



16 September 2020

### **NOTICE OF ORDINARY COUNCIL MEETING**

Your attendance is respectfully requested at the Ordinary Meeting of Cabonne Council convened for **Tuesday 22 September, 2020** commencing at **2.00pm**, at the Cabonne Council Chambers, Bank Street, Molong to consider the undermentioned business.

Yours faithfully

A handwritten signature in black ink, appearing to read "BJ Byrnes", is written over a light blue horizontal line.

BJ Byrnes  
**GENERAL MANAGER**

### **ORDER OF BUSINESS**

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

Please be advised that this Council meeting is being recorded and live streamed. By speaking at this meeting, you agree to being recorded and live streamed. Please ensure that if and when you speak you are respectful to others and use appropriate language at all times. Cabonne Council accepts no liability for any defamatory or offensive remarks or gestures made during the course of this meeting. The recording of this meeting will be made publicly available on Council's website.



### **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	ACKNOWLEDGEMENT OF COUNTRY .....	4
ITEM 2	APPLICATIONS FOR LEAVE OF ABSENCE .....	4
ITEM 3	DECLARATIONS OF INTEREST .....	5
ITEM 4	DECLARATIONS FOR POLITICAL DONATIONS .....	5
ITEM 5	DEPUTY MAYORAL ELECTIONS PROCEDURE 2020 .....	6
ITEM 6	ELECTION OF DEPUTY MAYOR 2020/2021 .....	9
ITEM 7	DESTRUCTION OF BALLOT PAPERS .....	10
ITEM 8	DELEGATION TO DEPUTY MAYOR (IN MAYOR'S ABSENCE) .....	10
ITEM 9	DELEGATES TO OTHER ORGANISATIONS - COMMUNITY PEAK ORGANISATIONS .....	11
ITEM 10	DELEGATES TO OTHER ORGANISATIONS - FOR THE REMAINDER OF THE EXISTING COUNCIL TERM. ....	13
ITEM 11	MAYORAL MINUTE - APPOINTMENTS .....	20
ITEM 12	COMMITTEE OF THE WHOLE .....	20
ITEM 13	GROUPING OF REPORT ADOPTION .....	21
ITEM 14	CONFIRMATION OF THE MINUTES .....	22
ITEM 15	AUDIT, RISK AND IMPROVEMENT COMMITTEE .....	22
ITEM 16	POLICY REGISTER - UPDATES TO CODE OF CONDUCT AND PROCEDURES FOR ADMINISTRATION OF CODE OF CONDUCT .....	23
ITEM 17	LOCAL TRAFFIC COMMITTEE MEETING 8 SEPTEMBER 2020 .....	26
ITEM 18	UNION PICNIC DAY .....	27
ITEM 19	DISSOLUTION OF S355 COMMITTEE .....	28
ITEM 20	COMMUNITY ASSISTANCE PROGRAM 2020-21 .....	29
ITEM 21	POTABLE WATER SUPPLY TO CUMNOCK AND YEOVAL ....	32
ITEM 22	PROPOSED REGIONAL WATER STRATEGY .....	34
ITEM 23	REGIONAL ROAD TRANSFER AND CLASSIFICATION .....	37
ITEM 24	ADOPTION OF PROPOSED NAMING OF THE NEW BRIDGE ON EURIMBLA ROAD, CUMNOCK .....	40
ITEM 25	REQUEST FOR DONATION OF FEES EQUIVELANT OF DEVELOPMENT APPLICATION FEES DA2020/0073 CUMNOCK SHOW SOCIETY .....	41

<b>ITEM 26</b>	<b>LOCAL HERITAGE GRANT APPLICATION - TELEGRAPH HOTEL MOLONG.....</b>	<b>43</b>
<b>ITEM 27</b>	<b>DEVELOPMENT APPLICATION 2020/0115 - LOT 17 DP 192649 - 90 RODD STREET, CANOWINDRA.....</b>	<b>44</b>
<b>ITEM 28</b>	<b>PROPOSED ROAD NAMING - "UNNAMED NEW ROAD", LOWER LEWIS PONDS.....</b>	<b>47</b>
<b>ITEM 29</b>	<b>PROPOSED ROAD NAMING - "UNNAMED NEW ROAD", SUMMER HILL CREEK.....</b>	<b>48</b>
<b>ITEM 30</b>	<b>QUESTIONS FOR NEXT MEETING.....</b>	<b>50</b>
<b>ITEM 31</b>	<b>BUSINESS PAPER ITEMS FOR NOTING .....</b>	<b>51</b>
<b>ITEM 32</b>	<b>MATTERS OF URGENCY .....</b>	<b>51</b>
<b>ITEM 33</b>	<b>COMMITTEE OF THE WHOLE SECTION OF THE MEETING...52</b>	

### **CONFIDENTIAL ITEMS**

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

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

*Procedural*

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

*Procedural*

**ITEM 3 POSSIBLE SALE OF LOT 1 DP 1113621 LONGS CORNER  
ROAD, CANOWINDRA**

*(d) (ii) commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council*

### **ANNEXURE ITEMS**

<b>ANNEXURE 14.1</b>	<b>AUGUST 25 2020 ORDINARY COUNCIL MEETING MINUTES .....</b>	<b>53</b>
<b>ANNEXURE 15.1</b>	<b>ARIC MEETING MINUTES 2 SEPTEMBER 2020 .....</b>	<b>65</b>
<b>ANNEXURE 15.2</b>	<b>AUDIT RISK IMPROVEMENT COMMITTEE - ANNUAL REPORT 2020 .....</b>	<b>72</b>
<b>ANNEXURE 16.1</b>	<b>DRAFT CODE OF CONDUCT POLICY.....</b>	<b>79</b>

<b>ANNEXURE 16.2 DRAFT CODE OF CONDUCT - PROCEDURE FOR THE ADMINISTRATION OF POLICY .....</b>	<b>126</b>
<b>ANNEXURE 17.1 8 SEPTEMBER 2020 E- TRAFFIC COMMITTEE MINUTES .....</b>	<b>162</b>
<b>ANNEXURE 20.1 CANOWINDRA RUGBY UNION CLUB .....</b>	<b>164</b>
<b>ANNEXURE 20.2 EUGOWRA COMMUNITY CHILDREN'S CENTRE .....</b>	<b>167</b>
<b>ANNEXURE 20.3 EUGOWRA WAR MEMORIAL SWIMMING POOL .....</b>	<b>170</b>
<b>ANNEXURE 20.4 CUMNOCK &amp; DISTRICT PROGRESS ASSOCIATION INC .....</b>	<b>173</b>
<b>ANNEXURE 20.5 EUGOWRA PROMOTION &amp; PROGRESS ASSOCIATION .....</b>	<b>182</b>
<b>ANNEXURE 20.6 MANILDRA &amp; DISTRICT IMPROVEMENT ASSOCIATION .....</b>	<b>189</b>
<b>ANNEXURE 20.7 MULGA BILL FESTIVAL INC .....</b>	<b>206</b>
<b>ANNEXURE 20.8 CUMNOCK SHOW SOCIETY .....</b>	<b>218</b>
<b>ANNEXURE 20.9 COUNTRY WOMENS ASSOCIATION CANOWINDRA .....</b>	<b>224</b>
<b>ANNEXURE 20.10 MANILDRA PRESCHOOL EARLY LEARNING CENTRE .....</b>	<b>227</b>
<b>ANNEXURE 20.11 CUMNOCK RURAL FIRE BRIGADE .....</b>	<b>230</b>
<b>ANNEXURE 20.12 MOLONG SHOW SOCIETY .....</b>	<b>236</b>
<b>ANNEXURE 20.13 CANOWINDRA SERVICES &amp; CITIZENS CLUB .....</b>	<b>239</b>
<b>ANNEXURE 21.1 POTABLE WATER SUPPLY - CUMNOCK AND YEOVAL ANNEXURE .....</b>	<b>250</b>
<b>ANNEXURE 23.1 NSW ROAD CLASSIFICATION REVIEW AND TRANSFER INFORMATION PAPER 2020 .....</b>	<b>254</b>

## **ITEM 1 - ACKNOWLEDGEMENT OF COUNTRY**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	To provide an opportunity for the mayor to recite an acknowledgement of country
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.f - Adhere to Council's Code of Conduct and Code of Meeting Practice
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\COMMUNITY RELATIONS\\ISSUES MANAGEMENT\\ABORIGINAL INDIGENOUS AFFAIRS - 1159647

### **RECOMMENDATION**

THAT an Acknowledgement of Country be recited in accordance with Council's Code of Meeting Practice policy.

## **GENERAL MANAGER REPORT**

Council's adopted Code of Meeting Practice policy includes reciting of an Acknowledgement of Country on "... *special/formal occasions; at the September Council Meeting for the election of Mayor & Deputy Mayor; and at other occasions at the discretion of the Mayor...*".

An Acknowledgement of Country is where people acknowledge and show respect for the Aboriginal Traditional Custodians of the land upon which the event/meeting is taking place.

A Chair usually begins the meeting by acknowledging that the meeting is taking place in the country of the traditional owners. It reads as follows.

***"I would like to acknowledge that we are here today on the land of the Wiradjuri people who are the Traditional Custodians of this land. I would also like to acknowledge the present Aboriginal and Torres Strait Islander people who may reside within this area."***

## **ITEM 2 - APPLICATIONS FOR LEAVE OF ABSENCE**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	To allow tendering of apologies for councillors not present.
--------------------------	--

<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g - Code of Meeting Practice adopted and implemented.
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS LEAVE OF ABSENCE - 1155600

### **RECOMMENDATION**

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

### **GENERAL MANAGER REPORT**

A call for apologies is to be made.

### **ITEM 3 - DECLARATIONS OF INTEREST**

#### **REPORT IN BRIEF**

<b>Reason For Report</b>	To allow an opportunity for councillors to declare an interest in any items to be determined at this meeting.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g - Code of Meeting Practice adopted and implemented.
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS AND STAFF DECLARATIONS OF INTEREST - 2020 - 1155601

### **RECOMMENDATION**

THAT the Declarations of Interest be noted.

### **GENERAL MANAGER REPORT**

A call for Declarations of Interest.

### **ITEM 4 - DECLARATIONS FOR POLITICAL DONATIONS**

#### **REPORT IN BRIEF**

THIS IS PAGE NO 5 OF THE GENERAL MANAGER'S REPORT ON MATTERS FOR DETERMINATION TO THE ORDINARY MEETING OF CABONNE COUNCIL TO BE HELD ON 22 SEPTEMBER, 2020

<b>Reason For Report</b>	To allow an opportunity for Councillors to declare any Political Donations received.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g - Code of Meeting Practice adopted and implemented.
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS DECLARATION OF POLITICAL DONATIONS - 1155602

### **RECOMMENDATION**

THAT any Political Donations be noted.

### **GENERAL MANAGER REPORT**

A call for declarations of any Political Donations.

### **ITEM 5 - DEPUTY MAYORAL ELECTIONS PROCEDURE 2020**

#### **REPORT IN BRIEF**

<b>Reason For Report</b>	Outlining procedures for the conduct of Deputy Mayoral elections
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g. Code of Meeting Practice adhered to
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\ELECTIONS\MAYORAL - 1157448

### **RECOMMENDATION**

THAT Council:

1. Re-affirm its previous practice of conducting voting for the position of Deputy Mayor by preferential ballot where three or more nominations are received, otherwise by ordinary ballot.
2. Determine if it wishes details of the voting for the position of Deputy Mayor to be made public.

## **GENERAL MANAGER'S REPORT**

### **Nominations for Deputy Mayor**

Councillors are advised that nominations for the position of Deputy Mayor will close at 2.00pm sharp on Tuesday, 22 September 2020. Nominations must be in writing and signed by two councillors, one of whom may be the nominee. The consent for nomination must be signed by the Nominee. Should a councillor act as one nominee for oneself it is most important that they also sign the consent to nomination. Failure to do so renders the nomination invalid.

Nominations can be lodged in a locked ballot box, which is located in the General Manager's office and will be in the Council Chamber prior to the Meeting. A nomination form has been provided with this report and will be available in the chamber at the start of the meeting. At the start of the meeting, the Returning Officer will unlock the box and announce the nominated Councillors for the position of Deputy Mayor. Nominated Councillors will be given the opportunity to decline nomination for position of Deputy Mayor at this time.

Council should also indicate if it wishes details of voting to be made public.

Should councillors have any queries in relation to any aspect of the Deputy Mayoral Elections, they are asked to contact the General Manager at their convenience.

### **Amendments to the Local Government Act**

The NSW Parliament has passed amendments to the Local Government Act 1993 (the LGA) known as the Phase 1 reforms, focusing mainly on improving council governance and strategic business planning.

It should be noted that due to the amendments the term of office for a mayor elected by councillors has been increased to two years (section 230(1) LGA) and the current Mayor has a year remaining for his current term.

### **Election Procedures**

The procedure for election for the positions of Deputy Mayor is:

1. If only one councillor is nominated, that councillor is elected.
2. If more than one councillor is nominated, the Council is to proceed by preferential ballot, by ordinary ballot or by open voting.
3. The election is to be held at the council Meeting at which the Council resolved on the method of voting.
4. The following definitions apply:

"Ballot" has its normal meaning of secret ballot;

"Open Voting" means voting by a show of hands or similar means.

It has been the practice in the past for Council to conduct voting by ordinary ballot where there are two (2) nominations and preferential ballot where three or more nominations are received. Assuming Council continues with this practice the following procedure has been set down for Preferential Voting in

Part 3 of Schedule 7, Election of Mayor by councillors, in the Local Government (General) Regulation 2005.

### Ordinary Voting

The ballot papers are to contain the names of both candidates. councillors make their vote by placing "1" against the name of the candidate they wish to see elected. The candidate with an absolute majority of votes is deemed to be elected.

### Preferential Voting - Ballot Papers and Voting

1. The ballot papers are to contain the names of all the candidates. The councillors are to make their votes by placing the numbers "1", "2", "3" and so on against the various names so as to indicate the order of their preference for the candidates. In accordance with Clause 9 of Schedule 7, councillors must show their preferences for all candidates for votes to be formal.
2. The formality of a ballot-paper under this Part is to be determined in accordance with Clause 345 (1)(b); (1)(c) and (5) of this Regulation as if it were a ballot paper referred to in that clause.
3. An informal ballot paper must be rejected at the count.

### Count

1. If a candidate has an absolute majority of first preference votes, that candidate is elected.
2. If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot- papers.
3. A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preferences is repeated until one candidate has received an absolute majority of votes. The latter is elected.
4. In this clause "absolute majority" in relation to votes means a number which is more than one half of the number of unexhausted formal ballot-papers.

### Tied Candidates

1. If, on any count of votes, the numbers of votes cast for 2 candidates are equal and;
  - a) those candidates are the only candidates in the election - the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected; or

- b) those candidates are the ones with the lowest number of votes on the count of the votes - the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.
2. If, on any count of votes, the numbers of votes cast for 3 or more candidates are equal and the lowest number of votes on the count of the votes - the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

**Choosing by Lot**

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer, the slips are folded by the Returning Officer, so as to prevent the names being seen, the slips are mixed, (placed in a vial) and one is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen.

**Result**

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- b) to be delivered or sent to the Office of Local Government and to the Secretary of Local Government NSW.

For the purpose of this election the General Manager has appointed the Deputy General Manager Cabonne Services as the Returning Officer.

**ITEM 6 - ELECTION OF DEPUTY MAYOR 2020/2021**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To allow elections for Deputy Mayor for 2020/2021
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.f - Adhere to Council's Code of Conduct and Code of Meeting Practice
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\ELECTIONS\\MAYORAL - 1157189

**RECOMMENDATION**

THAT the General Manager proceed with the requirements for the election of the Deputy Mayor for Cabonne Council as detailed in the item relating to the determination of requirements for the election process.

## **GENERAL MANAGER'S REPORT**

Following the determination by Council of the item relating to the determination of requirements for the election process, a resolution for the General Manager to proceed with the election of the Deputy Mayor is required.

For the purpose of this election the General Manager has appointed the Deputy General Manager Cabonne Services as the Returning Officer.

### **ITEM 7 - DESTRUCTION OF BALLOT PAPERS**

#### **REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to determine whether ballot papers need to be destroyed
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.f - Adhere to Council's Code of Conduct and Code of Meeting Practice
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\PROCEDURES - 1157190

#### **RECOMMENDATION**

THAT the ballot papers for the position of Deputy Mayor be destroyed upon the completion of formalities associated with the respective ballots.

### **GENERAL MANAGER REPORT**

Following the election of the Deputy Mayor a resolution is required as to disposal of the ballot papers.

Traditionally Cabonne Council has destroyed the ballot papers upon the completion of formalities associated with the respective ballots.

### **ITEM 8 - DELEGATION TO DEPUTY MAYOR (IN MAYOR'S ABSENCE)**

#### **REPORT IN BRIEF**

<b>Reason For Report</b>	To reaffirm the delegation to the successful candidate elected as Deputy Mayor
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil

<b>IPR Linkage</b>	4.5.1.f - Adhere to Council's Code of Conduct and Code of Meeting Practice
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\CORPORATE MANAGEMENT\\AUTHORISATIONS\\DELEGATIONS - 1157193

### **RECOMMENDATION**

THAT subject to not receiving direction from the Council as to the consideration of any particular matter by the Council itself and subject to the requirements of the Local Government Act 1993 and Regulations thereunder and any express policy of the Council or regulations of any public authority other than the Council and pursuant to the powers conferred on Council by s377 of the *Local Government Act 1993*, the Mayor (*name in full to be inserted*) and, where allowed, in his/her absence the Deputy Mayor (*name in full to be inserted*) be authorised to exercise or perform on behalf of the Council the powers, authorities, duties and functions as follows:

1. To incur expenditure up to the sum of \$3,000 for incidental expenses, within approved votes of Council.
2. To receive a public interest disclosure in circumstances assigned to the position of Mayor in Council's Public Interest Disclosure (Internal Reporting) Policy.

### **GENERAL MANAGER'S REPORT**

Following the elections for Deputy Mayor, it is necessary for Council to re-affirm the delegation to the successful candidates. This is in addition to such other powers as are conferred under the Local Government Act 1993.

### **ITEM 9 - DELEGATES TO OTHER ORGANISATIONS - COMMUNITY PEAK ORGANISATIONS**

#### **REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to extend its existing delegates and representatives to other community peak organisations for the remainder of the council term.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.c. Provide appropriate mechanisms for democracy and participation for Cabonne residents
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\ECONOMIC DEVELOPMENT\\LIAISON\\ASSOCIATIONS - 1157451

**RECOMMENDATION**

THAT Council's delegates to Community Peak Organisations (as listed in the report), remain for the duration of the council term.

**GENERAL MANAGER'S REPORT**

<b>Town</b>	<b>Organisation</b>	<b>Meetings</b>	<b>Representative</b>
Manildra	Manildra and District Improvement Association (MADIA)	1 <sup>st</sup> Wednesday of each month	Clr Nash (Clr Treavors as alternate)
Cumnock	Cumnock and District Progress Association	3 <sup>rd</sup> Thursday of each month	Clr Davison (Clr Batten as alternate)
Yeoval	Yeoval and District Progress Association	1 <sup>st</sup> Tuesday of each month	Clr Davison (Clr Batten as alternate)
Molong	Molong Advancement Group	1 <sup>st</sup> Thursday of each month	Clr Jones (Clr Oldham as alternate)
Mullion Creek	Mullion Creek & District Progress Association	1 <sup>st</sup> Monday of each month	Clr Oldham (Clr Treavors as alternate)
Cargo	Cargo Progress Association	Meet as and when required	Clr Nash (Clr Newsom as alternate)
Borenore	Borenore Community Progress Association	As and when advised	Clr Davison (Clr Oldham as alternate)
Canowindra	Canowindra Business Chamber	2 <sup>nd</sup> Wednesday of each month	Clr Newsom (Clr Durkin as alternate)
Eugowra	Eugowra Promotion and Progress Association	2 <sup>nd</sup> Tuesday of each month	Clr Jones (Clr Walker as alternate)
Cudal	Cudal Progress Association	1 <sup>st</sup> Tuesday of each month	Clr Treavors (Clr Durkin as alternate)
Spring	Spring	As and when	Clr Oldham

<b>Town</b>	<b>Organisation</b>	<b>Meetings</b>	<b>Representative</b>
Hill/Spring Terrace	Hill/Spring Terrace Committee	advised	(Clr Durkin as alternate)
Canowindra	Canowindra Sports Trust	2 <sup>nd</sup> Wednesday of each month	Clr Durkin (Clr Weaver as alternate)

**ITEM 10 - DELEGATES TO OTHER ORGANISATIONS - FOR THE REMAINDER OF THE EXISTING COUNCIL TERM.**

**REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to confirm its delegates and representatives to other organisations and community organisations for the remainder of the existing council term.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.b. Maintain strong relationships and liaise effectively with all relevant government agencies and other councils
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\LIAISON\ASSOCIATIONS - 1157579

**RECOMMENDATION**

THAT Council:

1. Reconfirm its delegates and representatives to other organisations for the remainder of the extended council term and
2. Contact the required delegates and representatives to advise of the extension.

**GENERAL MANAGER'S REPORT**

Due to the COVID 19 pandemic, The Office of Local Government chose to not hold council elections in September 2020 but to extend the existing council term until September 2021. Therefore, Council is required to extend the term of its delegates and representatives to other organisations and community organisations.

- 1) ARTS OUT WEST

Arts Out West is an organisation that gives people the opportunity to become involved at a regional and state level with arts and cultural development in the Central West Region.

Council's representative to Arts Out West Advisory Committee has been Clr Oldham.

**2) ASSOCIATION OF MINING & ENERGY RELATED COUNCILS INC**

The Association of Mining & Energy Related Councils is the primary lobby group for councils affected by mining & energy. It also provides technical advice and networking opportunities.

Council's representatives on the Association of Mining and Energy Related Councils Inc. has been Clr Davison (with Clr Walker as alternative delegate) and the Deputy General Manager Cabonne Services.

**3) AUSTRALIA WIDE RURAL ROAD GROUP (AWRRG)**

This group's agenda includes current issues with regional road infrastructure including "road network sustainability, and if not addressed, its direct negative implications for local industry, and the need for specific funding to close the funding gap." Supporting the AWRRG agenda by becoming a financial member is seen as a proactive approach to address the funding shortfall.

Council's delegates to the AWRRG Group have been Clrs Beatty and Walker, with Clr Jones as alternative delegate.

**4) BELUBULA RIVER JOINT COMMITTEE**

The Belubula River Joint Committee is run in conjunction with Cowra Council and is responsible for river clearance and management issues on the Belubula River.

Council's representative to the Belubula River Joint Committee has been Clr Walker with Clr Weaver as an alternative delegate.

**5) CABONNE CARAVAN PARK COMMITTEE**

This committee is responsible for overseeing the operation of all Cabonne caravan parks. A representative of each caravan park is a member of the Committee: i.e. the managers from Molong and Canowindra.

Council's representatives on the Cabonne Caravan Park Committee have been Clrs Oldham, Mullins and Walker. Urban Services staff also attend.

**6) CABONNE/ORANGE ROAD SAFETY COMMITTEE**

This committee is responsible for road safety in Cabonne and Orange, particularly oversight of the Road Safety Officer's operations.

The council representative to the Cabonne/Orange Road Safety Committee has been Clr Treavors with Clr Durkin as the alternative representative.

**7) CABONNE COUNTRY TOURISM ADVISORY COMMITTEE**

The Cabonne Country Tourism Advisory Committee aims to facilitate the development of tourism to and within Cabonne Country. The charter requires nomination of a minimum of one Cabonne Council Councillor to this committee. The Tourism and Community Development Coordinator and Economic Development Manager attend these meetings

Council's representative to the Cabonne Country Tourism Advisory Committee has been Cllr Weaver with Cllr Davison as the alternative representative.

**8) CADIA – ANNUAL ENVIRONMENTAL REVIEW**

This group has a role to assess mining and environmental matters associated with Cadia mine.

The Deputy General Manager Cabonne Services has been Council's representative on the Cadia Annual Environmental Review group.

**9) CANOBOLAS BUSH FIRE MANAGEMENT COMMITTEE**

The councils of Cabonne, Orange and Blayney combined their Bushfire Management Committees to form the Canobolas Bushfire Management Committee.

Council's representatives to the Canobolas Bush Fire Management Committee have been Cllr Batten with Cllr Nash as alternative delegate and the Deputy General Manager Cabonne Infrastructure.

**10) CANOBOLAS COMMUNITY SAFETY PRECINCT COMMITTEE**

Community Safety Precinct Committees (CSPCs) provide an opportunity for local councils and community members to meet with Police Local Area Commanders. It is an opportunity to share their perspective on local crime and safety issues, to get involved in strategies designed to address local crime concerns and an opportunity for Local Area Commanders to promote accurate local crime information and raise awareness of crime prevention approaches.

Council's representative to the Canobolas Community Safety Precinct Committee is the Mayor (Cllr Beatty).

**11) CANOBOLAS ZONE LIAISON COMMITTEE**

The committee has been formed to administer the Canobolas Zone Service Level Agreements.

Council representative to the Canobolas Zone Liaison Committee have been Cllr Batten with Cllr Nash as alternative delegate and the Deputy General Manager Cabonne Infrastructure.

**12) CANOWINDRA AGE OF FISHES MUSEUM BOARD and STRATEGIC ADVISORY COMMITTEE OF THE CANOWINDRA AGE OF FISHES MUSEUM**

These are 2 community committees established to administer the Age of Fishes Museum at Canowindra.

Council's representative to the Canowindra Age of Fishes Board and Strategic Advisory Committee has been Clr Walker with Clr Weaver as the alternative delegate.

**13) CANOWINDRA COUNTRY EDUCATION FUND (CCEF)**

This committee helps rural and regional communities support their local school leavers by raising funds for local youth to help them with their transition from high school into further education, training or jobs.

Council's representative to the CCEF has been Clr Durkin.

**14) CANOWINDRA FOOD BASKET ADVISORY GROUP**

The aim of this project is to supply food to the underprivileged and low income families of Canowindra. To qualify, clients must have a current pension or health card and only one weekly entitlement per household is allowed.

Council's delegate on the Canowindra Food Basket Advisory Group has been Clr Walker.

**15) CANOWINDRA RETIREMENT VILLAGE PROJECT WORKING COMMITTEE**

The proposed objective of the working group is to develop guidelines and operational protocols sufficient to satisfy the legal requirements of the three parties (Council, Uniting Care and the Project Association) in a formal deed of understanding or like document in order that the infrastructure and building planning may commence.

Council's representatives on the Canowindra Retirement Village Project working committee are Clr Walker, Clr Beatty, the General Manager and the Deputy General Manager Cabonne Services with Clr Durkin, as the alternate representative.

**16) CARGO ROAD USERS ASSOCIATION**

This committee has been established to lobby for upgrading of Cargo Rd.

Council's representative on the Cargo Road Users Association has previously been Clr Davison.

**17) CENTRAL TABLELANDS LOCAL LAND SERVICES (LLS) previously Central West Catchment Management Authority (CWCMA)**

LLS bring together agricultural production advice, biosecurity, natural resource management and emergency management into a single organisation.

Councillor representation on the former CWCMA Local Government Reference Group Forum has been through Cllr Batten as delegate. Council's Environmental staff also attend the meeting.

18) CENTRAL WEST MINING LIAISON COMMITTEE - (CABONNE/ORANGE/BLAYNEY)

This committee has oversight of mining exploration and operations, particularly in the Cabonne, Orange and Blayney areas.

Council's representative on the Central West Mining Liaison Committee for the Cabonne, Orange and Blayney area is Cllr Davison with the Mayor (Cllr Beatty) as the alternative delegate.

19) CENTRAL NSW JO HEALTH WORKFORCE COMMITTEE

This committee is responsible for monitoring medical and health issues in the Central NSW JO region.

Council's delegates to the Central NSW JO Health Workforce Committee have been Cllr Nash with the Mayor (Cllr Beatty) as the alternative delegate and the Department Leader Community Services.

20) HACC JOINT COMMITTEE

This committee, previously known as the Food Services Advisory Committee is responsible for advising on Food Services needs for Council's Home and Community Care operations.

Council's representative to the HACC Joint Committee has been Cllr Walker with Council's Department Leader Community Services as alternative delegate.

20) JOINT REGIONAL PLANNING PANEL

This panel determines development applications independently from council where certain trigger points are met (eg private capital expenditure in excess of \$20M). The panel has two representatives appointed by council, an independent person with technical planning qualifications and a community representative (who may be a councillor).

Council's delegates to this committee has been the Director of Planning and Environmental Services from Blayney Shire Council, Mr Mark Dicker, and Cllr Durkin.

21) LACHLAN REGIONAL TRANSPORT COMMITTEE

This committee assumes a lobbying role on transport issues in the Lachlan region.

Council's delegate to the Lachlan Regional Transport Committee has been Cllr Durkin with Cllr Walker as the alternative delegate and the Deputy General Manager Cabonne Infrastructure (as and when required).

22) LITTLE RIVER LANDCARE CATCHMENT MANAGEMENT

This committee has assumed responsibility for Landcare Management issues associated with Little River in the Yeoval area.

Council's representative to the Little River Landcare Group has been Cllr Batten with Cllr Nash as the alternative delegate.

**23) LOCAL EMERGENCY MANAGEMENT COMMITTEE**

This committee is responsible for the coordination of emergency response issues for Cabonne.

The representatives to the Local Emergency Management Committee previously consisted of the Mayor (Cllr Beatty), the Deputy General Manager Cabonne Infrastructure as the Local Emergency Management Officer and the Department Leader Transport Infrastructure as the Deputy Local Emergency Management Officer (and the Maintenance Coordinator as alternative Deputy).

Under the current Emergency Management legislation, the General Manager is the chair of the Local Emergency Management Committee (LEMC). The General Manager elected to delegate the role to the Deputy General Manager Cabonne Infrastructure.

**24) MO LONG MEDICAL COMMITTEE**

This committee is responsible for community liaison on health and medical issues in Molong.

Council's representative on the Molong Medical Committee has been Cllr Jones with Cllr Nash as the alternative representative.

**25) WEEDS ADVISORY COMMITTEES**

These are cooperative committees involving groups of councils in the Lachlan and Macquarie River catchment areas along with NSW Agriculture to oversee and advise on noxious weeds matters.

**Lachlan Valley Weeds Advisory Committee**

Cllr Walker has been the council's representative on this committee.

**Upper Macquarie Weeds Advisory Committee**

Cllr Davison has been the council's representative on this committee with the Mayor (Cllr Beatty) being the alternative delegate.

**26) OPHIR RESERVE TRUST BOARD**

The Department of Lands has appointed a Public Trust to manage the affairs of the Ophir Reserve in lieu of an administrator. Council nominated a position of "Councillor, Cabonne Council (ex-officio member)" to be on the Board which was ratified by the Minister for Lands.

Council's representative on this Board to fill the position of 'councillor' has been Cllr Oldham.

**27) RESTART WATER SECURITY TASKFORCE**

This taskforce relates to Stage 1: Orange to Molong Creek Dam pipeline project.

Council's representative on this taskforce has been the Mayor Cllr Beatty.

**28) SYDNEY ROADLINKS COMMITTEE**

This is a regional committee with representatives from 7 Councils aimed at upgrading the Great Western Highway from the Blue Mountains through to Bathurst.

Council's delegate to this committee has been the Mayor (Cllr Beatty) with Cllrs Davison and Jones as the optional alternative delegates.

Council should note that the Deputy General Manager Cabonne Infrastructure also attends these meetings as an observer.

**29) TRAFFIC COMMITTEE**

This committee advises Council on traffic related issues in Cabonne. It also consists of Police and RMS representatives.

Council's delegate to this committee has been Cllr Treavors with Cllr Mullins as the alternative delegate. Council staff also attend this meeting.

**30) VERTO LTD**

This committee comprises of representatives from the Central West overseeing the provision of training, employment and community services offered by Verto Ltd.

Council's delegate to this committee has been Cllr Newsom.

**31) WALUWIN CENTRE GOVERNANCE COMMITTEE**

A lease has been put in place between Council and the Health Administration Corporation on behalf of Greater Western Area Health Service (GWAHS). The lease provides for a "Centre Governance Committee" to be established by Council including representatives of all lessees/occupiers within the building to provide advice to the lessor on but not limited to the efficient management and operation of the building including the preparation of annual budgets.

Council's delegate to this committee has been Cllr Nash with Cllr Jones as the alternative delegate. Council's Deputy General Manager Cabonne Services is also a member of the committee.

**32) WALUWIN MOLONG HEALTHONE HEALTH SERVICES ADVISORY COMMITTEE**

The key role of the Advisory Committee is to set the strategic direction for primary and community health and health related services for the community of Molong and the surrounding towns. The Advisory Committee will oversee the HealthOne Molong service to ensure the safe, appropriate and strategic conduct of the service occurs.

Council's delegate to this committee has been Clr Mullins with Clr Jones as the alternative delegate.

**33) WELLINGTON/DUBBO LANDCARE MANAGEMENT**

This committee represents some sixteen (16) Landcare Groups and 400 ratepayers within the Cabonne boundary.

Council's delegate to this committee has been Clr Davison with Clr Batten as the alternative delegate.

**ITEM 11 - MAYORAL MINUTE - APPOINTMENTS**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To allow noting of the Mayoral appointments plus other Councillors' activities Reports.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g - Code of Meeting Practice adopted and implemented.
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\COUNCIL MEETINGS\\MAYORAL MINUTES - 1155603

**RECOMMENDATION**

THAT the information contained in the Mayoral Minute be noted.

**GENERAL MANAGER REPORT**

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

**ITEM 12 - COMMITTEE OF THE WHOLE**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Enabling reports to be considered in Committee of the Whole to be called.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g. Code of Meeting Practice adhered to
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\GROUPING OF REPORT ADOPTION and BUSINESS PAPER ITEMS FOR NOTING REPORTS - 1155605

### **RECOMMENDATION**

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

### **GENERAL MANAGER 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 13 - GROUPING OF REPORT ADOPTION**

#### **REPORT IN BRIEF**

<b>Reason For Report</b>	Enabling procedural reports to be adopted.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.a - Provide quality administrative support and governance to councillors and residents.
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\GROUPING OF REPORT ADOPTION and

	BUSINESS PAPER ITEMS FOR NOTING REPORTS - 1155606
--	---

**RECOMMENDATION**

THAT:

1. Councillors call any items they wish to further consider
2. Items 14 to 17 be moved and seconded.

**GENERAL MANAGER REPORT**

Items 14 to 17 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 14 - CONFIRMATION OF THE MINUTES**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Adoption of the Minutes
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g - Code of Meeting Practice adopted and implemented.
<b>Annexures</b>	1. August 25 2020 Ordinary Council Meeting Minutes <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - MINUTES - 2020 - 1155607

**RECOMMENDATION**

THAT the minutes of the Ordinary meeting held 25 August 2020 be adopted.

**GENERAL MANAGER'S REPORT**

The following minutes are attached for endorsement:

1. Minutes of the Ordinary Council meeting held on 25 August 2020.

**ITEM 15 - AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to adopt the minutes from the Audit, Risk and Improvement Committee Meeting and note the Committee's Annual Report.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.5.c - Comply with internal audit requirements
<b>Annexures</b>	1. ARIC Meeting Minutes 2 September 2020 <a href="#">↓</a> 2. Audit Risk Improvement Committee - Annual Report 2020 <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\AUDIT\AUDIT RISK IMPROVEMENT COMMITTEE (ARIC) - 1160074

**RECOMMENDATION**

THAT Council:

1. Adopt the minutes from the meeting of the Audit, Risk and Improvement Committee held 2 September 2020; and
2. Note the Audit, Risk and Improvement Committee – Annual Report 2020.

**DEPARTMENT LEADER - GOVERNANCE & CORPORATE PERFORMANCE'S REPORT**

The Audit, Risk and Improvement Committee met 2 September 2020, the minutes of the meeting are attached for adoption and for the information of councillors.

The Audit, Risk and Improvement Committee – Annual Report 2020 is annexed for the information of councillors.

**ITEM 16 - POLICY REGISTER - UPDATES TO CODE OF CONDUCT AND PROCEDURES FOR ADMINISTRATION OF CODE OF CONDUCT**

**REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to consider adoption of the draft Code of Conduct Policy and draft Procedures for the Administration of the Code of Conduct Policy.
<b>Policy Implications</b>	Yes - will become Council's current versions of these documents
<b>Budget Implications</b>	Nil

<b>IPR Linkage</b>	4.5.1.f - Adhere to Council's Code of Conduct and Code of Meeting Practice
<b>Annexures</b>	1. DRAFT Code of Conduct Policy↓ 2. DRAFT Code of Conduct - Procedure for the Administration of Policy↓
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\CORPORATE MANAGEMENT\POLICY\POLICY CORRESPONDENCE - 1160067

### **RECOMMENDATION**

THAT Council adopt the:

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

### **DEPARTMENT LEADER - GOVERNANCE & CORPORATE PERFORMANCE'S REPORT**

The purpose of this report is to adopt the revised Code of Conduct and Procedures for the Administration of the Code of Conduct following amendments from the Office of Local Government.

The Office of Local Government released amendments to the Model Code of Conduct on 14 August 2020. The amendments have been made in response to the Supreme Court decision in the matter of Cornish v Secretary, Department of Planning, Industry and Environment [2019] NSWSC 1134 regarding disciplinary action against councillors for breaches of the Code of Conduct.

The updated Code of Conduct and the Procedures for the Administration of the Code of Conduct are annexed.

#### **Procedures for the Administration of the Code of Conduct**

The key features of the amendments include:

- Consistent with the Supreme Court's decision, Councils have the following options when taking disciplinary action against councillors for breaches of the Code of Conduct under the new Procedures:
  - that a councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (the Act), or
  - that a councillor be formally censured for a breach under section 440G and the matter referred to Office of Local Government for further disciplinary action under the misconduct provisions of the Act.
- The process for censuring councillors for breaches of the Code of Conduct has been significantly strengthened to ensure councillors are

made publicly accountable to their electors for their conduct. When censuring councillors, Councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator's findings and determination and any other grounds that Council considers may be relevant or appropriate.

- Councillors may seek to avoid public censure for breaches of the Code of Conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct or to give undertakings not to repeat their conduct before the investigator finalises their report to Council. Investigators can finalise their investigations without a report to Council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.
- The process for referral by Council of Code of Conduct breaches by councillors to the Office of Local Government for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with the Office of Local Government before recommending the referral of matters to ensure the conduct in question is sufficiently serious to warrant disciplinary action for misconduct and that there is sufficient evidence of the breach to allow the Office of Local Government to take further disciplinary action.
- Other amendments have been made to the Procedures to:
  - allow panels of conduct reviewers to be appointed without a resolution of Council; and
  - allow the referral of investigators' reports to the Office of Local Government for action under the misconduct provisions of the Act where Council will not have a quorum to deal with the matter.

## **Code of Conduct**

- The Model Code of Conduct has been amended to:
  - remove as a breach, failure to comply with a Council resolution requiring action in relation to a Code of Conduct breach (because it is now redundant)
  - update the language used to describe the various heads of discrimination in clause 3.6 to reflect more contemporary standards
  - include in the definition of Council Committee and Council Committee members, members of Audit, Risk and Improvement Committees (ARICs) in anticipation of the commencement of the requirement for all Councils to appoint an ARIC following the next local government elections.
- Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from some Councils. The amendments:
  - lift the \$50 cap on the value of gifts that may be accepted to \$100;

- clarify that items with a value of \$10 or less are not “gifts or benefits” for the purposes of the Model Code of Conduct and do not need to be disclosed;
- clarify that benefits and facilities provided by Councils (as opposed to third parties) to staff and councillors are not “gifts or benefits” for the purposes of the Model Code of Conduct; and
- remove the cap on the value of meals and refreshments that may be accepted by Council officials in conjunction with the performance of their official duties.
- Council is not obliged to amend the Code of Conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to Councils to retain the existing \$50 cap or to impose another cap that is lower than \$100.

## **ITEM 17 - LOCAL TRAFFIC COMMITTEE MEETING 8 SEPTEMBER 2020**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to ratify the recommendations of the committee.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.a - Provide quality administrative support and governance to councillors and residents
<b>Annexures</b>	1. 8 September 2020 E- Traffic Committee Minutes <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\TRAFFIC AND TRANSPORT\\LIAISON\\ROADS and MARITIME SERVICES - RTA - RMS - TRANSPORT NSW - 1160398

### **RECOMMENDATION**

THAT Council ratify the recommendations from 8 September 2020 E-2020 Local Traffic Committee meeting.

## **ASSETS AND TRANSPORT COORDINATOR REPORT**

Matar Stables Bullio Cup Endurance Horse Ride;  
Four Mile Creek Road, course traverses through Canobolas State Forest and neighbouring farmland owned by Newcrest on 30 October 2020 (1.30am) to 1 November 2020 (3.30pm).

That the event be accepted and approved subject to the following conditions:

- Implementation of the Risk Management Plan and Traffic Management Plan, in accordance with the “Guide to Traffic and Transport Management for Special Events” (RTA, v3.5 August 2018) for a Class 2 event
- NSW Road Rules being observed by participants at all times

- Written approval being obtained from NSW Police
- Written approval being obtained from all affected Local Government Authorities
- The event organiser notifying all emergency services of the event
- Provided lighting to be organised for road crossings, appropriate speed reductions, times for road closures and spotters for where the horses are to cross the roads
- The event organiser debriefing Council on the event. This includes notifying Council of all incidents or near misses that occur during the event
- The event organiser notifying the residents by letterbox drop and publishing in the local newspaper including all relevant signage

## **ITEM 18 - UNION PICNIC DAY**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	Seeking Council's approval to conduct the annual Union Picnic Day.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.6.a. Performance measures are in place
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\PERSONNEL\\ARRANGEMENTS\\PICNIC DAY - 1160249

### **RECOMMENDATION**

THAT Council:

1. Approve the annual Union Picnic Day to be held on Friday 23 October 2020.
2. Authorise the attendance of all councillors at the Union Picnic Day.
3. Note the cost of \$52 for attending the Union Picnic Day to be paid to the Union Picnic Committee from the Councillor Expense Account.

### **GENERAL MANAGER'S REPORT**

Council has received a request from the Cabonne Union Picnic Committee, seeking Council's consent that the annual union picnic day be held on Friday 23 October 2020.

Council has always supported the conduct of the union picnic day for all staff members, and a continuation of this practice is supported.

The usual practice for the conduct of the picnic is to make the picnic available for all staff who purchase a picnic ticket and attend on the day. Staff who do not participate in the union picnic day have the option to take annual leave or a rostered day off, as appropriate.

This year's union picnic day will be held in Molong. The day will consist of golf, bowls and lunch. The cost of attending the union picnic day is \$52 which covers the cost of activities, lunch and refreshments. The committee have advised the event will be held in line with current COVID-19 restrictions.

Councillors are welcome to attend and should notify the General Manager if they wish to do so.

## **ITEM 19 - DISSOLUTION OF S355 COMMITTEE**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	To recommend that Council dissolve a number of s355 Committees following an internal review
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.5.c - Comply with internal audit requirements
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\COUNCIL PROPERTIES\USAGE\2020 - SECTION 355 COMMITTEES - 1159714

### **RECOMMENDATION**

THAT Council dissolve the following s355 Committees:

- a) Canowindra Preschool Kindergarten Inc
- b) Cudal Community Children's Centre Committee
- c) Eugowra Community Children's Centre Committee
- d) Molong Town Beautification Committee
- e) Molong & District Health Watch
- f) Canowindra Beautification Committee

## **GENERAL MANAGER'S REPORT**

An audit of council's governance and risk management processes was conducted with a number of shortfalls being identified. These shortfalls are being monitored and reported to the Audit, Risk and Improvement Committee. One audit issue was Section 355 Committees which identified a risk that they may not be operating in accordance with the legislative framework. From this,

one audit task was that a review be conducted on the purpose, role and authority of Council's s355 committees.

Stage one of this review has been completed and an initial report was presented at Council workshop held on 8 September 2020.

Cabonne Council is responsible for the management of community facilities. Many of these are managed wholly by council however a number of community groups manage certain assets on behalf of council. It has been found that the management arrangements of the committees are not consistent and not undertaken in line with the requirements of the legislation.

Delegating Authority to a S355 Committee is possible pursuant to Section 377 of the NSW Local Government Act. This delegation needs to be undertaken with the formation of an instrument of delegation between the committee and the council to provide a clear understanding of how the committee operates and provide expectations of the committee responsibilities under the action.

The stage one review has identified a number of committees that should not be classified s355 committees due to the nature of their operations or that they are no longer active. As a first step, it is recommended that the following committees be dissolved by way of council resolution.

- Canowindra Preschool Kindergarten Inc
- Cudal Community Children's Centre Committee
- Eugowra Community Children's Centre Committee
- Molong Town Beautification Committee
- Molong & District Health Watch
- Canowindra Beautification Committee

Stage two of the review will involve further consultation with the swimming pool committees to determine if there may be a more suitable operating model. Terms of reference will then be finalised and options for alternative committee structures for the remaining s355 committees will be investigated ready for adoption by the incoming council in 2021.

## **ITEM 20 - COMMUNITY ASSISTANCE PROGRAM 2020-21**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	To consider projects for funding under Council's 2020-21 Community Assistance Program
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Possible \$43,951.85 expenditure from \$67,810.23 (excluding overheads) allocated in Council's Budget for the 2020-21 Community Assistance Program
<b>IPR Linkage</b>	4.3.1.a - Operate Community Assistance Program (CAP)
<b>Annexures</b>	1. Canowindra Rugby Union Club <a href="#">↓</a>

	2. Eugowra Community Children's Centre <a href="#">↓</a> 3. Eugowra War Memorial Swimming Pool <a href="#">↓</a> 4. Cumnock & District Progress Association Inc <a href="#">↓</a> 5. Eugowra Promotion & Progress Association <a href="#">↓</a> 6. Manildra & District Improvement Association <a href="#">↓</a> 7. Mulga Bill Festival Inc <a href="#">↓</a> 8. Cumnock Show Society <a href="#">↓</a> 9. Country Womens Association Canowindra <a href="#">↓</a> 10. Manildra PreSchool Early Learning Centre <a href="#">↓</a> 11. Cumnock Rural Fire Brigade <a href="#">↓</a> 12. Molong Show Society <a href="#">↓</a> 13. Canowindra Services & Citizens Club <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\COMMUNITY ASSISTANCE PROGRAM 2020-2021 - 1159470

### **RECOMMENDATION**

THAT Council:

1. Approve applications 1 through 10 of the listed projects.
2. Conduct a further round of Community Assistance Program funding in the second half of the 2020-2021 financial year.

### **ACTING LEADER - COMMUNITY & ECONOMY'S REPORT**

Council allocated \$67,810.23 in its current budget for the 2020-21 Community Assistance Program (CAP). Not-for-profit community groups were invited to apply for community-related projects on non-commercial facilities which provide ongoing or sustainable benefits to Cabonne communities.

Grants are allocated on a 50:50 basis, but communities can provide their half of the funding through voluntary labour or in-kind contributions.

Council received 13 applications for projects totaling \$83,463.85. The total of these projects exceeds the budget allocation which indicates that this program is significantly oversubscribed.

