packham collection. The objective for an object in the town which celebrates the Packham legacy is supported on the foundation that it be well considered as part of a strategy to reinforce the theme of agriculture, orcharding and transport. A sculpture should be located in a landscaped space capable of interpreting the full dimensions of the story – a visitor landscape with interpretive panels and ideally a small orchard landscape to evoke and interpret the significance



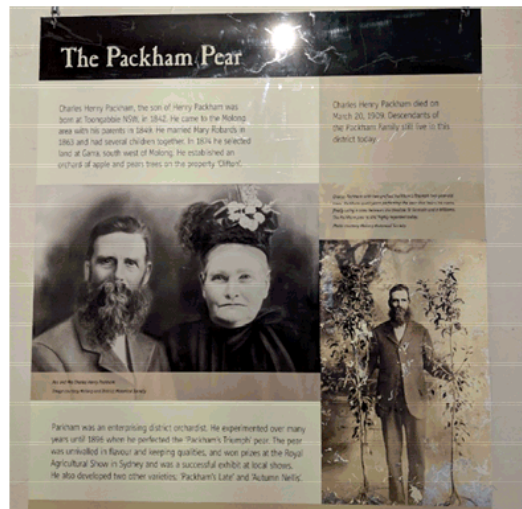
This beautiful and valued piece of original furniture provides an opportunity to link the Museum to the Packham Pear legacy



While story boards are traditional and valuable could we tell these stories around the town and in the vicinity of Garra?

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So the final thought: How to bind the Museum to the town and the outdoors...with a trail, with a series of sites and places...with an orchard....with a piece of landscape.



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A suitable light fitting for the existing ceiling rose: The Empire glass range



David Scobie

2 Fairbridge: Children's Farm Park

A preliminary proposal has been prepared by proponents for the development of an interpretive landscape at the existing Highway Rest stop 6km out of Molong. The 2 Ha site is Crown land and currently set aside as highway stop with parking area and picnic place.

The proposal interprets four key themes from the Fairbridge Farm life experience and has a project budget of \$750,000 and an implementation time of a nominal year subject to funding and the potential constraints of consents and site works.

The site has a level of social significance related to being formally part of the Fairbridge Farm as 'Creekside Paddock'.

Design Proposal

A schematic design has been prepared by Clouston Landscape Architects and illustrated on drawing S18-0009Sk1& Sk2/3B

The general works include a vehicle entry area and parking, a linear accessible pathway linking the themed interpretive spaces and broadly following the adjoining watercourse. The four themes are origins, passage, farm life and turn out. The physical elements are to include a representation of a windmill, a formed landscape interpreting the passage to Australia, viewing decks and reflective green spaces, representative farm gates, an interpreted cottage floor plan, an interpreted reconstructed bell and the picnic space as an interpretation of the farm dining experience with shading and play elements with incorporation of the existing stone memorial cairn.

The general concept interprets the social and historical experiences well of the Fairbridge story. The schematic nature of the proposal will be developed further as the consent, technical and design processes follow.

Issues for consideration

The technical matters requiring detailed consideration will include the long term maintenance and use of appropriate soft and hard landscape elements consistent with an exposed public

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space, the impact of flooding, the potential for vandalism and the health and safety aspects of structures.

In terms of heritage significance and interpretation of the Fairbridge story, the place will serve both as a marker for the old Fairbridgeans and also as a place of appreciation and learning for visitors about the history, significance and lessons from the Fairbridge Farm concept. To this extent a careful line needs to be drawn between replicating elements on a site indirectly related to the place and the deeper capacity for communicating the meaning and consequences of life at the Farm.

To that end, it is recommended that the intense experiences be communicated through a combination of real images with structures which are very interpretive as opposed to being replicas. The concept of replication related to such powerful stories could lead to visitors being focussed upon the objects and not the experiences and lives. For example a structure which represents the frame and the bell in a rigid fixed set of elements has the potential to take on much greater meaning for that fact that it cannot be rung than an object which could be interpreted by visitors as play thing.

Guiding benchmarks for such places are the various Immigration museums and centres in Perth, Adelaide, Hobart and Sydney.

