



20 August 2019

NOTICE OF ORDINARY COUNCIL MEETING

Your attendance is respectfully requested at the Ordinary Meeting of Cabonne Council convened for **Tuesday 27 August, 2019** 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

ATTENDEES – AUGUST 2019 COUNCIL MEETING

2:00 pm

The Hon Andrew Gee MP



COUNCIL'S MISSION

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

COUNCIL'S VISION

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

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CONFIDENTIAL ITEMS

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

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

Procedural

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

Procedural

ITEM 3 REQUEST FOR CONSIDERATION OF WATER CHARGES FOR 3967100003

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

ITEM 4 REQUEST FOR CONSIDERATION OF INTEREST CHARGES FOR RATES A9109 AND WATER/SEWER 682000005

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

ITEM 5 EVALUATION OF TILT/TIP TRUCKS

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

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ITEM 1 - APPLICATIONS FOR LEAVE OF ABSENCE

REPORT IN BRIEF

Reason For Report	To allow tendering of apologies for councillors not present.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS LEAVE OF ABSENCE - 1021240

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 2 - DECLARATIONS OF INTEREST

REPORT IN BRIEF

Reason For Report	To allow an opportunity for councillors to declare an interest in any items to be determined at this meeting.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS AND STAFF DECLARATIONS OF INTEREST - 2019 - 1021241

RECOMMENDATION

THAT the Declarations of Interest be noted.

GENERAL MANAGER REPORT

A call for Declarations of Interest.

ITEM 3 - DECLARATIONS FOR POLITICAL DONATIONS

REPORT IN BRIEF

Reason For Report	To allow an opportunity for Councillors to declare any Political Donations received.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS DECLARATION OF POLITICAL DONATIONS - 1021242

RECOMMENDATION

THAT any Political Donations be noted.

GENERAL MANAGER REPORT

A call for declarations of any Political Donations.

ITEM 4 - MAYORAL MINUTE - APPOINTMENTS

REPORT IN BRIEF

Reason For Report	To allow noting of the Mayoral appointments plus other Councillors' activities Reports.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\MAYORAL MINUTES - 1021245

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 5 - COMMITTEE OF THE WHOLE

REPORT IN BRIEF

Reason For Report	Enabling reports to be considered in Committee of the Whole to be called.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g. Code of Meeting Practice adhered to
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\GROUPING OF REPORT ADOPTION and BUSINESS PAPER ITEMS FOR NOTING REPORTS - 1021246

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 6 - GROUPING OF REPORT ADOPTION

REPORT IN BRIEF

Reason For Report	Enabling procedural reports to be adopted.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a - Provide quality administrative support and governance to councillors and residents.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\GROUPING OF REPORT ADOPTION and BUSINESS PAPER ITEMS FOR NOTING REPORTS - 1021247

RECOMMENDATION

THAT:

1. Councillors call any items they wish to further consider
2. Items 7 to 12 be moved and seconded.

GENERAL MANAGER REPORT

Items 7 to 12 are considered to be of a procedural nature and it is proposed that they be moved and seconded as a group. Should any Councillor wish to amend or debate any of these items they should do so at this stage with the remainder of the items being moved and seconded.

ITEM 7 - CONFIRMATION OF THE MINUTES

REPORT IN BRIEF

Reason For Report	Adoption of the Minutes
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	1. July 23 2019 Ordinary Council Meeting Minutes ↓

File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - MINUTES - 2019 - 1021248
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RECOMMENDATION

THAT the minutes of the Ordinary meeting held 23 July 2019 be adopted.

GENERAL MANAGER REPORT

The following minutes are attached for endorsement:

1. Minutes of the Ordinary Council meeting held on 23 July 2019.

ITEM 8 - COUNCIL UNION PICNIC DAY

REPORT IN BRIEF

Reason For Report	Seeking Council's approval to conduct the annual Union Picnic Day.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.6.a. Performance measures are in place
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\PERSONNEL\ARRANGEMENTS\PICNIC DAY - 1033874

RECOMMENDATION

THAT Council:

1. Approve the annual Union Picnic Day to be held on Friday 11 October 2019.
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 REPORT

Council has received a request from the Cabonne Union Picnic Committee, seeking Council's consent to hold the annual picnic day on Friday 11 October 2019.

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 picnic day have the option to take annual leave or a rostered day off, as appropriate.