The list of **recommended** applications for this round of CAP funding is as follows:

	Location	Applicant	Project	Funding Requested
--	----------	-----------	---------	-------------------

**GENERAL MANAGER'S REPORT ON MATTERS FOR DETERMINATION SUBMITTED TO  
THE ORDINARY COUNCIL MEETING TO BE HELD ON TUESDAY 22 SEPTEMBER, 2020**

**Page 31**

1	Canowindra	Canowindra Rugby Union Club	Purchase of new line marking machine	\$1,100.00
2	Eugowra	Eugowra Community Children's Centre	Funding to help with costs of draftsman for major renovation	\$5,400.00
3	Eugowra	Eugowra War Memorial Swimming Pool	Purchase of table tennis complete with posts, net and cover	\$418.95
4	Cumnock	Cumnock & District Progress Association	Purchase of new PA system	\$479.00
5	Eugowra	Eugowra Promotion & Progress Association	Printing costs for cookbook	\$9,000.00
6	Manildra	Manildra and District Improvement Association (MADIA)	To insulate, line, colourbond and air condition the existing RFS shed (Co used by first responders)	\$6,162.50*
7	Yeoval	Mulga Bill Festival Inc	Establish row of Australian native trees across the front of the Bush Park	\$257.10
8	Cumnock	Cumnock Show Society	Camp kitchen and BBQ kiosk facility at the Cumnock Showground	\$8,052.30
9	Canowindra	CWA Canowindra	Purchase and installation of illuminated exit signs	\$750.00**
10	Manildra	Manildra Preschool Early Learning Centre	Upgrade of staffroom	\$12,332.00
<b>Total recommended projects</b>				<b>\$43,951.85</b>
Total budget				\$67,810.23
<b>Budget remaining should recommended projects be funded</b>				<b>\$23,858.38</b>

The list of projects **not recommended** for this round of CAP funding is as follows:

	Location	Applicant	Project	Funding Requested
11	Cumnock	Cumnock Rural Fire Brigade	Construction of new carport to preserve original fire unit (Chev BLITZ)	\$4,975***
12	Molong	Molong Show Society	New pavilion doors and water tanks for the Molong Showground	\$7,800
13	Canowindra	Canowindra Services & Citizens Club	Purchase and install solar battery systems to reduce carbon footprint	\$26,412

\*It should be noted that MADIA originally applied for grant funding of \$7445.50. Due to this amount exceeding 50% of the total project cost, their eligibility was reduced to \$6162.50.

\*\*It should be noted that CWA Canowindra originally applied for grant funding of \$1000 however due to insufficient documentation their eligibility was reduced to \$750.

\*\*\*It should be noted that Cumnock RFS originally applied for grant funding of \$5,300 however there was a miscalculation in the project total. When the total was re-calculated the eligible amount was reduced to \$4,975. It should also be noted that on the advice of the Development Services department a DA would be required for this project.

Application 12 is considered ineligible at the current time as the construction timeframe does not align with the funding program timeframe. This group would be encouraged to apply again in the second round of the program as the timing would be more in alignment.

Application 13 comes from The Canowindra Services & Citizens Club Ltd which is structured as an Australian Public Company, Limited by Guarantee. This type of structure is commonly used for sporting and recreational clubs and is afforded 'not-for-profit' status by the Australian Tax Office. Due to this, the application must be considered eligible however, it should be noted that granting the requested amount would consume more than one third of the total annual budget. It must be carefully considered as to whether:

- 1) the CAP is the most appropriate funding stream for this project; and
- 2) if granting one third of the annual budget to a single project will be satisfactory to the broader community

It should also be noted that the Grants Officer is currently exploring alternate funding opportunities for this project, should it not be accommodated within CAP.

### **Proposal to conduct a second round in the second half of the financial year**

Feedback from the community has indicated that running 2 rounds of the CAP per annum provides a greater opportunity to not-for-profit groups and organisations to apply for funding throughout the year.

Should Council support the ongoing structure of 2 rounds per year, it is recommended that no more than two thirds of the budget is utilised in round 1, to ensure viability of a second round.

To accommodate a second round, the recommended projects for approval in the current round include applications 1 to 10 and total \$43,951.85. This would leave \$23,858.38 for a second round early in 2021.

### **ITEM 21 - POTABLE WATER SUPPLY TO CUMNOCK AND YEOVAL**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Consider a draft policy for the establishment of a potable water supply in the Cumnock and Yeoval townships
<b>Policy Implications</b>	New policy
<b>Budget Implications</b>	Costs of implementation of draft policy intent will be incorporated into existing capital budget for the Molong to Cumnock/Yeoval pipeline
<b>IPR Linkage</b>	5.1.1.d - Commission the Molong to Cumnock to Yeoval pipeline
<b>Annexures</b>	1. Potable Water Supply - Cumnock and Yeoval Annexure <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\WATER SUPPLY\\DESIGN AND CONSTRUCTION\\WATER SUPPLY SYSTEMS - 1159931

**RECOMMENDATION**

THAT Council endorse the draft policy Potable Water Supply – Cumnock and Yeoval and place the policy on public exhibition for a minimum period of 28 days.

**DEPUTY GENERAL MANAGER - CABONNE INFRASTRUCTURE'S REPORT**

Council has recognised the priority to connect the Cumnock and Yeoval townships to a potable water supply, to improve the community's health, economic growth and security of water supply.

Completion of the Molong to Cumnock and Yeoval pipeline has provided the bulk water supply capability to enable potable water supply to the townships of Cumnock and Yeoval. The next phase of the project is the conversion of the existing non-potable water network of each town, including the provision of infrastructure within properties, to provide safe drinking water to residences.

Policy Intent

A policy will provide the framework for the connection of properties to the newly established potable water supply network.

The policy establishes that properties within the water supply area of each township will be provided a connection to the new potable water reticulation network, which will include a new meter and backflow prevention device.

Council will provide new pipework within the property to a single and suitable connection point to ensure internal to the property, a potable water supply will be achieved. All properties with an independent water supply, such as tank or bore, must not be connected to the potable water supply once the property is connected to the reticulated potable water supply.

Council will undertake an inspection, and by agreement with the property owner, will undertake the internal plumbing necessary to connect the property to the potable water supply.

Commercial premises will have a differing level of complexity with their internal plumbing, which will be discussed and negotiated at time of inspection. The intent of the policy still remains, that it is intended that Council provides a single and suitable connection point to ensure potable water supply is achieved for the business.

If a property owner refuses access to Council staff to undertake works (including inspection to determine work required), Council will install a new meter with backflow prevention device, and the refusal will be confirmed in a letter to the property owner.

#### Communication and Engagement with Community

Both the Cumnock and Yeoval communities progress associations have been advised at recent meetings that Council is commencing the change to a potable water supply for the towns.

Including the advertisements and seeking public comment from the community on this policy, an engagement plan has been developed to communicate to the communities what Council is trying to achieve with this project, why it is important, and how it is going to be delivered. This will include pop-up stores for a day in each town, social media messaging and the invitation for requesting meetings with staff.

#### Overall Project Delivery

The following timeline of delivery is proposed for the project:

September-October	Communication of Policy
October - December	Inspections of Properties for connection needs
January - March	Plumbing of internal properties, identified from Inspections
April	Flushing and chlorination of water mains and potable water supply achieved

The timeframes avoid the commissioning of the reticulation network until mid-autumn to avoid the flushing of pipework during the hotter months of summer.

### **ITEM 22 - PROPOSED REGIONAL WATER STRATEGY**

#### **REPORT IN BRIEF**

<b>Reason For Report</b>	Seek Council endorsement in the proposal to develop a regional water strategy, seeking to address
--------------------------	---

	issues of water security and seeking efficiency and capacity in providing water to Cabonne townships
<b>Policy Implications</b>	Nil at this stage
<b>Budget Implications</b>	Initial scoping and issues paper will cost \$6,250, will require reprioritisation of water technical budgets
<b>IPR Linkage</b>	5.1.1.a - Implement and amend Best Practice for Water Supply within Cabonne water operations
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\WATER SUPPLY\\PLANNING\\WATER TASK FORCE - MOLONG WATER SUPPLY - 1159474

### **RECOMMENDATION**

THAT Council note the intent and scope of the proposed Sub-Regional Water Strategy and recognise the allocation of \$6,250 from established water budgets for the project in the first quarter budget review.

### **DEPUTY GENERAL MANAGER - CABONNE INFRASTRUCTURE'S REPORT**

The past 10 years have seen significant progress in the region in the area of water security. This progress has been created through a strong collaboration between Central Tablelands Water, Orange City Council and Cabonne Council, resulting in an increased resilience in the regions water supply.

Whilst significant progress has been made, further challenges and opportunities exist in ensuring the ongoing delivery of a safe and secure water supply to the towns within this regional water network. Key issues include:

- The financial cost of owning, operating and making provision to renew ageing critical water infrastructure
- The need to ensure rigorous compliance with water quality standards, regardless of the size or scale of the Local Water Utility
- The critical need to ensure leaks/losses are minimised across water supply networks, especially during times of water shortages, both for trunk supplies as well as urban reticulation networks
- Ongoing attraction and retention of skilled staff, both at an operational as well as strategic level, to ensure the day to day and long-term operations of the Local Water Utility are adequately addressed
- Ensuring adequate attention is given to both the day to day operation, as well as the long-term strategic management, of water supply systems within general purpose Councils, whilst also addressing the increasingly congested range of issues and requirements confronting Councils.

These issues are of particular concern to Cabonne Council, who operate a relatively small water supply network, supplying around 1700 residents in Molong, Cumnock and Yeoval. This network has aging infrastructure, in

particular the Molong Water Treatment Plant which requires significant upgrades to meet current water quality standards and asset renewal needs.

Whilst these are challenges facing Cabonne, the opportunity exists to further explore future regional initiatives that could result in:

- significant rationalisation of key infrastructure across an expanded water supply network, particularly in relation to water treatment infrastructure as well as ageing water supply dam(s).
- an increased scale of operations for the expanded entity, providing additional financial capacity with a larger customer base as well as the capacity for a greater focus on strategic management, a larger and more diverse workforce to address skills shortages and an ability to focus on securing additional external funding for key capital projects
- identification of opportunities for the provision of key infrastructure which can enhance the effectiveness of the entire network. For example construction of a potable pipe connection between Manildra and Molong, as well as between Molong Creek Dam and Molong would create a continuous potable water supply connection between the three LWUs, allowing water to be pumped in either direction throughout the network from a range of water treatment plants.
- increased drought resilience across the network, through the development of additional secure water sources such as the proposed new groundwater system in Molong, with these sources able to be distributed to effectively all customers via the interconnected pipe network

Leveraging the current collaboration and the opportunities that exist for the region, it is proposed that Council develop an options report setting out a high-level strategy for the management of water in the sub-region area. This high-level report will:

1. Identify all existing key town water supply and treatment infrastructure, (including type, size/operational capacity, asset age)
2. Identify future water demand and key water security risks
3. Identify potential future water sources and the associated infrastructure required to
  - a. Create a fully integrated and connected regional water grid
  - b. Improve the water security and promote economic growth opportunities across the network
  - c. Provide for potential expansion/interconnection of the network with other Local Water Utilities
4. Identify opportunities for potential rationalisation or targeted re-use of existing key water infrastructure
5. Develop high level order-of-cost estimates based generally on published information
6. Recommend scenarios/project for future investigation

A joint proposal has now been received from Premise and Devitt Consulting to develop this report, at a cost of \$13,500. This proposal has been forwarded to Central Tablelands Water, as the majority LWU within the Cabonne LGA,

requesting a partnership in the development of the report. A 50-50 split of the costs has been suggested, making Council's contribution to the fee for the project being \$6,250.

## **ITEM 23 - REGIONAL ROAD TRANSFER AND CLASSIFICATION**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	Provide Council with background on the current New South Wales regional road transfer and classification process
<b>Policy Implications</b>	Nil at this stage
<b>Budget Implications</b>	Nil at this stage
<b>IPR Linkage</b>	1.1.1.b - Undertake service review of rural and urban road maintenance
<b>Annexures</b>	1. NSW Road Classification Review and Transfer Information Paper 2020 <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\ROADS and BRIDGES\PROGRAMS\REGIONAL AND LOCAL ROAD PROGRAMS - 1161251

### **RECOMMENDATION**

THAT Council:

1. Does not seek at this time transfer of any regional roads within the Cabonne Local Government Area
2. Submits to the Regional Road Transfer and Classification Independent Panel the following roads for consideration of classification to regional roads:
  - \* Vittoria Road from Mitchell Highway to Blayney Council boundary
  - \* Packham Drive from Molong to Manildra

### **DEPUTY GENERAL MANAGER - CABONNE INFRASTRUCTURE'S REPORT**

In February 2019, the Deputy Premier and Minister for Roads, Maritime and Freight announced the initiation of a Road Classification Review and the transfer of up to 15,000 kilometres of council owned and managed roads to State management. These commitments are now being carried forward as the Road Classification Review and Transfer project, led by an Independent Panel.

Within the scope of the Road Classification Review and Transfer are roads nominated:

- for classification review: All Local Government Areas state-wide may submit any road for reclassification as part of the review. Submissions

should align as far as possible with the criteria and principles to be released by the Independent Panel.

- for transfer: Regional Councils may submit council owned regional roads for transfer. A Regional Road transferred to State management would not become a designated State Road unless it met the criteria to be reclassified. A transferred road would become the responsibility of the State to manage and to fund but would most likely remain a Regional Road.

State Roads are major arterial links throughout the State and within major urban areas which are the responsibility of the State government to fund and prioritise, due to their significance in the network. State Roads include roads classified under the Roads Act 1993 as Freeways, State Highways and Important Main Roads.

Regional Roads are routes of secondary importance between State Roads and Local Roads. Regional Roads include roads classified under the Act as Secondary Roads and the less significant Main Roads. They also include some roads not classified under the Act. It is the responsibility of councils to fund, prioritise and carry out works on Regional Roads. They are eligible for funding assistance from the State government in recognition of their importance to the network.

Local Roads are the remaining council-controlled roads which provide for local circulation and access. It is the responsibility of councils to fund, prioritise and carry out works on Local Roads. Local Roads are eligible for State government grant funding to support maintenance through the \$500m Fixing Local Roads program as well as Financial Assistance Grant funding through the Federal Government.

#### Cabonne Council Regional Roads

The roads traversing the Cabonne LGA currently classified as Regional Roads are:

273A Cargo Road 50.20km (Orange to Canowindra)  
573 Burrendong Way 21.85km (Orange to Wellington)  
237B Warraderry Way 17.02km (Gooloogong to Nyrang)  
237B Nangar Road 11.27km (Nyrang to Canowindra)  
238 Nangar Road 25.08km (Nyrang to Eugowra)  
7511 Belubula Way 4.32km (Canowindra to Mandurama)  
233 Renshaw McGirr Way 35.48km (Yeoval to Parkes)  
234 Banjo Paterson Way 45.35km (Molong to Yeoval)

Given the classification definitions provided above, it is unlikely that any of these roads would qualify for classification review to a State Road. The attached information paper outlines general principles and criterion for transfer of regional roads to state roads. Principles listed include:

- Form a critical network link – closure to through traffic is not an option

- Priority to safety and efficiency of through traffic movement
- High flows of general traffic over long distances and high capacity relative to surrounding roads
- Continuous and regularly spaced in relation to traffic generating density
- Access to property and on street parking restricted as far as practicable
- Access available to all general access vehicle types as far as practicable
- Generally prioritises 'movement' over 'place'
- Provides for mass transit, smart motorways and high-volume freight where applicable
- Likely to form a major 'spoke' between regional centres or between regional and metropolitan centres
- Provides safe and efficient movement of high-volume freight
- Provides access for significant freight vehicles to major rural intermodal interchanges and urban distribution areas
- Support regional or State-significant economic activity
- Support 30-minute cities, where applicable
- May form a future autonomous vehicle/truck platooning route
- Perform city-shaping corridor or city-serving corridor functions (metropolitan areas).

The opportunity to transfer existing Regional roads to State government management is not recommended. There is no guarantee of an increased level of funding for the Regional road network resulting from the transfer and Council would lose its autonomy in the asset and maintenance management of these roads.

Under current funding arrangements and service levels, Council's regional road network maintenance and renewal is in a positive position. From a community perspective, there is not considered to be any significant benefit from an asset handover in the current operating environment.

While it is understood that Council would continue to deliver maintenance and construction works on these roads under a RMCC contract with the State Government, losing these roads as a Council asset may increase the likelihood of Council losing this work in the future (e.g. if the NSW Government was to put such works out to tender on the open market).

This would have significant impacts on the efficiency and effectiveness of Council's organisation – just as it would if Council were to lose the current work on State Roads – in terms of the loss of economies of scale.

#### Cabonne Council Local Roads

Council has also been invited to nominate any roads within its network for consideration for classification from local to regional road. The classification of regional road still maintains ownership and responsibility of the road to Council,

but in recognition of its regional importance, attracts state funding for both maintenance and renewal.

The criteria for Regional Roads are as follows:

- Links smaller towns within the State Road network
- Connects smaller towns with each other
- Performs a sub-arterial function in major urban centres by:
  - Supplementing the State Road network for significant intra-urban flows
  - Providing access for significant flows to other commercial and industrial centres
- Provides access from the State Road network to major recreation and tourist areas of State significance
- Provides a town or suburban centre a relief route for significant flow through traffic, especially freight vehicles

There are two local roads in particular which are believed to meet this criteria:

- Packham Drive between Molong with Manildra
- Vittoria Road between Millthorpe with the Mitchell Highway

Of Council's local road network, these two roads meet some of the criteria for regional road classification, and an application should be made for these.

**ITEM 24 - ADOPTION OF PROPOSED NAMING OF THE NEW BRIDGE ON EURIMBLA ROAD, CUMNOCK**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Council to adopt the proposed name as "Montgomery Bridge" for the newly constructed bridge on Eurimbla Road, Cumnock.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	1.1.4.c - Local road bridge construction undertaken
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\ROADS and BRIDGES\\NAMING\\BRIDGES - 1159658

**RECOMMENDATION**

THAT Council:

1. Resolve to adopt the proposed name as "*Montgomery Bridge*" for the newly constructed bridge on Eurimbla Road.
2. Publish a notice in the Government Gazette, a local newspaper and on Council's website advising the new bridge name including

notification to the relevant New South Wales agencies of the adopted new bridge name as "*Montgomery Bridge*" on Eurimbla Road.

## **DEPARTMENT LEADER - ASSETS & TECHNICAL SUPPORT'S REPORT**

On 23 June 2020 Council had resolved:

*THAT Council:*

- 1. Commence the public exhibition process to name the newly constructed bridge on Eurimbla Road, Cumnock as "Montgomery Bridge" in accordance with Geographical Names Board of NSW Policy on Place Naming as described in this report.*
- 2. Notify the relevant NSW agencies and seek concurrency with the proposed naming of the bridge.*
- 3. Proceed with the naming of the bridge if no submissions are received within 28 days of exhibition.*

As per the resolution, the proposed name "Montgomery Bridge" for the newly constructed bridge on Eurimbla was in public exhibition for 28 days. Council did not receive any objection on the proposed name of the bridge during the public exhibition. Also, Council notified relevant New South Wales agencies including transport for New South Wales and did not receive any objection on the proposed naming of the said bridge.

It is recommended to adopt the proposed name as "*Montgomery Bridge*" for the newly constructed bridge on Eurimbla Road.

In this regard, it is also recommended to publish a notice in the Government Gazette, a local newspaper and on Council's website advising the new bridge name including notification to the relevant New South Wales agencies of the adopted new bridge name.

## **ITEM 25 - REQUEST FOR DONATION OF FEES EQUIVELANT OF DEVELOPMENT APPLICATION FEES DA2020/0073 CUMNOCK SHOW SOCIETY**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	To request the donation equivelant of Development Application fees
<b>Policy Implications</b>	NIL
<b>Budget Implications</b>	NIL

<b>IPR Linkage</b>	4.5.3.a - Assess and determine planning and development applications to foster community growth within the shire
<b>Annexures</b>	Nil
<b>File Number</b>	\\Development Applications\\DEVELOPMENT APPLICATION\\2020\\03-2020-0073 - 1158146

### **RECOMMENDATION**

THAT Council donate from its s356 budget to the Cumnock Show Society the sum of \$2,021.27, being the development application and construction certificate fees (excluding GST) paid to council in relation to DA 2020/0073 for the construction of additions to the Cumnock Pavilion.

### **DEPARTMENT LEADER - DEVELOPMENT SERVICES' REPORT**

Council has received a request from the Cumnock Show Society seeking council's consideration of a donation equivalent to fees paid in association with the construction certificate for DA 2020/0073 for construction of additions to the Cumnock Show Society.

The construction certificate fee paid totalled \$3,589.50, which included a payment of \$1,365 to the Long Service Levy Corporation. The Long Service Levy Corporation fee would need to be refunded from the Corporation as it is not a Council fee.

The construction certificate was approved 26 August 2020.

The fees paid for this Construction Certificate (including GST) totalled consisted of the following:-

Construction Certificate	\$ 941.50
Inspections	\$ 300.00
Plumbing & drainage	\$ 83.00
Occupation Certificate	\$ 300.00
Total	\$ 2,224.50 (includes GST \$202.23)

Under Council's policy, fees for inspections and occupation certificates are not eligible for donation under delegation and requires approval from Council.

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

*1. Development Application (DA) fees*

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

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

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

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

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

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

**ITEM 26 - LOCAL HERITAGE GRANT APPLICATION - TELEGRAPH HOTEL MOLONG**

**REPORT IN BRIEF**

<b>Reason For Report</b>	For allocation of funding under the local Heritage Assistance Fund
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.3.a - Assess and determine planning and development applications to foster community growth within the shire
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\LAND USE AND PLANNING\\PLANNING\\HERITAGE STUDY REVIEW - 1158869

**RECOMMENDATION**

THAT Council allocates \$2,000 of the 2020/2021 Local Heritage Fund to Leslie Birdsall for the restoration of the verandah of the Telegraph Hotel, Molong.

**DEPARTMENT LEADER - DEVELOPMENT SERVICES' REPORT**

Cabonne Council is funding the Cabonne Local Heritage Assistance Fund 2020/2021 which is targeted at minor improvements and conservation works to heritage listed properties within the Shire. The fund recognises the importance of conserving, protecting and caring for heritage listed building and properties within the Shire.

Council is in receipt of an application for funding through the Local Heritage Fund for replacement of the verandah and painting of the façade at the Telegraph Hotel, Bank Street, Molong. The applicant for the project is Leslie Birdsall. The overall cost of works for the project is \$156,640 and the applicant is seeking \$2,000 towards the cost of the project.

The Telegraph Hotel is listed in Schedule 5 of the Cabonne Local Environmental Plan 2012 as an Item of Environmental Heritage. The Heritage Significance of the building is described as:

*Building of special architectural interest. Good example of its style with some interesting detailing. Key streetscape element due to its size, form and styling. Posted verandah and parapet form in keeping with the rest of the street. Has local historical significance.*

*One of the two remaining hotels in Molong, this two storey hotel is a significant local feature. Originally constructed as single storey 1893-1894. In 1907, it was renovated as two storey. In 1910, L.S. Robertson added to the building. Hotel built in the 1880s by Sampson Moss. Moss was the neighbouring blacksmith. He became the publican in 1893-94. Originally single storey. Rebuilt with two storeys after a fire. Additions were made in 1911 by William Gadd, a local builder. Shop downstairs was occupied by Blackadder Jeweller and later a barber.*

The works proposed are consistent with the advice provided by Council's Heritage Advisor. Accordingly, the application is supported on the basis of meeting the criteria for works which will enhance the streetscape and building.

Council's Policy encourages the annual heritage grants program to be utilised as widely as possible across the Shire, with \$1,000 being the general grant contribution; however this can be varied where there is sound conservation practice and the property is visible to the community.

In this instance, the property contributes to the heritage streetscape and is prominent in the town of Molong. It is recommended that \$2,000 be allocated towards the project.

**ITEM 27 - DEVELOPMENT APPLICATION 2020/0115 - LOT 17 DP 192649 - 90 RODD STREET, CANOWINDRA**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To seek Council's resolution to refuse DA 2020/0115
--------------------------	---

<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.3.a - Assess and determine planning and development applications to foster community growth within the shire
<b>Annexures</b>	Nil
<b>File Number</b>	\\Development Applications\\DEVELOPMENT APPLICATION\\2020\\03-2020-0115 - 1157250

### **RECOMMENDATION**

THAT Development Application 2020/0115 for a three-lot subdivision at 90 Rodd Street Canowindra, Lot 17 DP 192649 be refused for insufficient information.

### **TOWN PLANNER'S REPORT**

#### **ADVISORY NOTES**

##### **Record of voting**

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

##### **Political Disclosures**

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

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

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

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

Nil planning application disclosures have been received.

Nil public submission disclosures have been received.

### **SUMMARY**

The following report provides an assessment of the development application submitted for a three-lot subdivision at 90 Rodd Street Canowindra, Lot 17 DP 192649.

Applicant: A D'Onise

Owner: A D'Onise

Proposal: Subdivision (3 Lots)

Location: 90 Rodd Street, Canowindra – Lot 17 DP 192649

Zone: R1 General Residential

The application was received by Council on 27 February 2020 and to date, has been placed on 'stop the clock' pending additional information.

The information submitted in support of the application is inadequate and does not satisfy the minimum requirements of Schedule 1 of the *Environmental Planning and Assessment Regulations 2000* to allow for staff to undertake a full and proper assessment of the application pursuant to Clause 4.15 of the *Environmental Planning and Assessment Act 1979*.

It is recommended that the application be refused.

## **THE PROPOSAL**

It is proposed to subdivide the subject land into three separate residential allotments; however, the plans submitted in support of the application are inadequate and do not show the information required by Schedule 1 of the *Environmental Planning and Assessment Regulations 2000*.

## **MATTERS FOR CONSIDERATION**

Schedule 1 of the *Environmental Planning and Assessment Regulations 2000* prescribes certain information that is to be submitted in support of a development application. With regard to this application, the following information is absent:

Schedule 1 (2)(a) requires a site plan of the land to be provided that shows:

- the location, boundary dimensions, site area and north point of the land,
- existing vegetation and trees on the land,
- the location and uses of existing buildings on the land,
- existing levels of the land in relation to buildings and roads,
- the location and uses of buildings on sites adjoining the land.

Schedule 1 (2)(g) requires preliminary engineering drawings for the work to be carried out.

As the above information has not been provided by the applicant, it is not possible nor legal for council to approve a development without the necessary

information prescribed by Schedule 1 of the *Environmental Planning and Assessment Regulations 2000*.

Council staff have written to the applicant on three (3) separate occasions over a seven (7) month period requesting additional information. To date, no written response or acknowledgement of correspondence has been received regarding the repeated requests for additional information.

Considering that the applicant has had seven (7) months to provide the requested information, it is recommended that the application be refused.

## **SUMMARY**

The proposed development does not comply with the provisions of the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2000*. As such, the development application is to be refused pursuant to clause 4.16(1)(b) *Environmental Planning and Assessment Act 1979*.

## **ITEM 28 - PROPOSED ROAD NAMING - "UNNAMED NEW ROAD", LOWER LEWIS PONDS**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	Council has received an application to name a new road that is being developed in Lower Lewis Ponds as 'Duist Lane'.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.a - Provide quality administrative support and governance to councillors and residents
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\ROADS and BRIDGES\NAMING\ROADS AND LANES - 1158652

### **RECOMMENDATION**

THAT Council:

1. Proceed with public consultation proposing to name the road identified in the report as "Duist Lane"; and
2. Assuming no objections are received, Council proceeds with the naming of the road as "Duist Lane" in accordance with Section 162 of the Roads Act, 1993.

## **DEPARTMENT LEADER - ASSETS & TECHNICAL SUPPORT'S REPORT**

Council granted development consent on 20 November 2007 to a 2 lot subdivision (DA 2007/05) of land fronting Lower Lewis Ponds Road in Lower Lewis Ponds. One of the conditions of development consent was that a sealed road be constructed off Lower Lewis Ponds Road as part of the subdivision to provide access to proposed new lots (Condition 15), and also that the developer suggest a name for this road together with reasons for the choice (Condition 14).

Council has received an application to name the newly developed road providing access to Lot 94 and 102 DP 750418 and Lot 42 DP 780389, known as 1562 Lower Lewis Ponds Road, Lower Lewis Ponds. The short road runs in a north westerly direction off Lower Lewis Ponds Road for a distance of 50m.

The name 'Duist Lane' has been suggested by the developer as it represents the names of the original owners of the land as shown on the original Portion Plans, being James Augustus Duist (Portion 94 - granted 1926) and Catherine Duist (Portion 102 - granted 1929).

It is therefore suggested that this road be named "Duist Lane". The name is considered suitable due to its historic link, and fits within the guidelines set out by the Geographical Names Board, NSW.



**ITEM 29 - PROPOSED ROAD NAMING - "UNNAMED NEW ROAD",  
SUMMER HILL CREEK**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Council has received an application to name a new road that is being developed in Summer Hill Creek as 'River Oak Drive'.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.a - Provide quality administrative support and governance to councillors and residents
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\ROADS and BRIDGES\NAMING\ROADS AND LANES - 1158648

### **RECOMMENDATION**

THAT Council:

1. Proceed with public consultation proposing to name the road identified in the report as "River Oak Drive"; and
2. Assuming no objections are received, Council proceeds with the naming of the road as "River Oak Drive" in accordance with Section 162 of the Roads Act, 1993.

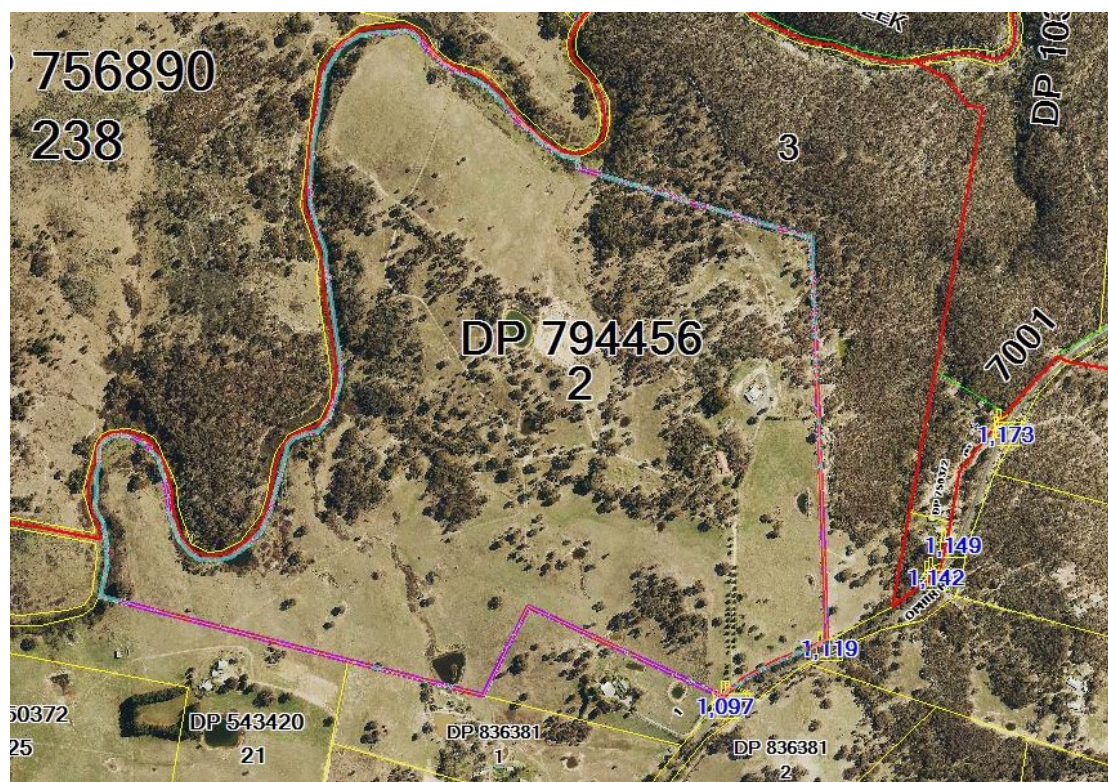
### **DEPARTMENT LEADER - ASSETS & TECHNICAL SUPPORT'S REPORT**

Council granted development consent on 29 November 2017 to a 13 lot subdivision (DA 2017/154) of land fronting Ophir Road in Summer Hill Creek. One of the conditions of development consent was that a sealed road be constructed as part of the subdivision to provide access to proposed new lots (Condition 4), and also that the developer suggest a name for this road together with reasons for the choice (Condition 14).

Council has received an application to name the newly developed road through Lot 2 DP 794456, known as 1099 Ophir Road, Summer Hill Creek. The road runs in a northerly direction off Ophir Road for a distance of 350m, then extends in a north westerly direction for 250m, then south west for 530m to its termination point.

The name 'River Oak Drive' has been suggested by the developer as it represents the name of a native tree species apparently observed on the property and rarely found elsewhere in Central West NSW.

It is therefore suggested that this road be named "River Oak Drive". The name is considered suitable due to its botanical link, and fits within the guidelines set out by the Geographical Names Board, NSW.



**ITEM 30 - QUESTIONS FOR NEXT MEETING**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To provide Councillors with an opportunity to ask questions/raise matters which can be provided/addressed at the next Council meeting.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g. Code of Meeting Practice adhered to
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\NOTICES - MEETINGS - 1155608

**RECOMMENDATION**

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

**GENERAL MANAGER REPORT**

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

**ITEM 31 - BUSINESS PAPER ITEMS FOR NOTING**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Provides an opportunity for Councillors to call items for noting for discussion and recommends remainder to be noted.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g - Code of Meeting Practice adopted and implemented.
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\PROCEDURES - 1155609

**RECOMMENDATION**

THAT:

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

**GENERAL MANAGER 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 32 - MATTERS OF URGENCY**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Enabling matters of urgency to be called.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.a. Provide quality administrative support and governance to councillors and residents
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\NOTICES - MEETINGS - 1155610

**RECOMMENDATION**

THAT Councillors call any matters of urgency.

**GENERAL MANAGER 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 33 - COMMITTEE OF THE WHOLE SECTION OF THE MEETING**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Enabling reports to be considered in Committee of the Whole.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.g. Code of Meeting Practice adhered to
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\PROCEDURES - 1155611

**RECOMMENDATION**

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

**GENERAL MANAGER 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 25 AUGUST, 2020 COMMENCING AT 2.00PM**

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
ADJOURNMENT OF MEETING.....	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 GOVERNMENT INFORMATION PUBLIC ACCESS ACT 2009 (GIPA) AGENCY INFORMATION GUIDE - ANNUAL REVIEW .....	3
ITEM - 9 AUSTRALIA DAY 2021 .....	4
ITEM - 10 LGNSW STATE CONFERENCE MOTIONS .....	4
ITEM - 12 CANOWINDRA TOWN CENTRE URBAN DESIGN PROJECT .....	4
ITEM - 13 MOLONG RECREATION AREAS - DRAFT MASTERPLANS .....	4
ITEM - 15 RESOURCES FOR REGIONS PROGRAM - ROUND SEVEN .....	5
ITEM - 16 CABONNE COUNCIL POOL MASTERPLAN.....	5
ITEM - 17 IMPACT OF COVID-19 ON 2020/21 POOL SEASON .....	5
ITEM - 18 DEVELOPMENT APPLICATION 2020/0154 - FENCE- LOT 23 DP 848546 - 82 MARSDEN STREET, MOLONG.....	6
ITEM - 19 QUESTIONS FOR NEXT MEETING.....	6
ITEM - 20 BUSINESS PAPER ITEMS FOR NOTING .....	7
ITEMS FOR NOTATION.....	7
ITEM - 9 TREE MAINTENANCE IN MANILDRA .....	7
ITEM - 21 MATTERS OF URGENCY .....	7
ITEM - 22 COMMITTEE OF THE WHOLE SECTION OF THE MEETING .....	7
ITEM - 11 DRAFT CANOWINDRA TOWN IMPROVEMENT FUND RESERVE POLICY.....	8
ITEM - 14 EVENTS ASSISTANCE PROGRAM .....	8
CONFIDENTIAL ITEMS .....	8
ITEM - 1 CARRYING OF COMMITTEE RESOLUTION INTO CLOSED COMMITTEE OF THE WHOLE MEETING.....	8
ITEM - 2 MOLONG LIMESTONE QUARRY LEASE.....	9

THIS IS PAGE NO 1 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE  
COUNCIL HELD ON 25 AUGUST, 2020

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MOLONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 2

<b>ITEM - 3</b>	<b>NETWASTE TENDER - COLLECTION AND DISPOSAL OF USED MOTOR OIL CONTRACT .....</b>	<b>9</b>
<b>ITEM - 4</b>	<b>CONTRACT NO 1177110 - DESIGN, SUPPLY &amp; INSTALLATION OF INCLUSIVE PLAYGROUNDS AT MORRIS PARK, CANOWINDRA AND DR ROSS MEMORIAL RECREATION GROUND, MOLONG .....</b>	<b>9</b>
	<b>REPORT &amp; RESOLUTIONS OF COMMITTEE OF THE WHOLE .....</b>	<b>10</b>

---

**THIS IS PAGE NO 2 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE  
COUNCIL HELD ON 25 AUGUST, 2020**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MOLONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 1

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

Also present were the General Manager, Deputy General Manager - Cabonne Services, Deputy General Manager - Cabonne Infrastructure, Department Leader - Governance & Corporate Performance and Governance Officer.

**ITEMS FOR DETERMINATION**

**ITEM - 1 APPLICATIONS FOR LEAVE OF ABSENCE**

**MOTION** (Newsom/Durkin)

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

20/08/01 Carried

**ITEM - 2 DECLARATIONS OF INTEREST**

Proceedings in Brief

Clr Batten declared an interest (identified as a perceived conflict of interest, non-significant, non-pecuniary) in items 13 and 14 as he is the Chair of Molong Advancement Group and a member of Banjo Paterson Festival Committee.

**MOTION** (Jones/Durkin)

THAT the declarations of interest be noted.

20/08/02 Carried

**ITEM - 3 DECLARATIONS FOR POLITICAL DONATIONS**

**MOTION** (Durkin/Oldham)

THAT it be noted there were nil declarations for political donations

20/08/03 Carried

It was noted the time being 2.03pm the meeting was adjourned.

**ADJOURNMENT OF MEETING**

**MOTION** (Beatty/Jones)

**THIS IS PAGE NO 1 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE COUNCIL HELD ON 25 AUGUST, 2020**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MOLONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 2

THAT Council adjourn the Ordinary Council meeting until the conclusion of an Outstanding Service Award presentation.

20/08/04 Carried

It was noted the time being 2.23pm the Mayor resumed the Ordinary Meeting.

**ITEM - 4 MAYORAL MINUTE - APPOINTMENTS**

Proceedings in Brief

Clr Beatty

28/07/20 – Attended the Molong Office for the business paper review with the General Manager, Deputy General Managers, Deputy Mayor and Clr Durkin.

31/07/20 – Attended the Molong Office for an online J.O. meeting with the Deputy Prime Minister. Meeting with the General Manager.

03/08/20 – Attended the Molong Office for a meeting regarding the Molong Community Centre Project.

05/08/20 – Attended an interview with Neil Gill radio program. Attended Nashdale Hall with the General Manager and Clr Oldham for a community meeting.

07/08/20 – Attended the Kangarooie Road users meeting with the Deputy Mayor, General Manager, Deputy General Manager Infrastructure. Then attended the Kangarooie Road Users meeting.

11/08/20 – Attended the Molong Office for a meeting with the General Manager. Attended the Councillor Workshop.

13/08/20- Attended the Molong RSL for the Molong Advancement Group meeting.

14/08/20 – Telephone call with Ted Ryan regarding poor state of roads. Attended site inspection of Finch Road.

19/08/20 – Attended an interview with Neil Gill radio program. Meeting with the General Manager.

24/08/20 – Attended the Molong RSL Club for the Molong Town Centre consultation meeting.

Clr Oldham

03/08/20 – Attended a meeting regarding Molong Community Centre at Council Chambers.

05/08/20 – Attended a meeting for Nashdale Action Group with the Mayor and General Manager at Nashdale Hall.

11/08/20 – Attended the Councillor Workshop.

13/08/20 – Attended Molong Advancement Group meeting at Molong RSL.

18/08/20 – Attended a meeting regarding Cabonne Acquisitive Art Prize at Council Chambers.

---

**THIS IS PAGE NO 2 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE COUNCIL HELD ON 25 AUGUST, 2020**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MOLONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 3

Clr Jones

28/07/20 – Attended the July business paper review and Council Meeting.

07/08/20 – Attended the Kargaroobie Road users meeting with the Mayor, General Manager and Deputy General Manager Infrastructure.

10/08/20 – Attended Cudal's Cordon Store Meeting.

11/08/20 – Attended the Councillor workshop. Attended the Eugowra Progress and Promotion Association meeting.

13/08/20 – Attended the Molong Advancement Group meeting.

24/08/20 – Attended the Molong Town Centre consultation meeting.

**MOTION** (Beatty/-)

THAT the information contained in the Mayoral Minute be noted.

20/08/05 Carried

**ITEM - 5 COMMITTEE OF THE WHOLE**

Proceedings in Brief

It was noted Clr Newsom called item 11 and Clr Jones called item 14.

**MOTION** (Weaver/Davison)

THAT the items called be debated in Committee of the Whole.

20/08/06 Carried

**ITEM - 6 GROUPING OF REPORT ADOPTION**

**MOTION** (Durkin/Jones)

THAT items 7 to 10 be moved and seconded.

20/08/07 Carried

**ITEM - 7 CONFIRMATION OF THE MINUTES**

**MOTION** (Durkin/Jones)

THAT the minutes of the Ordinary meeting held 28 July 2020 be adopted.

20/08/08 Carried

**ITEM - 8 GOVERNMENT INFORMATION PUBLIC ACCESS ACT 2009  
(GIPA) AGENCY INFORMATION GUIDE - ANNUAL REVIEW**

**MOTION** (Durkin/Jones)

THIS IS PAGE NO 3 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE COUNCIL HELD ON 25 AUGUST, 2020

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MO LONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 4

THAT Council adopt the annexed draft 2020/21 Agency Information Guide.

20/08/09 Carried

**ITEM - 9 AUSTRALIA DAY 2021**

**MOTION** (Durkin/Jones)

THAT Council note the schedule for Australia Day 2021.

20/08/10 Carried

**ITEM - 10 LGNSW STATE CONFERENCE MOTIONS**

**MOTION** (Durkin/Jones)

THAT Council adopt the proposed Motions as outlined in the report for submission to the 2020 LGNSW Business Paper.

20/08/11 Carried

It was noted that Item 11 was called to be debated in Committee of the Whole.

**ITEM - 12 CANOWINDRA TOWN CENTRE URBAN DESIGN PROJECT**

**MOTION** (Weaver/Nash)

THAT:

1. The Canowindra Town Centre Review of Submissions Table, dated August 2020, be noted and a copy of the document sent to all submission makers for their information as well as uploaded onto Council's website for a period of no less than 21 days; and
2. Council undertake the urban design process for the Canowindra Town Centre and that this be informed by the submissions to the Canowindra Town Centre issues paper.

20/08/12 Carried

It was noted Cllr Batten declared an interest (identified as a perceived conflict of interest, non-significant, non-pecuniary) in the following item and remained in the chamber.

**ITEM - 13 MO LONG RECREATION AREAS - DRAFT MASTERPLANS**

**MOTION** (Jones/Oldham)

THAT Council:

**THIS IS PAGE NO 4 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE COUNCIL HELD ON 25 AUGUST, 2020**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MOLONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 5

1. Resolve to 'adopt in principle' the three Molong Recreational Ground Master Plans.
2. Utilises the Molong Recreational Ground Master Plans in its decision making and planning processes under Council's integrated planning and reporting framework as well as grant funding opportunities.

20/08/13 Carried

It was noted item 14 was called to be debated in Committee of the Whole.

**MOTION** (Treavors/Newsom)

THAT Council hereby resolve itself into Committee of the Whole to discuss item 15.

20/08/14 Carried

**ITEM - 15 RESOURCES FOR REGIONS PROGRAM - ROUND SEVEN**

**MOTION** (Treavors/Newsom)

THAT Council apply for funding under round seven of the Resources for Regions Program to fund the construction of a new amenities block and spectator seating at Tom Clyburn Oval in Canowindra;

20/08/15 Carried

**ITEM - 16 CABONNE COUNCIL POOL MASTERPLAN**

**MOTION** (Treavors/Weaver)

THAT Council endorse the prioritisation of the Cabonne Public Swimming Pool strategic plan within the Council works program and fund the strategy through;

1. Reprioritisation of \$43,774 within the 2020/21 capital works program
2. Fund \$19,026 from Council reserves, to be recognised in the 2020/21 first quarter budget review.

20/08/16 Carried

**ITEM - 17 IMPACT OF COVID-19 ON 2020/21 POOL SEASON**

**MOTION** (Durkin/Nash)

THAT Council:

1. Support the closure of any Cabonne pool facility if Public Health Order requirements cannot be reasonably met or managed; and

**THIS IS PAGE NO 5 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE COUNCIL HELD ON 25 AUGUST, 2020**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MOLONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 6

2. Support the reduction of public pool use hours from 30 to 20 per week for the village pools (excluding Molong and Canowindra) to ensure Covid-19 Public Health Order requirements are met.

20/08/17 Carried

**ITEM - 18 DEVELOPMENT APPLICATION 2020/0154 - FENCE- LOT 23 DP  
848546 - 82 MARSDEN STREET, MOLONG**

**MOTION** (Nash/Durkin)

THAT Development Application 2020/0154 for a fence at 82 Marsden Street, Molong, be refused for the following reasons:

1. The development for which consent is sought is inconsistent with the objectives of the R5 Large Lot Residential zone.
2. The development for which consent is sought is inconsistent with Clauses 1.2 and 3.3 of council's Development Control Plan No 6 – Rural Small Holdings.
3. The granting of development consent is not in the public interest.
4. The development for which consent is sought will unreasonably and unnecessarily impact the visual amenity of the adjoining property.
5. The development for which consent is sought creates adverse visual impacts on the locality.

20/08/18 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 as follows:

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

Against - Nil

**ITEM - 19 QUESTIONS FOR NEXT MEETING**

**MOTION** (Davison/Durkin)

THAT:

1. Staff investigate opportunities to support service providers in the community with a focus on mental health, and a report be provided to an upcoming Council meeting;

**THIS IS PAGE NO 6 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE  
COUNCIL HELD ON 25 AUGUST, 2020**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MO LONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 7

2. Council note that the fossil site property at Canowindra is for sale and the matter be included for discussion at the September Councillor Workshop;
3. The inlet and outlet drainage pipe on Belubula Way be located and cleared to allow water to drain away; and
4. The potential impacts of the recommendations from the Local Government Rating System review on Council's rating income be reported to the next Council meeting.

20/08/19 Carried

**ITEM - 20 BUSINESS PAPER ITEMS FOR NOTING**

Proceedings in Brief

It was noted Cllr Nash called item 9 to be further considered.

**MOTION** (Treavors/Jones)

THAT:

1. Item 9 be further considered; and
2. The remaining notation items be noted.

20/08/20 Carried

**ITEMS FOR NOTATION**

**ITEM - 9 TREE MAINTENANCE IN MANILDRA**

Proceedings in Brief

Cllr Nash thanked the Deputy General Manager Infrastructure for the report and requested a timeframe. The Deputy General Manager Infrastructure advised that as reported the works would commence in September and is due for completion by 30 October 2020.

**MOTION** (Nash/Treavors)

THAT the information be noted.

20/08/21 Carried

**ITEM - 21 MATTERS OF URGENCY**

**MOTION** (Weaver/Durkin)

THAT it be noted there were nil matters of urgency.

20/08/22 Carried

**ITEM - 22 COMMITTEE OF THE WHOLE SECTION OF THE MEETING**

**MOTION** (Treavors/Nash)

THIS IS PAGE NO 7 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE COUNCIL HELD ON 25 AUGUST, 2020

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MO LONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 8

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

20/08/23 Carried

**ITEM - 11 DRAFT CANOWINDRA TOWN IMPROVEMENT FUND  
RESERVE POLICY**

**RECOMMENDATION** (Newsom/Mullins)

THAT Council endorse the draft Canowindra Town Improvement Fund Reserve Policy and place the draft policy on public exhibition.

1. Carried

It was noted Cllr Batten declared an interest (identified as a perceived conflict of interest, non-significant, non-pecuniary) in the following item and remained in the chamber.

**ITEM - 14 EVENTS ASSISTANCE PROGRAM**

**RECOMMENDATION** (Jones/Treavors)

THAT Council approve the Event Assistance Program (EAP) funding for applications 1 through 4 as detailed in the report.

2. Carried

It was noted the time being 3.06pm 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** (Weaver/Oldham)

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

THIS IS PAGE NO 8 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE COUNCIL HELD ON 25 AUGUST, 2020

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MOLONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 9

3. Carried

**ITEM - 2 MOLONG LIMESTONE QUARRY LEASE**

**RECOMMENDATION** (Durkin/Nash)

THAT the information be noted.