Conclusion

The proposal will complement the early tree planted avenues developed with Council in the vicinity and the excellent exhibition at the Molong Museum. The use of an existing landscaped space to interpret the Fairbridge Farm experience and history seems entirely appropriate given the Fairbridge Farm site is not available. The elaboration of an existing public amenity area is a sustainable long term proposition which can be integrated into Cabonne Shire Council open space management practice and the commitment from Council to the social and historical significance with the region.

The Heritage Advisor supports the project and looks forward to the further design development of the concept details consistent with the principles of good interpretive practice.

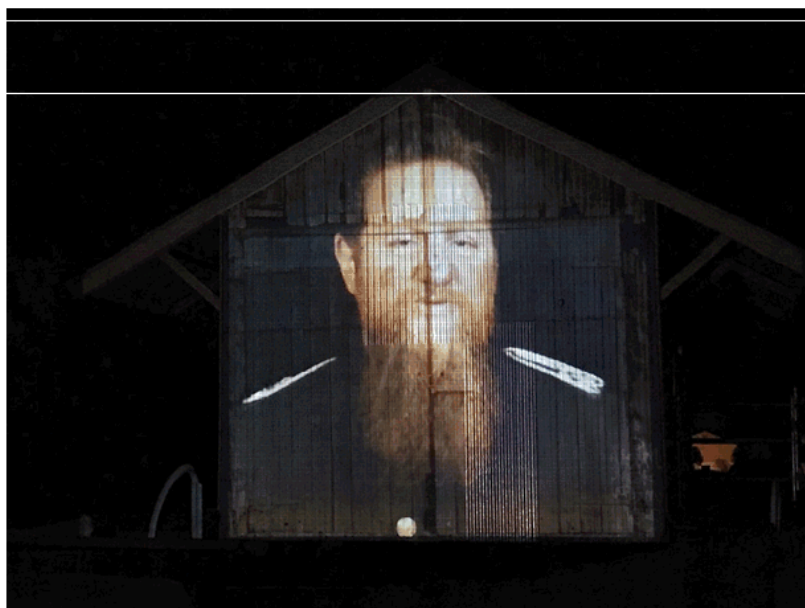
3 Canowindra: Big Little Histories

The project held in late October, supported by Cabonne Council, provides an invaluable template for future projects involving heritage places.



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ACN 079 683 079

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Figure 1 Use of the Railway Goods shed for temporary displays and audio-visuals*Figure 2 The use of external Projection, designed by Craig Walsh, is break through alternative to the painting of buildings.**Figure 3 The illuminations produced by the Big Little Histories team and Craig Walsh as shown above, provide a sustainable alternative to the painting of buildings such as silos.*

The following is a prepared note by Andrew Gee to summarise the recent event held at Canowindra.

Andrew Gee MP Parliamentary Speech + the CORRIDOR project amended speech

Amended transcript as original we have requested to be amended for public record as attributes and locations needed correction.

the CORRIDOR project -Big Little Histories of Canowindra notes....30.10.2018

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Mr GEE (Calare) (12:45): On the weekend, I had the privilege of attending an extraordinary event —the Big Little Histories of Canowindra. It was absolutely spectacular. Organised by the CORRIDOR Project through Phoebe Cowdery, Dylan Gower and their team, including lead curator and artist Craig Walsh the Big Little Histories of Canowindra tells local stories and combines four significant local histories, Devonian, First Nation, Agricultural and Bushranger.

During 2015 to 2018, the communities of the Central West, including farmers, graziers and Indigenous Australians from around Canowindra, shared their stories with the Corridor Project, allowing a team to produce a significant compilation of documented local oral histories. These stories were then told through multi art form experiences at various sites along Gaskill Street and throughout the rail precinct in Canowindra.

One of the many highlights of the event for me was the silos being lit up with animations to give them the appearance of giant aquariums, housing some of Canowindra's earliest residents such as the Grossi and the Mandageria Fairfaxi, which were fish who lived in the area 360 million to 370 million years ago. Canowindra is famous for its fossils. With the fish swimming in the silos above, there were projections down below of local farmers telling their stories of harvests and what life was like for them in Canowindra many decades ago.