This year's picnic will be held in Canowindra. The day will consist of golf, bowls and lunch. The cost of attending the picnic day is \$52 which covers the cost of activities, lunch and refreshments.

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

ITEM 9 - POLICY REVIEW - CODE OF CONDUCT & GIFT AND BENEFIT POLICY

REPORT IN BRIEF

Reason For Report	For Council supercede the Gifts and Benefits Policy
Policy Implications	Yes this policy will be superceded by the newly adopted Model Code of Conduct.
Budget Implications	Nil
IPR Linkage	4.5.1.f - Adhere to Council's Code of Conduct and Code of Meeting Practice
Annexures	1. Code of Conduct Policy ↓ 2. Gift and Benefit Policy ↓
File Number	\\OFFICIAL RECORDS LIBRARY\CORPORATE MANAGEMENT\POLICY\POLICY CORRESPONDENCE - 1025011

RECOMMENDATION

THAT Council supercede the Gift and Benefit Policy that has now been included in the previously adopted Code of Conduct Policy.

ADMINISTRATION MANAGER'S REPORT

At its February 2019 Council meeting, Council resolved:

“THAT Council adopt the draft Code of Conduct Policy.”

The adopted Code of Conduct Policy includes a section on Personal Benefit. This section includes all relevant information from Council's current Gift and Benefit Policy.

It is recommended that Council resolves to supersede Council's Gift and Benefit Policy and refer to the updated Code of Conduct Policy as the source of information on this topic.

Both policies are attached for Council's reference.

ITEM 10 - GOVERNMENT INFORMATION PUBLIC ACCESS ACT 2009 (GIPA) AGENCY INFORMATION GUIDE - ANNUAL REVIEW

REPORT IN BRIEF

Reason For Report	For Council to consider its 2019/2020 Agency Information Guide
Policy Implications	"Access to Information held by Council" policy requirement
Budget Implications	Nil
IPR Linkage	4.5.2.d - Provide effective communications and information systems
Annexures	1. Agency information Guide - 2019-2020 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\INFORMATION MANAGEMENT\RIGHT TO INFORMATION\GOVERNMENT INFORMATION - PUBLIC ACCESS - ACT - GIPA - 1022627

RECOMMENDATION

THAT Council adopt the annexed draft 2019/20 Agency Information Guide.

ADMINISTRATION OFFICER'S REPORT

Background

Since 2010 Council has adopted an Agency Information Guide (AIG), previously known as a "publication guide".

What is an Agency Information Guide?

An "agency information guide" is a guide (s20) of the Government Information Public Access Act 2009 (GIPA) that:

- a) describes the structure and functions of the Council, and
- b) describes the ways in which the functions (including, in particular, the decision-making functions) of the Council affect members of the public, and
- c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the Council's policy and the exercise of the Council's functions, and

- d) identifies the various kinds of government information held by the Council, and
- e) identifies the kinds of government information held by the Council that the Council makes (or will make) publicly available, and
- f) specifies the manner in which the Council makes (or will make) government information publicly available, and
- g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

Council must make government information publicly available as provided by its AIG: this is done via Council's website.

Councils are required to notify the Information Commissioner before adopting or amending an AIG. The draft AIG was provided to the information Commissioner and has been acknowledged by her. Council is now allowed to adopt the draft AIG as any comments the Commissioner might wish to make can be incorporated into the next review of the AIG and published at a later date.

Council is also required under the GIPA Act (s7 (3)) to identify information to be made available by proactive release. This is detailed in the AIG under the *Access to Information: Mandatory Proactive Release – Open Access Information* section.

A copy of Council's draft Agency Information Guide 2019/2020 is annexed.

ITEM 11 - AUDIT, RISK AND IMPROVEMENT COMMITTEE

REPORT IN BRIEF

Reason For Report	To update Councillors on changes to the previous Governance, Risk Management and Business Improvement Committee and to have the previous minutes adopted.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.5.e - Integrate risk management into all areas of Council's activities
Annexures	1. GRMBI Minutes 1 August 2019 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\AUDIT\GOVERNANCE RISK MANAGEMENT AND BUSINESS IMPROVEMENT COMMITTEE - 1031665

RECOMMENDATION

THAT Council:

1. note that the Governance, Risk Management and Business Improvement Committee will now be known as the Audit, Risk and Improvement Committee, and
2. adopt the minutes of the meeting held on 1 August 2019.