4. Carried

**ITEM - 3 NETWASTE TENDER - COLLECTION AND DISPOSAL OF  
USED MOTOR OIL CONTRACT**

**RECOMMENDATION** (Davison/Nash)

THAT Council:

1. Accept the tender submitted by Cleanaway dated 28 July 2020, for the collection and disposal of used motor oil, for the initial two (2) year term, and sign the required contract documentation; and
2. That authority be granted for the application of the council seal to the contract documents.

5. Carried

**ITEM - 4 CONTRACT NO 1177110 - DESIGN, SUPPLY & INSTALLATION  
OF INCLUSIVE PLAYGROUNDS AT MORRIS PARK,  
CANOWINDRA AND DR ROSS MEMORIAL RECREATION  
GROUND, MOLONG**

**RECOMMENDATION** (Weaver/Nash)

THAT Council:

1. Resolve not to accept any Tender for the supply and installation of inclusive playgrounds at Canowindra and Molong, in accordance with Clause 178 (1b) of the Local Government (General) Regulation 2005.
2. In accordance with Clause 178 (3e) of the Local Government (General) Regulation 2005, enter into negotiations with the intent to enter into a contract for the supply of inclusive playgrounds at Canowindra and Molong.
3. Resolve in accordance with Clause 178 (4b) of the Local Government (General) Regulation 2005, not call for new tenders, noting that it is considered calling for new tenders will not allow Council to meet its strategic objectives for the project.

**THIS IS PAGE NO 9 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE  
COUNCIL HELD ON 25 AUGUST, 2020**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS  
MOLONG ON TUESDAY 25 AUGUST, 2020 COMMENCING AT 2.00PM**

Page 10

4. Authorise the General Manager to enter into a contract with a contractor to deliver the supply of inclusive playgrounds at Canowindra and Molong, subject to successful negotiations.
5. Authorise any variation to the contract for the project provided the variations are contained within the overall approved budget.

6. Carried

It was noted the time being 3.20pm the Mayor resumed the Ordinary meeting.

**REPORT & RESOLUTIONS OF COMMITTEE OF THE WHOLE**

**MOTION** (Oldham/Treavors)

THAT the Report and Recommendations of the Committee of the Whole Meeting held on Tuesday 25 August, 2020 be adopted.

20/08/24 Carried

There being no further business, the meeting closed at 3.22pm.

CHAIRMAN.

Chairman of the Ordinary Meeting of Cabonne Council held on the 22 September, 2020 at which meeting the listed minutes were confirmed and the signature hereon was subscribed.

---

THIS IS PAGE NO 10 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE COUNCIL HELD ON 25 AUGUST, 2020

**REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE MEETING HELD AT THE  
BLAYNEY COMMUNITY CENTRE ON WEDNESDAY 2 SEPTEMBER, 2020 COMMENCING  
AT 9.00AM**

Page 1

**TABLE OF CONTENTS**

ITEM - 1	APOLOGIES.....	1
ITEM - 2	DECLARATIONS OF INTEREST.....	1
ITEM - 3	CONFIRMATION OF THE MINUTES.....	1
ITEM - 9	INTERIM AUDIT LETTER .....	1
ITEM - 10	2019/2020 FINANCIAL STATEMENTS.....	2
ITEM - 8	INTERNAL AUDIT REPORT - PROJECT MANAGEMENT FRAMEWORK .....	3
ITEM - 4	ENTERPRISE RISK MANAGEMENT FRAMEWORK - UPDATE REPORT .....	3
ITEM - 5	INTERNAL AUDIT ACTION PLAN - GOVERNANCE AND RISK REVIEW .....	3
ITEM - 6	INTERNAL AUDIT ACTION PLAN - AQUATIC CENTRE REVIEW.....	4
ITEM - 7	CYBERSECURITY AUDIT - UPDATE REPORT.....	4
ITEM - 11	SAFework DIRECTED ENGAGEMENT PROGRESS REPORT .....	5
ITEM - 12	AUDIT, RISK AND IMPROVEMENT COMMITTEE - 2020 ANNUAL REPORT .....	5
	ADDITIONAL ITEMS.....	6

---

THIS IS PAGE NO 1 OF THE REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE  
MEETING OF CABONNE COUNCIL HELD ON 2 SEPTEMBER, 2020

**REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE MEETING HELD AT THE  
BLAYNEY COMMUNITY CENTRE ON WEDNESDAY 2 SEPTEMBER, 2020 COMMENCING  
AT 9.00AM**

Page 1

**PRESENT:**

Phillip Burgett	Independent Member – Chair (Voting)
Donna Rygate	Independent Member (Voting)
Kevin Beatty	Mayor (Voting)
Brad Byrnes	General Manager (Non-Voting)
Matthew Christensen	Deputy General Manager – Cabonne Infrastructure (Non-Voting)
Nathan Stubberfield	Dept. Leader Innovation & Technology (Non-Voting)
Jolene Pearson	Dept. Leader Governance & Corporate Performance (Non-Voting)

**BY TELEPHONE:**

Leanne Smith	Intentus (Items 9 & 10)
Veronica Windus	Dept. Leader Finance (Items 9 & 10)
Phil Swaffield	National Audits Group (Item 8)

**ITEM - 1 APOLOGIES**

**RECOMMENDATION** (Rygate/Beatty)

THAT the apologies tendered on behalf of Karen Taylor (Audit Office) and Debra Hamilton (Risk & Legal Coordinator) be accepted.

**ITEM - 2 DECLARATIONS OF INTEREST**

**RECOMMENDATION** (Rygate/Beatty)

THAT it be noted there were nil declarations of interest.

**ITEM - 3 CONFIRMATION OF THE MINUTES**

**RECOMMENDATION** (Rygate/Beatty)

THAT the minutes of the meeting held 3 June 2020 as presented be adopted.

It was noted that Items 9 & 10 were called for discussion as Leanne Smith and Veronica Windus were both available by telephone.

**ITEM - 9 INTERIM AUDIT LETTER**

Proceedings in Brief

**THIS IS PAGE NO 1 OF THE REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE  
MEETING OF CABONNE COUNCIL HELD ON 2 SEPTEMBER, 2020**

**REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE MEETING HELD AT THE BLAYNEY COMMUNITY CENTRE ON WEDNESDAY 2 SEPTEMBER, 2020 COMMENCING AT 9.00AM**

Page 2

Leanne Smith noted that a number of previous matters have been addressed, including new employees and credit cards and that the new accounting standards and changes relating to Crown Lands will be addressed in the year end audit. Leanne also noted that although there is no quick fix to the IT related issues, it appears the recommendations from the cyber security audit are being addressed and are a work in progress.

Leanne stated that no new matters have been raised but stated that not being onsite for the interim audit has meant there has been a lack of discovery of new matters.

Phillip Burgett queried the plant utilisation. The General Manager stated that the Dept. Leader Plant & Depots has commenced working on this matter. Matthew Christensen further commented that the first utilisation report produced standard hours that are not correct, he noted that the IPWEA Best Practice will be implemented and will be a good benchmark for measurements. Matthew said that the next phase would be to vary the way utilisation is booked out and change the process of recording the number of plant that is underutilised.

**RECOMMENDATION** (Beatty/Rygate)

THAT the committee note the issues raised and responses from management contained in the Interim Management Letter for the year ending 30 June 2020.

**ITEM - 10 2019/2020 FINANCIAL STATEMENTS**

**Proceedings in Brief**

Leanne Smith advised that the end year audit is scheduled for 21 September and will be onsite. Leanne noted that the valuation audit has not yet been completed as it was only received two weeks ago but commented that it was good that Council staff reviewed the valuations and raised the concerns directly with the Valuer as now there is more confidence in the end result.

The General Manager queried the matters/issues were. Veronica Windus explained that the spreadsheet register did not match the report and that there were issues with the length of the road being different from what was previously reported. Veronica explained that Shepherd's (Valuer) used a different instrument for measurement that has provided greater confidence in the measurements provided this year. Veronica noted that preparation of the financial statements is on track and that she is currently reviewing the new accounting standards.

Phillip Burgett asked if there was any concerns with adopting the new accounting standards. Veronica said that she had no concerns and noted that the OLG has provided very clear and useful guidance papers to assist.

**RECOMMENDATION** (Beatty/Rygate)

THAT the committee note the report.

**THIS IS PAGE NO 2 OF THE REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE MEETING OF CABONNE COUNCIL HELD ON 2 SEPTEMBER, 2020**

**REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE MEETING HELD AT THE  
BLAYNEY COMMUNITY CENTRE ON WEDNESDAY 2 SEPTEMBER, 2020 COMMENCING  
AT 9.00AM**

Page 3

It was noted Item 8 was called for discussion as Phil Swaffield (National Audits Group) was available by telephone.

**ITEM - 8 INTERNAL AUDIT REPORT - PROJECT MANAGEMENT  
FRAMEWORK**

Proceedings in Brief

Phillip Burgett stated the report presented was very constructive.

Phil Swaffield wished to comment that the report does not reflect that Council actually do good things and do have resources, tool and techniques in place and that are just not being applied in a consistent manner.

Phillip Burgett asked if that would indicate that the inadequacy of the framework is not as severe as suggested in the report. Phil Swaffield clarified that there are some good things in place but overall the project management framework is inadequate.

Donna Rygate commented that she has no concerns overall as it all forms an improvement process.

Phillip Burgett said that the NP (not provided) responses seem to show inconsistencies. Matthew Christensen advised that the three projects that were audited all had failures and noted that successful projects were not targeted and the selected projects had a multitude of different issues. Matthew advised that Morrison Low has been engaged to develop the framework.

Phil Swaffield wished to acknowledge management's response and receptiveness of the recommendations.

**RECOMMENDATION** (Rygate/Beatty)

THAT the Committee note and support the recommendations of the Cabonne Council Project Management Framework Internal Audit Report.

**ITEM - 4 ENTERPRISE RISK MANAGEMENT FRAMEWORK - UPDATE  
REPORT**

Proceedings in Brief

The General Manager explained that Council will be holding a workshop and training day for development of a Risk Appetite, this will include senior staff, councillors and ARIC members on 13 October at Molong.

**RECOMMENDATION** (Rygate/Beatty)

THAT the committee note the progress of the implementation of the Enterprise Risk Management Policy, Strategy and Manual.

**ITEM - 5 INTERNAL AUDIT ACTION PLAN - GOVERNANCE AND RISK**

THIS IS PAGE NO 3 OF THE REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE MEETING OF CABONNE COUNCIL HELD ON 2 SEPTEMBER, 2020

**REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE MEETING HELD AT THE  
BLAYNEY COMMUNITY CENTRE ON WEDNESDAY 2 SEPTEMBER, 2020 COMMENCING  
AT 9.00AM**

Page 4

**REVIEW**

Proceedings in Brief

Phillip Burgett queried if the Legislative Compliance Register would be ready to be reported to the September ELT meeting as stated in the report. The General Manager advised that although it is a big job that a draft should be ready to be presented the September ELT meeting.

Phillip Burgett commented that the structure and content of the Internal Audit Action Plan reports are exactly what the committee want to see, noting that they are clear and easy to understand and simple to follow the progress.

Donna Rygate queried when the various recommendations relating to the S355 committees would be done. The General Manager advised that a discussion paper would be included at the September Councillor workshop and a further report to the September Council meeting to tidy up some of the current functions, noting that it is a long process and it is hoped to have all committee functions identified and changes adopted prior to a new Council commencing in 2021. He stated that progress would be updated in the action reports for future ARIC meetings.

**RECOMMENDATION** (Beatty/Rygate)

THAT the progress towards completing the recommendations from the Governance and Risk review be noted.

**ITEM - 6 INTERNAL AUDIT ACTION PLAN - AQUATIC CENTRE  
REVIEW**

Proceedings in Brief

Donna Rygate queried the overdue timelines and if the progress indicator should be red and noted that the pool off season is almost up. The General Manager advised that may need to be reviewed. He further noted that due to Covid-19 there are concerns with how Council will manage its pools in the upcoming season and advised that these concerns have been raised with Western NSW Local Health District and assistance has been requested with developing guidelines on the management of pools.

**RECOMMENDATION** (Rygate/Beatty)

THAT the progress towards completing the recommendations from the Aquatic Centre Review be noted.

**ITEM - 7 CYBERSECURITY AUDIT - UPDATE REPORT**

Proceedings in Brief

Nathan Stubberfield explained that he is working through the recommendations in the cybersecurity governance report point by point and will continue to monitor and track monthly. He further explained that all of the

**THIS IS PAGE NO 4 OF THE REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE  
MEETING OF CABONNE COUNCIL HELD ON 2 SEPTEMBER, 2020**

**REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE MEETING HELD AT THE BLAYNEY COMMUNITY CENTRE ON WEDNESDAY 2 SEPTEMBER, 2020 COMMENCING AT 9.00AM**

Page 5

recommendations from the penetration testing have been completed and he will continue to apply patches as required. He noted that he is utilising Security NSW resources.

Phillip Burgett asked Nathan if he thought he would be able to stay on top of the penetration testing recommendations moving forward. Nathan said that the patching is not labour intensive and policies are being developed which will provide timeframes for penetration testing.

The General Manager advised that annual reports will be provided to the ARIC.

**RECOMMENDATION** (Rygate/Beatty)

THAT the progress towards completing the recommendations from the Cybersecurity Governance and Penetration Testing audit review be noted.

**ITEM - 11 SAFEWORK DIRECTED ENGAGEMENT PROGRESS REPORT**

**Proceedings in Brief**

The General Manager said that SafeWork have not contacted Council but they have been advised that all of the issues have been addressed. He stated that the ongoing improvement plan will continue to be reported to the ARIC meeting. He confirmed that a finalisation process will be followed up with SafeWork.

Donna Rygate acknowledged Council's response to the Improvement Plan.

**RECOMMENDATION** (Beatty/Rygate)

THAT the committee note the WHSMS Improvement Progress Report.

**ITEM - 12 AUDIT, RISK AND IMPROVEMENT COMMITTEE - 2020 ANNUAL REPORT**

**Proceedings in Brief**

Phillip Burgett queried who was the alternate councillor delegate to the ARIC so that the details could be included in the annual report. The General Manager said that he believes it is the Deputy Mayor but will provide confirmation.

**RECOMMENDATION** (Rygate/Beatty)

THAT:

1. the draft Audit, Risk and Improvement Committee – 2020 Annual Report is received and endorsed; and
2. the report be presented to Council for confirmation.

**THIS IS PAGE NO 5 OF THE REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE MEETING OF CABONNE COUNCIL HELD ON 2 SEPTEMBER, 2020**

**REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE MEETING HELD AT THE  
BLAYNEY COMMUNITY CENTRE ON WEDNESDAY 2 SEPTEMBER, 2020 COMMENCING  
AT 9.00AM**

Page 6

**ADDITIONAL ITEMS**

The General Manager queried if the next meeting could be held at Cabonne. Phillip Burgett and Donna Rygate agreed that they had no issues with the request. The General Manager said that he would discuss with Blayney Council and Central Tablelands Water to determine if it would suit their members to hold the meeting at Cabonne.

Next meeting 18/11/2020.

There being no further business, the meeting closed at 2.46pm.

---

**THIS IS PAGE NO 6 OF THE REPORT OF THE AUDIT, RISK, IMPROVEMENT COMMITTEE  
MEETING OF CABONNE COUNCIL HELD ON 2 SEPTEMBER, 2020**



## **Audit, Risk and Improvement Committee**

### **2020 Annual Report to Council**

#### **Introduction**

On behalf of the Audit, Risk and Improvement Committee ('Committee' or 'ARIC'), I present the ARIC report for Cabonne Council (CC) covering the period of activity from January 2019 to 30 June 2020.

The extended period covered by this report is a consequence of the change in Committee Chairmanship in early 2019, at which time the previous report from the Committee up to 31 December 2018 was tabled, and has been required to realign the reporting responsibility of the Committee with the ARIC Charter which requires the Committee to present its Annual Report to the first meeting of the Committee after 30 June each year.

The objective of the ARIC is to function as an independent and objective assurance activity that provides oversight and assistance to improvement of Cabonne Council on risk management, control, governance, and external accountability.

The ARIC operates in accordance with its Charter which is complemented by an Internal Audit Charter. The ARIC Charter sets out the roles and responsibilities of the Committee, its authority, membership and the tenure of its members, the operation of its meetings, how decisions are made and its reporting responsibilities. The Charter is subject to formal review biennially but is amended as necessary to reflect evolving regulatory guidance.

#### **Role of the Committee**

The Committee seeks to achieve its objectives as outlined in the Charter by:

- examining and commenting on Council's risk management framework and practices;
- reviewing internal control mechanisms;
- reviewing financial reporting and controls in Council including meeting with Council's external auditors;
- monitoring legislative compliance including compliance with policies and guidelines issued by the Office of Local Government; and
- supporting an active program of internal audit by authorising an annual and strategic internal audit program, as well as overseeing progress with the implementation of the recommendations of completed internal audit reports.

*Cabonne Shire Council Audit, Risk and Improvement Committee 2019 – '20 Annual Report*

## Purpose of Report

The report provides background to the Committee's membership, activities during the period and areas for development in the year to come.

Prior to its presentation to Council, the report was reviewed and endorsed by the Members of the ARIC.

## Committee Membership

Membership of the Audit Committee comprises one Councillor and two Independent Members. The previous Chair, Steve Kent retired from the Committee on 31 October 2018 and did not seek re-appointment. Phillip Burgett was re-appointed and Donna Rygate was appointed as an independent ARIC member following an expression of interest process undertaken by Blayney Shire Council, Central Tablelands Water and Cabonne Council in late 2018.

The Committee is currently comprised of the following members:

### *Independent Members:*

- Phillip Burgett (Chair – Elected 21 February 2019)
- Donna Rygate

### *Councillor members:*

- Councillor Kevin Beatty

### *Independent Member Profiles*

Phillip Burgett is an experienced professional accountant and external auditor with considerable experience in local government. He retired in June 2011 after a lengthy career as a Partner with the Bathurst based professional accounting firm Morse Group. Currently Phillip is a member of six (6) local government council audit, risk and improvement committees.

Donna Rygate is an experienced Chief Executive, independent director, business leader and skilled problem solver with a solid track record of positive transformation of organisations. Currently Donna is a member of six (6) local government council audit, risk and improvement committees.

During the period, the ARIC was effectively supported by:

- Bradley Byrnes, General Manager
- Heather Nicholls, Acting General Manager
- Luke Taberner, Director Finance and Corporate Services
- Debra Hamilton, Risk & Legal Coordinator/Secretariat
- Jolene Pearson, Department Leader – Governance & Corporate Performance

## Meetings of the Committee

The table below sets out the meetings of the Committee held during the reporting period and the attendance of Committee Members at these meetings.

Meeting Date	Phillip Burgett	Donna Rygate	Cr Kevin Beatty	Cr Anthony Durkin	Cr Jamie Jones
21 February 2019	✓	✓	Apology	Apology	
1 August 2019	✓	✓	✓	NOT REQUIRED	
12 December 2019	✓	✓	✓		NOT REQUIRED
4 March 2020	✓	✓	✓		NOT REQUIRED
3 June 2020	✓	✓	✓		NOT REQUIRED

Councillors Anthony Durkin (2018-19) and Jamie Jones (2019-20) have been the alternate Councillor members in this period but have not been required to attend meetings.

## Committee Activities in the Reporting Period

The ARIC has been energised following the appointment of Brad Byrnes as General Manager in 2019 who initiated a range of specific works in governance, risk management, internal audit and business improvement. The Committee's work in the period covered by this report is summarised in the following key activities.

### Internal Audit

The Committee's last Annual Report set a goal to have a multi-year Strategic Internal Audit Plan in place by 30 June 2019. Whilst that target date was not met, the Committee is pleased to report that the General Manager engaged the services of National Audits Group (NAG) to undertake a Governance and Risk Management Review which provided Council with an assessment of current capabilities and where required, a plan for improvement.

Council's budget allows for no more than two (2) major internal audits each year, the resourcing for which is matched to the skills and experience required for each specific audit. The NAG review and General Manager's initial assessment of high risk areas led to the Committee endorsing a 2019-20 Internal Plan that covered cyber security, swimming pools management and procurement.

The Committee considered Council's Audit Universe at its March 2020 meeting as a precursor to considering the composition of any internal audit plan.

Work on the development of an internal audit plan resulted in a Strategic Internal Audit Plan 2020-2024 including the specific work plan for 2020-21 being endorsed by the Committee in June 2020.

The following internal audits were undertaken and finalised in the reporting period:

- Governance and Risk Review (December 2019)
- Aquatic Centre Review (December 2019)
- Cyber Resilience Assessment (June 2020)
- Internal and External Penetration Testing and Vulnerability Assessment (June 2020)

Progress made in the development of a multi-year internal audit plan has addressed the Committee's previous concerns about Council's commitment to internal audit.

### *Risk Management*

The Committee has continued to promote the need for a Risk Management Framework (RMF), to inform Council's decision making, risk mitigation activities and internal audit priorities.

Early in the period covered by this report, the Committee was informed that a large number of identified high and medium residual risks were outside Council's risk tolerance with no documented risk treatment plans. This position was further magnified by the 2018 StateCover WHS Audit Report.

The ability of the Risk & Legal Coordinator to mitigate these risk exposures and embed a risk culture in Council was limited by resources, time and management leadership at that time.

Under the direction and guidance of the newly appointed General Manager, the Risk & Legal Coordinator has been able to make good progress in addressing the immediate risk priorities and developing a fit for purpose risk management framework within Council. The Committee's work in monitoring this progression of Council's risk management capabilities involved review and assessment of the following reports and management documents:

- Enterprise Risk Management Policy (4 March 2020)
- Enterprise Risk Management Manual (4 March 2020)
- Enterprise Risk Management Strategy 2020-23 (4 March 2020)
- Continuing participation in the Statewide Continuous Improvement Pathway
- Statecover 2018 WHS Audit Report and Action Plan (21 February 2019)
- Statecover 2019 WHS Audit Report and Action Plan (12 December 2019)

The General Manager has also created a Register of Strategic Risks for which he has overall accountability. The risks have been entered into the risk register and the intent is that with additional training and support the Deputy General Managers and Department Leaders will use the register in a similar way.

### *External Audit and Annual Financial Statements*

The Auditor General of New South Wales (AO) is the appointed external auditor of Cabonne Council but retains the services of Intentus Chartered Accountants as its contracted agent. Both the Audit Office Director and Contract Agent were active contributors to the activities of the ARIC, attending meetings in person and online as appropriate.

The Committee considered the following documents provided by the AO covering the conduct of the external audit:

- 2017 – 18 Interim Phase and Final Phase Management Letter (21 February 2019)
- 2018 – 19 Annual Engagement Plan (21 February 2019)
- 2018 – 19 Interim Phase Management Letter (1 August 2019)
- 2018 – 19 Audited Financial Statements (12 December 2019)
- 2018 – 19 Audit Engagement Closing Report (12 December 2019)
- 2018 – 19 Final Phase Management Letter (4 March 2020)
- 2019 – 20 Annual Engagement Plan (3 June 2020)

The Committee reviewed the external auditor's management letters and Council's management responses and is satisfied there were no significant findings in the letters requiring specific action by the Committee other than the routine monitoring of implementation by management of agreed remedial actions.

*Cabonne Shire Council Audit, Risk and Improvement Committee 2019 – '20 Annual Report*

*Other Risk, Business Improvement and Regulatory Matters Considered by the Committee*

- In 2019 Council was placed under Directed Engagement by Safework NSW. This was brought about due to Council receiving a large number of Improvement Notices across several areas of the organisation, particularly swimming pools, depots and sewer pump stations. This process is a non-punitive approach with the aim of achieving a safe workplace, rather than prosecuting or issuing fines. It involves Council implementing an improvement plan and Safework NSW checking on Council's progress. The Committee is receiving progress reports on the implementation of the improvement plan.
- A report to ICAC on an operational irregularity in Council's Family Day Care Service did not warrant further investigation as Council had responded promptly in implementing procedures to ensure that this type of incident does not happen again.
- EPA Show Cause Request in relation to an alleged failure to comply with licence conditions at the Molong Sewerage Treatment Plant which resulted in an infringement notice being issued and further development of procedures to mitigate the risk of future breaches.
- Management reported an irregular creditor payment as a result of external penetration of Council's internal control system which resulted in a comprehensive review of operating procedures to mitigate the recurrence of a similar breach in future.
- The Cabonne Transformation 2025 strategy was presented to the Committee on 4 March 2020.
- The General Manager provided a comprehensive report to the June 2020 Committee meeting outlining Council's response to the COVID-19 risks to the Council.
- In response to the Office of Local Government's (OLG) Discussion Paper on the proposed structure, role and responsibilities of audit, risk and improvement committees, the Committee provided commentary on the key issues which formed the basis of a submission made by Council. No further advice has been provided to the sector by the OLG on the issues raised in the consultative process and an implementation timetable has not been confirmed. The ARIC will continue to monitor developments.

*Status of Prior Report Recommendations*

The status of past report recommendations has been considered at each meeting. Whilst this an important function of the Committee to ensure follow-up and completion of agreed actions, the ARIC has requested that these matters be monitored and progressed between Committee meetings through the regular meetings of MANEX in order to ensure reporting deadlines are achieved and improvements to Council operations are implemented.

Currently there are agreed actions in progress covering the following reports:

- Governance and Risk Review
- Aquatic Centre Review
- Cyber Resilience/ Penetration Testing and Vulnerability Assessment
- Statecover 2018 and 2019 WHS Audit Reports and Action Plans
- Safework NSW Directed Engagement
- EPA Show Cause Request – Molong Sewerage Treatment Plant

The Committee will manage the resolution of these outstanding matters in accordance with the agreed deadlines over the course of 2020-21.

**Committee's Report Card**

RESPONSIBILITY	COMPLIANCE	COMMENT
Risk Management	ON-TRACK	Independent governance and risk management review undertaken to confirm current capabilities and identify improvement opportunities Risk Policy, Risk Management Framework adopted by Council.
Internal Control Framework	ON-TRACK	Review of controls through the internal audit reports received. External audit management letter considered in ARIC meetings.
External Accountability	ON-TRACK	Independent audit processes and opinions reviewed. Performance management framework requires closer attention.
Compliance	NEEDS ATTENTION	OLG Compliance Calendar. Raised by Audit Office as an area of improvement with a referral to Fairfield Council for guidance
Internal Audit	ON-TRACK	Risk based plans approved annually by the Audit, Risk and Improvement Committee. Suitably qualified consultants engaged on each audit. Standard methodologies and practices based on the Internal Audit International Professional Practise Framework (IPPF).
External Audit	ACHIEVED	External audit plans and reports reviewed and implementation by of audit recommendations monitored.
Fraud and Corruption Prevention	NEEDS ATTENTION	Fraud and Corruption Control Policy and Plan should be developed and adopted by Council.
Business Improvement	ON-TRACK	Cabonne Transformation 2025 Strategy developed and is subject to periodic progress reporting to the Committee.
Accountability	ON-TRACK	Committee member contributions meet Charter expectations but a formal performance review should be considered.
Transparency	ACHIEVED	Declarations of any pecuniary or non-pecuniary conflicts of interest required. Sensitivity of all matters considered by the ARIC are assessed but generally agendas and minutes of Committee meetings will be made publicly available subject to privacy and confidentiality considerations.

### **The Year Ahead in 2020 – 21**

Reflecting on the objectives set in the last Committee Annual Report and the foregoing Report Card, Council and the ARIC have made solid progress in the development of Council's governance framework covering risk management and internal audit.

Building on this base will be the primary focus of the Committee in 2020-21 in the following specific areas.

- Internal Audit - Areas of review for in 2020-21 will be in accordance with the approved Strategic Internal Audit Plan influenced by key areas of risk as identified by the organisation and increased and emerging risks in the local government sector which may impact Council.
- Risk Management – Monitor Council's risk management framework and associated procedures to facilitate effective identification and management of business and financial risks.
- Fraud and Corruption Prevention – Support management in implementing a fit for purpose framework to embed a deeper understanding of these risks and mitigating behaviours within Council.
- Business Improvement – Continue periodic reporting to enhance the Committee's understanding of management's plans for this objective and work with management to develop effective reporting of project goals and achievements.
- Compliance and Accountability – Work with management to develop an appropriate oversight framework and reporting mechanism for the Committee to meet its Charter responsibilities.

**Recommendation:** That the Committee receive and endorse the 2020 ARIC Annual Report and refer it to Council for their consideration.

Phillip Burgett

**Independent Chair - Cabonne Council Audit, Risk and Improvement Committee**



# CABONNE COUNCIL STRATEGIC POLICY

## MODEL CODE OF CONDUCT

### 1. Document Information

<b>Version Date</b> (Draft or Council meeting date)	10/09/2020
<b>Author</b>	Department Leader – Governance & Corporate Performance
<b>Owner</b> (Relevant Executive)	Deputy General Manager – Cabonne Services
<b>Status</b> (Draft, Approved, Adopted by Council, Superseded, or Withdrawn)	DRAFT
<b>Next Review Date</b>	Within 12 months of council being elected
<b>Minute Number</b> (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.

### 3. Approvals

Job Title	Date Approved	Signature
DGM – Cabonne 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](http://www.cabonne.nsw.gov.au)

Minute Number	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

19/02/12                      Changes made to reflect December 2018    26 February 2019  
 update to the Model Code of Conduct for  
 Local Councils in NSW. Detailed changed  
 found at Doc ID 992937.

	Changes made to reflect the Model Code of Conduct amendments in response to the decision by the Supreme Court in the matter of <i>Cornish v Secretary, Department of Planning, Industry and Environment</i> [2019] NSWSC 1134.	
--	--	--

## 5. Reason

Refer to the Introduction Section of the policy.

## 6. Scope

Refer to the 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 Councillors

Councillors are required to ensure compliance with the Code of Conduct.

### 9.3 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.

### 9.4 Deputy General Managers

Deputy General Managers are responsible for the control of the Code of Conduct and procedures within their area of responsibility.

### 9.5 Leaders

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

### 9.6 Supervisors

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

### 9.7 Employees

Employees 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.

## 10. Related Documents

Document Name	Document Location
OLG Model Code of Conduct for Local Councils in NSW – 2020	OLG website
Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW – 2020	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.

### CONTENTS

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

## 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:

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.
conduct	includes acts and omissions
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 and the council’s audit, risk and improvement committees
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, and a person other than a councillor who is a member of the council’s audit, risk and improvement 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
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
LGA	the <i>Local Government Act 1993</i>
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 <i>Administration of the Model Code of Conduct for Local Councils in NSW</i> 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 age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status 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) items with a value of \$10 or less
  - b) a political donation for the purposes of the *Electoral Funding Act 2018*
  - c) 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
  - d) a benefit or facility provided by the council to an employee or councillor
  - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
  - f) free or subsidised meals, beverages or refreshments 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 \$100. 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 \$100
  - b) gifts of alcohol that do not exceed a value of \$100
  - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
  - d) prizes or awards that do not exceed \$100 in value.

#### Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 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 \$100, 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 \$100 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 or administrator 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.

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

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

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

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

9.11 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.

9.12 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.

9.13 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

9.14 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.

9.15 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:
- the street address of each parcel of real property in which they had an interest on the return date, and
  - 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
  - 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:
- 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
  - 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 description of each gift received in the period since 30 June of the previous financial year, and
  - the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
- 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
  - it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - the donor was a relative of the donee, or
  - 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 Nature of interest  
 interest at the return date/at any time since 30 June

#### 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 Name under or description of office held (if which partnership applicable) 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

#### 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) position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

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

#### 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 <sup>1</sup>	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) <sup>2</sup> <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>	

<sup>1</sup> 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.

<sup>2</sup> 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.

Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor or associated person [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]



# CABONNE COUNCIL STRATEGIC POLICY

## PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

### 1. Document Information

<b>Version Date</b> <i>(Draft or Council meeting date)</i>	10/09/2020
<b>Author</b>	Department Leader – Governance & Corporate Performance
<b>Owner</b> <i>(Relevant Executive)</i>	Deputy General Manager – Cabonne Services
<b>Status</b> <i>(Draft, Approved, Adopted by Council, Superseded, or Withdrawn)</i>	DRAFT
<b>Next Review Date</b>	Within 12 months of council being elected
<b>Minute Number</b> <i>(once adopted by Council)</i>	

### 2. Summary

Council has adopted these Procedures for the administration of the Code of Conduct

### 3. Approvals

Job Title	Date Approved	Signature
Deputy General Manager		

### 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](http://www.cabonne.nsw.gov.au)*

Minute Number	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
19/02/12	Changes made to reflect December 2018 update to the Procedure for the Administration of the Model Code of Conduct for Local Councils in NSW. Detailed changed found at Doc ID 992946.	26 February 2019
	Changes made to reflect the Model Code of Conduct amendments in response to the decision by the Supreme Court in the matter of <i>Cornish v Secretary, Department of Planning, Industry and Environment</i> [2019] NSWSC 1134.	

## 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 Deputy General Managers and Leaders

DGMs and Leaders are responsible for the control of the code 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 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.

### CONTENTS

PART 1 – INTRODUCTION

PART 2 – DEFINITIONS

PART 3 – ADMINISTRATIVE FRAMEWORK

PART 4 – HOW MAY CODE OF CONDUCTS COMPLAINTS BE MADE

PART 5 – HOW ARE CODE OF CONDUCT COMPLAINTS TO BE MANAGED

PART 6 – PRELIMINARY ASSESSMENT OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER BY CONDUCT REVIEWERS

PART 7 – INVESTIGATIONS OF THE CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER

PART 8 – OVERSIGHT OF RIGHTS OF REVIEW

PART 9 – PROCEDURAL IRREGULARITIES

PART 10 – PRACTICE DIRECTIONS

PART 11 – REPORTING STATISTICS ON CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS AND THE GENERAL MANAGER

PART 12 – CONFIDENTIALITY

## 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:

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 and the council's audit, risk and improvement committee
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, and a person other than a councillor who is a member of the council's audit, risk and improvement 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
LGA	the <i>Local Government Act 1993</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	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. 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 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 the formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment if it were to be proven, 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 formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment, 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 do not 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 a period of not less than 14 days 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 a period of not less than 14 days 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 a period of not less than 14 days 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 final 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 a period of not less than 14 days 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 a period of not less than 14 days 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 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.
- 7.37 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may recommend:
- a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
  - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
  - c) 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.
- 7.38 Where the investigator proposes to make a recommendation under clause 7.37(c), 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.
- 7.39 Where the investigator has determined that there has been a breach of the code of conduct, the investigator may, in addition to making a recommendation under clause 7.37, recommend that the council revise any of its policies, practices or procedures.
- 7.40 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may recommend:
- a) that the council revise any of its policies, practices or procedures
  - b) that a person or persons undertake any training or other education.

- 7.41 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 under clause 7.37, 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.
- 7.45 Where it is apparent to the complaints coordinator that the council will not be able to form a quorum to consider the investigator's report, the complaints coordinator must refer the investigator's report to the Office for its consideration instead of reporting it to the council under clause 7.44.

#### Consideration of the final investigation report by council

- 7.46 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 7.37.
- 7.47 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.
- 7.48 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.

- 7.49 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.
- 7.50 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.
- 7.51 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.
- 7.52 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.
- 7.53 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.
- 7.54 The investigator may make additional enquiries for the purpose of preparing a supplementary report.
- 7.55 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.
- 7.56 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.
- 7.57 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.
- 7.58 A council may by resolution impose one of the following sanctions on a respondent:
- a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
  - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
  - c) 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.

- 7.59 Where the council censures a councillor under section 440G of the LGA, the council must specify in the censure resolution the grounds on which it is satisfied that the councillor should be censured by disclosing in the resolution, the investigator's findings and determination and/or such other grounds that the council considers may be relevant or appropriate.
- 7.60 The council is not obliged to adopt the investigator's recommendation. Where the council proposes not to adopt the investigator's recommendation, the council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.
- 7.61 Where the council resolves not to adopt the investigator's recommendation, 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 7.58, paragraph (c), 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. 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.
- 8.20 Where, having reviewed its previous decision in relation to a matter under clause 8.19(b), 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 a period of not less than 14 days 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.

## E- TRAFFIC COMMITTEE ON 8 September 2020

### CABONNE COUNCIL

### MINUTES

E-mail sent to Local Traffic Committee members on 8 September 2020.

#### **ITEM 1. Matar Stables Bullio Cup Endurance Horse Ride**

<b>Attachments:</b>	<ul style="list-style-type: none"> <li>▪ Preliminary Advice of a Planned Event from Canobolas Endurance Riders Club Inc</li> <li>▪ Road inspection</li> <li>▪ Risk assessment Plan</li> <li>▪ COVID 19 Safety Plan</li> <li>▪ Biosecurity Doc</li> <li>▪ Certificate of Insurance for \$50M valid up to 1 January 2021</li> </ul>
<b>Report:</b>	<p>Council has received a request from Canobolas Endurance Riders Club Inc to hold the Matar Stables Bullio Cup Endurance Horse Ride.</p> <ul style="list-style-type: none"> <li>○ Starting Time: 1:30am, Friday 30-10-2020</li> <li>○ Ending Time: 3:30pm, Sunday 1-11-2020</li> </ul> <p>Expected number of participants: 200</p> <p>Expected number of spectators: 250</p> <p>Previous Event : 2019</p> <p>Location: Four Mile Creek road, course traverses through Canobolas State Forest and neighbouring farmland owned by Newcrest.</p> <p>Four Mile Road is a rural road running from Cadia Road to the shire Boundary.</p>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Peter Foran Sr Sergeant Orange HWP– Organisers have a Covid Plan and no objection</li> <li>• Geoff Lewis – All residents that will be impacted are notified with plenty of notice to make arrangements this time. No Problems as long as the ride meets the approval of Police, RMS and Council.</li> <li>• Greg Treavors- No objection as it seems to be a low risk to the community due to the location of the event.</li> <li>• Richard Drooger- Council approve the event subject to the list of conditions outlined on the agenda. This event was run last year and had not received any adverse feedback.</li> </ul>
<b>Recommendation:</b>	<p>That the event be accepted and approved subject to the following conditions.</p> <ul style="list-style-type: none"> <li>○ Implementation of the Risk Management Plan and Traffic Management Plan, in accordance with the “Guide to Traffic and Transport Management for Special Events” (RTA, v3.5 August 2018) for a Class 2 event.</li> <li>○ NSW Road Rules being observed by participants at all times.</li> <li>○ Written approval being obtained from NSW Police.</li> <li>○ Written approval being obtained from all affected Local Government Authorities.</li> <li>○ The event organiser notifying all emergency services of the event.</li> </ul>

	<ul style="list-style-type: none"><li>○ Provided lighting to be organised for road crossings, appropriate speed reductions, times for road closures and spotters for where the horses are to cross the roads.</li><li>○ The event organiser debriefing Council on the event. This includes notifying Council of all incidents or near misses that occur during the event.</li><li>○ The event organiser notifying the residents by letterbox drop and publishing in the local newspaper including all relevant signage.</li></ul>
<ul style="list-style-type: none"><li>• <u>Accepted</u></li></ul>	

# Community Assistance Program Guidelines and Application Form

Submission date: 27 August 2020, 12:28PM

Receipt number: 16

Related form version: 8

Question	Response
Community Assistance Program 2020/21	
Community Assistance Program 2020/21 - Application Form	
SECTION 1: STATEMENT OF UNDERSTANDING	
	I have read and understood the Community Assistance Program Guidelines
SECTION 2: APPLICANT DETAILS	
Name of Organisation:	Canowindra Rugby Union Club
Postal Address:	PO Box 179 Canowindra NSW 2804
Contact Person:	Brian Swords
Position Held:	Junior Club President
Phone:	0408935613
Email Address:	brian.swords@incitecpivot.com.au
Incorporation Number:	Y1419137
Organisation ABN:	68101544360
Is your organisation GST registered?	YES
SECTION 3: ELIGIBILITY CRITERIA	
Are you a not for profit organisation?	YES
Do you reside in the Cabonne LGA?	YES
SECTION 4: PROJECT DETAILS	
Project Title:	Replacement Field Line Marking Machine
Project Location:	Canowindra Sports Ovals
Project Description (50 words or less):	Canowindra Rugby Union Club is looking to purchase a replacement line marking machine for the fields located at the Canowindra Sports Oval for all groups to utilize.

Project Outcomes (200 words or less) What are the objectives of the project, who will benefit from the project, how will you measure and evaluation if the objectives have been met?	The primary outcome of this project is to have a reliable machine for clubs to mark the lines for their respective sports when needed. Clubs who will benefit from this purchase include junior and senior rugby union, junior and senior rugby league and touch football association. As the Canowindra Rugby League Club purchased the old machine the Rugby Union Club will purchase this one in conjunction with Cabonne Council, but still make it available to all mentioned clubs when needed.
What organisations (if any) are partners in the project? Please detail their input.	N/A
<b>SECTION 5: APPROVALS</b>	
Is a Council Development or Building Approval required for the proposed development?	NO
If yes, has a Development of Building Application been approved?	
If no, what is the current state of the application?	
What is the likely commencement date of the project if funding is approved?	14/9/20
When will the project be completed?	30/9/20
<b>SECTION 6: BUDGET</b>	
Expense 1	\$2287.10
Expense 2	
Expense 3	
Expense 4	
Expense 5	
Expense 6	
TOTAL EXPENDITURE	\$2287.10
Income 1	\$1187.10
Income 2	
Income 3	
Income 4	
Income 5	
CAP Funding Request	\$1100.00
TOTAL INCOME	\$2287.10
Total income MUST equal total expenditure	
<b>SECTION 7: ONGOING COSTS</b>	
Year 1 costs:	0
Organisation responsible for Year 1 costs:	Canowindra Rugby Union Club
Organisation responsible for Year 5 costs:	Canowindra Rugby Union Club
Year 2 costs:	0

Organisation responsible for Year 2 costs:	Canowindra Rugby Union Club
Year 3 costs:	100
Organisation responsible for Year 3 costs:	Canowindra Rugby Union Club
Year 4 costs:	0
Organisation responsible for Year 4 costs:	Canowindra Rugby Union Club
Year 5 costs:	100
<b>SECTION 8: LAND OWNERSHIP</b>	
Please select the appropriate type from the list	Council owned land
<b>SECTION 9: SUPPORT DOCUMENTATION</b>	
Please tick the appropriate boxes and upload your documents below.	Quotations or estimates for proposed works Evidence of funds available for contribution (bank statements, loan details etc) Evidence of community support (e.g. letters of support from other groups or organisations)
	<a href="#">HART Sport Quotation 20100524.pdf</a> <a href="#">CJRUC Balance.pdf</a>
<b>SECTION 10: DECLARATION</b>	
<b>ELECTRONIC SIGNATURE AGREEMENT -</b> By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.	I ACCEPT
Executive Position in Organisation:	President of the Junior Committee
Date:	27/08/2020

# Community Assistance Program Guidelines and Application Form

Submission date: 21 August 2020, 1:21 PM

Receipt number: 13

Related form version: 8

Question	Response
Community Assistance Program 2020/21	
Community Assistance Program 2020/21 - Application Form	
<b>SECTION 1: STATEMENT OF UNDERSTANDING</b>	
	I have read and understood the Community Assistance Program Guidelines
<b>SECTION 2: APPLICANT DETAILS</b>	
Name of Organisation:	Eugowra Community Children s Centre
Postal Address:	PO Box 28
Contact Person:	Jessica Bray
Position Held:	President
Phone:	0428595259
Email Address:	committee@eugowraccc.com.au
Incorporation Number:	9887261
Organisation ABN:	14536971908
Is your organisation GST registered?	YES
<b>SECTION 3: ELIGIBILITY CRITERIA</b>	
Are you a not for profit organisation?	YES
Do you reside in the Cabonne LGA?	YES
<b>SECTION 4: PROJECT DETAILS</b>	
Project Title:	Eugowra Community and Children's Centre Renovation
Project Location:	Eugowra
Project Description (50 words or less):	It will be a major renovation for the centre to bring it up to regulation, increase the number of children we can accept and to make it easier to manage. We are hoping this program will help us with the cost of the draftsman.
Project Outcomes (200 words or less) What are the objectives of the project, who will benefit from the project, how will you measure and evaluation if the objectives have been met?	The objectives are mainly to be able to increase the number of children we accept. This will have positive impact on the local economy with more parents able to get back to work as well as increase our staff numbers.

What organisations (if any) are partners in the project? Please detail their input.	
<b>SECTION 5: APPROVALS</b>	
Is a Council Development or Building Approval required for the proposed development?	YES
If yes, has a Development of Building Application been approved?	
If no, what is the current state of the application?	
What is the likely commencement date of the project if funding is approved?	2021
When will the project be completed?	2021
<b>SECTION 6: BUDGET</b>	
Expense 1	10800
Expense 2	
Expense 3	
Expense 4	
Expense 5	
Expense 6	
TOTAL EXPENDITURE	10000
Income 1	
Income 2	
Income 3	
Income 4	
Income 5	
CAP Funding Request	5400
TOTAL INCOME	10800
Total income MUST equal total expenditure	
<b>SECTION 7: ONGOING COSTS</b>	
Year 1 costs:	
Organisation responsible for Year 1 costs:	
Organisation responsible for Year 5 costs:	
Year 2 costs:	
Organisation responsible for Year 2 costs:	
Year 3 costs:	
Organisation responsible for Year 3 costs:	
Year 4 costs:	
Organisation responsible for Year 4 costs:	
Year 5 costs:	
<b>SECTION 8: LAND OWNERSHIP</b>	
Please select the appropriate type from the list	Crown Land - Trustee:
<b>SECTION 9: SUPPORT DOCUMENTATION</b>	

Please tick the appropriate boxes and upload your documents below.	Quotations or estimates for proposed works Evidence of funds available for contribution (bank statements, loan details etc) Evidence of community support (e.g. letters of support from other groups or organisations)
	<a href="#">Bank Statement .jpg</a> <a href="#">Eat your Greens Letter of Support.pdf</a> <a href="#">Gundamain Pastoral. Letter of support for Eugowra Community Childrens Centre.docx</a> <a href="#">IDS_Design_Services_Fee</a> <a href="#">Proposal_Eugowra CCC.pdf</a> <a href="#">Letter of Support EPPA .jpg</a> <a href="#">Letter of Support St Joesphs .jpg</a>
<b>SECTION 10: DECLARATION</b>	
<b>ELECTRONIC SIGNATURE AGREEMENT -</b> By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.	I ACCEPT
Executive Position in Organisation:	President
Date:	21/08/2020

# Community Assistance Program Guidelines and Application Form

Submission date: 24 August 2020, 11:52AM

Receipt number: 14

Related form version: 8

Question	Response
Community Assistance Program 2020/21	
Community Assistance Program 2020/21 - Application Form	
SECTION 1: STATEMENT OF UNDERSTANDING	
	I have read and understood the Community Assistance Program Guidelines
SECTION 2: APPLICANT DETAILS	
Name of Organisation:	EUGOWRA WAR MEMORIAL SWIMMING POOL
Postal Address:	EUGOWRA SWIMMING POOL PO BOX 62 EUGOWRA 2806
Contact Person:	DAVID HYDE
Position Held:	SECRETARY
Phone:	0427592368
Email Address:	davidhyde45@bigpond.com
Incorporation Number:	nil
Organisation ABN:	
Is your organisation GST registered?	NO
SECTION 3: ELIGIBILITY CRITERIA	
Are you a not for profit organisation?	YES
Do you reside in the Cabonne LGA?	YES
SECTION 4: PROJECT DETAILS	
Project Title:	All weather tennis table.
Project Location:	EUGOWRA SWIMMING POOL
Project Description (50 words or less):	All weather tennis table complete with posts, net and cover. Can be folded for one player or two players or normal table use. Can be left out all swimming season and stored for winter or used by other community during winter.