The event was a triumph. It breathed new life into Canowindra's railway precinct and is hopefully just the beginning of a new era for that precinct and area. The event was created by the Corridor Project and lead curator of projection design + content Craig Walsh and leaves a legacy of innovative material for Canowindra, Cowra and Grenfell historical societies, the Ages of Fishes Museum, Blind Freddy's Bushranger Tours and the National Film and Sound Archive here in Canberra.

We're lucky to have some extraordinarily talented people living in our region, and the Big Little Histories of Canowindra showcased their talents beautifully. I would like to make mention of them here in the chamber today. They are, of course, Dylan Gower and Phoebe Cowdery, whose vision it was to bring this project to life many years ago.

Lead curators were Craig Walsh - projection design + content, Phoebe Cowdery project curation, and curators Wiradjuri artist Aleisha Lonsdale from the Mudgee area; Craig Lawler, Canowindra's very own bushranger expert; and Choreographer Alison Plevey.

Site design was by Dylan Gower, Craig Walsh and David Etty. Production of booklet design Genevieve Blanchett. Welcome and Choreography with the Wagambirra Dance Group was created by Beatrice Murray and Alison Plevey. And music was performed and devised by Millthorpe's Chloe and Jason Roweth, and Canowindra's Nerida Cuddy, Oli Statham, Cowra's Maryann Wright, Pascale Stendell, John Bourke and Will Bennett. I also need to mention the contributing artists: Heather Vallance, Kate Barclay, David Isbester, Beatrice Murray, Matt Davies, Genevieve Carroll, Bill Moseley, Mila Gower, Rebecca Dowling, John Daly, Norm Palazzi, Larry Walsh, Claire Liversidge and Lilly Wright.

The people who contributed to the oral histories were Craig Walsh, Phoebe Cowdery, Julia Andrews, John Daly, Anthony Plevey, Kate Barclay, Steve Thomasson, Patrick Nolan, and Shearers Ballet films Caitlin Welch.

The volunteers were Anna Stranger, Charlotte Carroll, Jackie Yeo, Jo Collings, Gerade McGill, Catherine Bennett, Patrick + Sue Rahilly, Carly Brown. There were many people who contributed to the videos, who told their local stories and local histories, which were projected on the screens for everyone to see.

Harold Balcombe, who is a very good friend of mine, was one of them, along with his wife, Dorothy. They were just two of the featured identities. It was beautifully presented. I would also like to mention the councillors who were there on the evening: Deputy Mayor of Cabonne, Councillor Anthony Durkin; Councillor Cheryl Newsom; Weddin Councillor Carly Brown; Cowra Councillor Peter Wright; Cabonne Councillor Jenny Weaver. I should also mention the Parliamentary Secretary for Western New South Wales, Rick Colless.

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One of the reasons that people move to country areas is our vibrant art scene, and the CORRIDOR project and the revitalisation of the railway precinct is, hopefully, is going to be the start of a new era for the Canowindra region, in terms of arts projects. It was an extraordinary effort and I don't think the area has seen anything like this before. It is very audacious in what it hopes to achieve, but you have very committed, talented artists who are just going to be building on this. So, to everyone who made the event such a success, I offer my congratulations. It was a triumph.

Note: The Big Little Histories event was supported by a substantial grant from Heritage Near me which was sponsored by Cabonne Council through the Heritage Advisory Service.

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4 Canowindra: Railway Precinct – Implementation of the Masterplan: Heritage Near Me Grant to JHR - CRN

Significance:

The place is listed on the Cabonne LEP as Item I12

Canowindra Railway Station, goods shed, Gaskill Street Lot 3, DP 1124922
signals, tanks and yard

LOCATION MAP Canowindra Rail Precinct



KEY

- | | |
|---|---|
| Event Marshall Kiosk - Programs; Site Map; Emergency services | Public toilets |
| Entry Points and Suggested Route | First Aid Station |
| Pedestrian crossing points over rail lines | Public parking to street |
| Recycling & Garbage station | Public parking to attended parking zone |
| Catering zone | Equitable Access entry at Gaskill Street. |
- ** Please note this is an Industrial Site
Event Marshalls are available to
inform patrons of safe access routes****

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Figure 4 Site layout of the southern portion of the precinct, courtesy Big Little Histories.