DIRECTOR OF FINANCE AND CORPORATE SERVICES' REPORT

The most recent meeting of the Governance, Risk Management and Business Improvement Committee meeting was held on 1 August 2019.

The meeting went well and with, amongst other items, progress relating to the 2018 Statecover WHS Action Plan and the tasks arising from the Interim Audit Letter being endorsed. The committee also endorsed the proposal for an internal audit plan to be developed which includes cyber security, procurement and swimming pools.

The next meeting will be held late November depending on the availability of the General Manager.

The minutes of the meeting are attached for the information and adoption of Councillors.

The General Manager has suggested that the committee be renamed as the Audit, Risk and Improvement Committee (ARIC).

The new name focuses on the direction and the outcomes that the committee wishes to achieve and it is suggested that it is a more appropriate name to align with the legislation of running this committee.

ITEM 12 - DRAFT CORPORATE CREDIT CARD POLICY

REPORT IN BRIEF

Reason For Report	Endorsement of new Corporate Credit Card Policy.
Policy Implications	Potential introduction of new policy
Budget Implications	Nil
IPR Linkage	4.5.5.c - Comply with internal audit requirements
Annexures	1. Draft - Corporate Credit Card Policy ↓
File Number	\\OFFICIAL RECORDS LIBRARY\INFORMATION TECHNOLOGY\IMPLEMENTATION\IT POLICY LITE - 1032876

RECOMMENDATION

THAT Council adopt the draft Corporate Credit Card Policy annexed to this report.

DIRECTOR OF FINANCE AND CORPORATE SERVICES' REPORT

As a result of recommendations from the 2019 Audit Office of New South Wales' Interim Management letter, Council has developed a draft Corporate Credit Card Policy.

The Corporate Credit Card Policy will ensure that the control and allocation of Council's corporate credit cards provided to staff and the mayor are monitored and authorised in an efficient manner.

The policy aims to provide a clear framework and guidelines to its holders, and to reduce the risk of fraud and misuse of the credit cards.

In summary the policy seeks to:

- ensure usage of the credit cards is for council business use only
- ensure the credit cards do not have a cash advance facility
- ensure the eligibility of credit cards is approved by the General Manager
- ensure the card holders adhere to monthly reconciliations of the statement using the required template
- establish procedures for lost, stolen or damaged credit cards
- ensure that all credit card holders are aware of their responsibilities and sign the Corporate Credit Cardholder agreement.

Adoption of this policy will ensure compliance with Audit Office NSW requirements, promote the better use of credit cards and protect council from the risk of fraud.

ITEM 13 - ANNUAL FINANCIAL STATEMENTS

REPORT IN BRIEF

Reason For Report	To seek authorisation for the signing of the Councillor Statements for the General Purpose and Special Purpose Financial Statements.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a. Provide quality administrative support and governance to councillors and residents
Annexures	1. Annual Financial Statements ↓
File Number	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\FINANCIAL REPORTING\2016-2017 ANNUAL FINANCIAL STATEMENTS - 1031509

RECOMMENDATION

THAT:

1. The Mayor, Deputy Mayor, General Manager and Director of Finance & Corporate Services sign the Statement by councillors and management pursuant to section 413(2) of the Local Government Act for both the General Purpose and Special Purpose Financial Statements.
2. Council refer the General-Purpose Financial Statements and Special Purpose Financial Statements to the Audit Office NSW for audit.

FINANCE MANAGER'S REPORT

Under Section 413 of the Local Government Act 1993, Council must prepare financial reports for each year and must refer them for audit as soon as practicable after the end of that year. Section 416(1) sets a maximum time limit of 4 months after the end of the year for the audit to be conducted.

The Auditor Office NSW will undertake their preliminary audit of Cabonne Council's accounts for the year ended 30 June 2019 during week of 2 September 2019. Attached is the preliminary result for Council showing a Net Operating result of \$15.075 million. This figure may change as a result of the audit. Once the audit is finalised, a full and comprehensive report will be presented to Council by the auditor and Council will have the opportunity to question any element of the audit process.

As per section 413 (2) of the NSW Local Government Act 1993, a Council's financial reports must include:

- a) A general-purpose financial report;
- b) Any other matter prescribed by the regulations;
- c) A statement in the approved form by the Council as to its opinion on the general-purpose financial report.