Project Outcomes (200 words or less) What are the objectives of the project, who will benefit from the project, how will you measure and evaluation if the objectives have been met?	As the pool has now a Mini Worrier course brought last year for ages 4-12 years. The committee is looking to engage the teenage years for their needs, This will provide another game while not in the water. Under a shade cover while in the open air to try their skills with bat and ball. We will need to monitor the play and equipment and time of play, how long they play and who takes part. This may take a season to work out and mange, but as our mini worrier course went for the last season monitoring the requirements and details make more satisfaction for all.
What organisations (if any) are partners in the project? Please detail their input.	EUGOWRA EVENTS & TOURIST ASSOCIATION INC. will fund a sum of \$200.00
<b>SECTION 5: APPROVALS</b>	
Is a Council Development or Building Approval required for the proposed development?	NO
If yes, has a Development of Building Application been approved?	NO
If no, what is the current state of the application?	Costed from hart sport and delivered Eugowra
What is the likely commencement date of the project if funding is approved?	Swimming pool opening 7 th Nov 2020
When will the project be completed?	on Delivery
<b>SECTION 6: BUDGET</b>	
Expense 1	Hart Sport all weather tennis table 21-100, posts 21-132, cover 21-121. Freight to Eugowra. Total cost landed Eugowra \$837.90
Expense 2	
Expense 3	
Expense 4	
Expense 5	
Expense 6	
TOTAL EXPENDITURE	\$837-90
Income 1	Eugowra swimming pool committee \$ 218.95
Income 2	Eugowra Events & Tourism Association INC. \$200.00
Income 3	Cabonne council CAP grant \$418.95
Income 4	
Income 5	
CAP Funding Request	\$418.95
TOTAL INCOME	\$837.90
Total income MUST equal total expenditure	\$837.90

<b>SECTION 7: ONGOING COSTS</b>	
Year 1 costs:	50
Organisation responsible for Year 1 costs:	Eugowra swimming pool committee
Organisation responsible for Year 5 costs:	Eugowra Swimming pool
Year 2 costs:	50
Organisation responsible for Year 2 costs:	Eugowra swimming pool committee
Year 3 costs:	75
Organisation responsible for Year 3 costs:	Eugowra swimming pool committee
Year 4 costs:	75
Organisation responsible for Year 4 costs:	Eugowra swimming pool committee
Year 5 costs:	75
<b>SECTION 8: LAND OWNERSHIP</b>	
Please select the appropriate type from the list	Council owned land
<b>SECTION 9: SUPPORT DOCUMENTATION</b>	
Please tick the appropriate boxes and upload your documents below.	Quotations or estimates for proposed works Evidence of funds available for contribution (bank statements, loan details etc) Evidence of community support (e.g. letters of support from other groups or organisations)
	<a href="#">EETA Letterhead support tabletennis .docx</a> <a href="#">Scan_20200824 (2).png</a> <a href="#">Scan_20200824.png</a>
<b>SECTION 10: DECLARATION</b>	
<b>ELECTRONIC SIGNATURE AGREEMENT -</b> By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.	I ACCEPT
Executive Position in Organisation:	Secretary
Date:	24/08/2020

# COMMUNITY ASSISTANCE PROGRAM

## APPLICATION FORM 2020/21

BEFORE COMPLETING THIS APPLICATION, YOU MUST READ THE COMMUNITY ASSISTANCE PROGRAM GUIDELINES. APPLICATIONS THAT DON'T COMPLY WITH THE CONDITIONS STATED IN THE GUIDELINES OR APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

### SECTION 1: STATEMENT OF UNDERSTANDING

☒ I have read and understood the Community Assistance Program Guidelines

### SECTION 2: APPLICANT DETAILS

Name of Organisation:	Cumnock & District Progress Association Inc		
Postal Address:	P O Box 22 CUMNOCK NSW 2867		
Contact Person:	RHONDA WATT		
Position Held:	Secretary		
Phone:	0429 661638	Email: weaniewatt4@bigpond.com	
Incorporation No:	Y2832124xx	GST registered:	<input type="checkbox"/> YES <input type="checkbox"/> NO
ABN No:	5411378523		
<p>Brief description of your organisation:</p> <p>Cumnock Progress Association is a community group who help facilitate issues concerning the village and have a close relationship with Cabonne Council. We work to get community projects started and completed. We liaise and help other community groups in grant application and project successes. It is important to work together for the betterment of the village and community as a whole.</p>			

### SECTION 3: ELIGIBILITY CRITERIA

☒ YES ☐ NO Are you a not for profit organisation?

☒ YES ☐ NO Do you reside in the Cabonne LGA?

#### SECTION 4: PROJECT DETAILS

Project Title: Cumnock & District Personal PA SYstem

Project Location: Cumnock Progress- Cross Roads Building Cumnock

##### Project Description (50 words or less)

Progress are requiring a PA system which can be utilised in the community for events, markets, and the wider community. It is important to have a simple facility available to the village which will be utilised and appreciated by Progress and the wider community. This can be used for sport days, funerals, Anzac day, Australia Day etc.

##### Project Outcomes (200 words or less)

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

The Progress will benefit from being able to assist with events in the community. A PA system will be a benefit of many in the village , able to assist functions and events.

We know this will be of benefit as we have many elderly who have trouble hearing and a community P A system will help them and not make them feel separated from the event.

Measurements will be no doubt met as this is a necessary piece of equipment for any community.

##### What organisations (if any) are partners in the project?

Please detail their input. nil

--

#### SECTION 5: APPROVALS

Is a Council Development or Building Approval required for this proposed development?	<input type="checkbox"/> YES   x <input checked="" type="checkbox"/> NO
If Yes, has a Development or Building Application been approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, what is the current status of the application?	
What is the likely commencement date of the project if funding is approved?	
When will the project be completed?	

## SECTION 6: BUDGET

APPLICANTS MUST CONTRIBUTE AT LEAST 50% OF THE TOTAL PROJECT COST.

The value of voluntary labour is allowed as part of the applicant's contribution.

<b>EXPENDITURE</b> (List all related cost by line item e.g. purchase of materials, cost of trades people)	
Behringer MPA200BT Portable PA System	\$859.00
Extreme Portable stand	\$ 99.00
	\$
	\$
	\$
	\$
<b>Total Expenditure</b>	<b>\$958.00</b>
<b>INCOME</b> (applicants contribution, funding from other sources, in-kind labour) <i>Voluntary Labour, if applicable, is calculated at \$40 per hour.</i>	
Cumnock & District Progress Association	479.00
CAP Funding Request	<b>\$479.00</b>
<b>Total Income</b>	<b>\$958.00</b>
<i>(Total income must equal total expenditure)</i>	

## SECTION 7: ONGOING COSTS

Please indicate the cost and responsibility for on-going maintenance for the next five (5) years.

Year	Cost	Responsible Organisation
20-25	nil	Cumnock Progress Assoc

**SECTION 8: LAND OWNERSHIP**

Please tick the appropriate box.

- ☒ Council owned land.
- ☐ Crown Land – Trustee:
- ☐ Other – Details:

**SECTION 9: SUPPORT DOCUMENTATION**

Please tick the appropriate box.

- ☒ Quotations or estimates for proposed works. **REQUIRED**
- ☒ Evidence of funds available (bank statements, loan details, etc) **REQUIRED**
- ☐ Evidence of community support (e.g. letters of support from other groups or organisations)
- ☒ Photographs (5 maximum)
- ☐ Other – Details:

**SECTION 10: DECLARATION**

The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the Board of Management or authorised staff member.

I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with Cabonne Council has been signed.

I understand this is an application only and may not necessarily result in funding approval.

Name:	RHONDA J WATT	Signature:	
Executive Position in Organisation:		Hon Secretary	
Date:	26/8/2020		





PROGRESS		06 2573 1000 4668	
		Available	Balance
		<b>+\$5,260.05</b>	<b>+\$4,760.05</b>
Recent transactions		or jump to	
		←	Apr 20 May 20 Jun 20 Jul 20 Aug 20
Search by keyword		🔍	Advanced search ▾
	Transaction details ⓘ	Amount	Total
Aug 2020	Direct Debit 421351 S E RENTAL 167-0451996-001	- \$161.70	+ \$4,760.05
Aug 2020	Direct Credit 452980 MAPSADMIN 15 JUN 20 - GEE	+ \$290.00	+ \$4,921.75
Aug 2020	Transfer to xx4508 NetBank R Watt ORIGIN ACC	- \$28.42	+ \$4,631.75
Aug 2020	Chq Dep Agency AUST POST C UMNOCK LPO NSW 231570 AU	+ \$200.00	+ \$4,660.17
Aug 2020	Cash Dep Agency AUST POST CUMNOCK LPO NSW 231570 AU	+ \$48.70	+ \$4,460.17
Aug 2020	Chq 001089 presented	- \$156.20	+ \$4,411.47
3 Aug 2020	Transfer from NetBank PayProg MenSHED	+ \$144.67	+ \$4,567.67
Scroll to top		Displaying transactions 1-40. 40 transactions found	
		Export	Print



ABN 68 072 081 139  
Ph: (02) 6362 6588  
Fax: (02) 6362 6515  
info@landermusic.com  
286 Summer St. Orange, N.S.W. 2800

25<sup>th</sup> May 2020

### **Quotation**

Cumnock & District Progress Association

Dear Rhonda

Thank you for the opportunity to quote on guitar pedals. This quote is valid for 14 days from the above date. All prices include GST.

Item	Quote Price
Behringer MPA100BT portable PA system <a href="#">Behringer MPA100BT info</a>	\$589.00
Behringer MPA200BT portable PA system <a href="#">Behringer MPA200BT info</a>	\$859.00
Xtreme Speaker Stand	\$99.00

I look forward to hearing from you regarding this quotation. Please don't hesitate to contact me if you have any further enquiries.

Kind Regards

Stephen Somerville

# COMMUNITY ASSISTANCE PROGRAM

## APPLICATION FORM 2020/21

BEFORE COMPLETING THIS APPLICATION, YOU MUST READ THE COMMUNITY ASSISTANCE PROGRAM GUIDELINES. APPLICATIONS THAT DON'T COMPLY WITH THE CONDITIONS STATED IN THE GUIDELINES OR APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

### SECTION 1: STATEMENT OF UNDERSTANDING

☒ I have read and understood the Community Assistance Program Guidelines

### SECTION 2: APPLICANT DETAILS

Name of Organisation:	Eugowra Promotion and Progress Association Inc. (EPPA)		
Postal Address:	45 Broad Street, Eugowra NSW 2806		
Contact Person:	Kim Storey		
Position Held:	Publicity Officer		
Phone:	0467 315 172	Email:	secretary@visiteugowra.com.au
Incorporation No:	Y1574417	GST registered:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ABN No:	37 257 324 139		

Brief description of your organisation:

The Eugowra Promotion and Progress Association (EPPA) is a not for profit organisation comprising of local residents whose purpose is to promote of the interests of the Eugowra community, improve the amenities of Eugowra, encourage tourism and the prospects of new and existing businesses in Eugowra whilst working and liaising with Cabonne Council in matters relevant to them. Several committees operate under EPPA which results in the provision of important facilities and opportunities for the Eugowra community including the Eugowra Rural Transaction Centre including Post Office, the Eugowra Bushranger & Historical Museum and the Murals Committee, who have worked towards beautifying Eugowra with the painting of murals relevant to Eugowra throughout the town which has created and continues to increase tourism opportunities.

### SECTION 3: ELIGIBILITY CRITERIA

☒ YES ☐ NO Are you a not for profit organisation?

☒ YES ☐ NO Do you reside in the Cabonne LGA?

## SECTION 4: PROJECT DETAILS

Project Title: Production of a Cookbook to Assist in Funding Eugowra Community Activities & Projects

Project Location: Eugowra

**Project Description** (50 words or less)

EPPA is preparing to compile a professionally printed cookbook to be sold as a fundraiser for the association over the forthcoming year. The preparation and production of this cookbook will utilise talented local businesses based in Eugowra including Jamace Graphic Designs, Eat Your Greens Function Centre and Avalind Photography.

**Project Outcomes** (200 words or less)

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

The current COVID-19 restrictions have severely impacted the ability of EPPA to use traditional methods to raise funds to cover the running costs the association and its committees including the Eugowra Bushranger & Historical Museum and the Murals Committee along with other community activities and events.

The objective of this project is to utilise the resourcefulness of the several Eugowra based businesses to produce a professionally styled and printed cookbook collated from recipes provided by members of the Eugowra community and food producing businesses, in which all profits will be returned to the running of community facilities, activities and events which fall under the auspices of EPPA and its committees.

These facilities, activities and events benefit those who reside in Eugowra and the surrounding districts as well as provides opportunities to attract tourists and visitors to showcase Eugowra and the Cabonne Shire.

We will measure the success of this project by the sales of the cookbooks in which profits will assist in funding EPPA activities during these COVID times and will provide financial stability over the forthcoming years in which continued restrictions may inhibit traditional fundraising methods.

**What organisations (if any) are partners in the project?**

Please detail their input.

Nil

## SECTION 5: APPROVALS

Is a Council Development or Building Approval required for this proposed development?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, has a Development or Building Application been approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, what is the current status of the application?	
What is the likely commencement date of the project if funding is approved?	September 2020
When will the project be completed?	January 2020

## SECTION 6: BUDGET

**APPLICANTS MUST CONTRIBUTE AT LEAST 50% OF THE TOTAL PROJECT COST.**

The value of voluntary labour is allowed as part of the applicant's contribution.

<b>EXPENDITURE</b> (List all related cost by line item e.g. purchase of materials, cost of trades people)	
Professional Printing of 1000 Cookbooks - Top Shot Photographics, Goulburn	\$13,022.00
Cooking and Styling of Recipes by Eat Your Greens Function Centre, Eugowra	\$960.00
Photography by Avalind Photography, Eugowra	\$3,200.00
Graphic Design by Jamace Graphic Designs, Eugowra	\$2,400.00
Administration & Recipe Collation by Volunteers	\$960.00
	\$
<b>Total Expenditure</b>	<b>\$20,542.00</b>
<b>INCOME</b> (applicants contribution, funding from other sources, in-kind labour) <i>Voluntary Labour, if applicable, is calculated at \$40 per hour.</i>	
In-Kind Contribution - Cooking and Styling by Eat Your Greens - 24 hrs @ \$40/hr	\$960.00
In-Kind Contribution - Photography by Avalind Photography - 80 hrs @ \$40/hr	\$3,200.00
In-Kind Contribution - Graphic Design by Jamace Graphic Designs - 60 hrs @ \$40/hr	\$2,400.00
EPPA Members Contribution - Administration & Recipe Collation - 24 hrs @ \$40/hr	\$960.00
EPPA Funds held in Bank Account	\$4022.00
CAP Funding Request	<b>\$9,000.00</b>
<b>Total Income</b>	<b>\$20,542.00</b>
<i>(Total income must equal total expenditure)</i>	

## SECTION 7: ONGOING COSTS

Please indicate the cost and responsibility for on-going maintenance for the next five (5) years.

Year	Cost	Responsible Organisation
1-5	Negligible maintenance costs apart from selling cookbooks and potential additional print runs	EPPA

## SECTION 8: LAND OWNERSHIP

Please tick the appropriate box.

- ☐ Council owned land.
- ☐ Crown Land – Trustee:
- ☐ Other – Details:

## SECTION 9: SUPPORT DOCUMENTATION

Please tick the appropriate box.

- ☒ Quotations or estimates for proposed works. **REQUIRED**
- ☒ Evidence of funds available (bank statements, loan details, etc) **REQUIRED**
- ☐ Evidence of community support (e.g. letters of support from other groups or organisations)
- ☐ Photographs (5 maximum)
- ☐ Other – Details:

## SECTION 10: DECLARATION


The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the Board of Management or authorised staff member.

I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with Cabonne Council has been signed.

I understand this is an application only and may not necessarily result in funding approval.

Name:	Sean Haynes	Signature:	
Executive Position in Organisation:	President – Eugowra Promotion & Progress Association		
Date:	27 August 2020		



## Quote

Q-14742



Created 24/8/2020  
Modified 24/8/2020

Valid for 30 days

**Top Shot Photographics PTY LTD**

25 Clinton Street  
Goulburn NSW 2580  
Australia  
ABN: 65 904 579 588

Matthew Sexton

0407 177 028  
(02) 4821 9977  
sales@tspp.com.au  
www.tspp.com.au

PO:  
Shipping: None

**Avalind Photography**

P.O BOX 166  
Goulburn, NSW 2580  
Australia

**Contact**

Kim Storey  
(046) 731-5172 (work)  
info@avalindphotography.com.au

**Shipping Address**

P.O BOX 166  
Goulburn, NSW 2580  
Australia

Product Code	Description	Sell	Qty	Total
KMP	200pp + Cover PUR Bound Books Text printed CMYK throughout on 130gsm satin. Covers printed CMYK + varnish 2 sides + MATT CELLO outer on 300gsm satin. Trimmed, collated, PUR bound & trimmed to size. Packed for client to arrange freight.	\$13022.00	1	\$13022.00
Subtotal				\$11838.18
GST				\$1183.82
<b>Total</b>				<b>\$13022.00</b>

Quote valid for 30 days

Page 1

Signature \_\_\_\_\_

8/26/2020

Internet Banking


[Home](#)   [Accounts](#)   [Payments](#)   [Statements](#)   [Security Options](#)   [Update Details](#)

## Account Summary

## Account Details

**Account Number** 9029198521 MyCommunity  
**Account Name** EUGOWRA PROMOTION AND  
**Last Transaction Date** 25 AUG 2020  
**Messages** Withdrawals are not permitted as :  
 You are not a signatory on the Account

## Available Funds

\$17,612.61 Current Balance  
 \$17,612.61 Available Funds

## Transaction History

Date ▼	Description	Debit	Credit	Balance
25 AUG 2020	DIRECT CREDIT From: MARIA KIRBY Ref: Book Purchase- KIR [Eff Date: 24 AUG 20]		\$152.35	\$17,612.61
19 AUG 2020	PERSONAL CHEQUE 541381	\$594.00		\$17,460.26
19 AUG 2020	PERSONAL CHEQUE 541380	\$306.90		\$18,054.26
10 AUG 2020	PERSONAL CHEQUE 541379	\$20.00		\$18,361.16
05 AUG 2020	PERSONAL CHEQUE 541378	\$47.00		\$18,381.16
30 JUL 2020	TFR IBANK From-EUGOWRA PROMOTION AND PROGRESS ASS T/A RTC EUGOWRA Ref-GST Refund		\$723.78	\$18,428.16
27 JUL 2020	MUSEUM TAKINGS		\$273.60	\$17,704.38
23 JUL 2020	PERSONAL CHEQUE 541376	\$132.43		\$17,430.78
22 JUL 2020	PERSONAL CHEQUE 541377	\$90.80		\$17,563.21
17 JUL 2020	PERSONAL CHEQUE 526175	\$8.35		\$17,654.01
15 JUL 2020	PERSONAL CHEQUE 526174	\$55.00		\$17,662.36
15 JUL 2020	PERSONAL CHEQUE 526173	\$22.00		\$17,717.36
14 JUL 2020	MUSEUM TAKINGS		\$200.00	\$17,739.36
13 JUL 2020	PERSONAL CHEQUE 526165	\$620.00		\$17,539.36
07 JUL 2020	CASH DEPOSIT		\$130.00	\$18,159.36
01 JUL 2020	PERSONAL CHEQUE 526171	\$217.72		\$18,029.36
30 JUN 2020	CASH DEPOSIT		\$30.00	\$18,247.08
29 JUN 2020	PERSONAL CHEQUE 526170	\$60.00		\$18,217.08
29 JUN 2020	PERSONAL CHEQUE 526169	\$45.00		\$18,277.08
26 JUN 2020	PERSONAL CHEQUE 526160	\$550.00		\$18,322.08

Page 1

[Download](#) [Search](#)
<https://ibanking.reliancebank.com.au/mvpreliancebank/Accounts/AccountDetails.aspx?udaq=oufvKkdNCKULPrX5iVMruIS2ta%2b2MUyi8fWgwkV...> 1/1

# COMMUNITY ASSISTANCE PROGRAM

## APPLICATION FORM 2020/21

BEFORE COMPLETING THIS APPLICATION, YOU MUST READ THE COMMUNITY ASSISTANCE PROGRAM GUIDELINES. APPLICATIONS THAT DON'T COMPLY WITH THE CONDITIONS STATED IN THE GUIDELINES OR APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

### SECTION 1: STATEMENT OF UNDERSTANDING



I have read and understood the Community Assistance Program Guidelines

### SECTION 2: APPLICANT DETAILS

Name of Organisation:	MANILDRA AND DISTRICT IMPROVEMENT ASSOCIATION		
Postal Address:	1 George Street, Manildra 2865		
Contact Person:	Owen Murray		
Position Held:	President		
Phone:	(02) 6364 5061	Email:	oamurray@bigpond.com
Incorporation No:	9884043	GST registered:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
ABN No:	87240116130		

Brief description of your organisation: NSW Ambulance has had a clinical volunteer group in Manildra for approximately 24 years. These volunteer ambulance officers respond to medical and trauma emergencies in the Manildra community and provide clinical care while waiting for NSW Ambulance Paramedics to arrive from Molong and other locations.

The Manildra group are on-call and are responded to emergencies 24/7, 365 days per year. Part of the commitment includes mandatory monthly clinical training sessions which are held at the Manildra Rural Fire Service shed which is owned by Cabonne Council.

The RFS shed lacks wall lining, insulation and air conditioning and in summer it is extremely hot dusty and this impacts negatively on training sessions and the hygienic storage of clinical equipment

### SECTION 3: ELIGIBILITY CRITERIA

☒ YES ☐ NO Are you a not for profit organisation?

☒ YES ☐ NO Do you reside in the Cabonne LGA?

#### SECTION 4: PROJECT DETAILS

Project Title: Upgrade to the First Responders shed

Project Location: 24 Kiewa Street, Manildra 2865

##### Project Description (50 words or less)

To insulate, line with colourbond and air condition the existing shed and to make better use of this building and its facilities for training purposes.

##### Project Outcomes (200 words or less)

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

Objectives are to insulate, line the internal walls and air conditioning of the existing Manildra Rural Fire Service shed (shared use with NSW Ambulance).

Training takes place once a month in Manildra with teams from Cudal and Molong. They previously used the church hall for training but unfortunately due to COVID-19 restrictions, this has now ceased.

To continue training in Manildra they need to upgrade their existing shed to accommodate them for training and improve the hygienic storage of clinical equipment. While the existing shed, where the response vehicle is stationed, has a very good kitchenette and bathroom, the hot and dusty conditions have precluded them from using it to its full potential. To be able to train where their stock and car are kept would be beneficial with car checks and restocking of their equipment.

The Manildra Men's Shed installed a new ceiling over the kitchen and bathroom area which has helped to reduce the dust in these rooms. If the shed was lined and air conditioned, they would then be able to do their monthly training and monthly equipment checks and stock takes of their medical supplied. Manildra RFS also use this building for meetings throughout the year so they would benefit also from the upgrade. They really want to continue training in Manildra and providing this important service to the Manildra community.

--

**What organisations (if any) are partners in the project?**

Please detail their input.

Manildra Rural Fire Service – use the shed for meetings and training and will benefit from the proposed upgrade.

#### SECTION 5: APPROVALS

Is a Council Development or Building Approval required for this proposed development?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, has a Development or Building Application been approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, what is the current status of the application?	
What is the likely commencement date of the project if funding is approved?	1/10/2020
When will the project be completed?	30/11/2020

## SECTION 6: BUDGET

## APPLICANTS MUST CONTRIBUTE AT LEAST 50% OF THE TOTAL PROJECT COST.

The value of voluntary labour is allowed as part of the applicant's contribution.

<b>EXPENDITURE</b> (List all related cost by line item e.g. purchase of materials, cost of trades people)	
Colourbond sheeting (Orange Steel) to sheet walls, ceiling and flashings (\$15.13/LM)	\$3163.00
Insulation (Bunnings Hardware) earth wool bats R3 \$73.50/ pack14.13m2 packs)	\$515.00
Air conditioner supplied and fitted (Cabonne Electrical)	\$3767.50
Forklift Hire and man cage	\$200.00
Scaffold Hire	\$200.00
Electrician	\$250.00
Spray spider webs and vermin proof shed before lining	\$300.00
Prepare and paint the walls of kitchen and bathroom	\$800.00
Project Manager and First Aider	\$250.00
Labour 3 men x 3 days (8 hr day) excluding painting	\$2880.00
<b>Total Expenditure</b>	<b>\$12325.50</b>
<b>INCOME</b> (applicants contribution, funding from other sources, in-kind labour)	
<i>Voluntary Labour, if applicable, is calculated at \$40 per hour.</i>	
Repair and paint the walls of kitchen and bathroom (labour, paint & materials donated)	\$800.00
Spray spider webs and vermin proof shed before lining	\$300.00
Electrician to move lights	\$250.00
Hire of forklift and man cage/scaffolding	\$400.00
Labour (3 men and 3 x 8 hr days)	\$2880.00
Project Manager/ First Aider	\$250.00
CAP Funding Request	<b>\$7445.50</b>
<b>Total Income</b>	<b>\$12325.50</b>
<i>(Total income must equal total expenditure)</i>	

**Please note:** The original CAP funding request amount of \$7445.50 is greater than 50% of the total project cost. Therefore the eligibility for this application has been reduced to \$6162.50

### SECTION 7: ONGOING COSTS

Please indicate the cost and responsibility for on-going maintenance for the next five (5) years.

Year	Cost	Responsible Organisation
NIL	NIL	NIL

### SECTION 8: LAND OWNERSHIP

Please tick the appropriate box.

- ☒ Council owned land.
- ☐ Crown Land – Trustee:
- ☐ Other – Details:

### SECTION 9: SUPPORT DOCUMENTATION

Please tick the appropriate box.

- ☒ Quotations or estimates for proposed works. **REQUIRED**
- ☒ Evidence of funds available (bank statements, loan details, etc) **REQUIRED**
- ☒ Evidence of community support (e.g. letters of support from other groups or organisations)
- ☒ Photographs (5 maximum)
- ☐ Other – Details:

### SECTION 10: DECLARATION

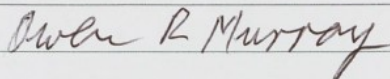
The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the Board of Management or authorised staff member.

I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with Cabonne Council has been signed.

I understand this is an application only and may not necessarily result in funding approval.

Name:	Owen Murray	Signature:	
Executive Position in Organisation: President			
Date:	25/08/2020		

24/08/2020

Mail - David Press - Outlook



<https://outlook.live.com/mail/0/inbox/id/AQMkADAwATZIZmYAZC1kZjhjLTkwY2UtMDACLTAwCgBGAAADd0NrS92qzEG0Z2Ny%2FMwULQcAk6...> 3/4

24/08/2020

Mail - David Press - Outlook



Sent from my iPhone

On 23 Aug 2020, at 6:24 pm, David Press <Daveypress@hotmail.com> wrote:

<Shed up grade.docx>

<https://outlook.live.com/mail/0/inbox/id/AQMkADAwATZiZmYAZC1kZjhjLTkwY2UIMDAwCgBGAAADd0NrS92qzEG0Z2Ny%2FMwULQcAk6...> 4/4

24/08/2020

Mail - David Press - Outlook



<https://outlook.live.com/mail/0/inbox/id/AQMkADAwATZIZmYAZC1kZjhjLTkwY2UIMDAcLTAwCgBGAAADd0NrS92qzEG0Z2Ny%2FMwULQcAk6...> 2/4



# QUOTE

MANILDRA AMBULANCE STATION

**Date**  
21 Aug 2020

**Expiry**  
20 Sep 2020

**Quote Number**  
QU-0287

**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 KW DAIKIN SPLIT SYSTEM AIR CONDITIONER TO AMBULANCE STATION, WITH WALL BRACKET	1.00	3,425.00	10%	3,425.00
Subtotal				3,425.00
TOTAL GST 10%				342.50
TOTAL AUD				3,767.50



ABN 63 087 649 867 | AFSL and Australian Credit Licence 240722

Phone: (02) 6362 2944

Facsimile: (02) 6362 6061

www.firstchoicecu.com.au

-99NNNNN 5602

E.M.

901

Manildra & Districts Improvment  
PO BOX 46  
MANILDRA NSW 2865

BSB No 802-318

Member No 5602

Page 1 of 3

Statement Ends 31 July 2020

Shares \$10.00

**XTRA first choice CREDIT UNION SPECIAL R8 M8!**

Contact Ashley Today!  
loans@firstchoicecu.com.au  
63622944

**4.99%**  
COMPARISON RATE  
New or Used Cars over \$30,000

Australian Credit Licence 240722

\*Comparison rate based on a secured loan of \$30,000 over 5 years. This comparison rate is true for the example given. Different terms, fees and other offers might result in a different comparison rate.

**ACCOUNT SUMMARY**

Account No  
General

Closing Balance  
17,845.37



## *St Joseph's Catholic Primary School*

*Loftus Street Manildra NSW 2865*

*Ph: (02) 6364 5177 Fax: (02) 6364 5383*

*Email: [stjosephsmanildra@bth.catholic.edu.au](mailto:stjosephsmanildra@bth.catholic.edu.au)*

19 August 2020

Dear Sir/Madam

We write this letter in support of the Manildra First Responders request for funding under the Community Assistance Program through Cabonne Council.

The assistance that is provided by these volunteers to members of the Manildra community is a great asset and anything that can help them to continue delivering this service should be supported. The upgrading of their current shed would enable them to train in Manildra. As the Rural Fire Service also use this shed for meetings it would be of benefit to them as well.

Our school has benefited first hand from the wonderful work that the NSW Ambulance Volunteers provide, they were at the school in a matter of minutes and provided care until the paramedics arrived from Molong.

This is one resource that we as a community do not wish to lose and ask that Cabonne Council look upon their request favourably.

Kind regards

Therese Press  
School Administration Manager

MANILDRA MENS SHED INC.  
24 KIEWA STREET  
MANILDRA. 2865

SECRETERY: JOHN FARR  
(M) 0407455176

20<sup>TH</sup> AUGUST 2020

TO WHOM IT MAY CONCERN

This document will serve to congratulate The Manildra First Responders for the wonderful work that has been available in the Manildra region over the past ten years.

The group operate from a well appointed shed which adjoins The Manildra Shed in Kiewa Street Manildra.

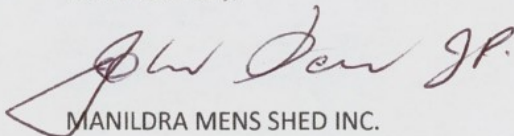
The members of The Manildra Mens Shed has an age range from 60 -90, and consider the First Responders as a highly required part of our shed and the community.

The First Responders shed is very basic. It uses the area to house their vehicle, but is not suitable for training purposes.

To continue The First Responders as a unit there must be an area to upgrade their training area, which is comfortable and purpose built.

Therefore it is the Mens Shed's desire to recommend that the First Responders receive certain funds to enable lining of the shed and installing air conditioning.

Yours faithfully,



MANILDRA MENS SHED INC.



Manildra Rhino's Football Club  
c/- The President  
384 Yellow Box Road  
MANILDRA NSW 2865

18 August 2020

### To Whom It May Concern

We write this letter in support of the Manildra First Responders request for funding to enable them to renovate their NSW Ambulance shed.

Whether it is playing football on a Sunday, training during the week or hosting other events the Manildra Rhino Football Club knows that the First Responders are never far away if an emergency occurs.

With Covid-19 restrictions we are aware that the Manildra First Responders are now unable to have their monthly training sessions in the local church hall and have to travel out of town for training. They are hoping to be able to renovate their NSW Ambulance Shed so that training can take place in Manildra once this is completed.

Our town cannot afford to lose this service and ask that Council look upon their request for funding favourably so that they can continue to provide this essential service in our town and that the NSW Ambulance Volunteers feel that they are supported within our community.

Kind regards

Ms Hannah Matheson  
Registrar/Assistant Secretary

Manildra Bush Fire Brigade  
 C/- 524 Yellow Box Road

Manildra  
 18th August 2020.

The General Manager  
 Cabonne Council

Dear Sir

Re. Manildra Fire and Ambulance  
 Station

I write to support our volunteer ambulance committee's request for a grant to hire and air condition the ambulance section of the fire station.

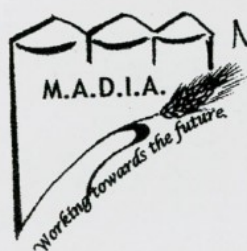
The fire brigade uses this room for meetings and training so would benefit from any improvement.

I cannot stress enough the value of the volunteers to our community so please help in any way that may be possible.

Yours faithfully

Karin Parsons secretary

ABN: 87 240 116 130



Manildra And District Improvement Association Inc.

13<sup>th</sup> August, 2020

**TO WHOM IT MAY CONCERN**

On behalf of Manildra and District Improvement Association Inc. (MADIA), I would like to express our support of Manildra First Response Ambulance Officers in their bid to acquire funding to make the existing Rural Fire Shed/Ambulance Shed more comfortable for training purposes.

The Manildra First Response Ambulance Officers are a vital group of volunteers who have been operating for over 24 years and respond when an emergency 000 call is placed within our area. This group has helped save many lives over the years.

MADIA wish them well with their endeavours to acquire funding to complete the existing shed.

Kind regards,

Owen Murray  
President  
MADIA

# COMMUNITY ASSISTANCE PROGRAM

## APPLICATION FORM 2020/21

Cabonne Council  
RECEIVED  
28 JUL 2020

BEFORE COMPLETING THIS APPLICATION, YOU MUST READ THE COMMUNITY ASSISTANCE PROGRAM GUIDELINES. APPLICATIONS THAT DON'T COMPLY WITH THE CONDITIONS STATED IN THE GUIDELINES OR APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

### SECTION 1: STATEMENT OF UNDERSTANDING



I have read and understood the Community Assistance Program Guidelines

### SECTION 2: APPLICANT DETAILS

Name of Organisation:	Mulga Bill Festival Inc		
Postal Address:	43 Forbes Street Yeoval 2868		
Contact Person:	Alf or Sharon Cantrell		
Position Held:	Chairman and Secretary		
Phone:	O427208913 0458464190	Email: alf@mulgabillfestival.com.au	
Incorporation No:	Inc9894362	GST registered:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
ABN No:	19496621338		
Brief description of your organisation:			
<p>The Mulga Bill Festival Inc has been operating in Yeoval for the past 12 years. It operates the Banjo Paterson ...more than a Poet Museum, a small tourist information centre and manages and maintains the Banjo Paterson Bush Park. We see our aims to be telling the life story of our most famous son A B "Banjo" Paterson, as well as attracting tourists, visitors and passing traffic to stop and spend a little time in our Village and increase the cash flow of our main street businesses.</p>			

### SECTION 3: ELIGIBILITY CRITERIA

☒ YES ☐ NO Are you a not for profit organisation?

☒ YES ☐ NO Do you reside in the Cabonne LGA?

#### SECTION 4: PROJECT DETAILS

Project Title: Paterson Park Trees

Project Location: In the Banjo Paterson Bush Park opposite the Banjo Paterson...more than a Poet Museum.

##### Project Description (50 words or less)

This Project is to establish a row of Australian native trees across the front of the Bush Park, some 10 metres back from the boundary; to stake each one with a steel starpost for protection and a plastic tree guard to eliminate rabbit damage.

##### Project Outcomes (200 words or less)

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

The object of this Project is to continue to create an attractive park on the outskirts of our village to encourage traffic to pull over and enjoy the facilities, the sculptures, toilets, grass areas and shade. Our community will benefit from the extra trade and the traveller will benefit from the facilities and the 9 sculpture attractions already provided. An Australian Coolibah tree was planted along this line several years ago and has grown into a tall and very attractive tree. It attracts attention and we aim to reproduce the success along the whole frontage. This small Project, coupled with the many previous park projects and the increasing Banjo Paterson Museum improvements are all as a collective, forming a very attractive Yeoval Arts precinct. The publicity for this is now showing up in such magazines as The Open Road and Outback Magazine, as well as smaller magazines and newspapers, the likes of which all add to the attraction of including Yeoval as part of a road trip for tourists and visitors. We are able to see the success of our project by observing the increase in numbers of vehicles calling in.

What organisations (if any) are partners in the project?

Please detail their input.

## SECTION 5: APPROVALS

Is a Council Development or Building Approval required for this proposed development?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, has a Development or Building Application been approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, what is the current status of the application?	
What is the likely commencement date of the project if funding is approved?	November 2020 or earlier depending on Council Grant
When will the project be completed?	Immediately following approval

## SECTION 6: BUDGET

APPLICANTS MUST CONTRIBUTE AT LEAST 50% OF THE TOTAL PROJECT COST.

The value of voluntary labour is allowed as part of the applicant's contribution.

<b>EXPENDITURE</b> (List all related cost by line item e.g. purchase of materials, cost of trades people)		
16 established 8" Pot Australian Native Trees		\$400.00
16 Steel Star Posts		\$114.20
Tree Guards N/C		\$000.00
		\$
		\$
		\$
<b>Total Expenditure</b>		<b>\$ 514.20</b>
<b>INCOME</b> (applicants contribution, funding from other sources, in-kind labour)		
<i>Voluntary Labour, if applicable, is calculated at \$40 per hour.</i>		
Voluntary Labour	4 Hours @ \$40 per Hour	\$160.00
Mulga Bill Contribution		\$ 97.10
CAP Funding Request		<b>\$257.10</b>
<b>Total Income</b>		<b>\$514.20</b>
<i>(Total income must equal total expenditure)</i>		

## SECTION 7: ONGOING COSTS

Please indicate the cost and responsibility for on-going maintenance for the next five (5) years.

Year	Cost	Responsible Organisation
2020 - 2026	Volunteer	Mulga Bill Festival Committee

**SECTION 8: LAND OWNERSHIP**

Please tick the appropriate box.

- ☐ Council owned land.
- ☒ Crown Land – Trustee:
- ☐ Other – Details:

**SECTION 9: SUPPORT DOCUMENTATION**

Please tick the appropriate box.

- ☒ Quotations or estimates for proposed works. **REQUIRED**
- ☒ Evidence of funds available (bank statements, loan details, etc) **REQUIRED**
- ☒ Evidence of community support (e.g. letters of support from other groups or organisations)
- ☒ Photographs (5 maximum)
- ☐ Other – Details:

**SECTION 10: DECLARATION**

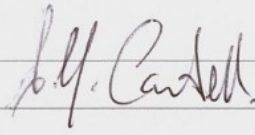
The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the Board of Management or authorised staff member.

I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with Cabonne Council has been signed.

I understand this is an application only and may not necessarily result in funding approval.

Name: Alf Cantrell	Signature: 
Executive Position in Organisation: Chairman	
Date: 24 <sup>th</sup> July 2020	

**YEOVAL & DISTRICT PROGRESS ASSOCIATION INC**

Email:  
yeovalprogressassociation@bigpond.com

PO Box 34  
YEOVAL NSW 2868

ABN: 12 793 513 221

22 July 2020

Cabonne Council  
PO Box 17  
Molong NSW 2866

Dear Sir/Madam

**Re: Cabonne Community Assistance Program**

I write to support the Mulga Bill Festival Committee in their efforts to continually improve the Banjo Paterson Bush Park. The Mulga Bill Festival Committee have, over the past 10 years, developed and maintained a very enjoyable and attractive Parkland on the edge of our village. Their volunteer work is encouraged and supported by the Yeoval & District Progress Association with the results of their toil presenting a very impressive entrance to our village main street. The addition of additional native trees can only add to the picturesque parklands they have already developed.

Thanking You,



Phillip Hunter  
Chairman  
Yeoval & District Progress Association Inc

**PRESIDENT**  
Philip Hunter  
6846 4319

**VICE PRESIDENT**  
Judy Vaughan  
6846 4071

**SECRETARY**  
Alf Cantrell  
6846 4190

**TREASURER**  
Alan Brotherton  
0409 211 865

# AGnVET<sup>®</sup> Services

## QUOTATION

**AGnVET Management Services Pty Limited**

18 Forbes Street,  
Yeoval, NSW, 2868  
Ph: 02 6846 4107 Fax:

ABN: 91 087 675 465

QUOTATION : **3730982**  
Date: 21-JUL-20  
Account Code : 1CANA1  
Order Number :  
Sales Person : Guy Wailes  
Quote Expiry Date : 20-AUG-20

Page: 1

**A/C:** A CANTRELL  
DUNROMIN CUMNOCK ROAD  
YEOVAL  
NSW 2868

**Del:** A CANTRELL  
DUNROMIN CUMNOCK ROAD  
YEOVAL  
NSW 2868

Item Code	Reference / Description	BKO Qty	Qty	Unit Price (Ex GST)	Unit Price (Incl GST)	Total (Incl GST)
POSTSBLK165	STOCKPOST BLACK 165CM		16.00	6.49	7.14	114.20
Total Incl GST:						114.20

( Total GST this transaction: \$10.38 )

### QUOTATION ONLY

Please be advised that this is valid for 30 days or as stated in the Quote Expiry Date above

Thank you for the opportunity to quote.

Guy Wailes

for and on behalf of AGnVET Management Services Pty Limited

**alf@mulgabillfestival.com.au**

---

**From:** robert@i-can.net.au  
**Sent:** Monday, 20 July 2020 1:33 PM  
**To:** 'Alf Cantrell'  
**Subject:** RE: Tree quote

Afternoon Alf,

Thank you for the call today.

We can supply 16 native trees in 200mm pots at a cost of \$25.00 per tree.

Let me know if you need any further assistance. (\$400.00 total)

**Cheers Rob,**

**Growing Futures Nursery**

**ABN: 50617512848**

**2 Monash St**

**Dubbo NSW 2830**

**Ph: 026884 5319**

**Mob: 0428251818**

**[robert@i-can.net.au](mailto:robert@i-can.net.au)**



**ICaN acknowledges the traditional owners of the lands on which we do business, Wiradjuri Country;**

**We pay our respects to the elders both past and present and also acknowledge their ongoing connection to the Land.**

**We acknowledge the true history and the people who have fought for our rights and we too continue the struggle to Close the Gap.**

---

**From:** Alf Cantrell <alf@mulgabillfestival.com.au>  
**Sent:** Monday, 20 July 2020 1:29 PM  
**To:** robert@i-can.net.au  
**Subject:** Tree quote

Dear Robert,

**CommonwealthBank**

Commonwealth Bank of Australia  
ABN 48 123 123 124  
Australian credit licence 234945



Account Number 062573 10075116

Page 1 of 2

MULGA BILL FESTIVAL INCORPORATED  
DUNROMIN CUMNOCK RD  
YEOVAL NSW Australia 2868

21 July 2020

Dear MULGA BILL FESTIVAL INCORPORATED,

Here's your account information and a list of transactions from 20/07/20-21/07/20.

**Account name** MULGA BILL FESTIVAL INCORPORATED  
**BSB** 062573  
**Account number** 10075116  
**Account type** Cheque A/c  
**Date opened** 04/01/2011

Date	Transaction details	Amount	Balance
20 Jul 2020	Transfer to xx1326 CommBank app Aldi	-\$282.87	\$3,671.45
20 Jul 2020	Transfer to xx1326 CommBank app Woolworths	-\$102.00	\$3,569.45
20 Jul 2020	POS 23340300 20 JUL	\$116.58	\$3,686.03

Any pending transactions haven't been included in this list. Proceeds of cheques aren't available until cleared.

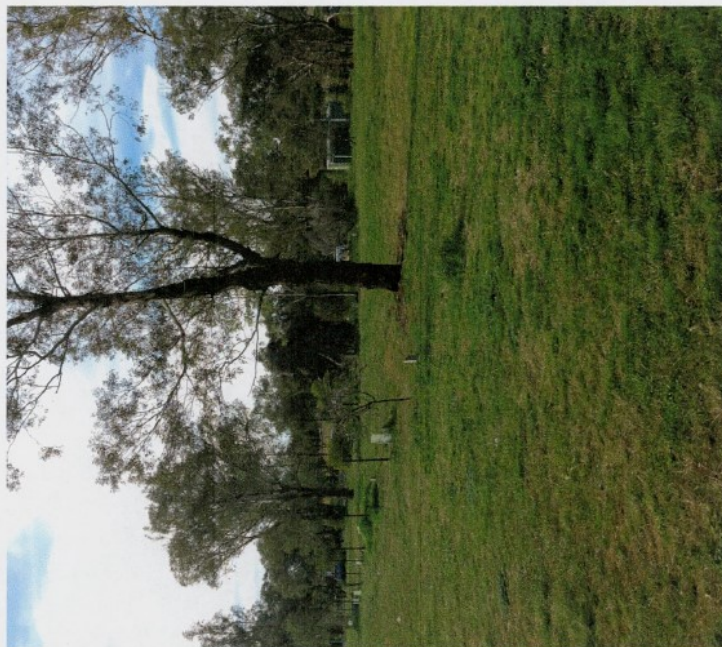
If you have questions or need more information, go to [commbank.com.au/support](http://commbank.com.au/support).

Yours sincerely,

Brian Moseley  
General Manager, Retail Customer Service







# COMMUNITY ASSISTANCE PROGRAM

## APPLICATION FORM 2020/21

BEFORE COMPLETING THIS APPLICATION, YOU MUST READ THE COMMUNITY ASSISTANCE PROGRAM GUIDELINES. APPLICATIONS THAT DON'T COMPLY WITH THE CONDITIONS STATED IN THE GUIDELINES OR APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

### SECTION 1: STATEMENT OF UNDERSTANDING

☒ I have read and understood the Community Assistance Program Guidelines

### SECTION 2: APPLICANT DETAILS

Name of Organisation:	Cumnock Show Society		
Postal Address:	10 Railway Parade CUMNOCK NSW 2867		
Contact Person:	Kirsten Holman - Rhonda Watt		
Position Held:	Secretary & Committee Member		
Phone:	0429661638	Email: weaniewatt4@bigpond.com	
Incorporation No:	YO 132416	GST registered:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ABN No:	12 674 692 727		
<p>Brief description of your organisation:</p> <p>Cumnock Show society is the committee body that puts on the Annual Community Cumnock Show each year. We are also a group who oversee and maintain the current show ground area, and look after any maintenance and events held on this area. We host many events during the year, from weddings, birthdays, Long white Lunch, camps drafts, Stock horse camps and camping on site. A volunteer group who support the community in many ways.</p>			

### SECTION 3: ELIGIBILITY CRITERIA

☒ YES ☐ NO Are you a not for profit organisation?

☒ YES ☐ NO Do you reside in the Cabonne LGA?

#### SECTION 4: PROJECT DETAILS

Project Title: Cumnock Show ground Camp Kitchen and BBQ Kiosk Facility

Project Location: Cumnock Show grounds

##### Project Description (50 words or less)

Cumnock Show ground host many events during the year, with the show, camp drafts and other events. A BBQ area is required to help with these days and to make the facilities on the grounds more user friendly for campers and visitors to the Community and Cabonne area. Seating will be planned and a weather proof, safe environment for all to enjoy. Kiosk will be covered with new roofing and side walls for protection on the shelter.

##### Project Outcomes (200 words or less)

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

Objectives are to improve facilities on the Show ground area. We strive to encourage more events and visitors to our region and to enable them to stay longer and enjoy the facilities we are offering. Safe and protective environments which cater for all weather are a must. We are building our show grounds to be a better place for our community.

##### What organisations (if any) are partners in the project?

Cumnock Camp draft Committee \$500

--

#### SECTION 5: APPROVALS

Is a Council Development or Building Approval required for this proposed development?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, has a Development or Building Application been approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, what is the current status of the application?	
What is the likely commencement date of the project if funding is approved?	
When will the project be completed?	

## SECTION 6: BUDGET

APPLICANTS MUST CONTRIBUTE AT LEAST 50% OF THE TOTAL PROJECT COST.

The value of voluntary labour is allowed as part of the applicant's contribution.