John Holland Rail – CRN were awarded a substantial Activation Grant by Heritage Near Me, NSW Department of Environment and Heritage, to progress the Masterplan for the Railway Precinct. The Grant application was supported by Cabonne Council and the Heritage Advisory service.

JHR will be proceeding with plans to expend the grant through the Consultant NGH Environmental who developed the Masterplan supported by the Canowindra Community.

It is anticipated that part of the funds will be applied to physical works on the site to enhance and support the potential for future projects such as Big Little Histories and other stakeholders in the community.

The grant included provision for community stakeholder consultations.

The following site photos indicate some of the essential work required to the buildings, the access and the infrastructure – power.

This work will make each future project and activity on the site that much easier.



Photograph 1 General view of the East Elevation, noting the condition of the roofing with previous substitute sheets, missing gutters and temporary provision of electrical services.

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Photograph 2 The north elevation of the grain shed – timber and roofing elements for repair



Photograph 3 Temporary paths requiring formal establishment

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Photograph 4 Temporary pavements requiring formal establishment



Photograph 5 Temporary access to the Goods Shed requiring formal establishment.
Note the south Elevation of the Grain Shed.

5 Heritage Advisor

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15

16 SUMMARY: Annual Heritage Strategy checklist – 201/20197

1	Heritage Committee	Advice to Council	1	6
		Consultant Directory		
		Services & trades Directory		
2	Heritage Study	Aboriginal Study		
		Statements of significance		
3	Heritage Advice	Site visits	1	20
		Heritage advice	4	27
		Urban design advice		
		Pre-DA advice		16
		Advice on DA's		1
4	Pro-active Management	Heritage DCP		
		Urban design DCP		
		DA fee relief		
		Flexible Planning & building		
5	Local Heritage Fund	Funded projects		
		Project value		
		Heritage fund value		4
		Owner contribution		4
		Tourism projects		3
6	Main Street	Committee		
		Study		
		Implementation		
		Expanded main street		2
7	Education & promotion	Brochures, web, plaques, panels	1	4
		Events		
		Tourism strategy		
		Trails		1
		Training		
8	Council assets	Asset management plans		
		CMP and CMS		
		Works budgets		
9	Sustainability	Adaptive re-use	1	2
		Restoration	1	10
		Reinstatement	1	8
		Landscape	1	8
		Water		4

David Scobie AIA

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Heritage

Cabonne Shire Council
 Via email
 Attn: Ms. Heather Nicholls
 Chris Eldred, Jann Ferguson, Kate Blackwood and Accounts

REPORT: February 2019**Visit: 4/2/2019****1.0 Information provided to the Heritage Advisor****1.1 Heritage Advisor appointments–**

- 1.1.1 Heritage working party
- 1.1.2 Burrawong Homestead, Cumnock
- 1.1.3 Canowindra Railway Precinct – JHG-CRN Grant project
- 1.1.4 Canowindra DA assessment

The next visits:

- **March 11th**
- **April 1st**
- **May 6th**

2.0 Follow Up required

- ❖ *Gumble Hall*
- ❖ *Canowindra Railway Precinct – Master Plan completed for JHG-CRN: David Ward*
- ❖ *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 – DA for paint scheme for listed item in the Bank Street CA*

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:

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1. Meeting: Heritage Working Party

- Snake alert!
- Cast bronze plaque project –
 - the text is a work in progress with the Historical Society
 - Heather to re-do the grant application to Council
 - Project to be supported by Council and/or The Historical Society
- Fairbridge Landscape proposal
 - Grant terms require consent from landowners
 - Road closure and flooding issues to be dealt with by Applicants
 - Applicants to provide site survey
 - Heritage advice has been provided on schematic design
- Canowindra Masterplan – public consultation underway through ngh Consultants and John Holland. Heritage Advisor input provided
- Web site opportunity: Advice on heritage for the community as future project for Council
 - Colour scheme advice
 - Conservation area principles
 - Listed item principles
 - Available grants
 - Free heritage advice
 - Fencing and garden landscaping

2. Meeting: Burrawong Homestead

138 Merriburra Road, Cumnock



Figure 1 Location aerial map courtesy Google Maps

The site is listed on the Cabonne Shire LEP as a place with cultural heritage significance in terms of its history, the association with Sir John Young Architect, the aesthetic and rarity values of the building.