<b>EXPENDITURE</b> (List all related cost by line item e.g. purchase of materials, cost of trades people)	
iron for roofing , walls, base plates, eaves, screws, capping , sizelation etc	\$5954.60
Hot water heater	\$800.00
Material Plumbing and Gas bottle	\$350.00
Labour to build and weld steel frame for Camp Kitchen shelter- Roofing on kiosk , camp kitchen roofing and side walls included with insulation. Plumb in hot water,	5,000.00
Electrical connection from power pole to BBQ shelter- Circuits and safety switches _ DAN HILLAR	\$4,000.00
<b>Total Expenditure</b>	<b>\$16,104.60</b>
<b>INCOME</b> (applicants contribution, funding from other sources, in-kind labour) <i>Voluntary Labour, if applicable, is calculated at \$40 per hour.</i>	
(IN KIND) Level area 9 x 9 with backhoe and make ready for cement pad 6 hours @ \$40	240.00
( IN KIND) level area structure once completed - with backhoe - ready for use 6 hours @ \$40	240.00
Electrician Hugh Marriott – Licensed Electrician (IN KIND) Connect underground wiring from pole to building, Install safety circuits and lights, power points. ( priced on quote from Dan Hillar electrical)	3,500.00
Cumnock Show Society	3,572.30
Cumnock Camp Draft Committee	500.00
CAP Funding Request	<b>\$8052.30</b>
<b>Total Income</b>	<b>\$16,104.60</b>
<i>(Total income must equal total expenditure)</i>	

## SECTION 7: ONGOING COSTS

Please indicate the cost and responsibility for on-going maintenance for the next five (5) years.

Year	Cost	Responsible Organisation
------	------	--------------------------

2021-2025	NIL to Minimal	Cumnock Show Society

#### SECTION 8: LAND OWNERSHIP

Please tick the appropriate box.

- ☐ Council owned land.
- ☒ Crown Land – Trustee:
- ☐ Other – Details:

#### SECTION 9: SUPPORT DOCUMENTATION

Please tick the appropriate box.

- ☒ Quotations or estimates for proposed works. **REQUIRED**
- ☒ Evidence of funds available (bank statements, loan details, etc) **REQUIRED**
- ☒ Evidence of community support (e.g. letters of support from other groups or organisations)
- ☒ Photographs (5 maximum)
- ☐ Other – Details:

#### SECTION 10: DECLARATION

The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the Board of Management or authorised staff member.

I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with Cabonne Council has been signed.

I understand this is an application only and may not necessarily result in funding approval.

Name:	Kirsten Holman	Signature:	Attachment for signature
Executive Position in Organisation:		Secretary Cumnock Show Society	
Date:	19.8.2020		

# Community Assistance Program Guidelines and Application Form

Submission date: 21 August 2020, 1:33PM

Receipt number: 11

Related form version: 8

Question	Response
Community Assistance Program 2020/21	
Community Assistance Program 2020/21 - Application Form	
SECTION 1: STATEMENT OF UNDERSTANDING	
	I have read and understood the Community Assistance Program Guidelines
SECTION 2: APPLICANT DETAILS	
Name of Organisation:	Country Womens Association of NSW Canowindra Branch
Postal Address:	24 Blatchford St Canowindra 2804
Contact Person:	Jan Kerr
Position Held:	Vice President and Acting Secretary
Phone:	0428441819
Email Address:	<a href="mailto:flyingwinejan@gmail.com">flyingwinejan@gmail.com</a>
Incorporation Number:	
Organisation ABN:	82318909926
Is your organisation GST registered?	YES
SECTION 3: ELIGIBILITY CRITERIA	
Are you a not for profit organisation?	YES
Do you reside in the Cabonne LGA?	YES
SECTION 4: PROJECT DETAILS	
Project Title:	Installation of Illuminated Exit Signs
Project Location:	CWA Hall 24 Blatchford St canowindra
Project Description (50 words or less):	Purchase and Installation of compliant illuminated exit signs in our hall including electrician to run new wires. This is necessary for safety of hall users
Project Outcomes (200 words or less) What are the objectives of the project, who will benefit from the project, how will you measure and evaluation if the objectives have been met?	The object is to make our hall compliant with the latest government regulations. All hall users will benefit as exits will now be visible especially in the occurrence of a fire. The success of the project will be measured by the completion of the project
What organisations (if any) are partners in the project? Please detail their input.	

1 of 3

<b>SECTION 5: APPROVALS</b>	
Is a Council Development or Building Approval required for the proposed development?	NO
If yes, has a Development of Building Application been approved?	
If no, what is the current state of the application?	
What is the likely commencement date of the project if funding is approved?	1st October 2020
When will the project be completed?	30th October 2020
<b>SECTION 6: BUDGET</b>	
Expense 1	\$1500
Expense 2	\$500 for 4 signs plus paint etc.
Expense 3	
Expense 4	
Expense 5	
Expense 6	
TOTAL EXPENDITURE	\$2000
Income 1	CWA branch \$600
Income 2	Volunteer labour, paint etc to prepare and make good walls etc 10 hours \$400
Income 3	
Income 4	
Income 5	
CAP Funding Request	\$1000
TOTAL INCOME	\$2000
Total income MUST equal total expenditure	
<b>SECTION 7: ONGOING COSTS</b>	
Year 1 costs:	
Organisation responsible for Year 1 costs:	CWA of NSW Canowindra branch
Organisation responsible for Year 5 costs:	
Year 2 costs:	
Organisation responsible for Year 2 costs:	
Year 3 costs:	
Organisation responsible for Year 3 costs:	
Year 4 costs:	
Organisation responsible for Year 4 costs:	
Year 5 costs:	
<b>SECTION 8: LAND OWNERSHIP</b>	
Please select the appropriate type from the list	Other: Country Womens Association of NSW

Please note: No quote was provided for the '4 signs plus paint' therefore this has reduced their eligibility of CAP Funding to \$750.00

SECTION 9: SUPPORT DOCUMENTATION	
Please tick the appropriate boxes and upload your documents below.	Quotations or estimates for proposed works Evidence of funds available for contribution (bank statements, loan details etc) Evidence of community support (e.g. letters of support from other groups or organisations) Photographs (5 maximum)
	<a href="#">Exit signs quote.jpg</a> <a href="#">CWA letter of support for guttering 2020-1.pdf</a> <a href="#">Lodge Letter of Support-1.pdf</a> <a href="#">CWA Bank Account.jpg</a> <a href="#">front of hall.jpg</a> <a href="#">new toilet door.jpg</a> <a href="#">20181110_091220.jpg</a>
SECTION 10: DECLARATION	
<b>ELECTRONIC SIGNATURE AGREEMENT</b> - By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.	I ACCEPT
Executive Position in Organisation:	Vice president
Date:	21/08/2020

# Community Assistance Program Guidelines and Application Form

Submission date: 28 August 2020, 10:40AM

Receipt number: 18

Related form version: 8

Question	Response
Community Assistance Program 2020/21	
Community Assistance Program 2020/21 - Application Form	
SECTION 1: STATEMENT OF UNDERSTANDING	
	I have read and understood the Community Assistance Program Guidelines
SECTION 2: APPLICANT DETAILS	
Name of Organisation:	Manildra Preschool Early Learning Centre
Postal Address:	63-65 Cudal Street, Manildra NSW 2865
Contact Person:	Carolyn Davis
Position Held:	Treasurer
Phone:	0402144602
Email Address:	manildrapreschool@yahoo.com
Incorporation Number:	Y0536139
Organisation ABN:	15493827948
Is your organisation GST registered?	YES
SECTION 3: ELIGIBILITY CRITERIA	
Are you a not for profit organisation?	YES
Do you reside in the Cabonne LGA?	YES
SECTION 4: PROJECT DETAILS	
Project Title:	Staff & Storeroom Upgrade
Project Location:	63-65 Cudal Street, Manildra NSW 2865
Project Description (50 words or less):	Upgrade of our Staffroom including a new kitchenette & cupboards, new shelving for storage of resources & new area for confidential parent meetings.

Project Outcomes (200 words or less) What are the objectives of the project, who will benefit from the project, how will you measure and evaluation if the objectives have been met?	We would like a new safe place for staff to prepare meals & be able to cook with/for the children. New purpose-built shelving would enable better use of Centre resources & easier access for daily rotation of resources. A new seating area for meetings would enable confidential discussions to occur with parents & carers. The entire Preschool community would benefit from this project. Our building is in need of repair and any upgrades we do will benefit all current and future children attending our service. We have grown our Centre by 45% since opening in January 2020, we would like to improve our building to encourage more enrolments to our Centre & more families to Manildra. The measurement of objectives will be to see the children baking birthday cakes in the kitchenette and watching staff quickly and easily access the required resource for children in an easily-found box on a shelf. Another measure will be knowing a parent can quietly discuss the needs of their child in a private area of the Centre. The project will be overseen by our Committee, which includes a qualified Accountant who will ensure project budgets are adhered to.
What organisations (if any) are partners in the project? Please detail their input.	NIL
<b>SECTION 5: APPROVALS</b>	
Is a Council Development or Building Approval required for the proposed development?	YES
If yes, has a Development of Building Application been approved?	NO
If no, what is the current state of the application?	DA 2021/0030 - currently under neighbourhood review
What is the likely commencement date of the project if funding is approved?	December 2020
When will the project be completed?	1st February 2021
<b>SECTION 6: BUDGET</b>	
Expense 1	Shelving to storage room \$4350
Expense 2	New kitchen cabinets \$10,500
Expense 3	Plumbing sink \$2,700
Expense 4	Cut concrete for plumbing & replace \$2,114
Expense 5	Plastering \$3,000
Expense 6	Painting \$2,000
TOTAL EXPENDITURE	\$24,664
Income 1	Manildra Preschool Term Deposit \$10,000

Income 2	Funds from Manildra Preschool \$2,332
Income 3	
Income 4	
Income 5	
CAP Funding Request	\$12,332
TOTAL INCOME	\$24,664
Total income MUST equal total expenditure	Yes
<b>SECTION 7: ONGOING COSTS</b>	
Year 1 costs:	0
Organisation responsible for Year 1 costs:	Manildra Preschool Early Learning Centre
Organisation responsible for Year 5 costs:	Manildra Preschool Early Learning Centre
Year 2 costs:	0
Organisation responsible for Year 2 costs:	Manildra Preschool Early Learning Centre
Year 3 costs:	0
Organisation responsible for Year 3 costs:	Manildra Preschool Early Learning Centre
Year 4 costs:	0
Organisation responsible for Year 4 costs:	Manildra Preschool Early Learning Centre
Year 5 costs:	0
<b>SECTION 8: LAND OWNERSHIP</b>	
Please select the appropriate type from the list	Other: Owned by Manildra Preschool Early Learning Centre Inc
<b>SECTION 9: SUPPORT DOCUMENTATION</b>	
Please tick the appropriate boxes and upload your documents below.	Quotations or estimates for proposed works Evidence of funds available for contribution (bank statements, loan details etc) Evidence of community support (e.g. letters of support from other groups or organisations)
	<a href="#">Quote - kitchenette storage.pdf</a> <a href="#">Term Deposit.pdf</a> <a href="#">SJS letter of support.pdf</a>
<b>SECTION 10: DECLARATION</b>	
<b>ELECTRONIC SIGNATURE AGREEMENT -</b> By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.	I ACCEPT
Executive Position in Organisation:	Carolyn Davis, Treasurer
Date:	28/08/2020

# COMMUNITY ASSISTANCE PROGRAM

## APPLICATION FORM 2020/21

BEFORE COMPLETING THIS APPLICATION, YOU MUST READ THE COMMUNITY ASSISTANCE PROGRAM GUIDELINES. APPLICATIONS THAT DON'T COMPLY WITH THE CONDITIONS STATED IN THE GUIDELINES OR APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

### SECTION 1: STATEMENT OF UNDERSTANDING

☒ I have read and understood the Community Assistance Program Guidelines

### SECTION 2: APPLICANT DETAILS

Name of Organisation:	Cumnock Rural Fire Brigade		
Postal Address:	P O Box 23		
Contact Person:	Jack Christie		
Position Held:	Fire Captain		
Phone:	0497964143	Email:jandkchristiem echanical@gmail.co m	
Incorporation No:		GST registered:	x <input type="checkbox"/> YES <input type="checkbox"/> NO
ABN No:	77655703520		
<p>Brief description of your organisation:</p> <p>Cumnock Rural Fire Brigade is a volunteer group that attend bush fire, community fire and road accidents and any incidence within the village rendering support with first aid within their capability. A Totally local group that give up many hours of personal time especially in the summer months. Training days are held each month so our members are as well equipped as possible.</p>			

### SECTION 3: ELIGIBILITY CRITERIA

☐YES ☐NO Are you a not for profit organisation?

☐YES ☐NO Do you reside in the Cabonne LGA?

#### SECTION 4: PROJECT DETAILS

Project Title: CUMNOCK Rural Fire Brigade BLITZ History Save

Project Location: CUMNOCK fire shed

##### Project Description (50 words or less)

Cumnock Rural Fire Brigade is such an important group in the community. These volunteers work tirelessly to protect community and District. The group would like to take this opportunity to preserve some local history with of one of its original fire units. The Chev BLITZ .

This vehicle is of great interest because it is in original condition and is a genuine second world war water tanker, and they are very rare.

It's only changes were to install rails and a fire fighting pump, which then became one of Cumnock's Main brigade units.

We feel it would be of interest to visitors if it could be on display and would be a shame not to preserve this piece.

##### Project Outcomes (200 words or less)

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

Cumnock is working towards interesting things to see and do. This old Chev BLITZ is certainly of interest to old truck enthusiast and visitors who have a genuine interest in history. We feel it important to preserve this history with the outcome of "Having something special " in our possession which is worth saving – plus we also have the passion to keep it alive and on display. We hope visitors will learn of our special BLITZ and call into the village for a look.

<p><b>What organisations (if any) are partners in the project?</b></p> <p>Please detail their input.</p>
<p><b>Personal Donation from the Marriott Family \$1,000 as they realise the value of the Blitz history</b></p> <p><b>Personal Donation from Andrew &amp; Rhonda Watt - of Steel for Mesh display walls, Welding rods and hinges value \$500</b></p> <p><b>Personal Donation From Captain Jack Christie for Matt Dicker to level area and back fill Value \$300</b></p>

#### SECTION 5: APPROVALS

Is a Council Development or Building Approval required for this proposed development?	<input type="checkbox"/> YES <input type="checkbox"/> xNO
If Yes, has a Development or Building Application been approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, what is the current status of the application?	
What is the likely commencement date of the project if funding is approved?	
When will the project be completed?	

## SECTION 6: BUDGET

APPLICANTS MUST CONTRIBUTE AT LEAST 50% OF THE TOTAL PROJECT COST.

The value of voluntary labour is allowed as part of the applicant's contribution.

<b>EXPENDITURE</b> (List all related cost by line item e.g. purchase of materials, cost of trades people)	
Carport with 2 sides enclosed	\$4,620.00
Erecting costs ( Shed world quote)	\$1,500
Cement slab 8mts x 5.5 Mts	\$3,630.00
Mesh	\$200.00
<b>Total Expenditure</b>	<b>\$10,600.00</b>
<b>INCOME</b> (applicants contribution, funding from other sources, in-kind labour) <i>Voluntary Labour, if applicable, is calculated at \$40 per hour.</i>	
Weld up steel frame and attach mesh x 2 sides- plus make an access door to standard 2x ppl x 8hours @	640.00
Build shed from kit 5 men x 7 hours	1400.00
Cumnock Rural Fire Brigade	1460.00
Marriott Family - Donation	1000.00
Watt Family – Donation 9 x lengths steel @\$50 @ - welding rods and hinges	500.00
Christie Family donation for Matt Dicker earth works	300.00
CAP Funding Request	5,300.00
<b>Total Income</b>	<b>\$10,600.00</b>
<i>(Total income must equal total expenditure)</i>	

## SECTION 7: ONGOING COSTS

Please indicate the cost and responsibility for on-going maintenance for the next five (5) years.

Year	Cost	Responsible Organisation
2020-2025	Little to Nil	Cumnock Rural Fire Brigade


#### SECTION 8: LAND OWNERSHIP

Please tick the appropriate box.

- ☒ Council owned land.
- ☐ Crown Land – Trustee:
- ☐ Other – Details:

#### SECTION 9: SUPPORT DOCUMENTATION

Please tick the appropriate box.

- ☒ Quotations or estimates for proposed works. **REQUIRED**
- ☒ Evidence of funds available (bank statements, loan details, etc) **REQUIRED**
- ☒ Evidence of community support (e.g. letters of support from other groups or organisations)
- ☒ Photographs (5 maximum)
- ☐ Other – Details:

#### SECTION 10: DECLARATION

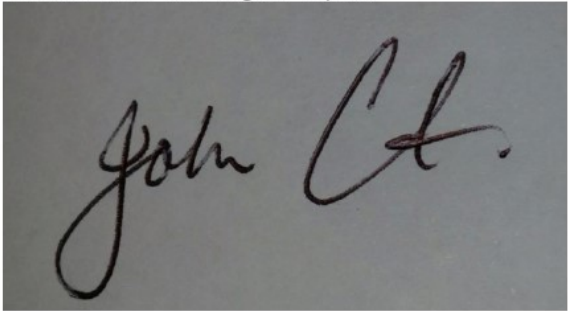
The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the Board of Management or authorised staff member.

I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with Cabonne Council has been signed.

I understand this is an application only and may not necessarily result in funding approval.

Name:	Jack Christie	Signature:	
Executive Position in Organisation:		Cumnock Rural Fire Brigade Captain	
			
Date:	24/8/2020		

# Community Assistance Program Guidelines and Application Form

Submission date: 28 August 2020, 11:50AM

Receipt number: 17

Related form version: 8

Question	Response
Community Assistance Program 2020/21	
Community Assistance Program 2020/21 - Application Form	
SECTION 1: STATEMENT OF UNDERSTANDING	
	I have read and understood the Community Assistance Program Guidelines
SECTION 2: APPLICANT DETAILS	
Name of Organisation:	Molong Show Society Inc.
Postal Address:	PO Box 98 Molong NSW 2866
Contact Person:	Lisa Garlick
Position Held:	Secretary
Phone:	0438647741
Email Address:	molong.show@gmail.com
Incorporation Number:	
Organisation ABN:	11855677314
Is your organisation GST registered?	NO
SECTION 3: ELIGIBILITY CRITERIA	
Are you a not for profit organisation?	YES
Do you reside in the Cabonne LGA?	YES
SECTION 4: PROJECT DETAILS	
Project Title:	Main Pavilion Doors and Tanks for the Molong Showground
Project Location:	Molong Showground
Project Description (50 words or less):	New sliding doors for the main pavilion and 2 x 22, 5000 Litre tanks with pump to accompany the soon to be built new amenities block

Project Outcomes (200 words or less) What are the objectives of the project, who will benefit from the project, how will you measure and evaluation if the objectives have been met?	New doors will provide better security, easier usage of the doors to the pavilion which is becoming increasingly important with more public usage of this building by the show committee and other community members and groups. To supply rain water to the amenities block for toilet and shower usage. All patrons of the showground will benefit from the annual show to the casual campers on a regular basis and private functions.
What organisations (if any) are partners in the project? Please detail their input.	
<b>SECTION 5: APPROVALS</b>	
Is a Council Development or Building Approval required for the proposed development?	YES
If yes, has a Development of Building Application been approved?	YES
If no, what is the current state of the application?	
What is the likely commencement date of the project if funding is approved?	Hard to say exactly when at the moment without knowing the commencement of the amenities block construction.
When will the project be completed?	In the next 12 months.
<b>SECTION 6: BUDGET</b>	
Expense 1	Bushmans Tanks 22, 5000 Litre Tank \$2350.00
Expense 2	Bushmans Tanks 22, 5000 Litre Tank \$2350.00 - price includes delivery and fitting required
Expense 3	Bushmans Tanks Stainless Steel Pump \$340.00
Expense 4	J-Weld Suppliers, consultants and contracted labour \$4,268
Expense 5	J-Weld Materials, Assets and equipment \$3,492
Expense 6	Voluntary labour \$3,000.00
TOTAL EXPENDITURE	\$15,800.00
Income 1	Voluntary labour \$3,000.00
Income 2	Applicants cash contribution \$5,000.00
Income 3	
Income 4	
Income 5	
CAP Funding Request	\$7,800.00
TOTAL INCOME	\$15,800.00
Total income MUST equal total expenditure	Yes

<b>SECTION 7: ONGOING COSTS</b>	
Year 1 costs:	
Organisation responsible for Year 1 costs:	
Organisation responsible for Year 5 costs:	
Year 2 costs:	
Organisation responsible for Year 2 costs:	
Year 3 costs:	
Organisation responsible for Year 3 costs:	
Year 4 costs:	
Organisation responsible for Year 4 costs:	
Year 5 costs:	
<b>SECTION 8: LAND OWNERSHIP</b>	
Please select the appropriate type from the list	Crown Land - Trustee:
<b>SECTION 9: SUPPORT DOCUMENTATION</b>	
Please tick the appropriate boxes and upload your documents below.	Quotations or estimates for proposed works Evidence of funds available for contribution (bank statements, loan details etc) Evidence of community support (e.g. letters of support from other groups or organisations)
	<a href="#">Molong Show CBA Account Summary Aug 20.PNG</a> <a href="#">support letter molong rugby union.pdf</a> <a href="#">Letter of Support Molong Show SJA.jpeg.jpeg</a> <a href="#">Bushmans Tanks quote.jpg</a>
<b>SECTION 10: DECLARATION</b>	
<b>ELECTRONIC SIGNATURE AGREEMENT -</b> By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.	I ACCEPT
Executive Position in Organisation:	Secretary
Date:	28/08/2020

# COMMUNITY ASSISTANCE PROGRAM

## APPLICATION FORM 2020/21

BEFORE COMPLETING THIS APPLICATION, YOU MUST READ THE COMMUNITY ASSISTANCE PROGRAM GUIDELINES. APPLICATIONS THAT DON'T COMPLY WITH THE CONDITIONS STATED IN THE GUIDELINES OR APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

### SECTION 1: STATEMENT OF UNDERSTANDING



I have read and understood the Community Assistance Program Guidelines

### SECTION 2: APPLICANT DETAILS

Name of Organisation:	Canowindra Services + Citizens Club.		
Postal Address:	93 Gaskill St Canowindra NSW 2804		
Contact Person:	Julie Fliedner		
Position Held:	Admin + Finance Mgr		
Phone:	0263441397	Email:	julie@canowindraservices.cc
Incorporation No:		GST registered:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ABN No:	74 000 991 953		
Brief description of your organisation: We are a registered Club. Not for profit. Providing facilities for the community + members + guests.			

### SECTION 3: ELIGIBILITY CRITERIA

☒ YES ☐ NO

Are you a not for profit organisation?

☒ YES ☐ NO

Do you reside in the Cabonne LGA?

## SECTION 4: PROJECT DETAILS

Project Title: "Powering Ahead" for Canowindra

Project Location: 93 Gaskill St Canowindra NSW 2804

## Project Description (50 words or less)

To purchase + install solar battery system to reduce our carbon footprint + increase our ability to provide for the community in a clean, environmentally friendly way.

## Project Outcomes (200 words or less)

What are the objectives of the project, who will benefit from the project, how will you measure and evaluate if the objectives have been met?

The project will see us achieve a reduction in energy use by storing excess energy captured during the day, and using it during the night.

The savings from this will benefit our 800 plus members, our thousands of visitors per annum, and our 2000 plus community, by allowing us to re-invest those savings in community projects, sponsorships, and upgrading of facilities.

Objectives will be analysed on a daily basis of monitoring computer data about our consumption

What organisations (if any) are partners in the project?

Please detail their input.

## SECTION 5: APPROVALS

Is a Council Development or Building Approval required for this proposed development?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If Yes, has a Development or Building Application been approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, what is the current status of the application?	
What is the likely commencement date of the project if funding is approved?	Commencement ASAP.
When will the project be completed?	By December 2020.

**SECTION 6: BUDGET**

APPLICANTS MUST CONTRIBUTE AT LEAST 50% OF THE TOTAL PROJECT COST.

The value of voluntary labour is allowed as part of the applicant's contribution.

<b>EXPENDITURE</b> (List all related cost by line item e.g. purchase of materials, cost of trades people)	
Supply + install of battery powerwalls for existing Solar system.	\$ 52,824
	\$
	\$
	\$
	\$
<b>Total Expenditure</b>	<b>\$52,824</b>
<b>INCOME</b> (applicants contribution, funding from other sources, in-kind labour)	
Voluntary Labour, if applicable, is calculated at \$40 per hour.	
Our financial contribution	\$26,412—
CAP Funding Request	\$ 26,412
<b>Total Income</b>	<b>\$26,412</b>
(Total income must equal total expenditure)	

**SECTION 7: ONGOING COSTS**

Please indicate the cost and responsibility for on-going maintenance for the next five (5) years.

Year	Cost	Responsible Organisation
No ongoing maintenance required		

**SECTION 8: LAND OWNERSHIP**

Please tick the appropriate box.

- ☐ Council owned land.
- ☐ Crown Land – Trustee:
- ☒ Other – Details:

**SECTION 9: SUPPORT DOCUMENTATION**

Please tick the appropriate box.

- ☒ Quotations or estimates for proposed works. REQUIRED
- ☒ Evidence of funds available (bank statements, loan details, etc) REQUIRED
- ☒ Evidence of community support (e.g. letters of support from other groups or organisations)
- ☒ Photographs (5 maximum)
- ☐ Other – Details:

**SECTION 10: DECLARATION**

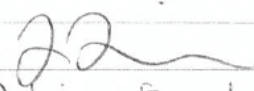
The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the Board of Management or authorised staff member.

I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested.

Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with Cabonne Council has been signed.

I understand this is an application only and may not necessarily result in funding approval.

Name:	Julie Fliedner	Signature:	
Executive Position in Organisation:	Finance, Admin + Event Manager.		
Date:	21.8.20		

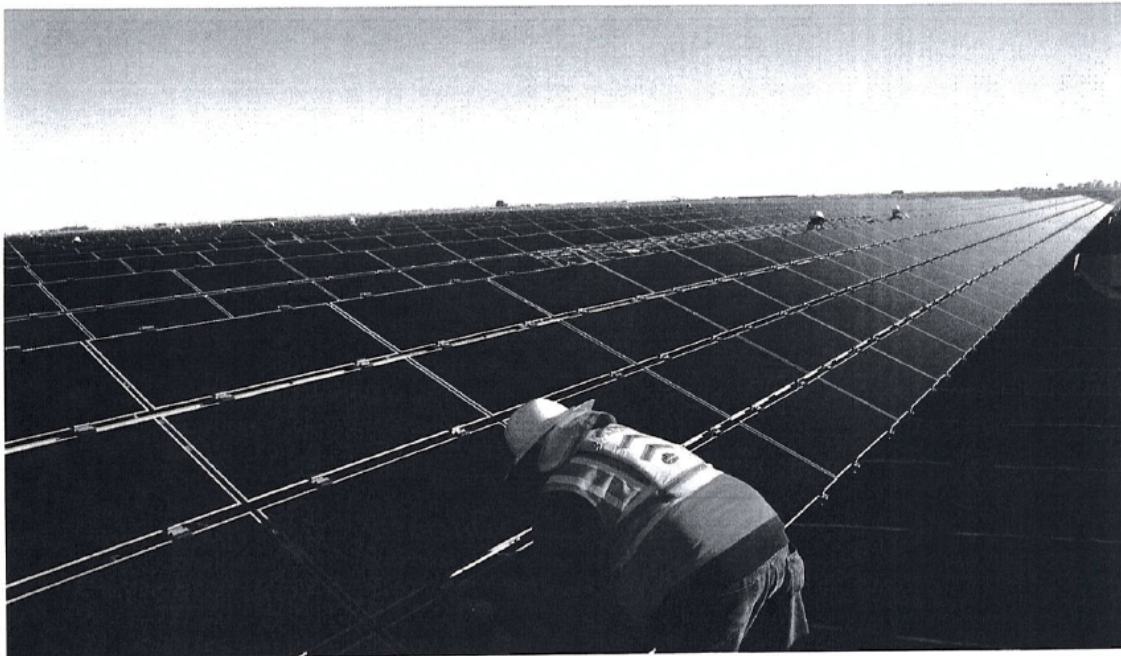


## SOLAR & STORAGE PROPOSAL

Prepared for: Canowindra Serv and Citizen Club

Address: Gaskill Street, Canowindra NSW, Australia

Quotation No: 316





1300762807 info@largesolarinstalls.com

YOUR QUOTE

Large Solar Installs  
Bathurst NSW 2795  
ABN: 20633146022

## Quotation No. 316

**To: Canowindra Serv and Citizen Club**

Address: Gaskill Street, Canowindra NSW, Australia

Date created: 22 July 2020

Valid until: 5 August 2020

Design, approval, supply, installation, commissioning, reporting and warranty by local licensed tradespeople. Additional solar generation system custom designed to fit in available roof space and using similar SMA inverters to link to existing system. Still need locate SMA energy meter for re programming to add existing replaced 17kw SMA inverter and then additional system so all can be monitored. Allowance for connection to downstairs TV for patron monitoring.

Usage (after existing solar generation offset) is around 451kwh/day and 25% is off peak (solar not assist) so have 2 options modelled. Suggest a minimum 1 x TESLA Powerwall2 battery system which would also provide blackout protection to selected circuits meaning basic services and communications can still operate off grid. For medium term back of cool rooms would require larger system and could look at 1 TESLA PW2 per each of the 3 phases.

Using SMA inverter which is German and Canadian larger 3655w monocrystalline solar panels to maximise available roof space.

Whilst roof access is straight forward we will use GEDA solar panel lifter for safe mechanism to roof and AS 3000 regulations.

Have prepared application to connect for Essential energy and assume 10kw/hour export (have requested 25kw/hr but don't think they will approve, but electrical drawings show capacity). Likewise have designed solar system to roof capacity which is 62 panels east and west 9 roughly above main entry and 45 panels in 7 areas in middle of building. Is also a Prime cost estimate \$3,000 for additions to existing PVDB (protection board) as required by essential energy.

Reporting to smart device to monitor usage and solar generation.

Is cost effective and could be completed in 3 weeks from acceptance.

Will also send company profile which lists several bowling and community clubs we have provided energy security for and is also off balance and finance options to review.

Item	Quantity
SMA Sunny Tripower STP 5000TL-20	1
SMA Sunny Tripower STP 20000TL-30	1
SMA Sunny Tripower STP 10000TL-10	1
Canadian Solar KuMax CS3U-365MS	107
Tesla Powerwall 2	1

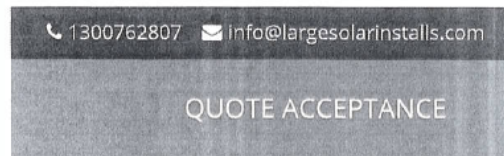
Tesla Tesla Powerwall 2	1	
WIFI	1	
Project Management	1	
<b>Retail price (inc. GST):</b>		<b>\$73,579.00 *</b>

STC incentives - 593 STCs @ \$35.00		<b>-\$20,755.00</b>
<b>Your price (inc. GST):</b>		<b>\$52,824.00</b>

\* Includes GST (Total GST on quote is \$6,689.00)

(see payment details below)

	<b>Due date</b>	<b>Amount</b>
Payment 1 of 3	Quote Approval	\$5,282.40
Payment 2 of 3	Install Date	\$26,412.00
Payment 3 of 3	Commission Date	\$21,129.60



Large Solar Installs  
Bathurst NSW 2795  
ABN: 20633146022

## Quote Acceptance

Our quote reference: 316

Date issued: 22 July 2020

Estimated Installation Date: 21 August 2020

I agree to the Terms and Conditions of this quote

Name

Signed

Date

Payment by bank direct deposit or credit card where available (see quote electronic acceptance link)

Please forward payment to the following bank account:

ENERGY BUDDY PTY LTD

(Commonwealth Bank)

BSB: 06 2504

ACC: 1069 1379

**Canowindra High School** Browns Avenue Canowindra, NSW 2804  
P 02 6344 1305 F. 02 6344 1085 E. canowindra-h.school@det.nsw.edu.au



29 July, 2020

Dear Sir/Madam,

I am writing this letter in support of Canowindra Services and Citizens Club's application for a grant to have solar batteries installed at the club.

Environmental sustainability is a key issue for the young people of today and the installation of these batteries would serve as a model for them and our community by providing a positive example of how businesses and consumers can reduce their carbon footprint, increase green energy consumption and support our local environment through the use of renewable energy

The Canowindra Services and Citizens Club facilities are an asset for our community and, as the only local high school, the ready availability of such a resource is important for our larger fundraising events, such as the annual P&C Debutante Ball, and other occasions when our school hall is unavailable.

Please do not hesitate to contact me on the above number if you require any further information or clarification on our support.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Neryle Smurthwaite".

Neryle Smurthwaite  
Principal



# Canowindra PUBLIC SCHOOL

Tilga Street Canowindra NSW 2804  
Ph: 02 6344 1403 | Fax: 02 6344 1462  
canowindra-p.school@det.nsw.edu.au  
www.canowindra-p.schools.nsw.gov.au  
**Nurture Grow Flourish**

29/7/20

To whom it may concern,

I fully support Canowindra Services Club grant application for solar batteries to be installed at the club. The Services Club is a great supporter of all of our not for profit organisations in town and allows the use of its hall and facilities for all of these groups including our school at no additional cost.

The club is a seen a leader in innovative and sustainable practices and was one of the first businesses in town to install solar panels. With the installation of solar batteries, not only will this reduce the carbon footprint and increase green energy consumption but it will provide a positive example for the children of our school, town and wider community.

Thank you for considering this application.

Kind regards

Sharon Hawker  
Principal



## CABONNE COUNCIL STRATEGIC POLICY

### POTABLE WATER SUPPLY – CUMNOCK & YEOVAL

#### 1. Document Information

<b>Version Date</b> <i>(Draft or Council meeting date)</i>	
<b>Author</b>	Deputy General Manager – Cabonne Infrastructure
<b>Owner</b> <i>(Relevant Executive)</i>	Deputy General Manager – Cabonne Infrastructure
<b>Status</b> <i>(Draft, Approved, Adopted by Council, Superseded, or Withdrawn)</i>	Draft
<b>Next Review Date</b>	
<b>Minute Number</b> <i>(once adopted by Council)</i>	

#### 2. Summary

This Policy outlines the procedures to be implemented by Council to connect property owners in Cumnock and Yeoval to the reticulated potable water supply from Molong Water Filtration Plant.

#### 3. Approvals

Job Title	Date Approved	Signature

#### 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](http://www.cabonne.nsw.gov.au)*

Minute Number	Summary of Changes	New Version Date

## 5. Reason

Council has recognised the priority to connect the Cumnock and Yeoval townships to a potable water supply, to improve the communities health, economic growth and security of water supply.

The policy provides the processes to be implemented by Council to connect properties in Cumnock and Yeoval to the potable water supply.

## 6. Scope

This policy applies to all existing developed properties in Cumnock and Yeoval with an existing water supply from the non-potable water network, as at the date of adoption of this policy by Council. The policy will continue to operate for 12 months following the installation of all agreed water supply connections.

## 7. Associated Legislation

Local Govt Act 1993

EP&A Act

Australian Drinking Water Guidelines 2011

## 8. Definitions

Potable Water – Water that is healthy for human consumption in accordance with the Australian Drinking Water Guidelines.

## 9. Responsibilities

### 9.1 General Manager

To lead staff in their understanding of this policy and to monitor its relationships with other areas of council activity

### 9.2 Deputy General Managers

To communicate, implements and comply with this policy

### 9.3 Leaders

To implement this policy and related procedures

#### 9.4 Employees

To comply with this policy and consider its implications for related projects and programs

#### 9.5 Others

Property owners familiarise themselves with the policy when considering connection works proposals for their individual properties.

### 10. Related Documents

Document Name	Document Location
Cabonne Council Fees & Charges (2020/21)	
Cabonne Council Drinking Water Management System	

### 11. Policy Statement

All properties within the water supply area are liable to pay water charges as resolved in Council annual fees and charges, (except for those properties which are exempt from all rates as defined under the NSW Local Government Act 1993 Sect 555). These charges include usage and availability charges and any other approved Council charges.

All properties within the water supply area will be provided with a connection to the reticulated potable water supply installed and operated by Council. This will include an approved water meter and backflow prevention device, which remain the property of Council, as well as minimum necessary pipework to provide a single suitable connection to the existing potable water supply at the property.

Council will undertake an inspection of the existing water supply connection at each property to determine, in consultation with the property owner, or their nominated delegate, the most appropriate means of connecting the property to the reticulated potable water supply.

Council will, by mutual agreement with the property owner or their nominated delegate, undertake necessary plumbing work, at full cost to Council, to connect the property to the reticulated potable water supply. Council will provide a 12 month warranty on the agreed works from the date of installation.

Council will not meet the cost of undertaking plumbing work to address existing faults or deficiencies within the internal plumbing of the property, as determined by a licensed plumber, which are not required as part of the connection to the reticulated potable water supply.

All properties with an existing independent water supply (rainwater tank, bore, surface water supply) must not be interconnected to the potable water supply once the property

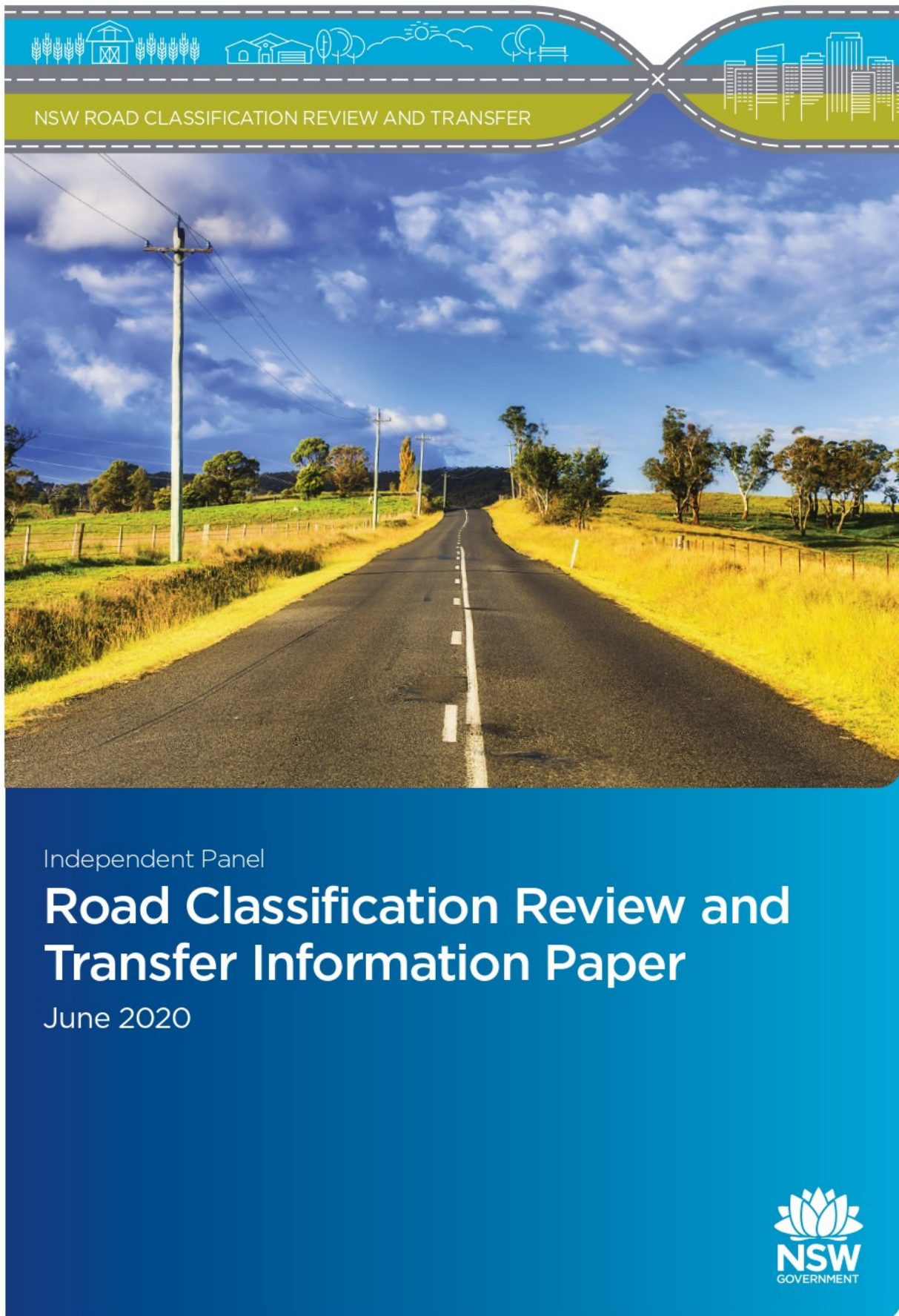
is connected to the reticulated potable water supply. Council will undertake an inspection of every property within the designated water supply area in Cumnock and Yeoval to ensure the integrity of the potable water supply and, if necessary, direct the property owner to undertake necessary works to ensure no interconnections exist.

Council will ensure effective liaison with affected property owners throughout this process, including

- outlining the timeframe for completion of this work,
- providing at least 48 hrs notice prior to any planned works and/or disruption to water supplies, and
- providing ongoing information and advice on issues relating to the new water supply, such as water pressure and water quality, particularly in relation to the requirements under the Australian Drinking Water Guidelines relating to chlorine as well as the fluoridation of the supply

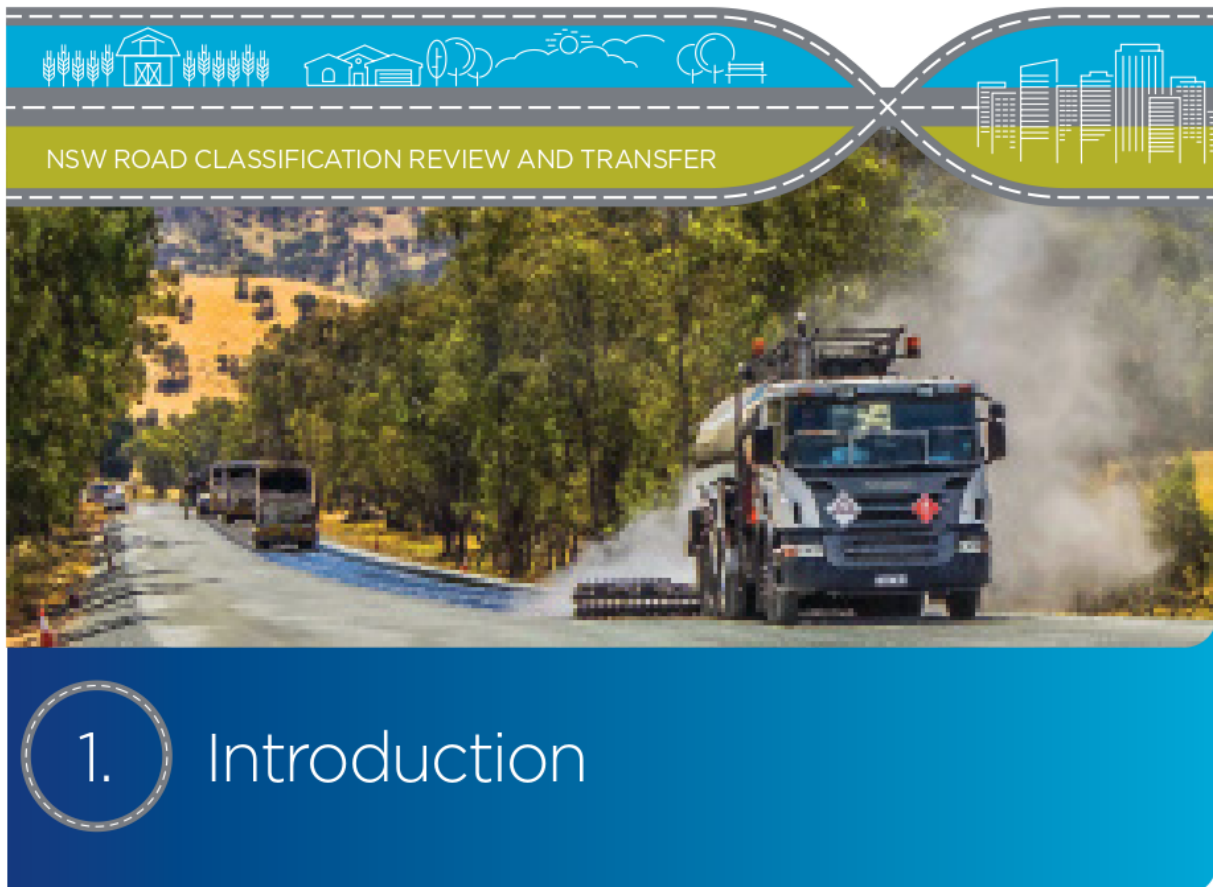
If a property owner refuses access to Council staff, or their approved contractors, to their property for the installation of, as a minimum, a water meter and backflow prevention device, this refusal will be confirmed in a letter to the property owner and a record maintained at Council.

Residents who choose to continue to use an independent water supply for potable use will be directed to the NSW Health website <https://www.health.nsw.gov.au/environment/water/Pages/drinking-water.aspx> for information.



# Contents

<b>1. Introduction</b>	<b>3</b>	<b>5. Principles</b>	<b>11</b>
		5.1 Strategic principles	11
<b>2. Purpose</b>	<b>4</b>	5.2 Road Classification Review	11
2.1 A 20-Year Economic Vision for Regional NSW	6	5.2.1 Current classification framework	11
		5.2.2 Classification criteria	12
		5.2.3 Other conditions	14
<b>3. Key terms</b>	<b>7</b>	5.3 Regional Road Transfer	14
3.1 Road classification	7	5.3.1 Transfer criteria	14
3.2 Functional classification	7	5.3.2 Other conditions	14
3.3 Administrative classification	8	5.4 Priority consideration	14
3.4 Joint Organisations	9		
3.5 Functional Economic Region	9	<b>6. Frequently asked questions</b>	<b>15</b>
3.6 Regional Economic Development Strategies	9		
		<b>7. Consultation schedule</b>	<b>19</b>
<b>4. Scope</b>	<b>10</b>		
4.1 Within scope	10	<b>8. Maps</b>	<b>20</b>
4.2 Out of scope	10		



In February 2019, the Deputy Premier and Minister for Roads, Maritime and Freight announced the initiation of a Road Classification Review and the transfer of up to 15,000 kilometres of council owned and managed roads to State management. These commitments are now being carried forward as the Road Classification Review and Transfer project, led by an Independent Panel.

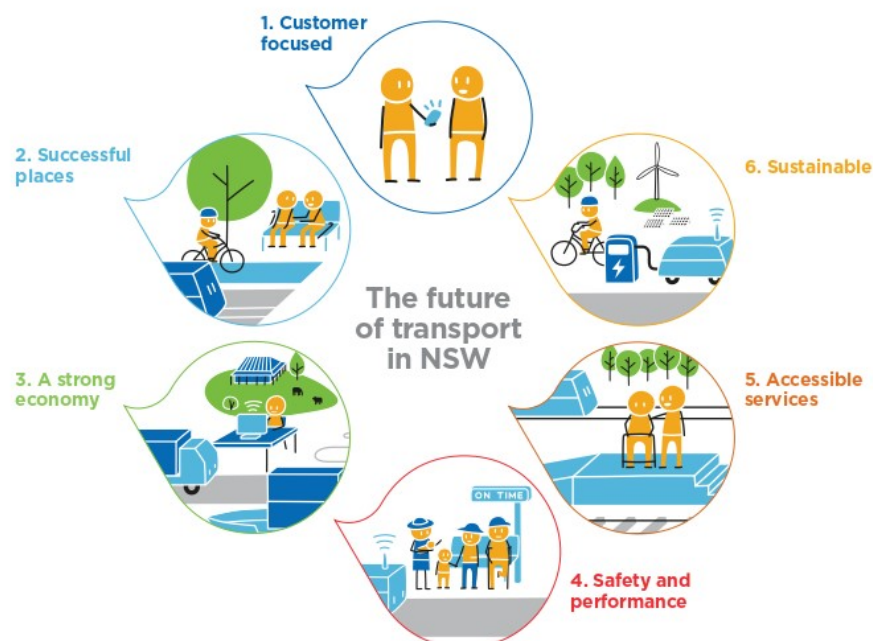
This project combines a comprehensive review of road classifications around NSW with broader considerations around how we think about our road network and its capacity to meet the needs of industry and the community. To make informed and meaningful recommendations to government, the Independent Panel is entering into a conversation with our biggest road managers – local councils – and other stakeholders and road users to find out how we can best manage our roads, sustain healthy communities, promote their economies and work together to support a cohesive, well run road network.

This background paper sets out the division between Local, Regional and State Roads and describes the features of each category. All of this information – how our road network is managed, maintained, funded and categorised – is being opened to consultation. At the same time, a priority round of submissions for reclassification and transfer will run as the first phase of the project.

The scale of this project is significant. All interested parties are asked to critically assess the content of this document and engage with the Independent Panel through the consultation process to inform the review and make the changes that will improve the ongoing management of the road network.



Future Transport 2056 and its supporting plans require a regular review of the policy principles that underpin the road classification framework to ensure that they align with its six core outcomes.



The Road Classification Review has been initiated because:

- a) A review of existing road classifications should occur on a regular basis to maintain the integrity of the road network to support planning, policy making and the equitable distribution of resources.
- b) An issue has been identified in some council areas with the cost of maintaining regional roads, or with the standard of maintenance of some regional roads.
- c) There is an opportunity to make adjustments to individual road classifications and to re-examine the current classification framework to better align with current and developing State and national frameworks.

The Independent Panel has been established to consider a broad range of issues to:

- Lighten the load on councils by identifying which roads are appropriately managed by the State Government, and which are of sufficient significance to receive State funding
- Consider larger-scale changes to the management of the road network such as levels of service, design standards, the collection and validation of data and reporting
- Consider how technologies of the future can be accommodated on the NSW road network.

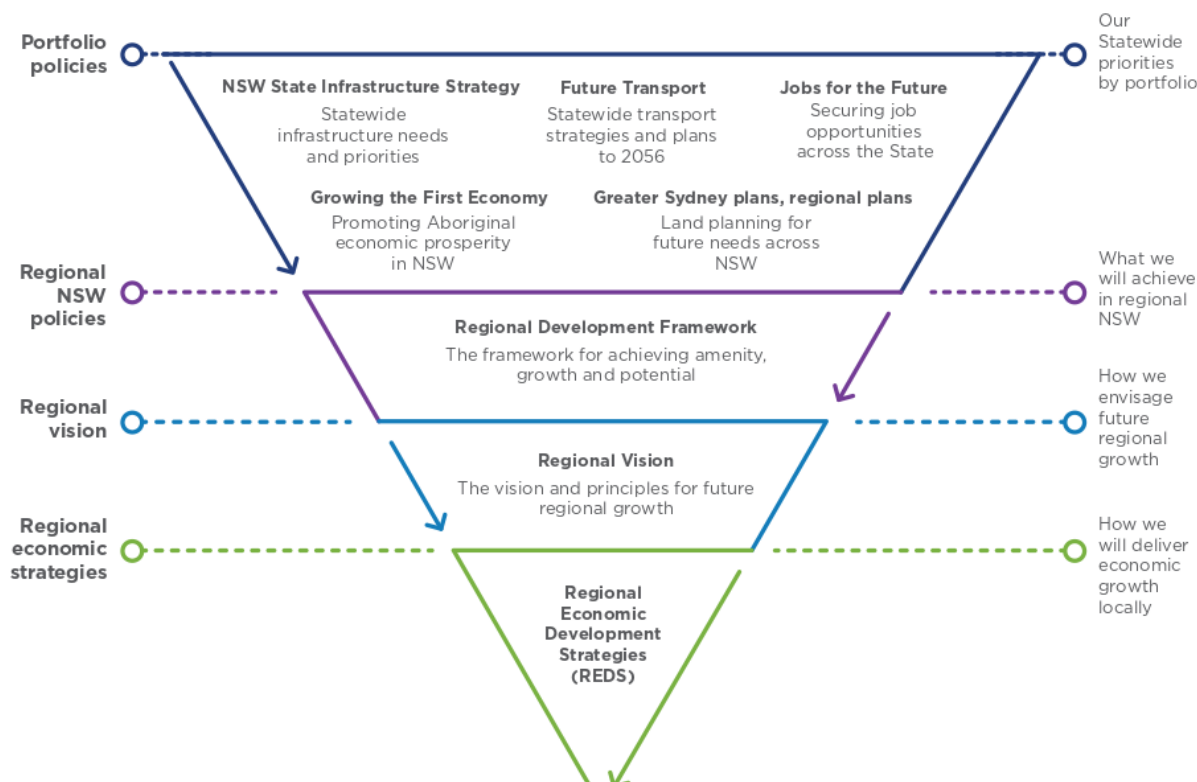
Clear and logical road classification matters. Apart from assigning management responsibility between jurisdictions and directing funding, classifications matter fundamentally to the experience of the road user. Even where the technical aspects of classification may be unknown to an average driver, cyclist or pedestrian, its effects will be communicated through the design and usage of the road. These elements are known to influence road user behaviour. A clear and strategic set of principles, consistently applied, is foundational to improving customer experience and safety on the network.

## 2. Purpose

### 2.1 A 20-Year Economic Vision for Regional NSW

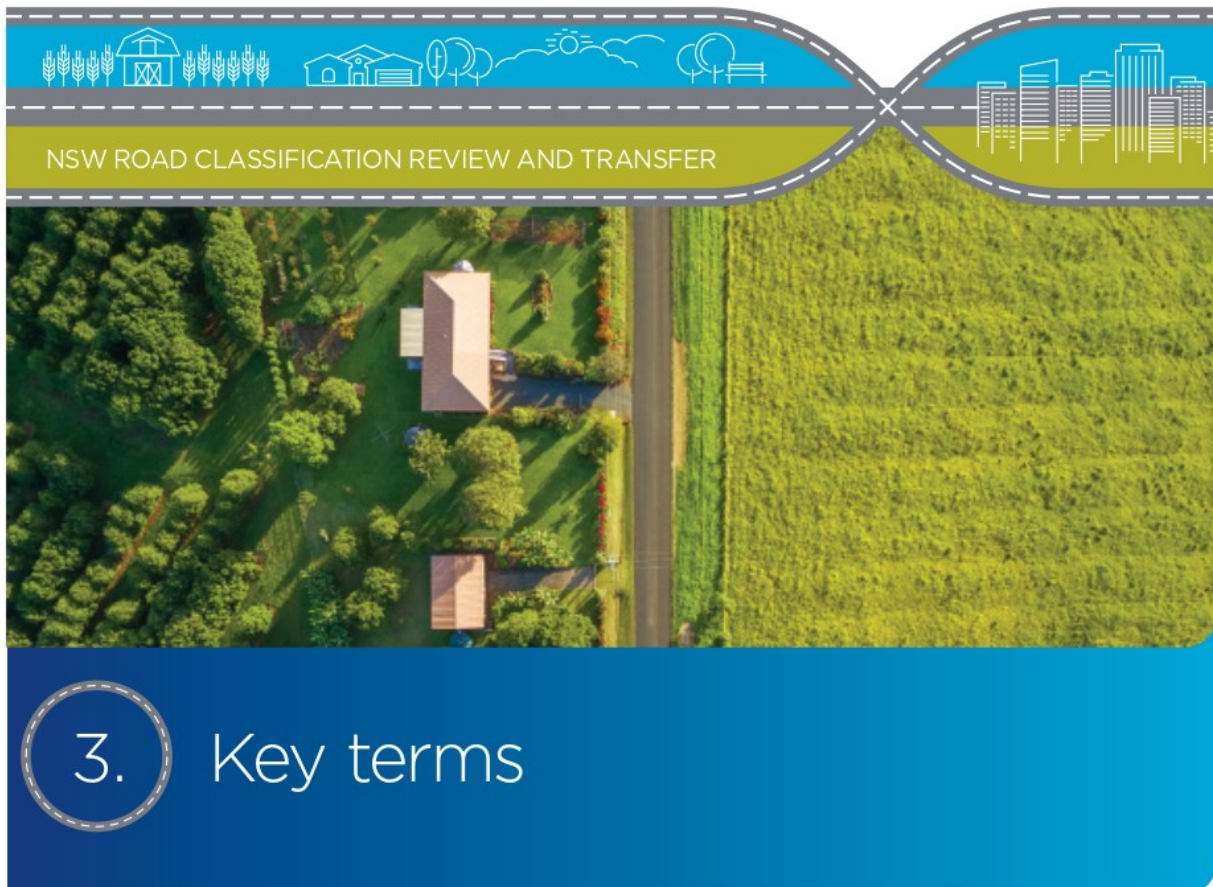
A 20-Year Economic Vision for Regional NSW is a comprehensive vision for the future of regional NSW. It lays out a priority pathway to support the acceleration of regional growth and the long-term health and prosperity of the State.

The 20-year vision sets out the interaction of regional plans and strategies as follows:



The vision recognises several key principles aligned with the economic enablers that support the review of regional roads and networks, including:





### 3.1 Road classification

The process of classifying roads is a mechanism used by the State government to assist in the effective allocation of State government road funds, and the allocation of road management responsibility between State and Local Government jurisdictions.

The *Roads Act 1993* provides for roads to be classified as Freeways, Controlled Access Roads, Tollways, State Highways, Main Roads, Secondary Roads, Tourist Roads, Transitways and State Works. These classified roads include all State Roads and some Regional Roads.

To simplify the administration of the various legal road classes, roads in NSW are also grouped into a three-tier administrative classification of State, Regional and Local Roads. These are not statutory categories but are agreed between levels of government and used to determine who is responsible for the management of a road and what type of funding it can receive.

### 3.2 Functional classification

This is the most common type of classification system. Road function is an element of any system that considers either how roads behave or how they would desirably behave as part of the network to define a classification framework.

In theory, the purpose of a functional classification is that traffic should flow in a logical way through road networks within the same functional category. This drives customer expectations and behaviour, and influences place-making and road safety.

A potential limitation of functional classification is that it may fail to reflect newer thinking about movement and place. Many roads have a mixed character, and a functional classification may need a degree of flexibility to be able to reflect both a road's form, or structural characteristics (which may indicate a variety of functions), as well as its place in the broader road network.

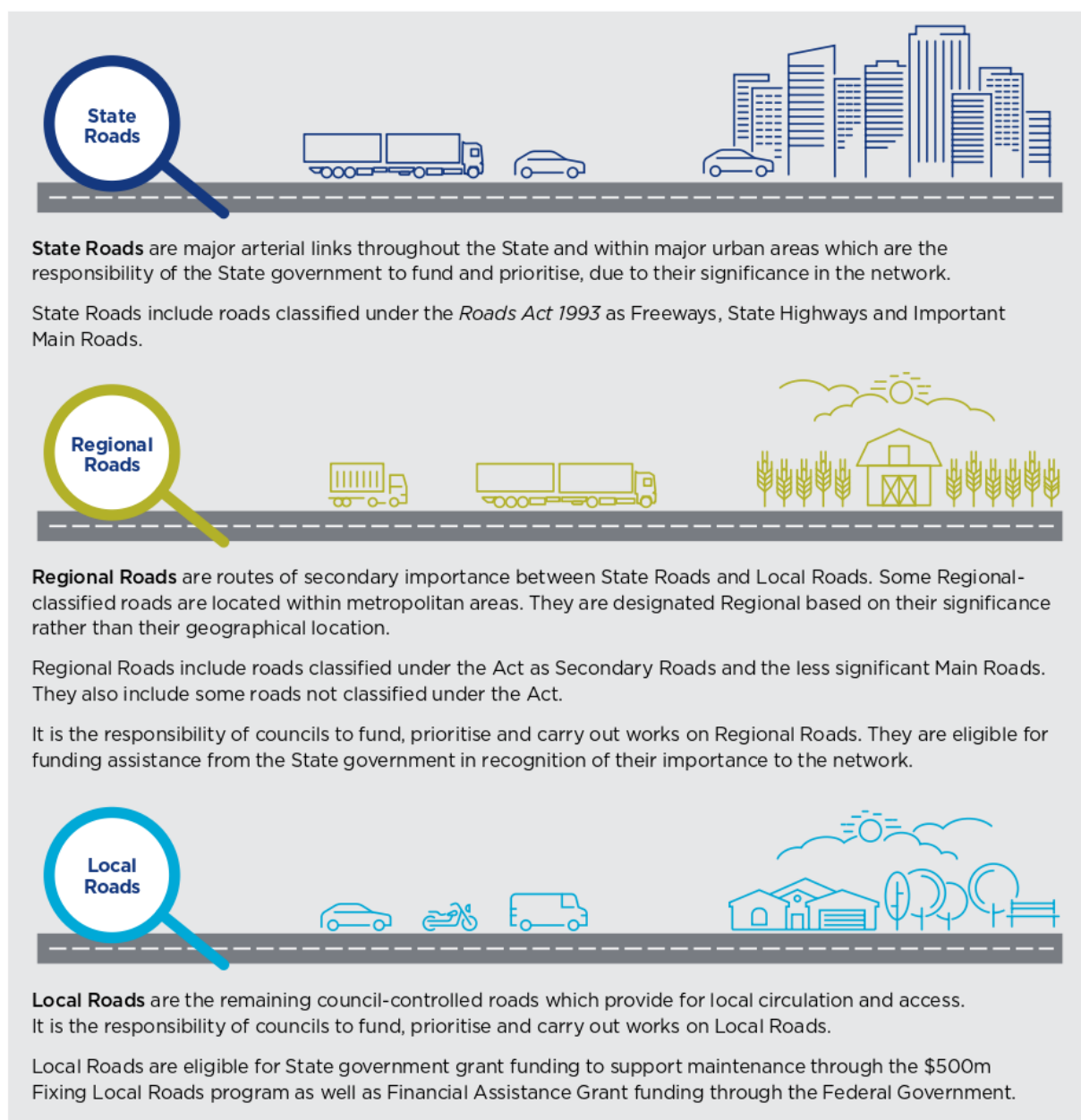
## 3. Key terms

### 3.3 Administrative classification

This classification assigns a category to roads on the basis of who is responsible for its management.

There is a view that the functional and administrative classifications should exactly align, and that functional hierarchy is able to also determine management arrangements for each road type. As classification systems are not an exact science, how far this is true

will vary between policy makers and according to circumstances. However, neither can they be entirely separated. The State, Regional and Local road categories are primarily administrative as they are assigned to indicate who is responsible for the management of a road and reflect the funding arrangements for that road. However, the categories are also broadly applied to describe the role the road plays in the network.





### 3.4 Joint Organisations

In NSW, Joint Organisations (JOs) are a legislated network of council groups designed to strengthen regional collaboration.

JOs are voluntary groupings of non-metropolitan councils. There are currently 13 JOs across the State, which work to:

- Establish strategic priorities for the region and plans for the delivery of priorities
- Advocate for regional priorities
- Provide region-wide leadership
- Identify opportunities for inter-government cooperation.

Bodies such as JOs may be engaged in the development of reclassification and transfer submissions. Roads of any class may cross local government boundaries, and roads of the Regional class are likely to cross multiple Local Government Areas.

Councils choosing not to become part of a JO may lodge an individual submission or collaborate with other Local Government Areas to develop their submissions.

### 3.5 Functional Economic Region

Functional Economic Regions (FERs) are groupings of regional communities with strong economic links, which are thought of as creating smaller economies within the Statewide economy. Regional NSW is divided into 37 FERs, with groupings based on economic data from the Australian Bureau of Statistics.

A map of the NSW FERs can be found at <https://www.nsw.gov.au/improving-nsw/regional-nsw/a-20-year-economic-vision-for-regional-nsw/regional-nsw-today/>.

### 3.6 Regional Economic Development Strategies

Regional Economic Development Strategies (REDS) are developed in line with the FERs, in that they are strategies which apply to the groupings of Local Government Areas known as FERs. REDS are strategies that can guide the economic development activity of councils and businesses in a FER. They may help the Local Government Areas in a particular FER to access State funding, comply with State legislation governing infrastructure investment, and support grant applications to State and Federal Government.

A REDS may also apply to a single Local Government Area, where it is based on a FER comprising only one Local Government Area, although this is rare.



## 4.1 Within scope



- **For classification review:** All Local Government Areas Statewide may submit any road for reclassification as part of the review. Submissions should align as far as possible with the criteria and principles to be released by the Independent Panel.



- **For transfer:** Regional Councils, which are consistent with the regional boundaries under Restart NSW, may submit council owned regional roads for transfer.

Where a road that is the subject of a submission crosses Local Government Area boundaries, every attempt should be made to present a joint submission to the Panel. If a submission is made to transfer or reclassify part of a road, the Panel may be unable to conduct a satisfactory assessment.

The Panel may look favourably on joint submissions, including those supported by Joint Organisations or other collaborative groupings or bodies, or with an awareness of the significance, operation and promotion of Functional Economic Regions (FERs) and Regional Economic Development Strategies (REDS).

## 4.2 Out of scope

The Panel will not consider:

- Proposals to **transfer** council owned regional roads located in Greater Sydney, Wollongong or Newcastle. A list of eligible councils is attached to this document.

If councils are unsure whether their application for reclassification or transfer is eligible for consideration, they are advised to contact the Secretariat in the first instance.



## 5.1 Strategic principles

These strategic principles will inform the high-level decision-making of the Panel.

That the submission:

- Aligns with the Movement and Place, Hub and Spoke and 30-Minute City frameworks underpinning Future Transport 2056
- Aligns with the six outcomes for NSW identified in Future Transport 2056
- Aligns with *A 20-Year Economic Vision for Regional NSW* and related regional plans and strategies
- Aligns with freight policy
- Supports and promotes the economic productivity of the region
- Supports or enhances the resilience of the network
- Aligns with emergency management planning
- Enhances road safety outcomes.

## 5.2 Road Classification Review

### 5.2.1 Current classification framework

The *Roads Act 1993* sets out a seven-tier framework for classified roads in NSW. These categories are:

- Main roads
- Highways
- Freeways
- Controlled access roads
- Secondary roads
- Tourist roads
- Tollways/Transitways.

In NSW, a simplified three-tier administrative classification framework is used to define management and funding categories, as well as to cover types of roads which are not described in the *Roads Act* (the Act does not apply to unclassified roads, which include Local Roads and some Regional Roads).

## 5. Principles

The classifications are:

- **State Roads:** freeways and primary arterials managed by the State
- **Regional Roads:** secondary or sub-arterials managed by Local Government, for which councils receive financial assistance from the State, reflecting their importance in the road network
- **Local Roads:** collector and local access roads, managed and funded by Local Government.

These definitions are a guideline only, to which there are exceptions. For example, the State government has responsibility for some roads with a special purpose or function, such as major tourist roads.

These administrative categories have been in place since 1995. They do not exist in the legislation but by agreement between the levels of government.

### 5.2.2 Classification criteria

#### State Road

General principles:

- Form a critical network link – closure to through traffic is not an option
- Priority to safety and efficiency of through traffic movement
- High flows of general traffic over long distances and high capacity relative to surrounding roads
- Continuous and regularly spaced in relation to traffic generating density
- Access to property and on street parking restricted as far as practicable
- Access available to all general access vehicle types as far as practicable
- Generally prioritises 'movement' over 'place'
- Provides for mass transit, smart motorways and high-volume freight where applicable
- Likely to form a major 'spoke' between regional centres or between regional and metropolitan centres
- Provides safe and efficient movement of high-volume freight
- Provides access for significant freight vehicles to major rural intermodal interchanges and urban distribution areas
- Support regional or State-significant economic activity
- Support 30-minute cities, where applicable
- May form a future autonomous vehicle/truck platooning route
- Perform city-shaping corridor or city-serving corridor functions (metropolitan areas).

#### Definition

The State Road network (including the National Highways) is formed by the primary network of principal traffic carrying and linking routes for the movement of people and goods within the urban centres of Sydney, Newcastle, Wollongong and Central Coast, and throughout the State.

#### Criteria

A road may be a State Road if its primary function meets at least one of the following criteria:

1. **Links major commercial, industrial and residential areas and distribution centres and ports within the Sydney, Newcastle, Wollongong and Central Coast urban centres**
  - Urban centres as defined by the Australian Bureau of Statistics, and
  - Primary through traffic route carrying significant volumes of traffic, or
  - Major public transport corridor, or
  - Major freight corridors, or
  - Connection between major rural arterials and major ports, freight terminals and distribution centres, or
  - Significant and essential supplementary route for through traffic parallel to a primary route as defined by the above, in critical strategic locations only.
- 2(a) **Links major NSW towns with the Sydney, Newcastle, Central Coast and Wollongong urban centres**
- 2(b) **Links these major NSW towns with each other where there is significant interaction**
  - Major towns population generally in the range 10,000 to 100,000 but may include slightly smaller centres which provide a wide range of commercial, community and administrative functions to an extensive hinterland, and
  - Primary route exhibiting best operational features and an intention to manage as the major route, and
  - Significant economic and social interaction exhibited, and



- Generally carry a minimum Annual Average Daily Traffic (AADT) greater than 1,000, or at least greater than 500 and growing at a faster rate than on surrounding roads, and
- May include cross border links to interState major centres.

### 3. Links major regions throughout the State with each other

- Provides a long distance connection between regions not already provided for in the network defined by the above criteria or 'missing links' that complete long distance connections between the network already defined by the above, and
- Sustains a high flow of general traffic (generally AADT greater than 500) over long distances (100km), or
- Significant long distance freight or coach route.

### Regional Road

#### General principles

- Likely to prioritise 'movement' over 'place'
- May form a 'spoke' road depending on road's location and function.

#### Definition

Regional Roads comprise the secondary network which, together with State Roads, provide for travel between smaller towns and districts and perform a sub-arterial function within major urban centres.

#### Criteria

A road may be a regional road if its primary function meets at least one of the following criteria:

1. **Links** smaller towns within the State Road network
2. **Connects** smaller towns with each other
3. **Performs** a sub-arterial function in major urban centres by:
  - **Supplementing** the State Road network for significant intra-urban flows
  - **Providing** access for significant flows to other commercial and industrial centres
4. **Provides access from the State Road network to major recreation and tourist areas of State significance**
5. **Provides a town or suburban centre relief route for significant flows through traffic, especially freight vehicles**

### 6. Provides access for significant flows of freight vehicles to major rural intermodal interchanges and urban distribution areas.

#### Additional tests for regional roads

A road is potentially a Regional Road if it meets one or more of the following criteria:

- Forms the main regional link between population centres either directly or as part of the main route joining such centres
- Forms the main regional link between secondary suburban centres either directly or as part of the main route joining such centres
- Provides necessary connectivity between State Roads in urban areas
- Joins smaller service towns to their higher order economic and social regional centre
- Has significance for more than one Local Government Area
- If not otherwise connecting centres, functions as a collector road to a service town serving an extensive catchment area
- Carries a steady to increasing traffic volume with some potential for future growth
- Is an important route for significant flows of freight vehicles especially relative short haul farm to market/transport intermodal interchanges
- Provides access for secondary flows of urban public transport to major transport interchanges
- Carries a minimum AADT that is similar to surrounding main roads
- Is a main route performing the functions of closed railway line
- Provides a relief route for significant flows of through traffic, especially for heavy vehicles wishing to bypass a busy town or suburban centre.

A road is potentially NOT a Regional Road if it meets one or more of the following criteria:

- Closely parallels a State Road or another Regional Road which performs a similar function. Thus in rural areas where capacity is not a problem, arguments that a road relieves an existing declared road normally are not valid
- Carries a non-substantial, steady to declining traffic volume with little prospect for future growth
- Is a short spur road wholly within one LGA
- Is a short spur road to a local tourist feature (as distinct from a tourist area of regional significance)

## 5. Principles

- Is a short spur road to a low throughput wharf, railway or other facility which is of local rather than regional significance
- Functions more as a local access road and acts as a minor collector serving a small catchment area with volumes steadily decreasing along the length of the road
- Overserves an area where land use has become less intensive and products have reduced time sensitivity (e.g. dairying) and rural populations have fallen
- Has no significant development requirements in the foreseeable future.

### Local Roads

Local Roads support local access and circulation. Local Roads do not meet the criteria for either Regional or State classification. Local Roads:

- Have the primary function of supporting local access and circulation
- Are likely to prioritise 'place' and 'local streets' over 'movement'
- Provide access to and from properties
- Provide key first and last mile connections to key freight sites as part of a road freight network involving Regional and State roads.

### 5.2.3 Other conditions

The Panel will evaluate all submissions independently against the published criteria. Councils will have the opportunity to review the outcome of their reclassification submission with the Panel.

## 5.3 Regional Road Transfer

### 5.3.1 Transfer criteria

The Regional Road Transfer initiative will consider the transfer of responsibility for the management of council owned regional roads from Local to State government.

All submissions will be weighed to determine the issues, risks and benefits of any recommendation for transfer, and whether transfer is the most appropriate response likely to achieve the best outcome for the network.

Roads submitted for consideration under the Regional Road Transfer initiative must meet the following criterion for eligibility:

- The road is a council owned regional road located outside Greater Sydney, Newcastle and Wollongong.

### 5.3.2 Other conditions

Councils should note that the selection of priority submissions is at the discretion of the Panel and that alignment with conditions and principles will not automatically lead to the transfer of any Regional-classified road, priority or otherwise. This will be an assessment exercise whereby the rationale, benefits, risks, cost and timing of the submission will be evaluated by the Panel.

If a council is unsuccessful in the priority round of submissions, they are encouraged to submit an application in future rounds.

## 5.4 Priority consideration

Some roads may be selected by the Panel for priority consideration and recommended for reclassification or transfer in an early tranche of recommendations to government.

Criteria for priority consideration include, but are not limited to, a road which is:

- Subject to a government commitment; or
- council is able to demonstrate past or current difficulty in meeting the demands associated with maintaining the road in the short, medium and/or long term to the standard which allows the road to perform as intended as part of the broader network.

It is also desirable that priority submissions be uncontested by other councils, road users or any government department.

The assignment of priority status does not guarantee that any or all rehabilitation works will be undertaken within a specified time frame or that the standard of the road, where relevant, will be increased within a specified time frame.

Where the Panel's recommendations are accepted by government, the reclassification and transfer of roads will be staged according to a timeline to be developed by government.



## 1. What is the purpose of the Road Classification Review and Transfer?

The Road Classification Review and Transfer is made up of two initiatives being delivered as one project:

- Road Classification Review
- Regional Road Transfer.

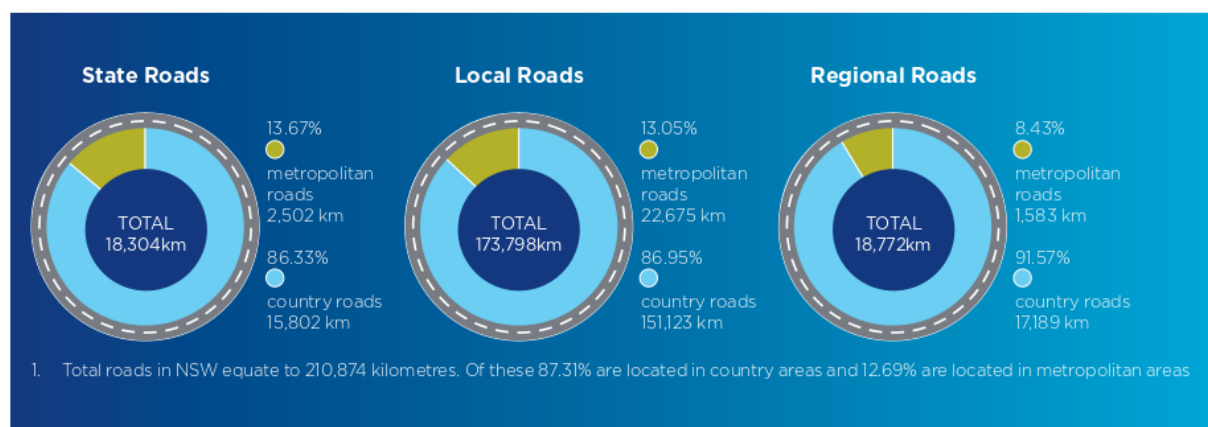
As part of business as usual activities, road classifications across the State need to be evaluated on a regular basis. Road managers periodically need the opportunity to seek reclassification where the function or usage pattern of a road has changed, perhaps due to the construction of new transport infrastructure or changes in population density. This process will ensure that roads are being appropriately managed and funded, in line with the role they play in the network.

The transfer of up to 15,000 kilometres of regional roads to State management aims to lighten the load on regional and rural councils who are finding the maintenance of their council owned regional roads difficult or even unmanageable. This class of road has broader significance for the State, which is reflected in the financial assistance provided by government to councils for their maintenance. However, councils have made representations to government over a number of years to ask for further relief with some of these roads. The return of certain Regional Roads to State management will ensure they are able to be maintained in line with their significance to the broader network, and in a way that supports the social and economic health of communities across the State.

The overall purpose of the project is to contribute to a better managed, contemporary road network for NSW, with benefits that include supporting regional growth, ensuring the funding available to maintain our roads is appropriately distributed, and promoting healthy communities through place-making and engaging with other forms of transport.

## 6. Frequently asked questions

The current breakdown of Regional and Local roads in metropolitan and country NSW is as follows:



### 2. Which councils are eligible to make submissions for road reclassification?

All councils across NSW are invited to participate in the Road Classification Review. This means providing feedback on the policy principles that decide how roads are classified as State, Regional or Local. It also means that every council in NSW will have the opportunity to submit individual roads to be reclassified between any of these categories.

Submissions may also be made by Transport for NSW. These submissions will be evaluated against the published criteria by the Independent Panel.

### 3. Which councils are eligible to make submissions for Regional Road transfer?

Eligibility has been determined based on Restart NSW boundaries. A list of councils eligible to submit their council owned regional roads for transfer is Appendix 1 to this paper. It includes all councils outside Greater Sydney, Newcastle and Wollongong.

The majority of NSW's regional roads are located outside metropolitan areas, although a small number are located within metropolitan areas. Where metropolitan councils believe their council owned regional roads are no longer performing as Regional Roads, and are therefore receiving inadequate funding, they will be able to submit to have them reclassified, but cannot be considered for transfer.

Submissions may also be made by Transport for NSW. These submissions will be evaluated by the Independent Panel against the published criteria and taking into consideration the views of stakeholders affected by the proposal, as with all other submissions.

### 4. How will the project be impacted by COVID-19?

All parties – including the Independent Panel and the Minister – are acutely aware of the unprecedented circumstances now faced Australia-wide due to the impacts of the coronavirus pandemic. This will impact the planned consultation activities of the Panel.

With that said, there is determination to continue to drive this important project forward and obtain results for road managers and road users across NSW.

The Independent Panel, supported by an interdepartmental advisory group, is now considering options to adjust the consultation schedule/plan to reflect these new circumstances, while still giving all councils an opportunity to put their views in full. This may include video conferencing and webinars, plus the existing channels of phone and email. Measures will be based on the best advice from our communications specialists.

Information will be distributed directly to councils wherever possible, as well as through bodies such as Office of Local Government and Local Government NSW, and will be made available on the website.



## 5. What assistance is available for bushfire, drought or flood-affected councils?

The Independent Panel and NSW government acknowledge that many council areas have experienced and may currently be experiencing hardship associated with drought or bushfires.

The goal of the project is to improve conditions for councils and road users around the State. For this reason, care will be taken not to unduly increase workloads in affected areas.

Councils who expect to have difficulty meeting submission timelines or drafting submissions are encouraged to contact the Panel Secretariat at their earliest convenience.

## 6. Will existing arrangements under Road Maintenance Council Contracts (RMCCs) be maintained?

The Panel is not currently tasked with reviewing contractual maintenance arrangements on the road network. Its focus will be road classifications, management responsibilities and funding allocations.

The recommendations of the Independent Panel will be based on sound research and consultation. They will aim to promote the values and priorities of the *Future Transport 2056 Strategy*, including a commitment to a strong economy and successful places.

The Panel acknowledges that the RMCCs are important to local councils, to ensure strong economies, local employment and capable local road maintenance crews. The Panel will ensure consideration is given to maintaining local employment in roads maintenance works, such as through RMCC and direct employment by councils, and supporting economic growth in the regions.

## 7. What are the economic and planning principles of the *Future Transport 2056 Strategy*?

The *Future Transport 2056 Strategy* is a 40-year vision for NSW's transport system. The six outcomes underpinning the strategy are:

1. Customer focused
2. Successful places
3. A strong economy
4. Safety and performance
5. Accessible services
6. Sustainability.

*Future Transport 2056 Strategy* can be downloaded [here](#).

The work of the Independent Panel will also align with other government policies and plans, including the Heavy Freight Vehicle Access Policy Framework, the Road Safety Plan and other State and national frameworks either existing or in development.

## 8. What impact will the review and transfer have on State and Federal Government funding sources for councils?

The Independent Panel does not have any authority to make recommendations about Federal Government funding allocations.

Transfer of a council owned regional road to State management may result in a commensurate reduction in Block Grant funding or any other funding attached to that road which correctly sits with the road manager.

Reclassification may also lead to reallocation of funds in cases where a road attracts different funding streams based on its classification, or where the road manager changes through classification, or both.

However, the overall level of funding is outside the Terms of Reference for the Independent Panel and will be a matter for the government.

## 6. Frequently asked questions

### 9. Will roads being reclassified or transferred be brought up to standard before they are reclassified or in a specified timeframe after transfer?

The implementation process is a matter for government. The Independent Panel will identify individual roads to recommend for reclassification or transfer; make recommendations for a suitable timeline to implement changes; and estimate the financial impact to councils of its recommendations.

The condition of roads returning to State management will be assessed in terms of the standard required for the road to play its role in the network.

Where the cost to the State government of rehabilitation is significant, a prioritisation process will take place to ensure works are carried out where they are most needed as a first order.

Where repairs or increases in the standard of a road by the State government are deemed necessary, it may not be possible to carry out repairs immediately.

It is expected that councils will continue current maintenance standards on all roads for which they are currently the road manager, including roads that are submitted for reclassification or transfer, and until a subject road is formally transferred to the responsibility of another party. This includes the continuation of current funding arrangements, such as the Block Grant. There is no requirement for councils to increase their standard of maintenance on any road prior to or subsequent to its reclassification or transfer.

### 10. What opportunity will councils and other stakeholders have to provide input into the project?

The Independent Panel values input from all customers and stakeholders, including all types of road users, councils and industry.

As has been outlined above, the mode of consultation for the Independent Panel must now be revised to accommodate changed circumstances due to the COVID-19 pandemic. Technology will be utilised as far as possible to facilitate live meetings with the Panel.

Further, the Panel is committed to providing a variety of mechanisms through which feedback can be provided, including via the website, by email, and by phone or video, and will make every effort to accommodate the individual needs of any interested stakeholder. If you would like to discuss any other mode for the submission of feedback, please contact the Secretariat in the first instance.

A consultation schedule is outlined in this paper. Any issues or concerns with this plan or schedule should be raised with the Secretariat.

### 11. Will the full project be completed by the milestone date of July 2021?

The Independent Panel plans to deliver its final recommendations to the Government by July 2021. The milestone dates are marked indicative and may be subject to change, particularly given the impacts of the COVID-19 pandemic.

Part of the Panel's task is to determine an appropriate timeline for recommended reclassifications and transfers to take place. It is expected that these processes will be undertaken over a period of time, taking into account both administrative processes and economic impacts.

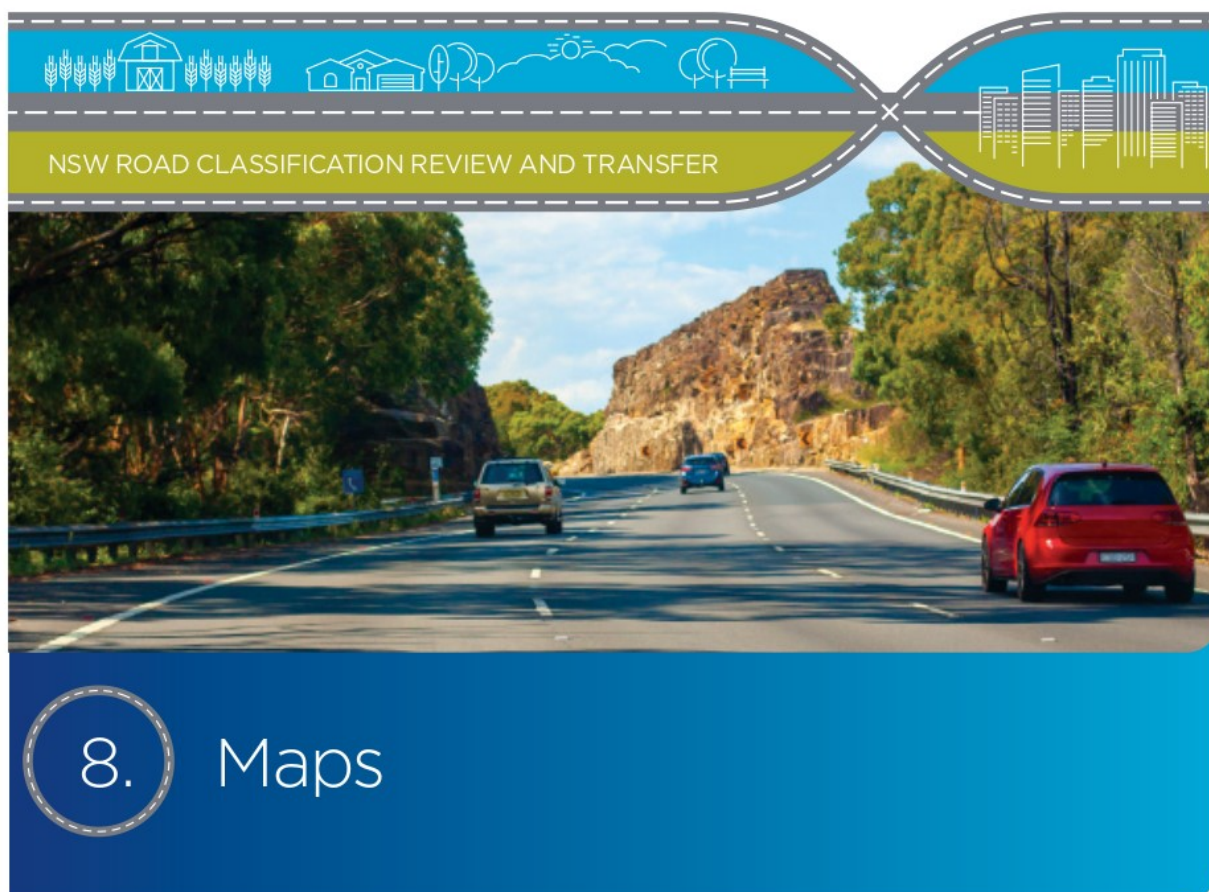


The schedule for consultation sessions with local councils is below. This does not include briefing sessions with other stakeholders.

These dates may be amended or added to as the scheduling process continues.

Session name	Date and time
Hunter JO	2pm–4pm, 23 June 2020 2pm–4pm, 2 July 2020
Far North West, Brewarrina	2.30pm–4.30pm, 29 June 2020
New England JO	2pm–4pm, 1 July 2020 1.30pm–3.30pm, 3 July 2020
Orana JO, Dubbo, Coonamble	9.30am–11.30am, 3 July 2020 9.30am–11.30am, 9 July 2020
Northern Rivers JO	10am–12pm, 7 July 2020
Canberra Region JO	9.30am–11.30am, 10 July 2020 2pm–4pm, 14 July 2020
Illawarra Shoalhaven JO	9.30am–11.30am, 14 July 2020
Riverina JO, Wagga Wagga	9.30am–11.30am, 15 July 2020 1.30pm–3.30pm, 20 July 2020
Riverina-Murray JO	9.30am–11.30am, 20 July 2020 2pm–4pm, 24 July 2020



Session name	Date and time
Central NSW JO	9.30am–11.30am, 24 July 2020 3pm–5pm, 3 August 2020
Namoi JO	9.30am–11.30am, 31 July 2020
Far South West JO	2.30pm–4.30pm, 27 July 2020
Mid North Coast JO, Clarence Valley, Coffs Harbour, Nambucca	10am–12pm, 5 August 2020
Metro sessions: Inner West, Lower North, Upper North and Central Coast	10am–12pm, 11 August 2020 1.30pm–3.30pm, 14 August 2020
Metro sessions: Greater Western, Southern and Blue Mountains	10am–12pm, 17 August 2020 1.30pm–3.30pm, 20 August 2020



Maps of the NSW road network showing State, Regional and Local classifications are available at the program webpage: [nswroads.work/roadreview](https://nswroads.work/roadreview)

These maps will be enhanced on a rolling basis to show more data about the State's roads as it becomes available.

### Contact us – For more information

-  [roadreview@transport.nsw.gov.au](mailto:roadreview@transport.nsw.gov.au)
-  [nswroads.work/roadreview](http://nswroads.work/roadreview)
-  Independent Panel, Road Classification Review and Transfer  
Locked Bag 928 North Sydney NSW 2059

**131 450**

This document contains important information about road projects in your area. If you require the services of an interpreter, please contact the Translating and Interpreting Service on 131 450 and ask them to call the project team on 1800 413 640. The interpreter will then assist you with translation.



June 2020

Privacy Transport for NSW ("TfNSW") is subject to the Privacy and Personal Information Protection Act 1998 ("PPIP Act") which requires that we comply with the Information Privacy Principles set out in the PPIP Act. All information in correspondence is collected for the sole purpose of assisting in the delivery of this project. The information received, including names and addresses of respondents, may be published in subsequent documents unless a clear indication is given in the correspondence that all or part of that information is not to be published. Otherwise RMS will only disclose your personal information, without your consent, if authorised by the law. Your personal information will be held by RMS at 27 Argyle Street, Parramatta. You have the right to access and correct the information if you believe that it is incorrect.

**TABLE OF CONTENTS**

ITEM 1	RESOLUTIONS REGISTER - INFOCOUNCIL - ACTIONS REPORTING.....	1
ITEM 2	COMMUNITY FACILITATION FUND .....	1
ITEM 3	RATES SUMMARY .....	2
ITEM 4	IPART REVIEW .....	3
ITEM 5	INVESTMENTS SUMMARY .....	4
ITEM 6	COMMUNITY AND ECONOMY UNIT UPDATE.....	4
ITEM 7	CABONNE INFRASTRUCTURE REPORT .....	8
ITEM 8	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 1.9.2020.....	8
ITEM 9	DEVELOPMENT APPLICATIONS RECEIVED DURING AUGUST 2020.....	9
ITEM 10	DEVELOPMENT APPLICATIONS APPROVED DURING AUGUST 2020.....	14
ITEM 11	MEDIAN PROCESSING TIMES 2020 .....	18
ITEM 12	BURIAL STATISTICS.....	19

**ANNEXURE ITEMS**

ANNEXURE 1.1	COUNCIL .....	21
ANNEXURE 1.2	TRAFFIC LIGHT REPORT SUMMARY .....	41
ANNEXURE 3.1	RATES GRAPH AUGUST .....	42
ANNEXURE 5.1	INVESTMENTS AUGUST 2020 .....	43
ANNEXURE 6.1	CCTAC MINUTES 4.8.2020.....	45
ANNEXURE 7.1	COUNCIL ENGINEERING REPORT SEPTEMBER 2020 .....	50
ANNEXURE 8.1	LEMC - 1 SEPTEMBER 2020 - MINUTES.....	69

**ITEM 1 - RESOLUTIONS REGISTER - INFOCOUNCIL - ACTIONS  
REPORTING**

**REPORT IN BRIEF**

<b>Reason For Report</b>	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.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.a. Provide quality administrative support and governance to councillors and residents
<b>Annexures</b>	1. Council <a href="#">↓</a> 2. Traffic Light Report Summary <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\RESOLUTION REGISTER - 1155613

**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 - COMMUNITY FACILITATION FUND**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To report on approved expenditure under the Community Facilitation Fund (CFF).
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Within existing budget allocation
<b>IPR Linkage</b>	3.3.5.a. Review community need for new and upgraded facilities
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\COMMUNITY FACILITATION FUND - 1155642

## **GENERAL MANAGER'S REPORT**

Council adopted guidelines for the Community Facilitation Fund (CFF) in March 2015. The CFF was created for smaller community projects not originally included in the council's budget, to be allocated at the discretion of the Mayor and Deputy Mayor.

As a reminder, the guidelines for the CFF are as follows:

1. Projects where no existing vote for the works has been allocated or the vote is insufficient to complete the project.
2. Recipients must be community based not-for-profit groups.
3. Mayor and Deputy Mayor to jointly approve funds (with the General Manager as proxy if one is not available).
4. Allocation of funds to be reported to the next available Council meeting.
5. Limit of \$3,000 per allocation unless other approved by Council.

The following allocation of funds processed were in the past month

Eugowra Mural Project	Cost of printing flyers	\$850
Molong Show Society	Prize money for colouring-in competition	\$600

## **ITEM 3 - RATES SUMMARY**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	Information provided in relation to Council's Rates collections
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.4.a - Level of rate of collection
<b>Annexures</b>	1. Rates graph August <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\FINANCIAL REPORTING\FINANCIAL REPORTS TO COUNCIL - 1160239

## **DEPARTMENT LEADER - FINANCE'S REPORT**

The Rate Collection Summary to 31 August 2020 is attached for Council's information. The percentage collected is 15.6% which is approximately 50% less compared to previous years.

The main reason for this variation on the previous year is the Office of Local Government moved the due date for the first instalment from August to September. This has allowed rate payers an extra month to pay their first instalment.

#### **ITEM 4 - IPART REVIEW**

##### **REPORT IN BRIEF**

<b>Reason For Report</b>	To provide information requested by Council
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	If implemented, the ipart recommendations will impact Cabonne Council LGA land rates
<b>IPR Linkage</b>	4.5.4.a - Levying of Council Rates and Charges in accordance with the Local Government Act
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\FEES AND CHARGES\ANNUAL FEES and CHARGES - 1160271

#### **DEPUTY GENERAL MANAGER - CABONNE SERVICES REPORT**

At the Executive Committee meeting of the Mining and Energy Related Councils (MERC) held on 14 August 2020, it was resolved that a copy of the IPART Rating Review dated December 2016, and the response by the Minister for Local Government and Media Release in June 2020, be submitted to members. In particular MERC brings to participant council's attention the State government endorsed IPART recommendation that the local government applied mining rate be similar to the average business rate, unless quantified calculations demonstrate a higher level of required service delivery by council directly attributable to the impact of a mining operating. Council at its meeting of August 2020 requested further information on the review recommendations relating to the rating structure.

Item 34 of the IPART recommendations states "Any difference in the rate charged by a Council to a mining category compared to its average business rate should be primarily reflect differences in the Council's costs of providing services to the mining properties." Currently approximately 17% of council's general rates come from mining rates, with Cadia Valley Operations being the primary mining business within the Cabonne LGA.

While the Rating Review recommends a range of changes to rating structures, from using Capital Improved Value instead of Unimproved Land Value, removing minimum rates to be replaced with base rates, allowing for more flexibility in levying residential rates, a rate deferral scheme for pensioners, and a reduction in years before a property can be sold for overdue rates, the likely impact of the recommended changes to the application of a mining rate has the greater potential to impact the rates base within the Cabonne LGA. Current

estimates would see approximately \$1.6 million in income currently sourced from mining being instead distributed across the other rating categories, in effect raising the rates obtained from these categories.

Cabonne Mayor, Clr Beatty, raised the IPART recommendation at a recent Central NSW Joint Organisation (JO) meeting, where it was agreed that the JO would take the lead representing the region in advocacy direct to Ministerial level to highlight the potential impact to mining related council's and their communities, should the recommendation be implemented by State government.

## **ITEM 5 - INVESTMENTS SUMMARY**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	Information provided in relation to Council's Investment Schedule.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.4.b. Maximise secure income through investments
<b>Annexures</b>	1. Investments August 2020 <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\FINANCIAL REPORTING\FINANCIAL REPORTS TO COUNCIL - 1160408

## **DEPARTMENT LEADER - FINANCE'S REPORT**

Council's investments as 31 August 2020 stand at a total of \$42,478,294.27

Council's average interest rate for the month of August 2020 was 1.01%. 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 at 0.25% during the month of August. However, Council's average rate is higher than Council's benchmark rate of the 30 Day Bank Bill Swap Rate of 0.09%.

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 August 2020 is attached for Council's information.