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The current owners have resided in the homestead since 1986 and are seeking to restore the first floor verandah. Several early photographs with more potentially available, are available to guide the works.

Photos and a site inspection indicates that the first floor was enclosed circa 1955 with Masonite internally and externally – weatherboards below the sill and casement plus fixed pane windows above. The overall architecture is curious as the formal house plan and tower are conventional brickwork with Victorian windows and details while the external perimeter verandah is brickwork with attached piers unlike the conventional cast iron found in buildings of the period and style.

The issues to be considered include the following:

- Options for replacement or restoration of the verandah roof;
- Options to retain the roof structure or install and ceiling
- Options for the verandah flooring – retain and restore or replace to meet Code and Weathering conditions
- Options for the balustrading including cast iron, boarding and glazing
- Details to weatherproof the enclosed ground floor kitchen and dining area on the ground floor beneath the proposed open verandah above or the alternative of enclosing the first floor space on the verandah above.
- Options for reinstating the integrity and character of the ground floor verandah on the southern side where it had previously been enclosed.

The owners contacted Jim Saran after viewing the reinstated verandah on The Carrington Hotel (Former) in Orange and have arranged with Jim Saran to have a drawing prepared for the work.

The following photographs document the conditions in the building.

A series of points are summarised for consideration in leading to a set of design solutions.



Figure 2 A separate project: Adapt the rear service staff/kitchen wing to provide linked garage to the residence.

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The heritage principles from the Burra Charter advise making the least change to the significant & historic physical parts of the buildings achieve the desired results.

A preferred option would see the early buildings retained, simple flat roofs used to roof the link area and then a garage erected in the foreground as an extension of the existing garage structure evident to the left above.



Figure 3 View of the north Elevation, noting the two bays of enclosed space comprising the kitchen and dining spaces. As this space is to be retained the first floor will either need to have a weatherproof floor when the open area is restored or the first floor space will need to be enclosed using traditional details evident in the following photos.



Figure 4 A close view of the outdoor terrace, dining room and the existing verandah above. Note the brick piers forming the verandah base, the weatherboard waist high first floor infills and the window panels: Two casement windows and a central fixed window with three matching fixed highlight windows above.

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Figure 5 View from the North east corner looking back to the Dining area from the open verandah space.



Figure 6 A general view of the front Eastern verandah, looking north, noting the external brick piers supporting the first floor verandah.

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Figure 7 General view from the front door looking West showing the staircase to the first floor.



Figure 8 A typical double hung sliding sash window

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Figure 9 Window detail



Figure 10 View of the verandah floor at the NE corner showing the original boards. The mis-matching may indicate that the flooring was modified or replaced at some stage. Traditional verandah flooring ran at right-angles to the building so that water would run-off the 1.40 slope. The condition of the boards has been protected by the last 60+ years of the enclosure.

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Figure 11 First Floor verandah: A detail view of the waist high wall construction on the North Elevation.



Figure 12 View to the NE corner of the existing enclosed verandah noting the original French door set, the bedrooms to the right and the modified braced roof structure and overlapping galvanised iron roof sheeting. The roof braces detract and

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could be replaced with additional rafters bolted through the existing rafters to supply the required capacity. Saran to advise.



Figure 13 Typical French door set, noting the step down, the gap and the random service conduits.



Figure 14 View of the two window panels which are subject to consideration for either reinstatement to a suitable form or a removal with the provision of replacement weatherproof floor.

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Figure 15 Timber flooring of the verandah, looking west.



Figure 16 View to the North East corner.

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Figure 17 A detail view of the North East corner. The planting on the building would be removed from the structure as part of the verandah reinstatement.



Figure 18 View of the southern portion of the East East elevation.

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Figure 19 An undated photograph of the North Elevation showing the general layout of the glazing which appears to consist of multi-pane sashes. Note the use of dark paint colours in the highlighting of the architectural features.