## **ITEM 6 - COMMUNITY AND ECONOMY UNIT UPDATE**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	To inform Councillors of key activities within the Community and Economy unit since the last report
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.4.1.c - Provide assistance to community groups
<b>Annexures</b>	1. CCTAC Minutes 4.8.2020 <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\REPORTING\COUNCIL REPORTS - 1159616

### **ACTING LEADER - COMMUNITY & ECONOMY'S REPORT**

Cabonne Council hosted the Regional Development Australia Central West (RDA CW) Economic Development Manager's Forum in July. The forum group covers 11 LGAs, the JO, BizHQ and the NSW Business Chamber. This forum saw a return to the usual face-to-face format after many months of Zoom interaction through the peak of COVID-19. The ED Forum welcomed representatives from the Regional NSW Department of DPIE, AusIndustry, and Tradestart. Discussions centred around assistance from business through the current pandemic and measures for recovery. The next face to face forum will be in October.

Council is working closely with RDA CW on the delivery of an export forum during Small Business Month in October with more information to be distributed in the coming weeks.

Cabonne Council is supporting RDA CW by hosting and promoting the Farm to Org. information session in Molong on Thursday 17 September.

#### **Council's Communications and Marketing Coordinator has provided the following report:**

Council has sent out 10 media releases in the past three months. Media outlets that have picked up these stories include, Canowindra News, Canowindra Phoenix, Molong Express, Central Western Daily, Forbes Advocate, Prime 7 News, Cudal News, Cumnock Progress Review, Manildra Matters, The Orange App and shares to several local social media pages, among others.

Our biggest week of social media content was Local Government Week – August 3 to 9. Our post engagement on Facebook alone went up 30%. Cabonne also launched its LinkedIn page during Local Government Week.

Community engagement was a big part of the last quarter, with Molong and Canowindra residents engaging in Town Centre consultations at the end of August. As a result of marketing and communications in the towns, there was a great turnout for both communities at each of the consultation sessions.

Facebook:

- 205 more page likes in this quarter, taking us to a total of 2,473 page likes
- 128 posts made, with 13,708 clicks on those posts (an average of 107 clicks per post)
- Our furthest reaching posts included any about inclement weather, including the closure of Mount Canobolas and our Positions Vacant posts.

#### Instagram

- We now have 601 followers, with consistent followers joining us
- 18 posts made, with 303 likes on those posts (an average of 17 likes per post)
- 5,514 impressions made on our posts in the last quarter. An impression is logged each time a unique user sees the post come up in their newsfeed.

#### LinkedIn

- Our newest social media platform launched during Local Government Week
- We now have 191 followers
- From 15 posts during this quarter, there were 1,758 impressions.

### **Council's Tourism, Culture & Events Coordinator has provided the following report:**

#### Central NSW Joint Organisation

The Central NSW Joint Organisation have been working on stage two of the #We Want You Back Campaign. All LGAs are creating 6 videos that encourage locals from around Central NSW to extend an invitation to friends and family to come back to their town in Central NSW. This hasn't been released due to COVID however the content is being worked on for future release at the right time when COVID restrictions ease.

#### Orange 360

A two-day workshop is scheduled for the 15-16 September 2020 where Orange, Blayney and Cabonne tourism representatives will attend. The aim is to address the strategic plan for the next 4 years and re-evaluate the marketing strategy to be able to continue to achieve their vision. Also looking at the changes due to COVID, the new challenges faced and the future opportunities.

#### Destination Country and Outback NSW (DNCO)

A meeting took place on 1 September 2020 with Fleur Pors and Lucy White where the aims, objectives, and support of the DNCO were outlined and

explained. An in-depth discussion surrounding the resources available to the Council and the current projects being undertaken by DNCO.

#### Cabonne Country Tourism Advisory Committee

The current Cabonne Country Tourism Advisory Committee (CCTAC) held two meetings this quarter. The first was held on the 4 August 2020 (Confirmed Minutes attached) and the second meeting on 8 September 2020. (Minutes still to be confirmed).

Out of the meetings the following was established:

There is a need for additional Committee members to be appointed to meet the requirements of the charter. The applications will open Monday the 14 September 2020.

The Committee addressed the CCTAC's Top 5 Priority List and the following was established:

1. *Visitor Information Centre (VIC) in Molong*
  - That the VIC be investigated into moving to the Railway Station in the future, and an interim way for material to be distributed.
2. *Festivals, Events and Attractions*
  - Due to COVID there has been a decrease in events but focusing on the events that are upcoming and making sure they meet the COVID requirements and gain support.
3. *Promote Cabonne as a Destination to Experience and Live.*
  - That the interchange of discount vouchers between retailers and distributors be investigated.
  - An annual BBQ be investigated for new residents to the Cabonne area.
4. *Signage and Toilet Facilities*
  - This was established that it was fulfilled.
5. *Yuranigh's Grave Site.*
  - The conversations that occurred be investigated as to what has previously been done.

The next CCTAC meeting will be held at the Molong office on 20 October 2020, starting at 5.30pm.

#### The Cabonne Acquisitive Art Prize

The Cabonne Acquisitive Art Prize is officially live on the Cabonne Council website, with applications opening on the 4 September 2020 and closing 19 February 2021.

#### Reigniting Regional Tourism Seminar

The seminar included speakers from Iceland, New Zealand and Australia. The discussion consisted of the impacts of COVID and their individual response as

well as discussing the trend for Tourism 2021 which will be Sustainable and Responsible Tourism that explores authentic, safe and open places.

**Council's Grants Officer has provided the following report:**

**Resources for Regions**

On 2 September applications closed for the NSW Governments 'Resources for Regions Round 7' funding program, which was aimed at supporting the ongoing prosperity of mining communities in regional NSW. Council applied for the total allocation of \$1.8 million to go towards funding the construction of a new amenities block and spectator seating at the Canowindra Sports Oval. Announcements of successful applications are expected in November 2020.

**Community Assistance Program (CAP)**

The Community Assistance Program closed on 28 August. Council received a total of 13 applications and a report has been provided to the September Council meeting.

**Grant-funded Projects Delivery**

There is a large amount of grant funded projects ongoing which are being managed and delivered by the Infrastructure Department.

**ITEM 7 - CABONNE INFRASTRUCTURE REPORT**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Monthly update to Council on the works in progress for the Cabonne Infrastructure Dept.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.a - Provide quality administrative support and governance to councillors and residents
<b>Annexures</b>	1. Council Engineering Report September 2020 <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\REPORTING\\ENGINEERING AND TECHNICAL SERVICES REPORTING - 1159900

**DEPUTY GENERAL MANAGER - CABONNE INFRASTRUCTURE'S  
REPORT**

Please find the September report in the annexures

**ITEM 8 - LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
1.9.2020**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To provide a copy of the Minutes of the Local Emergency Management Committee meeting held on 1 September 2020 to Council.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.1.a - Provide quality administrative support and governance to councillors and residents
<b>Annexures</b>	1. LEMC - 1 September 2020 - Minutes <a href="#">↓</a>
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\EMERGENCY SERVICES\\MEETINGS\\LOCAL EMERGENCY MANAGEMENT COMMITTEE - LEMC - 1159927

**DEPUTY GENERAL MANAGER - CABONNE INFRASTRUCTURE'S REPORT**

Please find a copy of the minutes of the LEMC meeting held on 1 September 2020 annexed for your information.

**ITEM 9 - DEVELOPMENT APPLICATIONS RECEIVED DURING AUGUST 2020**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Details of development applications received during the preceding month.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.3.a. Provide efficient and effective development assessment
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\DEVELOPMENT AND BUILDING CONTROLS\\BUILDING AND DEVELOPMENT APPLICATIONS\\REPORTING - DEVELOPMENT APPLICATIONS TO COUNCIL - 1159266

**DEPARTMENT LEADER - DEVELOPMENT SERVICES' REPORT**

Development Applications have been received during the period 01/08/2020 to 31/08/2020 as detailed below.

**SUMMARY OF DEVELOPMENT APPLICATIONS RECEIVED**

<b><u>APPLICATION NUMBER</u></b>	<b><u>DETAILS</u></b>	<b><u>ESTIMATED VALUE</u></b>
2020/0133/1	<b>Demolition of existing Dwelling &amp; Construction of New Dwelling</b> <i>Applicant: Source Architects</i>	\$---

	<p><i>Owner: F Kelly</i>  <i>Zone: RU2</i>  <i>Address: Lot 127 DP 756869, 86 Frewin Rd, Borenore</i></p>	
2021/0028	<p><b>Alterations &amp; Additions to Existing Dwelling</b>  <i>Applicant: Designs At M</i>  <i>Owner: W &amp; K Doulman</i>  <i>Zone: RU1</i>  <i>Address: Lot 796 DP 829600, 487 Stapletons Rd, Boomey</i></p>	\$290,000
2021/0026	<p><b>Shed</b>  <i>Applicant: D Fish</i>  <i>Owner: D &amp; N Fish</i>  <i>Zone: RU5</i>  <i>Address: Lot 8 DP 1380, 27 Bruce St, Cumnock</i></p>	\$16,200
2021/0025	<p><b>Farm Building</b>  <i>Applicant: C &amp; S Maynard</i>  <i>Owner: C Newsom</i>  <i>Zone: RU1</i>  <i>Address: Lot 25 DP 1015715, Belubula Parish, Canowindra</i></p>	\$45,000
2021/0027	<p><b>Shed</b>  <i>Applicant: L Baldwin</i>  <i>Owner: N &amp; L Baldwin</i>  <i>Zone: RU5</i>  <i>Address: Lot 1 DP 301953, 36 Obley St, Cumnock</i></p>	\$43,500
2021/0029	<p><b>Home Base Business – Panel Beating</b>  <i>Applicant: M Grant</i>  <i>Owner: M Grant</i>  <i>Zone: R5</i>  <i>Address: Lot 2 DP 581819, 51 Quarry Rd, Moorbel</i></p>	\$---
2021/0030	<p><b>Alterations &amp; Additions</b>  <i>Applicant: Manildra Preschool Early Learning</i>  <i>Owner: Manildra Preschool Early Learning</i>  <i>Zone: R5</i>  <i>Address: Lot 2 DP 518359, Cudal St, Manildra</i></p>	\$230,000
2021/0031	<p><b>9 Lot Subdivision</b>  <i>Applicant: Peter Basha Planning &amp; Development</i>  <i>Owner: C Blunt</i>  <i>Zone: Ru1</i></p>	\$---

	Address: Lot 800 DP 1039358, 1034 Icely Rd, Emu Swamp	
2020/0172/1	<b>Dwelling</b> <i>Applicant: Rawson Group Pty Ltd</i> <i>Owner: M Foy</i> <i>Zone: R5</i> Address: Lot 100 DP 1175408, 59 Jason St, Molong	\$---
2021/0032	<b>Shed</b> <i>Applicant: N Pasquali</i> <i>Owner: N Pasquali</i> <i>Zone: RU2</i> Address: Lot 101 DP 1143949, 31 Neals Lane, Orange	\$25,000
2021/0033	<b>Shed</b> <i>Applicant: V Williams</i> <i>Owner: V Williams</i> <i>Zone: RU2</i> Address: Lot 503 DP 861338, 683 Canobolas Rd, Canobolas	\$35,000
2021/0035	<b>Inground Swimming Pool</b> <i>Applicant: M Chellas</i> <i>Owner: M &amp; M Chellas</i> <i>Zone: R5</i> Address: Lot 13 DP 873778, 2412 Burrendong Way, Mullion Creek	\$30,000
2021/0036	<b>Alterations &amp; Additions to Existing Dwelling</b> <i>Applicant: Summer Hill Sewing Emporium</i> <i>Owner: Summer Hill Sewing Emporium</i> <i>Zone: RU1</i> Address: Lot 2 DP 1014072, 1592 Casuarina Dr, Gooloogong	\$250,000
2021/0034	<b>2 Lot Subdivision</b> <i>Applicant: G Knight</i> <i>Owner: G &amp; V Knight</i> <i>Zone: RU5</i> Address: Lot 101 DP 1143949, 31 Noble St, Eugowra	\$---
2021/0037	<b>Shed</b> <i>Applicant: J McNamara</i> <i>Owner: J McNamara &amp; L Collard</i> <i>Zone: RU2</i> Address: Lot 1 DP 361538, 109 Nashdale Lane, Nashdale	\$160,000
2021/0038	<b>Shed</b> <i>Applicant: G &amp; R Tatterson</i>	\$18,800

	<p><i>Owner: Livens Contracting Pty Ltd</i>  <i>Zone: RU5</i>  <i>Address: Lot 15 DP 758221, 75 Belmore St, Canowindra</i></p>	
2021/0039	<p><b>Shed</b>  <i>Applicant: S Mason</i>  <i>Owner: S Mason</i>  <i>Zone: R5</i>  <i>Address: Lot 313 DP 1068911, John Carroll Lane, Windera</i></p>	\$20,000
2021/0043	<p><b>Retaining Wall and Wind Turbine</b>  <i>Applicant: B Gosper</i>  <i>Owner: B Gosper</i>  <i>Zone: RU1</i>  <i>Address: Lot 101 DP 1029046, 4282 Cargo Rd, Cargo</i></p>	\$32,564
2021/0040	<p><b>Bus Shed</b>  <i>Applicant: Molong Central School</i>  <i>Owner: Department of Education</i>  <i>Zone: RU5</i>  <i>Address: Lot 1 DP 758693, 68-70 Phillip St, Molong</i></p>	\$28,270
2021/0042	<p><b>Painting of Water Tank</b>  <i>Applicant: GrowMolong</i>  <i>Owner: State Rail</i>  <i>Address: Mitchell Hwy, Molong</i></p>	\$60,000
2021/0041	<p><b>2 Lot Subdivision</b>  <i>Applicant: S Caldwell</i>  <i>Owner: S Caldwell</i>  <i>Zone: RU5</i>  <i>Address: Lot 24 DP 711425, 24 Molong St, Molong</i></p>	\$---
2021/0045	<p><b>Change of Use</b>  <i>Applicant: K Redfern</i>  <i>Owner: W &amp; J Hogan</i>  <i>Zone: B2</i>  <i>Address: Lot 2 DP 14474, 47 Bank St, Molong</i></p>	\$20,000
2021/0044	<p><b>Dwelling with Attached Garage &amp; Water Tank</b>  <i>Applicant: Kensington Homes Pty Ltd</i>  <i>Owner: V &amp; A Carey</i>  <i>Zone: R5</i>  <i>Address: Lot 1 DP 1236064, 12 James Dalton Lane, Windera</i></p>	\$647,000
2017/0075/3	<p><b>Demolition of Existing Dwelling and Construct Replacement Dwelling</b></p>	\$---

	<i>Applicant: Peter Basha Planning &amp; Development</i> <i>Owner: J McRae</i> <i>Zone: RU2</i> <i>Address: Lot 1 DP 368801 &amp; Lot 69 DP 756899, 37 Neals Lane, Orange</i>	
2016/0153/1	<b>Intensive Plant Agriculture</b> <i>Applicant: Peter Basha Planning &amp; Development</i> <i>Owner: Orange Towac Valley Pty Ltd</i> <i>Zone: RU2</i> <i>Address: Lot 496 DP 1095508, 621 Canobolas Rd, Canobolas</i>	\$---
2021/0046	<b>Shed</b> <i>Applicant: A Jones</i> <i>Owner: A Jones</i> <i>Zone: RU5</i> <i>Address: Lot 1 DP 249613, 78 Gidley St, Molong</i>	\$10,000
2020/0011/1	<b>Proposed Cellar Door &amp; Restaurant</b> <i>Applicant: P Stivens</i> <i>Owner: Planline Pty Ltd</i> <i>Zone: RU2</i> <i>Address: Lot 102 DP 1031436, 1034 The Escort Way, Borenore</i>	\$---
2021/0047	<b>Dwelling &amp; Shed</b> <i>Applicant: R Pearson</i> <i>Owner: R Pearson</i> <i>Zone: R5</i> <i>Address: Lot 122 DP 1048327, 9 Windera Dr, Windera</i>	\$350,000
	<b>TOTAL: 28</b>	<b>\$2,311,334</b>

**SUMMARY OF COMPLYING DEVELOPMENT APPLICATIONS RECEIVED**

<b><u>APPLICATION NUMBER</u></b>	<b><u>DETAILS</u></b>	<b><u>ESTIMATED VALUE</u></b>
2021/1003	<b>Inground Fibreglass Swimming Pool</b> <i>Applicant: BBAC</i> <i>Owner: E Munro</i> <i>Zone: RU1</i> <i>Address: Lot 100 DP 1230320, 75 Spring Vale Lane, Molong</i>	\$36,405
	<b>TOTAL: 1</b>	<b>\$36,405</b>
<b>GRAND TOTAL: 29</b>		<b>\$2,347,739</b>

**ITEM 10 - DEVELOPMENT APPLICATIONS APPROVED DURING AUGUST  
2020**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Details of development applications approved during the preceding month.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.3.a. Provide efficient and effective development assessment
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\DEVELOPMENT AND BUILDING CONTROLS\\BUILDING AND DEVELOPMENT APPLICATIONS\\REPORTING - DEVELOPMENT APPLICATIONS TO COUNCIL - 1159295

**DEPARTMENT LEADER - DEVELOPMENT SERVICES' REPORT**

Development Applications have been approved during the period 01/08/2020 to 31/08/2020 as detailed below.

**SUMMARY OF DEVELOPMENT APPLICATIONS APPROVED**

<b><u>APPLICATION NUMBER</u></b>	<b><u>TYPE</u></b>	<b><u>ESTIMATED VALUE</u></b>
2020/0137/1	<b>Modification to Relocation of existing Dwelling, Shed &amp; 2 Lot Subdivision</b> <i>Applicant: Dustin McKenzie</i> <i>Owner: D &amp; M McKenzie</i> <i>Zone:</i> <i>Address: Lot 1 DP 1114364 &amp; Lots 232 247 &amp; 248 DP 750147, 46 Red Lane, Moorbel</i>	\$---
2020/0130/1	<b>Mod to Dwelling &amp; Detached Shed</b> <i>Applicant: Neil Beehag</i> <i>Owner: G Wiltshire</i> <i>Zone: R5</i> <i>Address: Lot 1 &amp; 2 DP 1864, Creek St, Cudal</i>	\$---
2020/0132	<b>Ancillary Dwelling</b> <i>Applicant: Premise NSW Pty Ltd</i> <i>Owner: J &amp; T Lampe</i> <i>Zone: RU1</i> <i>Address: Lot 1 DP 1197038, 92 Packham Dr, Molong</i>	\$40,000

2021/0003	<b>Garage &amp; Retaining Wall</b> <i>Applicant:</i> B Gosper <i>Owner:</i> B Gosper <i>Zone:</i> RU1 <i>Address:</i> Lot 1 DP 511492, 833 Mitchell Hwy, Orange	\$39,716
2021/0014	<b>Events (Weddings)</b> <i>Applicant:</i> Racine <i>Owner:</i> Balmoral Swift Pty Ltd <i>Zone:</i> RU2 <i>Address:</i> Lot B DP 179711, 194 Nancarrow Lane, Nashdale	\$---
2021/0011	<b>Shed</b> <i>Applicant:</i> R Arthur <i>Owner:</i> R Arthur <i>Zone:</i> R5 <i>Address:</i> Lot 1 DP 1071968, 2 Windera Dr, Windera	\$10,000
2020/0180	<b>Dwelling</b> <i>Applicant:</i> G Baker <i>Owner:</i> G Baker <i>Zone:</i> RU5 <i>Address:</i> Lot 7 DP 3949, 79 Obley St, Cumnock	\$84,700
2021/0008	<b>Dwelling</b> <i>Applicant:</i> J Ryan <i>Owner:</i> J & M Ryan <i>Zone:</i> R5 <i>Address:</i> Lot 1 DP 1230694, 138 Speedy St, Molong	\$300,000
2021/0023	<b>Change of Use from Garage to Studio</b> <i>Applicant:</i> R Houghton <i>Owner:</i> R Houghton <i>Zone:</i> RU1 <i>Address:</i> Lot 108 DP 876024, 523 Griffin Rd, Orange	\$6,000
2005/244/2	<b>Modification to 6 Lot Subdivision</b> <i>Applicant:</i> M & J Ward <i>Owner:</i> M & J Ward <i>Zone:</i> RU1 <i>Address:</i> Lot 11 12 14 & 15 DP 750372, 915 Lower Lewis Ponds Rd, Lower Lewis Ponds	\$---
2020/0133/1	<b>Modification to Demolition of existing Dwelling &amp; Construction of new Dwelling</b> <i>Applicant:</i> Source Architects <i>Owner:</i> F Kelly <i>Zone:</i> RU2	\$---

	<i>Address: Lot 127 DP 756869, 86 Frewin Rd, Borenore</i>	
2021/0015	<b>Shed</b> <i>Applicant: S Whiley Owner: S Whiley Zone: RU5 Address: Lot 1 DP 758643, 15 Toogong St, Manildra</i>	\$19,500
2021/0018	<b>Shipping Container</b> <i>Applicant: A &amp; R Sunderland Owner: A &amp; R Sunderland Zone: R5 Address: Lot 2 DP 1158342, 205 Moorbel Dr, Moorbel</i>	\$6,000
2021/0019	<b>Shipping Container</b> <i>Applicant: G Murphy Owner: G Murphy Zone: R5 Address: Lot 1 DP 1158342, 203 Moorbel Dr, Moorbel</i>	\$3,100
2021/0016	<b>Dwelling &amp; detached Garage</b> <i>Applicant: G Lee Owner: G Lee Zone: RU1 Address: Lot 29 DP 848900, 42 Cockatoo Lane, Emu Swamp</i>	\$625,000
2021/0024	<b>Dwelling</b> <i>Applicant: J Harmer Owner: J Harmer &amp; T Barns Zone: RU1 Address: Lot 9 DP 846719, 1722 Packham Dr, Manildra</i>	\$399,334
2020/0171	<b>Molong Community Centre (Community Facility)</b> <i>Applicant: King &amp; Campbell Pty Ltd Owner: Cabonne Council Zone: R1 Address: Lot 2 DP 1082943, Lot B 155735 &amp; Lot 432 DP 1070957, 96-98 Bank St, Molong</i>	\$5,043,800
2021/0012	<b>Cellar Door</b> <i>Applicant: D Swift Owner: Balmoral Swift Pty Ltd Zone: RU2 Address: Lot B DP 179711, 194 Nancarrow Lane, Nashdale</i>	\$---
2021/0022	<b>Shed</b> <i>Applicant: J Barrett</i>	\$14,000

**GENERAL MANAGER'S REPORT ON MATTERS FOR NOTATION SUBMITTED TO THE  
ORDINARY COUNCIL MEETING TO BE HELD ON TUESDAY 22 SEPTEMBER, 2020**

Page 17

	Owner: J & B Barrett Zone: RU5 Address: Lot 849 DP 830838, 31 Belmore St, Cargo	
2021/0021	<b>Rural Fire Service Station</b> Applicant: Cabonne Council Owner: Johnson Zone: RU1 Address: Lot 107 DP 753255, 3340 Gundong Rd, Obley	\$300,000
2021/0028	<b>Alterations &amp; Additions to existing Dwelling</b> Applicant: Designs At M Owner: W & K Doulman Zone: RU1 Address: Lot 796 DP 829600, 487 Stapletons Rd, Boomey	\$290,000
2020/0172/1	<b>Modification to Dwelling</b> Applicant: Rawson Group Pty Ltd Owner: M Foy Zone: R5 Address: Lot 100 DP 1175408, 59 Jason St, Molong	\$---
2021/0039	<b>Shed</b> Applicant: S Mason Owner: S Mason Zone: R5 Address: Lot 313 DP 1068911, John Carroll Lane, Windera	\$20,000
2017/0075/3	<b>Modification of existing Dwelling &amp; Construct Replacement Dwelling</b> Applicant: Peter Basha Planning & Development Owner: J McRae Zone: RU2 Address: Lot 1 DP 368801 & Lot 69 DP 756899, 37 Neals Lane, Orange	\$---
2020/0140	<b>Shed</b> Applicant: S Gee Owner: S Gee Zone: RU5 Address: Lot 144 DP 750145, Sherwin St, Cargo	\$19,000
<b>TOTAL: 25</b>		<b>\$7,220,150</b>

**SUMMARY OF COMPLYING DEVELOPMENT APPLICATIONS  
APPROVED**

<b><u>APPLICATION NUMBER</u></b>	<b><u>TYPE</u></b>	<b><u>ESTIMATED VALUE</u></b>
2021/1003	<b>Inground Fibreglass Swimming Pool</b> <i>Applicant: BBAC</i> <i>Owner: E Munro</i> <i>Zone: RU1</i> <i>Address: Lot 100 DP 1230320, 75 Spring Vale Lane, Molong</i>	\$36,405
2021/1002	<b>Dwelling</b> <i>Applicant: Banksia Building P/L</i> <i>Owner: B Joyce</i> <i>Zone: RU5</i> <i>Address: Lot 11 DP 1245870, 69 Park St, Molong</i>	\$382,000
<b>TOTAL: 2</b>		<b>\$418,405</b>

<b>GRAND TOTAL: 27</b>	<b>\$7,638,555</b>
<b>Previous Month: 27</b>	<b>\$4,031,588</b>

## **ITEM 11 - MEDIAN PROCESSING TIMES 2020**

### **REPORT IN BRIEF**

<b>Reason For Report</b>	To provide information on median processing times.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	4.5.3.a. Assess and determine development applications, construction certificate applications and Onsite Sewerage Management Systems (OSMS) to meet agreed service levels
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\DEVELOPMENT AND BUILDING CONTROLS\\BUILDING AND DEVELOPMENT APPLICATIONS\\REPORTING - DEVELOPMENT APPLICATIONS TO COUNCIL - 1159801

## **DEPARTMENT LEADER - DEVELOPMENT SERVICES' REPORT**

**Summary of median Application Processing Times over the last five years for the month of August:**

<b><u>YEAR</u></b>	<b><u>MEDIAN ACTUAL DAYS</u></b>
2015	26
2016	45
2017	31

2018	17
2019	16

**Summary of median Application Processing Times for 2020:**

<b><u>MONTH</u></b>	<b><u>MEDIAN ACTUAL DAYS</u></b>
January	22
February	12
March	22
April	28
May	20.5
June	16
July	23
August	23
September	
October	
November	
December	

**ITEM 12 - BURIAL STATISTICS**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To provide information on burial statistics.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>IPR Linkage</b>	3.3.1.a - Maintain cemeteries in accordance with community requirements
<b>Annexures</b>	Nil
<b>File Number</b>	\\OFFICIAL RECORDS LIBRARY\\PUBLIC HEALTH\\CEMETERIES\\REPORTING - BURIAL STATISTICS - 1159802

**DEPARTMENT LEADER - DEVELOPMENT SERVICES' REPORT**

<b><u>YEAR</u></b>	<b><u>NO OF BURIALS</u></b>
<b>2006/07</b>	59
<b>2007/08</b>	62
<b>2008/09</b>	57
<b>2009/10</b>	65
<b>2010/11</b>	40
<b>2011/12</b>	54
<b>2012/13</b>	54
<b>2013/14</b>	80
<b>2014/15</b>	66
<b>2015/16</b>	64

<b>2016/17</b>	41
<b>2017/18</b>	67
<b>2018/19</b>	77
<b>2019/20</b>	61
<b>2020/21</b>	
July	8
August	4
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
<b>Total</b>	<b>12</b>

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Heidi Thornberry Heather Nicholls	For Determination	PURCHASE OF LAND FROM TRANSPORT NSW IN WATSON STREET, MOLONG
<b>MOTION</b> (Oldham/Batten)			
THAT:			
<ol style="list-style-type: none"> <li>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>.</li> <li>2. Council make an application to the Minister for Local Government and the Governor for the compulsory acquisition of the Land.</li> <li>3. Authority be granted to affix the Common Seal of Council to any acquisition documentation associated with the Land.</li> <li>4. The land to be acquired is to be classified as Community Land.</li> </ol>			
09 Sep 2020 - 8:55 AM - Heidi Thornberry			
Awaiting a response or a copy of the gazette notice			
30 Jul 2020 - 3:34 PM - Heidi Thornberry			
Awaiting a response or a copy of the gazette notice			
13 Jul 2020 - 2:30 PM - Heidi Thornberry			
Council's solicitor forwarded a draft compulsory acquisition notice to the OLG. Awaiting a response or a copy of the gazette notice			
09 Jun 2020 - 1:39 PM - Heidi Thornberry			
Awaiting document to affix seal			
13 May 2020 - 11:12 AM - Heidi Thornberry			
Awaiting document to affix seal			
09 Apr 2020 - 10:02 AM - Heidi Thornberry			
Awaiting document to affix seal			
16 Mar 2020 - 10:12 AM - Heidi Thornberry			
Awaiting document to affix seal			
22 Jan 2020 - 9:44 AM - Heidi Thornberry			
Awaiting document to affix seal			
22 Jan 2020 - 9:28 AM - Heidi Thornberry			
Awaiting document to affix seal			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

05 Dec 2019 - 4:08 PM - Heidi Thornberry  
Awaiting document to affix seal  
11 Nov 2019 - 3:44 PM - Heidi Thornberry  
Awaiting document to affix seal  
09 Oct 2019 - 4:45 PM - Heidi Thornberry  
Awaiting document to affix seal  
09 Sep 2019 - 11:32 AM - Heidi Thornberry  
Awaiting document to affix seal  
14 Aug 2019 - 3:07 PM - Heidi Thornberry  
Awaiting document to affix seal  
09 Jul 2019 - 9:31 AM - Heidi Thornberry  
Awaiting document to affix seal  
13 Jun 2019 - 3:51 PM - Heidi Thornberry  
Awaiting document to affix seal  
14 May 2019 - 12:12 PM - Heidi Thornberry  
Awaiting document to affix seal  
16 Apr 2019 - 12:04 PM - Heidi Thornberry  
Awaiting document to affix seal  
12 Mar 2019 - 10:02 AM - Heidi Thornberry  
Awaiting document to affix seal  
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 Heather Nicholls	For Determination	COUNCIL TO ACQUIRE EASEMENTS OVER LAND IN EUGOWRA FOR THE PUZZLE FLAT CREEK FLOOD LEVEE
<b>MOTION</b> (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;			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

- 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 *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.
5. Should council be able to reach agreement for purchase by private treaty that the purchase proceed by that method.
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.

09 Sep 2020 - 8:55 AM - Heidi Thornberry

Waiting on final approvals to come through to affix seal

30 Jul 2020 - 3:34 PM - Heidi Thornberry

Waiting on final approvals to come through to affix seal

16 Jul 2020 - 4:15 PM - Heidi Thornberry

Doc 1141164 - Waiting on final approvals to come through to affix seal

09 Jun 2020 - 1:40 PM - Heidi Thornberry

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM
<p>Awaiting documents to affix seal  13 May 2020 - 11:12 AM - Heidi Thornberry  Awaiting documents to affix seal  09 Apr 2020 - 10:14 AM - Heidi Thornberry  Awaiting documents to affix seal  10 Mar 2020 - 12:17 PM - Heidi Thornberry  Awaiting documents to affix seal  10 Mar 2020 - 11:48 AM - Heidi Thornberry  Awaiting documents to affix seal  22 Jan 2020 - 9:44 AM - Heidi Thornberry  Awaiting documents to affix seal  05 Dec 2019 - 4:08 PM - Heidi Thornberry  Awaiting documents to affix seal  11 Nov 2019 - 4:34 PM - Heidi Thornberry  Awaiting documents to affix seal  09 Oct 2019 - 4:45 PM - Heidi Thornberry  Awaiting document to affix seal  09 Sep 2019 - 11:32 AM - Heidi Thornberry  Awaiting documents to affix seal  14 Aug 2019 - 3:07 PM - Heidi Thornberry  Awaiting document to affix seal  09 Jul 2019 - 9:31 AM - Heidi Thornberry  Awaiting document to affix seal  13 Jun 2019 - 3:51 PM - Heidi Thornberry  Awaiting documents to affix seal  14 May 2019 - 12:12 PM - Heidi Thornberry  Awaiting documents to affix seal  02 Apr 2019 - 10:08 AM - Heidi Thornberry  Awaiting documents to affix seal  12 Mar 2019 - 10:02 AM - Heidi Thornberry  Awaiting documents to affix seal  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 - Advised by Engineering Dept that document hasnt been sent to council yet</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 March 2020	Naomi Schroder	For Determination	COMMUNITY FACILITATION FUND

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

Bradley Bymes			
<b>RECOMMENDATION</b> (Durkin/Newsom)			
THAT Council approve expenditure from the Community Facilitation Fund for the following projects:			
1. Contribution of \$5,860.50 to the Eugowra Steering Committee for development of a town masterplan.			
2. Contribution of \$5,000 from the CFF and a further \$5,000 from the Canowindra Town Improvement Reserve to the Canowindra Business and Progress Association for the development of a town masterplan.			
10 Sep 2020 - 5:03 PM - Naomi Schroder			
in progress - awaiting confirmation of entity			
11 Aug 2020 - 8:25 PM - Naomi Schroder			
in progress - awaiting invoice from Eugowra group. Potentially now from EPPA as officeholders have changed.			
15 Jul 2020 - 6:40 PM - Naomi Schroder			
in progress - awaiting invoice from Eugowra Steer Co			
26 Jun 2020 - 11:32 AM - Naomi Schroder			
still in progress			
05 Jun 2020 - 2:14 PM - Naomi Schroder			
in progress - awaiting invoice from Eugowra Steering committee to consultants			
13 May 2020 - 11:37 AM - Naomi Schroder			
Payment to Canowindra completed.			
Eugowra Steering Committee is providing an invoice for payment from the masterplanning consultant in due course.			
16 Apr 2020 - 1:02 PM - Naomi Schroder			
In progress - payments to be completed ASAP			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 May 2020	Jolene Pearson Heather Nicholls	For Determination	CADIA PIPELINE AGREEMENT - DEED OF LEASE
<b>MOTION</b> (Durkin/Davison)			
THAT Council authorise the affixing of the Common Seal to the Cadia Pipeline agreement and associated documents as required.			
07 Sep 2020 - 1:26 PM - Jolene Pearson			
Awaiting deed of lease documentation.			
11 Aug 2020 - 3:28 PM - Jolene Pearson			
Awaiting deed of lease documentation.			
13 Jul 2020 - 7:10 AM - Jolene Pearson			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

Awaiting deed of lease documentation.

10 Jun 2020 - 12:58 PM - Jolene Pearson

Awaiting deed of lease documentation.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 May 2020	Naomi Schroder Bradley Bymes	For Determination	STRONGER COUNTRY COMMUNITIES FUND ROUND 3

### **RECOMMENDATION** (Davison/Durkin)

THAT Council:

1. Accept the offer of partial project funding by the NSW Government under Round 3 of the Stronger Country Communities Fund.
2. Use the co-funding nominated for the SCCF Canowindra lighting project towards the delivery of the two successful projects and locate another funding source from reserves for the potential success of other grant applications for this project (listed as option (b) in this report).

10 Sep 2020 - 5:04 PM - Naomi Schroder

Draft deeds were issued on the funding portal on 2nd Sept and are being completed

11 Aug 2020 - 8:26 PM - Naomi Schroder

as above

15 Jul 2020 - 6:40 PM - Naomi Schroder

All information has been provided to the department - awaiting deeds for signing

26 Jun 2020 - 11:33 AM - Naomi Schroder

Awaiting funding agreements

05 Jun 2020 - 2:12 PM - Naomi Schroder

Funding to be accepted:

- 1) milestone schedules have been populated into Smartygrants (as required by NSW Govt)
- 2) NSW Govt to issue funding agreement based information provided

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 May 2020	Heidi Thornberry Heather Nicholls	For Determination	CADIA PIPELINE AGREEMENT - DEED OF LEASE

### **MOTION** (Durkin/Davison)

THAT Council authorise the affixing of the Common Seal to the Cadia Pipeline agreement and associated documents as required.

08 Sep 2020 - 4:31 PM - Heidi Thornberry

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

Awaiting documents to affix seal  
 30 Jul 2020 - 3:35 PM - Heidi Thornberry  
 Awaiting documents to affix seal  
 13 Jul 2020 - 2:27 PM - Heidi Thornberry  
 Awaiting documents to affix seal  
 09 Jun 2020 - 1:41 PM - Heidi Thornberry  
 Awaiting documents to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 June 2020	Naomi Schroder Bradley Bymes	For Determination	SPONSORSHIP POLICY

### **MOTION** (Davison/Nash)

THAT Council adopt the Sponsorship Policy.

10 Sep 2020 - 5:05 PM - Naomi Schroder  
 draft done and being revised

11 Aug 2020 - 8:26 PM - Naomi Schroder  
 forms are being prepared

15 Jul 2020 - 6:44 PM - Naomi Schroder  
 policy adopted and amended from draft by governance team.

Associated documentation to be produced - application form, acceptance documents and acquittal forms.

26 Jun 2020 - 11:33 AM - Naomi Schroder  
 council adopted policy - discuss next steps with Governance team.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 June 2020	Matthew Christensen Matthew Christensen	For Determination	QUESTIONS FOR NEXT MEETING

### **MOTION** (Nash/Durkin)

THAT Council receive a report at the next Council meeting in relation to dangerous gum trees that are around Toogong, Whitton and Parkes streets in Manildra.

13 Aug 2020 - 4:50 PM - Deborah Jordan  
 Report completed by Michelle Murphy and will be tabled at August Council meeting.  
 COMPLETE

21 Jul 2020 - 8:55 AM - Matthew Christensen

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:	
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM	

Report to be tabled at August 2020 Ordinary Meeting.			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 June 2020	Naomi Schroder Bradley Bymes	For Determination	MO LONG RECREATION AREAS - DRAFT MASTERPLANS
<b>MOTION</b> (Weaver/Oldham)			
<p>THAT Council place the three draft Molong Recreational Ground Master Plans on 28 day exhibition seeking further public feedback.</p> <p>10 Sep 2020 - 5:05 PM - Naomi Schroder COMPLETE</p> <p>11 Aug 2020 - 8:27 PM - Naomi Schroder feedback received and collated for report to August meeting</p> <p>15 Jul 2020 - 6:46 PM - Naomi Schroder public notices &amp; ads published in print media for both locations</p> <p>26 Jun 2020 - 11:34 AM - Naomi Schroder CMC preparing MR and ads for publication as of 26/06/20</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 July 2020	Surendra Sapkota Matthew Christensen	For Determination	CUMNOCK FLOODPLAIN AND DRAINAGE INVESTIGATION
<b>MOTION</b> (Batten/Durkin)			
<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Undertake the investigation and review of Cumnock Flooding and Drainage; and</li> <li>2. Fund to the amount of \$33,000 for the Cumnock Flood and Drainage Review, to be allocated in the 2020/21 first Quarterly Budget Review.</li> </ol> <p>10 Sep 2020 - 8:52 AM - Surendra Sapkota Quotation Document prepared and handed over to DGM-Infrastructure for review and further action.</p> <p>08 Sep 2020 - 1:18 PM - Surendra Sapkota Quotation document preparation is in progress.</p> <p>14 Aug 2020 - 2:12 PM - Deborah Jordan Action reassigned to Surendra Sapkota by: Deborah Jordan</p> <p>14 Aug 2020 - 9:05 AM - Matthew Christensen Quotations being sought to undertake investigation works for Cumnock. Action continuing.</p>			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 July 2020	Surendra Sapkota Matthew Christensen	For Determination	EUGOWRA VOLUNTARY PURCHASE
<b>MOTION</b> (Durkin/Weaver)			
THAT Council:			
<ol style="list-style-type: none"> <li>1. Select the property 8 North Street, Eugowra, for the voluntary purchase in the 2020/21 financial year subject to the availability of funding contribution from the NSW Office of Environment and Heritage (OEH);</li> <li>2. Initiate the discussion with the OEH for the availability of the funding contribution and apply for funding for the voluntary purchase of 8 North Street, Eugowra; and</li> <li>3. Consult with the Eugowra Consultative Floodplain Committee in regard to the proposed Eugowra voluntary purchase.</li> </ol>			
10 Sep 2020 - 8:53 AM - Surendra Sapkota			
Cudal Admin is arranging meeting schedule with members of Floodplain Risk Advisory Committee.			
11 Aug 2020 - 4:57 PM - Surendra Sapkota			
In progress.			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 July 2020	Sam Basha Heather Nicholls	For Determination	DEVELOPMENT APPLICATION 2020/0154 - FENCE- LOT 23 DP 848546 - 82 MARSDEN STREET, MOLONG
<b>MOTION</b> (Oldham/Treavors)			
THAT the matter be deferred to August Ordinary Council meeting.			
31 Aug 2020 - 2:41 PM - Sam Basha			
Determination made at August Council meeting. COMPLETE			
31 Jul 2020 - 12:34 PM - Sam Basha			
Application deferred until August Council meeting at the request of applicant.			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 July 2020	Heidi Thornberry Heather Nicholls	For Determination	COMPULSORY ACQUISITION OF EASEMENTS OVER CROWN LAND FOR PIPELINE AT ORANGE
<b>MOTION</b> (Durkin/Nash)			
THAT Council:			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

- Pursuant to Sections 186 and 187 of the *Local Government Act 1993 (NSW)* compulsorily acquire easements over the land ("Land") described as:
  - Crown land/Crown waterway located within/adjacent to the area of Lot 7001 DP 1000813;
  - Crown land/Crown waterway located within/adjacent to the area of Lot 12 DP 718922

for the purpose of an Easement for Water Supply as defined in Schedule 4A of the *Conveyancing Act 1919* in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
- Gives authority to the General Manager to negotiate the terms of the acquisition on behalf of Council.
- Make an application to the Minister for Local Government and the Governor for the compulsory acquisition of the Land.
- Grant authority to affix the Common Seal of Council to any acquisition documentation associated with the land.

08 Sep 2020 - 4:31 PM - Heidi Thornberry

Awaiting document to affix seal

30 Jul 2020 - 3:35 PM - Heidi Thornberry

Awaiting document to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Heidi Thornberry Heather Nicholls	For Determination	GOVERNMENT INFORMATION PUBLIC ACCESS ACT 2009 (GIPA) AGENCY INFORMATION GUIDE - ANNUAL REVIEW

### **MOTION** (Durkin/Jones)

THAT Council adopt the annexed draft 2020/21 Agency Information Guide.

08 Sep 2020 - 4:32 PM - Heidi Thornberry

Added to Councils Website - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Heidi Thornberry Heather Nicholls	For Determination	AUSTRALIA DAY 2021

### **MOTION** (Durkin/Jones)

THAT Council note the schedule for Australia Day 2021.

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

08 Sep 2020 - 4:32 PM - Heidi Thornberry  
Nominations opened and Committess notified - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Robyn Little Bradley Byrnes	For Determination	LGNSW STATE CONFERENCE MOTIONS

**MOTION** (Durkin/Jones)

THAT Council adopt the proposed Motions as outlined in the report for submission to the 2020 LGNSW Business Paper.

09 Sep 2020 - 12:03 PM - Robyn Little  
Motions submitted. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Naomi Schroder Bradley Byrnes	For Determination	CANOWINDRA TOWN CENTRE URBAN DESIGN PROJECT

**MOTION** (Weaver/Nash)

THAT:

1. The Canowindra Town Centre Review of Submissions Table, dated August 2020, be noted and a copy of the document sent to all submission makers for their information as well as uploaded onto Council's website for a period of no less than 21 days; and
2. Council undertake the urban design process for the Canowindra Town Centre and that this be informed by the submissions to the Canowindra Town Centre issues paper.

10 Sep 2020 - 5:06 PM - Naomi Schroder  
in progress

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Naomi Schroder Bradley Byrnes	For Determination	MOLONG RECREATION AREAS - DRAFT MASTERPLANS

**MOTION** (Jones/Oldham)

THAT Council:

1. Resolve to 'adopt in principle' the three Molong Recreational Ground Master Plans.

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

2. Utilises the Molong Recreational Ground Master Plans in its decision making and planning processes under Council's integrated planning and reporting framework as well as grant funding opportunities.

10 Sep 2020 - 5:07 PM - Naomi Schroder

adopted in principle at meeting and retained for use in planning and funding ventures.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Kiara Wilson Bradley Bymes	For Determination	RESOURCES FOR REGIONS PROGRAM - ROUND SEVEN

### **MOTION** (Treavors/Newsom)

THAT Council apply for funding under round seven of the Resources for Regions Program to fund the construction of a new amenities block and spectator seating at Tom Clyburn Oval in Canowindra;

09 Sep 2020 - 9:25 AM - Kiara Wilson

Application submitted on time - COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Michelle Murphy Matthew Christensen	For Determination	CABONNE COUNCIL POOL MASTERPLAN

### **MOTION** (Treavors/Weaver)

THAT Council endorse the prioritisation of the Cabonne Public Swimming Pool strategic plan within the Council works program and fund the strategy through;

1. Reprioritisation of \$43,774 within the 2020/21 capital works program
2. Fund \$19,026 from Council reserves, to be recognised in the 2020/21 first quarter budget review.

09 Sep 2020 - 1:21 PM - Deborah Jordan

Consultant has been engaged. Report to be brought forward to Council at completion.

COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Michelle Murphy Matthew Christensen	For Determination	IMPACT OF COVID-19 ON 2020/21 POOL SEASON

### **MOTION** (Durkin/Nash)

THAT Council:

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

1. Support the closure of any Cabonne pool facility if Public Health Order requirements cannot be reasonably met or managed; and
2. Support the reduction of public pool use hours from 30 to 20 per week for the village pools (excluding Molong and Canowindra) to ensure Covid-19 Public Health Order requirements are met.

09 Sep 2020 - 1:22 PM - Deborah Jordan

Advertisement for Pool Managers to commence in Sept. Consultation with user groups due to commence in Sept and will negotiate adjustments to pool opening times.  
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Sam Basha Heather Nicholls	For Determination	DEVELOPMENT APPLICATION 2020/0154 - FENCE- LOT 23 DP 848546 - 82 MARSDEN STREET, MOLONG

**MOTION** (Nash/Durkin)

THAT Development Application 2020/0154 for a fence at 82 Marsden Street, Molong, be refused for the following reasons:

1. The development for which consent is sought is inconsistent with the objectives of the R5 Large Lot Residential zone.
2. The development for which consent is sought is inconsistent with Clauses 1.2 and 3.3 of council's Development Control Plan No 6 – Rural Small Holdings.
3. The granting of development consent is not in the public interest.
4. The development for which consent is sought will unreasonably and unnecessarily impact the visual amenity of the adjoining property.
5. The development for which consent is sought creates adverse visual impacts on the locality.

31 Aug 2020 - 2:40 PM - Sam Basha

Notice of Determination (refusal) posted to applicant. COMPLETED

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Bradley Byrnes Bradley Byrnes	For Determination	QUESTIONS FOR NEXT MEETING

**MOTION** (Davison/Durkin)

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

## THAT:

1. Staff investigate opportunities to support service providers in the community with a focus on mental health, and a report be provided to an upcoming Council meeting;
2. Council note that the fossil site property at Canowindra is for sale and the matter be included for discussion at the September Councillor Workshop;
3. The inlet and outlet drainage pipe on Belubula Way be located and cleared to allow water to drain away; and
4. The potential impacts of the recommendations from the Local Government Rating System review on Council's rating income be reported to the next Council meeting.

01 Sep 2020 - 10:35 AM - Robyn Little

AOFM added to September workshop agenda. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Michelle Murphy Matthew Christensen	For Notation	TREE MAINTENANCE IN MANILDRA
<b>THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_12302)</b> <b>CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT</b>  <b>DOCUMENT: 1155296</b>			

09 Sep 2020 - 1:23 PM - Deborah Jordan

Works programmed to be completed over Sept and Oct.  
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Jolene Pearson Heather Nicholls	For Determination	DRAFT CANOWINDRA TOWN IMPROVEMENT FUND RESERVE POLICY
<b>RECOMMENDATION</b> (Newsom/Mullins)			

THAT Council endorse the draft Canowindra Town Improvement Fund Reserve Policy and place the draft policy on public exhibition.

07 Sep 2020 - 1:44 PM - Jolene Pearson

Draft Policy on public exhibition until 5pm 29 September. Any submissions received will be reported to the October Council meeting.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Laura Lewis-Minogue Bradley Bymes	For Determination	EVENTS ASSISTANCE PROGRAM

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

**RECOMMENDATION** (Jones/Treavors)

THAT Council approve the Event Assistance Program (EAP) funding for applications 1 through 4 as detailed in the report.