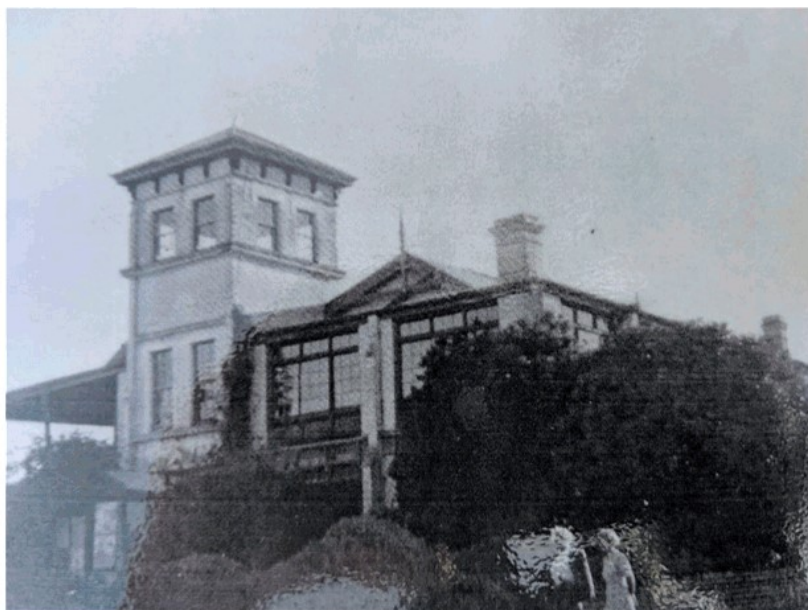


Figure 20 An undated photograph of the North east corner where the enclosed verandah was completed while the south eastern verandah was a simple framed structure.

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Figure 21 A photograph circa 1987



Figure 22 The East Elevation noting the symmetrical facade, central tower and gables to the main roofs. Note in the early photo that the eastern first floor verandah was enclosed in brick and windows later than that to the right.

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Figure 23 Typical French door sets to the front East Elevation.



Figure 24 Modified external wall on the front East Elevation.

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Figure 25 View along the front eastern verandah towards the base of the tower and symmetrical entrance.



Figure 26 View of the painted external ground floor walls in the area previously enclosed. Experimenting with Peelaway or Soy-gel removers would be worthwhile to reinstate portions of the face brickwork.

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Figure 27 Pressed metal ceiling to the former enclosed ground floor room within the southern verandah.



Figure 28 View looking west on the southern ground floor verandah, noting the remnants of an enclosed room.

The next steps:

- Research early photos and documents which may indicate original materials and details related to the verandah. Review the alternatives for restoration of the open verandah and the extent of the enclosure. The preferred heritage option is the use of

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timber framed windows similar to those in the early photos 19 & 20 above, for the enclosed area above the Living/dining space

- Replace the diagonal rafter bracing to the verandah roofing
- Sarking, insulate and line the verandah roofing as a grooved ply soffit
- Prepare drawings for Council review and submission given heritage listed status on the LEP
- Design and install a suitable Code compliant balustrade panel based on that evident in the early photos 19 & 20
- Repair and conserve verandah flooring and suitable finish coating
- Test paint removal options for the painted brickwork
- Removal of the remaining enclosures
- Review external colour scheme options.

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3. Canowindra: Railway Precinct – Implementation of the Masterplan: Heritage Near Me Grant to JHR - CRN

Significance:

The place is listed on the Cabonne LEP as Item I12

Canowindra Railway Station, goods shed, Gaskill Street Lot 3, DP 1124922
signals, tanks and yard



Figure 29 Site layout of the southern portion of the precinct, courtesy Big Little Histories.

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John Holland Rail – CRN were awarded a substantial Activation Grant by Heritage Near Me, NSW Department of Environment and Heritage, to progress the Masterplan for the Railway Precinct. The Grant application was supported by Cabonne Council and the Heritage Advisory service.

JHR will be proceeding with plans to expend the grant through the Consultant NGH Environmental who developed the Masterplan supported by the Canowindra Community.

It is anticipated that part of the funds will be applied to physical works on the site to enhance and support the potential for future projects such as Big Little Histories and other stakeholders in the community.

The grant included provision for community stakeholder consultations.

The following site photos indicate some of the essential work required to the buildings, the access and the infrastructure – power.

This work will make each future project and activity on the site that much easier.

The Meeting and workshop held on the Council HACC premises in Gaskill Street on Monday 4th February produced excellent contributions from the attendees:

Part 1 involved commentary on the Plans while Part 2 responded to Interpretation.

John Holland and the Consultants ngh will respond in detail.

The Plan

- The traffic management for the Silos is key issue to resolve
- Gaskill Street is the key public frontage
- The main gateways and assets are the Age of Fishes and Museum
- The rail assets are the Grain shed, Railway Station, water tower, Turntable, remnant rail lines and Goods shed
- The two industrial/commercial assets are the silos and grain sheds

Interpretation

- The railway generated enormous trading opportunities for the local rural enterprises
- Rail provided essential goods and services in and out
- The silos mark a major bulk grain transfer facility
- The site has provided public venues for the Circus, for memorial parks and gardens



Photograph 1 General view of the East Elevation, noting the condition of the roofing with previous substitute sheets, missing gutters and temporary provision of electrical services.

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Photograph 2 The north elevation of the grain shed – timber and roofing elements for repair



Photograph 3 Temporary paths requiring formal establishment



Photograph 4 Temporary pavements requiring formal establishment

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Photograph 5 Temporary access to the Goods Shed requiring formal establishment. Note the south Elevation of the Grain Shed.

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4. The Molong Police Station – Residence

A scope of works has been proposed by State Property for refurbishment of the property.

The scope includes the following works and elements which are highlighted in the following site photographs:



Image 1 Replacement concrete path

Recommendations: New concrete to include oxide additive such as CCS pigment to ensure new concrete matches colour of existing.

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Image 2 Recommendation: Replace damaged eave with ventilated eave sheeting and finishing mould.



Image 3 Recommendation: Existing corrugated sheet fencing to be retained.

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Image 4 Recommendation: Replacement front fence to consist of painted hardwood or cypress timber post and rails with galvanised emu wire infills.



Image 5 Recommendation: Restore timber fence

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Image 6
junction

Recommendation: Stone and brick restoration and eave mould at wall



Image 7

Recommendation: Stone restoration with suitable tuck pointing and new colour scheme

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Image 8 Recommendations: Masonry restoration by Brad Jenner Orange, plus ground treatment to replace 1200mm wide topsoil strip to 150mm with 150mm compacted roadbase laid to fall away and base render reinstatement & paint.



Image 9 Recommendation: Replace damaged eave with drilled - ventilated eave sheet. Repair brick lintel course – Brad Jenner.

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Image 10 Recommendations: Brick and stone repair and perimeter ground treatment as above. Colours for downpipes to match walls. Paint cream brickwork to match colour of existing brick in the quoins.



Image 11 Brick restoration and pointing by skilled professional: Graham Hawke or Brad Jenner 0401 028 511 in Orange

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Image 12 Recommendations: Metrol Corodeck fencing only if existing steel sheeting requires replacement, replacement traditional galvanised steel corrugated rainwater tank and lime based mortar re-pointing by a skilled professional as noted.

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Image 13 Recommendations: Brick pointing repair with lime based mortar and perimeter ground treatment. Paint downpipes to match brick colour.



Image 14 Recommendations: New paint scheme and compliant steel security screen door to replace aluminium decorative screen door.

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Image 15 Recommendations: Ground perimeter treatment, paint scheme and sealing gaps with applied timber moulds.



Image 16 Recommendations: Restore lime based mortar pointing and seal all gaps and joints. Do not render over exposed granite foundation course.

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Image 17 Recommendations: Clean and restore face brick finish using Peelaway or Lets Clean soy gel. Restore traditional window following AC removal. New paint colour scheme. All downpipes painted to match brick colour.