10 Sep 2020 - 9:52 AM - Laura Lewis-Minogue

Putting together letter and information to send to applicants.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Bradley Bymes Bradley Bymes	Confidential Items	MOLONG LIMESTONE QUARRY LEASE

**RECOMMENDATION** (Durkin/Nash)

THAT the information be noted.

09 Sep 2020 - 12:04 PM - Robyn Little

GM will update council as required. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Heather Nicholls Heather Nicholls	Confidential Items	NETWASTE TENDER - COLLECTION AND DISPOSAL OF USED MOTOR OIL CONTRACT

**RECOMMENDATION** (Davison/Nash)

THAT Council:

1. Accept the tender submitted by Cleanaway dated 28 July 2020, for the collection and disposal of used motor oil, for the initial two (2) year term, and sign the required contract documentation; and
2. That authority be granted for the application of the council seal to the contract documents.

31 Aug 2020 - 10:00 AM - Peta Fuller

Actioned waiting for contract.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Michelle Murphy Matthew Christensen	Confidential Items	CONTRACT NO 1177110 - DESIGN, SUPPLY & INSTALLATION OF INCLUSIVE PLAYGROUNDS AT MORRIS PARK, CANOWINDRA AND DR ROSS MEMORIAL RECREATION GROUND, MOLONG

**RECOMMENDATION** (Weaver/Nash)

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

THAT Council:

1. Resolve not to accept any Tender for the supply and installation of inclusive playgrounds at Canowindra and Molong, in accordance with Clause 178 (1b) of the Local Government (General) Regulation 2005.
2. In accordance with Clause 178 (3e) of the Local Government (General) Regulation 2005, enter into negotiations with the intent to enter into a contract for the supply of inclusive playgrounds at Canowindra and Molong.
3. Resolve in accordance with Clause 178 (4b) of the Local Government (General) Regulation 2005, not call for new tenders, noting that it is considered calling for new tenders will not allow Council to meet its strategic objectives for the project.
4. Authorise the General Manager to enter into a contract with a contractor to deliver the supply of inclusive playgrounds at Canowindra and Molong, subject to successful negotiations.
5. Authorise any variation to the contract for the project provided the variations are contained within the overall approved budget.

09 Sep 2020 - 1:26 PM - Deborah Jordan  
Negotiations underway and ongoing.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Naomi Schroder Bradley Bymes	For Determination	QUESTIONS FOR NEXT MEETING

**MOTION** (Davison/Durkin)

THAT:

1. Staff investigate opportunities to support service providers in the community with a focus on mental health, and a report be provided to an upcoming Council meeting;
2. Council note that the fossil site property at Canowindra is for sale and the matter be included for discussion at the September Councillor Workshop;
3. The inlet and outlet drainage pipe on Belubula Way be located and cleared to allow water to drain away; and
4. The potential impacts of the recommendations from the Local Government Rating System review on Council's rating income be reported to the next Council meeting.

11 Sep 2020 - 9:36 AM - Naomi Schroder

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

1. currently being investigated - ONGOING  
 2. report was provided to the September Councillor Workshop - COMPLETE  
 10 Sep 2020 - 5:09 PM - Naomi Schroder  
 1. currently being investigated  
 2. report was provided to September workshop

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Matthew Christensen Matthew Christensen	For Determination	QUESTIONS FOR NEXT MEETING

**MOTION** (Davison/Durkin)

THAT:

1. Staff investigate opportunities to support service providers in the community with a focus on mental health, and a report be provided to an upcoming Council meeting;
2. Council note that the fossil site property at Canowindra is for sale and the matter be included for discussion at the September Councillor Workshop;
3. The inlet and outlet drainage pipe on Belubula Way be located and cleared to allow water to drain away; and
4. The potential impacts of the recommendations from the Local Government Rating System review on Council's rating income be reported to the next Council meeting.

09 Sep 2020 - 1:18 PM - Matthew Christensen

Question of Water Way will be discussed at October Council Meeting through a report.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Veronica Windus Heather Nicholls	For Determination	QUESTIONS FOR NEXT MEETING

**MOTION** (Davison/Durkin)

THAT:

1. Staff investigate opportunities to support service providers in the community with a focus on mental health, and a report be provided to an upcoming Council meeting;

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

2. Council note that the fossil site property at Canowindra is for sale and the matter be included for discussion at the September Councillor Workshop;
3. The inlet and outlet drainage pipe on Belubula Way be located and cleared to allow water to drain away; and
4. The potential impacts of the recommendations from the Local Government Rating System review on Council's rating income be reported to the next Council meeting.

10 Sep 2020 - 4:19 PM - Veronica Windus

Will complete review in more detail and present to the October meeting with modelling.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Debbie Oates Heather Nicholls	For Determination	QUESTIONS FOR NEXT MEETING

#### **MOTION** (Davison/Durkin)

THAT:

1. Staff investigate opportunities to support service providers in the community with a focus on mental health, and a report be provided to an upcoming Council meeting;
2. Council note that the fossil site property at Canowindra is for sale and the matter be included for discussion at the September Councillor Workshop;
3. The inlet and outlet drainage pipe on Belubula Way be located and cleared to allow water to drain away; and
4. The potential impacts of the recommendations from the Local Government Rating System review on Council's rating income be reported to the next Council meeting.

07 Sep 2020 - 10:26 AM - Debbie Oates

Report to be submitted to September Meeting regarding proposed changes to rating system.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Emma Tadros Heather Nicholls	For Determination	DRAFT CANOWINDRA TOWN IMPROVEMENT FUND RESERVE POLICY

#### **RECOMMENDATION** (Newsom/Mullins)

THAT Council endorse the draft Canowindra Town Improvement Fund Reserve Policy and place the draft policy on public exhibition.

31 Aug 2020 - 12:01 PM - Emma Tadros

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

Policy placed on public exhibition - sent to Canowindra Newspapers to advertise. COMPLETE			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Heidi Thornberry Heather Nicholls	Confidential Items	NETWASTE TENDER - COLLECTION AND DISPOSAL OF USED MOTOR OIL CONTRACT
<b>RECOMMENDATION</b> (Davison/Nash)			
<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Accept the tender submitted by Cleanaway dated 28 July 2020, for the collection and disposal of used motor oil, for the initial two (2) year term, and sign the required contract documentation; and</li> <li>2. That authority be granted for the application of the council seal to the contract documents.</li> </ol> <p>08 Sep 2020 - 4:33 PM - Heidi Thornberry Awaiting contract to add information to Contracts Register</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 August 2020	Heidi Thornberry Heather Nicholls	Confidential Items	CONTRACT NO 1177110 - DESIGN, SUPPLY & INSTALLATION OF INCLUSIVE PLAYGROUNDS AT MORRIS PARK, CANOWINDRA AND DR ROSS MEMORIAL RECREATION GROUND, MOLONG
<b>RECOMMENDATION</b> (Weaver/Nash)			
<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Resolve not to accept any Tender for the supply and installation of inclusive playgrounds at Canowindra and Molong, in accordance with Clause 178 (1b) of the Local Government (General) Regulation 2005.</li> <li>2. In accordance with Clause 178 (3e) of the Local Government (General) Regulation 2005, enter into negotiations with the intent to enter into a contract for the supply of inclusive playgrounds at Canowindra and Molong.</li> <li>3. Resolve in accordance with Clause 178 (4b) of the Local Government (General) Regulation 2005, not call for new tenders, noting that it is considered calling for new tenders will not allow Council to meet its strategic objectives for the project.</li> <li>4. Authorise the General Manager to enter into a contract with a contractor to deliver the supply of inclusive playgrounds at Canowindra and Molong, subject to successful negotiations.</li> <li>5. Authorise any variation to the contract for the project provided the variations are contained within the overall approved budget.</li> </ol>			

Outstanding Actions	Division: Committee: Officer:	Ordinary Meeting	Date From: Date To:
Action Sheets Report			Printed: Friday, 11 September 2020 11:57:35 AM

08 Sep 2020 - 4:33 PM - Heidi Thornberry  
Awaiting contract to add information to Contracts Register

## Incomplete Resolutions - Summary

Risk	Totals	Month 1	Month 2	Month 3	Month 3+
Low	27	24	1	0	2
Medium	0		0	0	0
High	0				0

As at: 11 September 2020

Key:

Low Risk

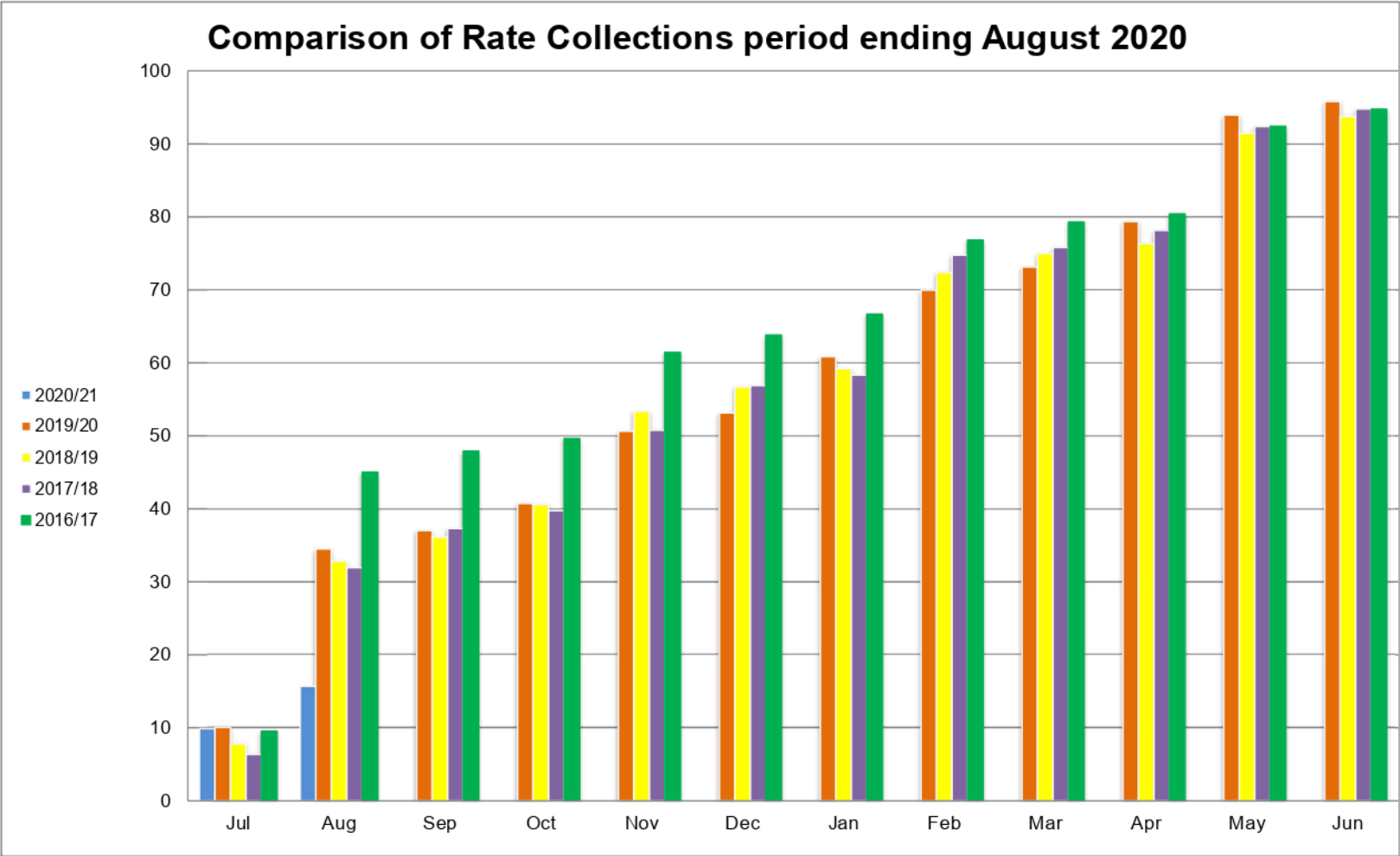
Includes resolutions marked "Complete" pending the next Council meeting to be finalised; resolutions up to 2 months old with an initial comment; and resolutions not "Complete" (regardless of age), with initial and progress comments which are incomplete due to a legitimate reason.

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 31/08/2020**

**Annexure - Item 2**

**GENERAL FUND**

Investing Institution	Credit Rating	Amount Invested	Interest Rate	Terms (Days)	Maturity Date
ANZ Bank	A1+	2,000,000	1.40%	270	12/10/2020
ANZ Bank	A1+	1,000,000	1.45%	366	12/10/2020
ANZ Bank	A1+	3,000,000	0.80%	184	29/11/2020
ANZ Bank	A1+	1,000,000	1.20%	365	9/03/2021
Bank of Qld	A2	500,000	1.55%	365	14/10/2020
Bank of Qld	A2	2,000,000	1.05%	210	20/01/2021
Commonwealth Bank	A1+	2,000,000	0.65%	210	12/03/2021
Commonwealth Bank	A1+	3,000,000	1.12%	184	16/09/2020
Commonwealth Bank	A1+	2,000,000	0.75%	185	14/12/2020
Commonwealth Bank	A1+	4,320,294	0.20%	24 Hour at call account	
Illawarra Mutual Build Society	A2	250,000	0.65%	185	8/02/2021
Illawarra Mutual Build Society	A2	500,000	0.65%	185	8/02/2021
Me Bank	A2	1,500,000	1.35%	180	8/09/2020
National Australia Bank	A1+	3,000,000	0.75%	270	28/05/2021
National Australia Bank	A1+	2,000,000	0.75%	270	28/05/2021
National Australia Bank	A1+	1,000,000	0.97%	120	11/09/2020
National Australia Bank	A1+	1,000,000	1.35%	245	2/11/2020
National Australia Bank	A1+	1,500,000	1.35%	245	2/11/2020
National Australia Bank	A1+	2,000,000	1.30%	365	10/03/2021
Reliance Credit Union	Unrated	500,000	1.80%	366	21/09/2020
Reliance Credit Union	Unrated	250,000	1.60%	366	30/10/2020
Suncorp-Metway	A1	2,000,000	1.50%	242	21/09/2020
Suncorp-Metway	A1	1,000,000	0.70%	181	27/01/2021
Westpac Bank	A1+	1,000,000	0.80%	304	2/06/2021
Westpac Bank	A1+	3,000,000	0.75%	212	17/03/2021
Westpac Bank	A1+	1,000,000	0.80%	210	22/02/2021

**GENERAL FUND INVESTMENTS** **\$ 42,320,294**

**TRUST FUND**

Investing Institution	Credit Rating	Amount Invested	Interest Rate	Terms (Days)
Commonwealth Bank	A1+	158,000	0.10%	24 Hour at call account

**TRUST FUND INVESTMENTS** **\$ 158,000**

**TOTAL INVESTMENTS** **\$ 42,478,294**

## 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%
A1 & A1-	50%
A2	10%
Unrated	2%

### Council's Current Exposure of Total Investments

A1+	79.99%	\$	33,978,294
A1 & A1-	7.06%	\$	3,000,000
A2	11.18%	\$	4,750,000
Unrated	1.77%	\$	750,000
<b>Total Investments</b>		<b>\$</b>	<b>42,478,294</b>

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%
A1 & A1-	20%
A2	10%
Unrated	2%

### Council's Current Exposure per Institution

Commonwealth Bank	27.02%	\$	11,478,294	A1+
National Australia Bank	24.72%	\$	10,500,000	A1+
Westpac Bank	11.77%	\$	5,000,000	A1+
ANZ	16.48%	\$	7,000,000	A1+
Suncorp-Metway	7.06%	\$	3,000,000	A1
Bank of Qld	5.89%	\$	2,500,000	A2
Illawarra Mutual Building Society	1.77%	\$	750,000	A2
Me Bank	3.53%	\$	1,500,000	A2
Reliance Credit Union	1.77%	\$	750,000	Unrated
<b>Total Investments</b>		<b>\$</b>	<b>42,478,294</b>	

## INVESTMENT MOVEMENTS

Council's Overall Total Investments have decreased due to variations in the Cashflow during the month of August.

	This Month	Last Month	July 2020
<b>Total Investments</b>	\$ 42,478,294	\$ 42,499,234	\$ 42,499,234
<b>% Change</b>	-0.05%		-0.05%

## INTEREST RATE PERFORMANCE

Council's Average Interest rate for the month was 1.01%. The average rate movement is dropping 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 0.25% for August. However, Council's average is still higher than Council's Performance Benchmark, the 30 Day Bank Bill Swap Rate of 0.0900%.

Performance Benchmark 30 Day Bank Bill Swap Rate	Av Interest Rate This Month	Av Interest Rate Last Month	Av Interest Rate July 2020
0.090%	1.01%	1.14%	1.14%

Heather Nicholls

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.

**MINUTES OF THE CABONNE COUNTRY TOURISM ADVISORY COMMITTEE  
MEETING (CCTAC) HELD AT THE MOLONG CABONNE OFFICES ON TUESDAY  
4 AUGUST 2020 COMMENCING AT 5.30 PM**

**Present:** Chair Alf Cantrell, Jan Kerr, Christine Westin, Clr Ian Davison, Lynne Hawkes and Laura Lewis-Minogue

**ITEM 1 WELCOME**

Lynne Hawkes welcomed Laura Lewis-Minogue to the Committee and stated that this would be her final meeting as she was retiring and Laura would be the new Tourism, Culture & Events Coordinator. Chair Alf Cantrell thanked Lynne for her unwavering commitment and welcomed Laura to the group.

After the welcome and a general get to know each other the official meeting commenced at 5:45pm.

**ITEM 2 APOLOGIES**

**Apologies:** Clr Jenny Weaver, Peta Fuller, Dale Jones, Ron Hay, Kerry Hicks, Tania Lampe and Naomi Schroder.

**Motion**

**That the apologies be accepted.**

**Moved:** Christine Westin      **Seconded:** Jan Kerr      **Carried**

**ITEM 3 CONFIRMATION OF MINUTES**

**Motion**

**That the minutes of the meeting dated 4 MARCH 2020 are true and correct.**

**Moved:** Jan Kerr      **Seconded:** Alf Cantrell      **carried**

**ITEM 4.**

**Matters Arising**

**4.1 Tourism and Community Development Coordinator Activities**

Lynne Hawkes provided a summary of activities and projects that are currently being conducted to advance tourism and community development in Cabonne.

- **Campaigns**

Cabonne has had multiple campaigns over the last months in response to COVID. Ambassadors had to be chosen for the "we want you back campaign" there were three chosen including Tommy Jeffs from Montrose House, Tom Ward from Swinging Bridge and Eat your Greens from Eugowra. It was targeted to get friends and family to return to the area.

The journalist who had come from Canberra went extremely well with it making the front page of the Canberra Times.

Backroads was filming in Eugowra; it will include an underlying story as well as talk around the murals.

Outback Magazine has a journalist coming to the area including Canowindra where he will take a balloon flight (dependant on weather).

Arts Out West- a survey was undertaken for relevant cultural places this has been completed and as now gone live.

Destination NSW campaign and Orange360 involvement has had large response. Consistent contact has been made with operators to see how they are traveling during this period and if there was any way of doing things innovative like online wine tasting which has been done with success.

General discussion was had around the increase in tourism in the area over the weeks however a drop in the last week has been clear.

- **Orange 360**

Lynne explained that Laura was to continue the relationship with Orange 360 as they have large amounts of opportunities, strategies, and assistance for operators. Laura will be attending a two-day workshop in September with Orange 360 and meeting the team tomorrow.

- **Tourism Data**

A contract has been made with a Tourism Strategy Services to collect tourism data for Cabonne area. Previously Orange has absorbed our data due to the small geographical area. The data provides use for future planning.

## **4.2 Council Update**

Clr Ian Davison provided a summary of activities and projects that are currently being conducted in Council.

- **Orange 360**

Clr Davison had been to the Orange 360 Board meeting to fill in for Mayor Kevin Beatty on the 22/7/2020. Currently Orange has put in an estimated \$100,000, Cabonne Council \$50,00 and Blaney \$50,000 to go towards promotional projects

with Orange 360. The Newcrest Promotion had 200 registered with over \$120,000 in prizes this has now been completed. Orange 360 currently have 270 memberships and want 300 by the end of the year. Members seem to be coming from the accommodation sector at the moment. The Orange 360 website has had the highest visits currently. Orange 360 are sending out info about COVID and making sure they are constantly up to date.

- **Events**

Currently the Wine festival has cancelled the larger events and smaller ones will be going ahead at this stage. Australian National Field Days has been cancelled. The Fire Festival went ahead with smaller numbers. Qantas Landing in Orange was good PR for Sydney and we have had good local PR with Australian Traveller and Gourmet Magazine. The Fairbridge Memorial Opening is due to happen in September with hopefully Julia Gillard. Council has taken over the place now.

#### **4.3 Regional Initiatives & Update**

##### **Christine Westin,**

- Animals on bikes was on Getaway which had half a million tuned in, they also went to local preschool and show which has all had positive feedback.
- Christine's Air B and B has been flat out- feedback from tourists has been why hasn't other places opened? It has been good to see when cleaning that a lot of the wine bottles are from local vineyards. A lot of people are staying extra nights to what they initially booked.
- Concerns with Rocky Point Road due to the flooding. Lynne mentioned to email Council. Christine outlined she had and received a response that there was not enough historical data. Clr Davison said to send him a note.
- People are wanting a farm tour- there is a market for a farm tour style thing or a petting zoo. Alf also mentioned there is scope for a mini golf course.
- Needing some promotional material for accommodation to give out as they do not have any. Lynne said to link with Laura and get some.
- There should be a network for accommodation and B and B to be able to talk and if somewhere is full for them to be able to suggest somewhere else, so the tourism stays in the area. Lynne said you could organise, and we could assist or be part of it but at this time was not really our position.

##### **Jan Kerr,**

- The Captain Barnacle bike tours are taking off (new tourism business).
- The Blue Jacket Motel now has a full-time manager who is very strong on the socials and is part of multiple groups including the Canowindra Progress Association.
- Canowindra Progress Association President resigned due to wife passing Antonio from Antonio Wines has is the new president.
- Tommy from Montrose House is doing an amazing job with the different outfits he wears whilst taking the garbage out, there has been over 1000 people around the world watch.
- Main street is looking good, currently had the Christmas in July.

- There are business opportunities-eg they have opened their woodfire pizza again and people have been travelling from out of town to collect pizzas.
- Sad the ANFD are cancelled and the local show but it does allow for work to be done on the grounds.

#### **Alf Cantrell**

- There is a need to look over our top 5 priorities next meeting rather than coming up with new things.
- Rain has made such a difference in Yeoval.
- Overnight travellers aren't as strong. People with caravans are staying only 1-2 days rather than 5-7. The caravan's parks are still bringing in good money.
- The Sculpture is looking good, it is at the waxing stage (Alf showed us images of the sculpture).
- Alf is mowing the lawns which takes up to 3 days to complete.
- The unveiling of the sculpture may have the Governor General open it, Alf is waiting on a response he has asked Andrew Gee to follow up. Alf has arranged for the Salvation Army, Lighthorse Brigade and the schools for choir. It will be an important day for Yeoval. The sculpture will be on private land outside the museum.
- There are no new shops and the Red Cross shop looks like it may be shutting down. It is an extremely important shop as it was a social outing for many and gave meals to those who needed them. It does have the potential to be a cottage industry with an artist in residence. This means Yeoval could, in the long term become an art precinct.

The Banjo Paterson Museum is still going well and attracting community interest with a good flow of visitors.

#### **4.4 Up Coming Events**

Currently there are non-other than the Cumnock Markets which have submitted and produced a COVID safe plan.

#### **ITEM 5 CORRESPONDENCE**

NIL to report

#### **ITEM 6 GENERAL BUSINESS**

##### **• COVID UPDATE**

Lynne Hawkes spoke about the following: things are changing quickly and there are some events still running such as the Cumnock Markets, but they have submitted and produced their COVID safe plan. The Molong Markets have decided to not go ahead as they can get large turnouts. The villages are nervous. There have been fines issued in Orange for businesses not complying. Alf asked if there was any regional events and Lynne responded that there are lots planned but non at the moment.

- Lynne stated that recruitment for new CCTAC member is important. Due to the Council elections being postponed to September next year that is to long to wait. It is important to have voices from areas which we don't have any these include Manildra, Cargo, Mullion Creek and Cudal. This was discussed. It was determined that pending the Charter and General Managers approval starting the process could begin before next meeting. Laura was to keep committee informed.

**Motion**

**That the process for recruitment begin pending the General Manager and Charter.**

- **Moved:** Christine Westin    **Seconded:** Jan Kerr    **carried**

**ITEM 7        NEXT MEETING TUESDAY 8 SEPTEMBER 2020**

The next meeting will be held on **TUESDAY, 8 SEPTEMBER 2020** at the Molong Cabonne Council chambers commencing at 5.30 PM. The meetings will continue to be held there until further notice due to COVID.

**ITEM 8        MEETING CLOSED**

The meeting closed at 7. 17 PM

**CABONNE INFRASTRUCTURE REPORT – September 2020****LOCAL ROADS – CONSTRUCTION/SEALING**

Project:	Objectives:	Budget:	Actual:	Start Date:	Length:	Status:

**REGIONAL ROADS – RESEALS & HEAVY PATCHING**

Project:	Objectives:	Budget:	Actual	Start Date:	Length:	Status:
Bitumen Patching	MR237, MR234 & MR573	\$270,000	\$186,512	July 2019	3 km's	Completed

**Burrendong Way (MR573)**



Pictures of Burrendong Way (MR573)

#### REGIONAL ROADS – REPAIR PROGRAM

Project:	Objectives:	Budget:	Actual:	Start Date:	Length	Status:
Rehabilitation	MR237	\$800,000				Commences 2021

#### REGIONAL ROADS – BITUMEN PATCHING

Project:	Objectives:	Budget:	Actual:	Start Date:	Length	Status:
Bitumen Patching	MR237, MR573, MR238, MR233					

## LOCAL ROADS – MAINTENANCE

Project:	Objectives:	Budget:	Actual	Start Date:	Length:	Status:
Grading	Bulga Road, Long Point Road, Strathmore Lane, Oaky Lane, Fanning's Lane, Mills Road, Pinecliff Road, Pecks Road, Finch Road, Back Nyrang, Kings Road, Goolagong Siding, Gerahdan, Janelli Lane, Toogong Road, Sussex Lane, Yellow Box Road, Bowans Lane, Coates Creek, North Coates Creek.	\$1,378,500				
Bitumen Patching	Lake Canobolas Road, Spring Hill Road, Spring Terrace Road, Forest Reefs Road, Cadia Road, Four Mile Creek Road, Icely Road, Payten's Bridge Road, Ophir Road, Kangarooobie Road, Burrendong Way, Woods Lane, Canobolas Road, Mt Lofty Road, Nancarrow Lane, Vittoria Road, Cargo Road, Three Rivers Road, Orchard Road, Belgravia Road, Longs Corner Road, Kurrajong Road, Gavins Lane. Towns – Manildra, Canowindra, Eugowra	\$888,522				
Gravel Resheeting	NIL	\$ TBA				
Heavy Patching	Norman's Lane Molong	\$948,798				Completed
Reseals – Urban	NIL	\$219,351				
Reseals – Rural	NIL	\$411,527				

**NATURAL DISASTER FUNDING – FLOOD EVENTS**

2 Feb 2020	Various locations	\$250,000	\$26,702			Ongoing
15 Feb 2020	Various locations	\$750,000	\$204,830			Ongoing
25 March 2020	Various Locations	\$585,074	\$45,611			Ongoing

**LOCAL ROADS**

<b>Project:</b>	<b>Objectives:</b>	<b>Budget:</b>	<b>Actual:</b>	<b>Start Date:</b>	<b>Length:</b>	<b>Status:</b>
Heavy Patching	Various locations	\$948,798				
Reseals – Urban	NIL	\$219,351				
Reseals – Rural	NIL	\$411,527				

**REGIONAL ROADS**

<b>Project:</b>	<b>Objectives:</b>	<b>Budget:</b>	<b>Actual</b>	<b>Start Date:</b>	<b>Length:</b>	<b>Status:</b>
Bitumen Patching	MR359, MR310, MR377, MR61 & SH7	\$705,000				

**SAVING LIVES ON COUNTRY ROADS – RMS FUNDED PROJECTS**

<b>Project:</b>	<b>Objectives:</b>	<b>Budget:</b>	<b>Actual</b>	<b>Start Date</b>	<b>Length:</b>	<b>Status:</b>
Ophir Road	Shoulder widening, road construction	\$755,000		Roadworks to commence 2020/21	-	Commence Jan 2021
Obley Road	Tree & vegetation removal completed	\$770,000	\$31,656	Roadworks to commence 2020/21	-	Commence July 2020
Lake Canobolas/ Cargo Road Intersection	Works planned	\$455,000	-	-	-	Works to commence Jan 2021

**FIXING COUNTRY ROADS**

<b>Project:</b>	<b>Objectives:</b>	<b>Budget:</b>	<b>Actual:</b>	<b>Start Date:</b>	<b>Length:</b>	<b>Status:</b>
Stage 4	Hanover Bridge towards Cumnock	-	-	Commenced 10.09.19	Completed except for causeway – Old Yullundry Road	Schedule for completion August 2020

**FIXING LOCAL ROADS**

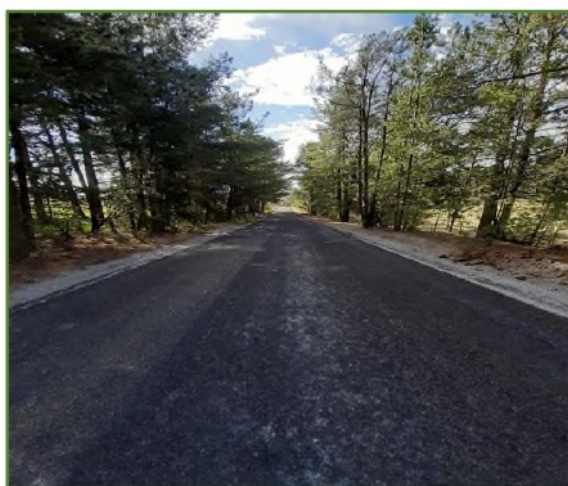
<b>Project:</b>	<b>Objectives:</b>	<b>Budget:</b>	<b>Actual:</b>	<b>Start Date:</b>	<b>Length:</b>	<b>Status:</b>
Baldey Road		\$1,364,877	\$38,8877	Commenced July 2020	7.2km	Ongoing
Old Canobolas Road		\$345,744	\$118,198	Commenced 7/9/2020	3.430km	Completed 3.9.2020
Frewin Road		\$128,640		Commenced 7/9/2020	1.340km	Ongoing
Yuranigh Road		\$203,440			1.2km	
Waldergrove Road		\$551,152			4.9km	
Rutherford Road		\$308,384			4.19km	
Rosamel Road		\$65,280			510m	
Palings Yard Loop Road		\$1,014,076			10.57km	
Taylors Road		\$153,836			1.72km	
Caves Creek Road		\$44,896			4.83km	
Tantallon Road		\$458,800			4.83km	
Belgravia Road		\$373,880			7.2km	



Old Canobolas Road – BEFORE..



DURING...



AFTER!

**DRAINAGE WORKS**

Project:	Objectives:	Budget:	Actual	Start Date:	Length:	Status:
Gumble Road	Re-establish table drains					Complete



Gumble Road - Before



Gumble Road – After

**LINEMARKING**

Project:	Objectives:	Budget:	Actual	Start Date:	Length:	Status:
Renshaw-McGirr Way	Refresh centre line and edge line.				35kms Between Yeoval and Parkes	Complete



## ASSETS AND TECHNICAL SERVICES

Project:	Objectives/Scope of Works:	Budget:	Actual	Timeframe	Project Status
Construction of Saint Germain's Bridge	Construction of dual lane concrete bridge	\$1,289,000.00	\$22,556.75	30 June 2022	2 Super T-Beams and 2 abutments have been cast. Casting of remaining 2 Super T-Beams is in progress.

Project:	Objectives/Scope of Works:	Budget:	Actual	Timeframe	Project Status
Construction of Bangaroo Bridge	Construction of dual lane concrete bridge	\$1,511,895.00	\$63,190.49	30 June 2022	Old bridge has been demolished and cleared away. Piling has been completed. Headstock construction is in progress.

Project:	Objectives/Scope of Works:	Budget:	Actual	Timeframe	Project Status
Construction of Puzzle Flat Creek Levee	Construction of levee and Noble Street sealing	\$2,424,106.00	\$779,881.30	15 November 2020	Levee construction is in progress. Zone 1 (CH-396 to CH60)-First half 4th lift, second half 6 <sup>th</sup> lift Zone 2(CH0 to CH440)-First half 5 <sup>th</sup> lift, Showground 2 <sup>nd</sup> lift

					Zone 3(CH440 to CH1020)-6 <sup>th</sup> lift Zone 4(CH1020 to CH1540) – 6 <sup>th</sup> lift Zone 5(CH1540 to CH2000) – 6 <sup>th</sup> lift Steel work for the retaining wall is in progress.
--	--	--	--	--	---

Project:	Objectives/Scope of Works:	Budget:	Actual	Timeframe	Project Status
Cabonne Community Centre	Construction of Community Centre in Molong	\$1,500,000.00	\$488,536.34	30 June 2022	Electrical, mechanical, hydraulic, acoustic, civil, and structural design are in progress.

**WATER AND WASTEWATER**

Project:	Objectives:	Actual	Timeframe
WHS for Water & Sewer Plants	Compliance of Council Divisions	Ongoing	Ongoing

To keep up with our WHS targets set during our safety audit Water and Sewer have been issued with job specific needle prevention PPE for on call staff



To keep up with our WHS targets set during our safety audit Water and Sewer have installed Flammable liquid cabinets at both Canowindra and Molong Wastewater Treatment Plants



Project:	Objectives:	Estimated	Timeframe
Fluoride Installation for Molong Water Treatment Plant	To be compliant with Government Regulation	\$6000	Ongoing

To remain compliant with Government Regulation in regard to Fluoride application and Cabonne Councils commitment to training in high risk areas, two more of our staff completed the first section of their Fluoride operator tickets at Parkes Water Treatment Plant in a joint initiative with Centroc and TAFE NSW.

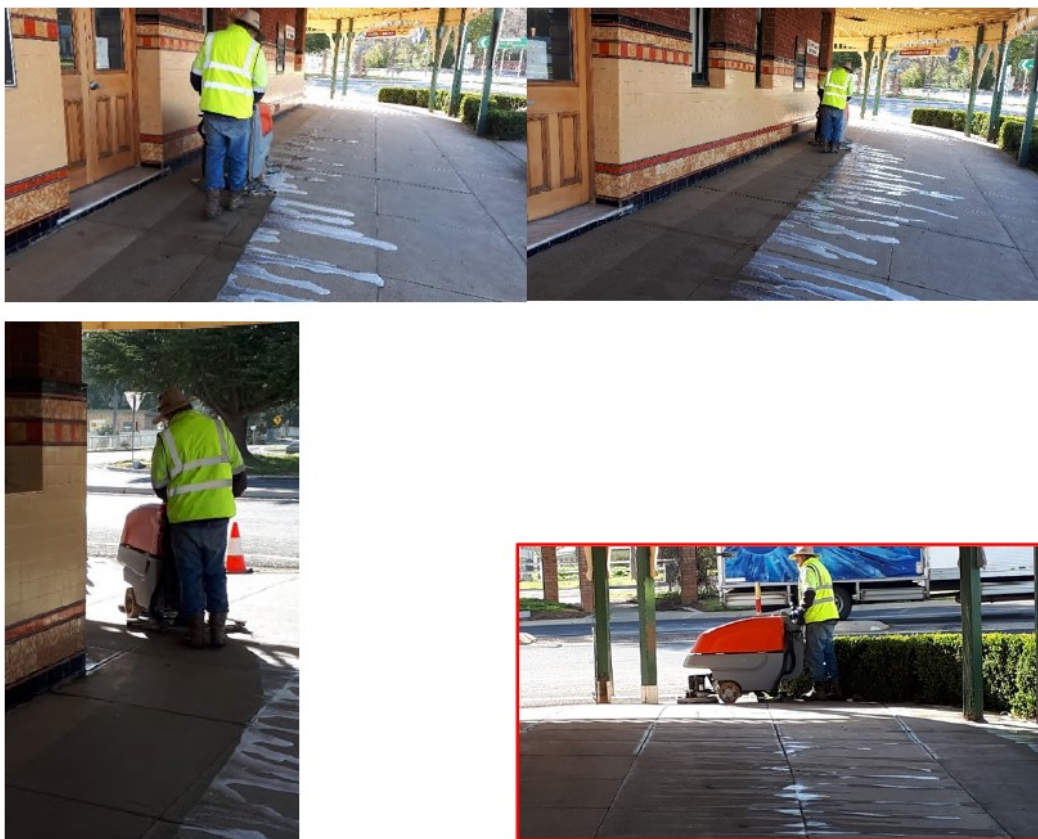
Project:	Objectives:	Estimated	Timeframe
Confined Space Compliance	To be compliant with Government Regulation	\$3660	Completed

To remain compliant with Government Regulation and Cabonne Councils commitment to training in high risk areas, twelve of our staff from Water & Sewer and Urban Services completed their Working At Heights course in Cudal allowing Cabonne to provide better service to our customer base in the safest possible way.



**URBAN SERVICES**

<b>Project:</b>	<b>Objectives:</b>	<b>Operational Budget</b>	<b>Actual</b>	<b>Timeframe</b>
Urban Services – Operational Projects	Molong & Canowindra – Street footpath clean utilizing – Scrubber plant from Orange Council	Street Cleaning		Commenced September

**Bank Street - Molong**

Urban Services staff – utilizing Hako battery operated scrubber unit

Project:	Objectives:	Operational Budget:	Actual	Timeframe
Fairbridge Park	To provide grounds maintenance to the Fairbridge Memorial Park Molong. Design intent being followed by Urban Services Horticulturalist. Engagement with RMS	\$15K		Ongoing

#### Fairbridge Park - Molong



Fairbridge Park – taking shape – Design intent being followed by Urban Services Horticulturalist  
Engagement with RMS – Regional Infrastructure Mngt

Project:	Objectives:	Operational Budget	Actual	Timeframe
Urban Services – Operational Projects	Cargo – Commissioning of enviro septic unit at Cargo oval. Drag matting of oval to remove clods in preparation for semi-finals			Completed

#### Cargo Oval



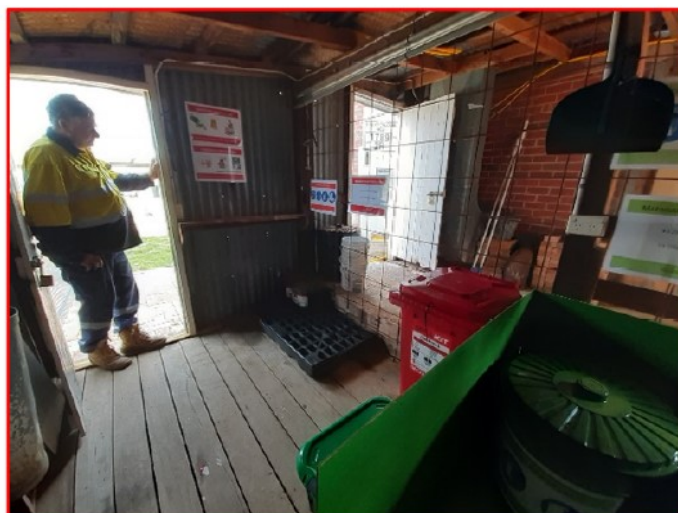
Commissioning of multi-chamber enviro septic unit



Drag matting of oval to remove clods

Project:	Objectives:	Operational Budget	Actual	Timeframe
Urban Services – Operational Projects	Plant Room Chemical Management & Signage Initiative – Village Pools			Molong, Manildra Canowindra, Eugowra, Yeoval, Cumnock, Cudal pools completed

#### Cabonne Village Pools



Project:	Objectives:	VEP Budget	Actual	Timeframe
Installation of aluminium bench seating Dean Park Cudal	Upgrade to bench seating availability Dean Park	\$18K		Completed September



Project:	Objectives:	Project Budget	Actual	Timeframe
Molong Showground Septic	New reln trenches, grease trap, junction port & new drainage lines Molong Showground / Golf Course	Grant Funded Showground Stimulus – Ph 1 \$20K	\$16.5K	Completed





Molong Showground Septic -New reln trenches, larger capacity grease trap, new junction port & drainage lines

Project:	Objectives:	Project Budget	Actual	Timeframe
Borenore CWA Hall	New reln trench, external & internal plumbing, hot water service, dishwasher	Grant Funded Commonwealth Drought Communities \$14K		In Progress





ReIn trench, external & internal plumbing, hot water service



**MINUTES OF THE ORANGE AND CABONNE LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING HELD ON SEPTEMBER 1 2020 AT CABONNE COUNCIL CHAMBER, BANK STREET, MOLONG, 9.00AM.**

**ATTENDANCE**

Mr M Christensen (Chairperson, Cabonne Council), Mr C Bowra (REMO), Insp P Atkins (NSW Police - LEOCON - Orange), Supt S Kentwell (NSW Police), Mr B Byrnes (GM Cabonne Council), Mr I Greenham (Orange Council), Mr T Mooney (Orange LEMO), Supt B Jackson (Fire & Rescue NSW), Mr P Beard (SES), Mr A Degabriel (NSW Ambulance), Ms Deborah Jordan (Cabonne Council),

**PART 1 – APOLOGIES**

**1 APOLOGIES**

Mr G Selwood (RFS), Mr A Earl (Cadia), Insp T Climo, (Fire & Rescue), Ms J Dean (Orange Health Service), Insp D Harvey (NSW Police), Insp C McKenzie (SES), Ms Mary Roberson (LLS) Mr R Stevens (SES).

**RESOLVED**

**DeGabriel/Mooney**

That the apologies be accepted from Mr G Selwood (RFS), Mr A Earl (Cadia), Insp T Climo, (Fire & Rescue), Ms J Dean (Orange Health Service), Insp D Harvey, (NSW Police), Insp C McKenzie (SES), Ms Mary Roberson (LLS) Mr R Stevens (SES) for the Orange and Cabonne Local Emergency Management Committee meeting held on 1 September 2020.

**PART 2 - INTRODUCTION**

**2 PREVIOUS MINUTES**

**RESOLVED**

**Atkins/Jackson**

That the minutes of the Orange / Cabonne Local Emergency Committee held on 2 June 2020 (copies which were circulated to all members) be confirmed as a true and accurate record of the decisions of that meeting.

PART 3 –PRESENTATIONS

3.A

PART 4 –AGENCY REPORTS

4.A AGENCY REPORTS

**REMO**

- Coronavirus:
  - Closely following situation in Victoria
  - Have been considering scenarios in NSW eg. Aged Care facilities, locking down a regional town.
  - Important to be super vigilant and keep lines of communication open.
  - Must promote the COVID website as the Single Source of Truth
  - Desktop exercise to be organized for beginning of October.
  - Awareness of evacuation in COVID environment

**ACTION:** Orange and Cabonne LEMO's to review emergency evacuation centres for COVID-19 appropriateness (social distancing, marshalling arrangements etc.)

**LEOCON – Orange**

- New probationary officers at Orange, Good response in applications received for further vacant positions
- Molong and Eugowra Police at full strength

**Orange City Council**

- Ran a COVID clinic over weekend with NSW Health, over 500 tests administered. Thanks to the SES for their help
- COVID testing at the airport although quiet.
- Council operating as normal

**NSW Rural Fire Service**

Not represented.

**NSW Police**

- COVID
  - Carrying out airport COVID checks at Orange airport on Tuesdays & Fridays although most flights are cancelled

- Staff at NSW/Vic to assist
- Checking crowd restrictions

#### **NSW SES – Orange**

- 172 callouts
- Mainly property protection, full roofs etc.
- Full contingent of people
- All vehicles operational
- Business has been steady
- COVID has seen drop off of more mature volunteers but an influx of younger ones so training is required

#### **NSW Ambulance**

- Business as usual
- Full complement of staff except Station Officer at Orange
- Have another ambulance and 4WD
- Paramedics compliant with COVID requirements
- **Fire & Rescue**
- Jackets to be replaced by 2022, they will look the same but are of a higher standard.
- Fire Report recommends greater use of drones in regional areas – Central West pushing to have this capability

#### **Local Land Services**

- We are still continuing mainly to work from home during Covid-19
- Customers need to make an appointment to attend office during this time
- Staff are undertaking risk assessments to ensure their safety & that of customers with regards to field visits
- All work sites have undergone safety checks in preparation for Return to Work at Office but this will not take place until advised by our CEO (David Witherdin)
- Services are still being provided

**Cabonne Council**

- Molong Floodplain Risk Management Committee formed, inaugural meeting to be held on Wed 16th September, Craig Ronan from SES to be a member.
- Representations have been made to the Deputy Premier for funds for earthworks at Molong West at the railway to increase water flow
- Town study on Molong town drainage to be extended to the Bell River.
- The Eugowra Puzzle Flat Creek Levee project is expected to be completed by the end of October 2020
- Council has resolved to gather data on Cumnock flooding and produce an initial study.
- Dams are overflowing – has been cleaning of the creek to reduce the possibility of flooding.
- Some staff working from home to help with COVID requirements, these numbers can be increased if necessary.
- Council offers help to other agencies with resources to check businesses are compliant with COVID requirements.
- Planning reduced hours and closer supervision for this year's pool season in the light of COVID. These plans are to be monitored and altered if necessary.
- Minor flooding in Canowindra
- Mt Canobolas has been closed due to snow and ice but opened this morning
- MVA on Escort Way, at the bottom of Keenan's Hill. Female passenger air-lifted to Sydney.

**NSW Health**

- Cathy Whiteman raised the question of the Bathurst weekend
- Craig Bowra answered that it will go ahead but the date will now be 19th September with the arrangements now sitting with Destination NSW.

**Newcrest (See attached report)****COVID-19**

- Majority of our non-operational staff are continuing to work from home during COVID-19.
- Site roadblock screening ALL personnel with temperature, flu like symptoms and extensive questionnaire checks for those arriving onsite.
- All interstate workers are screened and assessed on a case by case basis via our COVID-19 controls.
- Nil visitors permitted onsite unless deemed essential to the business.
- Evolving COVID-19 controls- Hot Spot Management, Geographic boundary test requirements, 'Safety Trace' app (Blue Tooth Tracking whilst onsite) and other clearly defined requirements for individual situations.

- Mining Operations continue with associated COVID-19 controls.

#### *Emergency Management*

- Emergency Management Plan (EMP) continues to be a work in progress. Simplified, dramatically reduced contents, very early draft attached for your review & comments
- 14 Emergency Response personnel trained in formal Lv2 Intermediate & Lv3 Advanced Chainsaw Operations
- Starting on the 14th of September we will be conducting a 7-day Fire & HAZMAT course for our ERT team, focusing on Open Circuit Breathing Apparatus, Fire Fighting & HAZMAT response
- Our paid staff undertook Advanced Life Support (ALS) recertification last Friday with the Australian Resuscitation Council (ARC), a total of 12 permanent staff now have their recertification
- I continue to work on my permanent Helicopter Landing Site at the Cadia Main Carpark
- Emergency Management Plan currently being created for our Moly Plant adjacent to Cadia Road. This facility will require a significant external emergency services response for a array of potential hazards, once the draft plan has been completed, I will ensure the LEMC receives & reviews
- The Ridgeway Access Road continues to be the main access to CVO. There currently is no plans to change this route.

#### **PART 5 –Topic Discussions**

- Consequence Management Guides. Suggestion to review more often than annually. At the end of the next LEMC meeting on 1st December.
- E.O.C. Survey Monkey exercise, no outcomes yet as heard nothing back. To be discussed at next LEMC meeting.
- Thanks expressed to the SES for responses during the snowy conditions.

**THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 10.037AM.**

**NEXT MEETING DATE:** The next meeting of the Local Emergency Management Committee will be held on 1 December 2020 in Orange LGA.