Image 18 Recommendations: replace steel deck fencing with traditional corrugated steel sheet fencing Metroll Corodeck in Windspray

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Image 19 Recommendations: Ground perimeter: replace earth to 150mm deep to 1200mm width with compacted roadbase and steel perimeter edge at 1.40 slope away from walls. Essential to control damp/moisture. Fit $\frac{3}{4}$ round mould at eave wall junction to seal gaps.



Image 20 Recommendations: Restore damaged timber and soffits. Refer new paint colour scheme

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Image 21 Refer new colour scheme



Image 22 Refer new colour scheme

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Image 23 Recommendations: Replace screen door with compliant steel framed secure-mesh or similar security door



Image 24 Recommendations: Install damp course and desalination prior to new finishes

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Image 25 Traditional pendant lights as following.

02 9567 1322 Rear 432b, West Botany Street, Rockdale 2216

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Image 26 Recommendations: Restore window after replacing AC. Consider floor standing AC unit instead of upper wall mounted unit as part of split system.



Image 27 Recommend retaining existing tiling, shower and vanity. Replace ceiling fan with in-line ducted unit and roof mounted flue and radiant heat panels from Devex using comfortline panels. Ensure window opens for natural ventilation.

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Image 28 Salt damp affected walls require new injection damp course and desalination to lower 900mm of wall render by Brad Asimus, Bathurst damp contractor 0263372624



Image 29 Exposed and painted conduit acceptable. Power points by Tradco heritage antique copper

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Tradco heritage rocker style



Image 30 Replace GPOs and switches with Tradco Heritage in antique copper Brown, toggle switches



Image 31 Recommendations: Typical room – recommended replacement pendant light for all rooms is Heritage building centre supplier – as previous

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Image 32 Replacement traditional light fitting required.



Image 33 Proposed replacement fitting from Heritage Building Centre 02
95671322 Parkway Wall bracket in Antique Bronze

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Image 34 Detail view of the power connection point and new EDB location.



Image 35 Key elements to be painted. Location on the side wall for the new/replacement electrical switchboard. Galvanised standard steel cabinet with Painted 'Windspray' conduits

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Image 36 Damaged render to building base on front verandah to be restored and paint removed from above that base.

Recommended Paint Colour Scheme - Dulux

• Window frames & sashes	Ox Blood
• Window sills	Ox Blood
• Window brick heads	Ox Blood
• Fascias	Dune
• Gutters	Existing Green
• Rendered building base	Ox Blood
• General fibre cement wall sheeting	Dune
• Painted soffits	Sage Green
• Verandah posts, beam and rafters	Dune
• Brackets	¼ tint Dune

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5. Council Premises – replacement cover strip



105724 & WA205730 - 20mm x 110mm

product/wa205724/

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WA205724 & WA205730 - 20mm x 110mm

Categories: Flat Bands, Window Architraves

Description Reviews (0)

Description

**Window Architraves
WA205724 - 2.4m
& WA205730 - 3m**

Download PDF WA205724

Download DWG WA205724

Click the picture to open a 3D PDF

Install either 20mm or preferably 30mm x 110 mm strip product to prepared wall surface strictly in accordance with Unitex instructions.

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6. SUMMARY: Annual Heritage Strategy checklist – 2018/2019

1	Heritage Committee	Advice to Council		6
		Consultant Directory		
		Services & trades Directory		
2	Heritage Study	Aboriginal Study		
		Statements of significance		
3	Heritage Advice	Site visits		20
		Heritage advice		27
		Urban design advice		
		Pre-DA advice		16
		Advice on DA's		1
4	Pro-active Management	Heritage DCP		
		Urban design DCP		
		DA fee relief		
		Flexible Planning & building		
5	Local Heritage Fund	Funded projects		
		Project value		
		Heritage fund value		4
		Owner contribution		4
		Tourism projects		3
6	Main Street	Committee		
		Study		
		Implementation		
		Expanded main street		2
7	Education & promotion	Brochures, web, plaques, panels		4
		Events		
		Tourism strategy		
		Trails		1
		Training		
8	Council assets	Asset management plans		
		CMP and CMS		
		Works budgets		
9	Sustainability	Adaptive re-use		2
		Restoration		10
		Reinstatement		8
		Landscape		8
		Water		4

David Scobie AIA