The signing of the Statement by councillors and management on the approved form, for both the General Purpose and Special Purpose Financial Statements must be completed to enable the audit report to be finalised. This form is required to be signed by the Mayor, at least one other councillor, the General Manager, and the Responsible Accounting Officer. Historically the Deputy Mayor has signed as the second member of Council.

ITEM 14 - WRITE OFF RATES OUTSTANDING FOR PARCELS OF LAND TRANSFERRED TO CABONNE COUNCIL

REPORT IN BRIEF

Reason For Report	To write off the rates outstanding for parcels of land transferred to Cabonne Council
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.4.a - Levying of Council Rates and Charges in accordance with the Local Government Act
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\RATES AND VALUATIONS\RATE PAYMENTS\OVERDUE RATES - 1033488

RECOMMENDATION

THAT Council write off rates and interest outstanding on Assessment 89128 and Assessment 89226 being \$21,535.74 that have been transferred into Cabonne Council's ownership.

FINANCE MANAGER'S REPORT

Council will recall the transferring of the Canowindra Retirement Units parcels of land to Cabonne Council's ownership.

A loan of \$100,000 was given by council to the Canowindra Retirement Unit Association to purchase the land for units to be built. The land parcels have now been transferred into Cabonne Council's ownership, and the loan has been written off in lieu of transferring the land.

However, the rates and interest outstanding on the 2 parcels is \$21,535.74. The Canowindra Retirement Unit Association have not paid rates on these 2 parcels of land due to having insufficient funds.

It is recommended that this debt be written off using the Doubtful Debts provision.

ITEM 15 - MEMBERSHIP OF ORANGE 360 REGIONAL TOURISM ORGANISATION

REPORT IN BRIEF

Reason For Report	For Council to determine whether it wishes to renew its membership of Orange 360 Regional Tourism Organisation for the 2019-20 financial year
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	2.2.1.b - Review Council's participation in the Orange Regional Tourism Organisation

Annexures	1. Orange 360 abridged annual report 6 aug 2019↓ 2. Orange 360 financial statements 6 aug 2019↓
File Number	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\REPORTING\COUNCIL REPORTS - 1030647

RECOMMENDATION

THAT Council renew its membership of Orange 360 for the 2019-20 financial year.

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

At an Extraordinary Meeting on 8 May 2017, Council resolved to commit \$64,141.60 from its Reserve Funds to join Orange and Blayney Councils to become a member of Orange Region Tourism Ltd for 2017-18, which was later rebranded as Orange 360.

Council also resolved that a review be undertaken before the end of that term to determine Council's commitment for 2018-19 and 2019-20. In June 2018, Council resolved to commit \$64,161.40 to be a member of Orange 360 for 2018-19.

Council now must consider whether to renew its membership of Orange 360 for 2019-20. Should Council resolve to do so, Cabonne's membership fee for 2019-20 would be \$64,142 plus GST.

An amount of \$66,170 has been included in Council's 2019-20 Budget to meet this cost.

In an abridged annual report (attached as an annexure), Orange 360 lists increased membership, the introduction of the Orange Winter Fire Festival, the introduction of a new out-of-region promotional event at Pymont in Sydney, the development of the brand for the Chinese market and increased data capture as some of its achievements during 2018-19.

Projects planned for 2019-20 include an Orange region bicycle network, the production of digital maps and a new village's booklet.

Key strategies include:

- a. Implementing bicycle tourism infrastructure;
- b. Supporting locals to develop tourism business opportunities that capitalise on the cycling infrastructure;
- c. Promoting the region as a bicycle tourism centre; and

- d. Encouraging support for the cycling project through community engagement, education and workshops.

(A copy of the detailed Annual Report is available for Councillors to view, but is too large to attach to this report.)

Orange 360 has also provided Income and Expenditure Statements for the period 1 July 2017-31 December 2018 (attached as an annexure).

An audit for 2018-19 is underway and the auditor will be briefed in August. The full audited financial statements will be distributed in late September once they have been taken to the Orange 360 Board.

Key items of expenditure during the 1 July 2017-31 December 2018 period included:

1. Allocation of staff time on marketing promotions \$122,000;
2. Tourism packages/marketing campaigns \$101,300;
3. Regional events support \$96,000;
4. Out of region promotional events \$91,000;
5. Australian Tourism Data Warehouse information \$64,000;
6. Branding strategy \$53,000;
7. Website development \$47,700;
8. Membership recruitments and forums \$37,000;
9. Media and journalist familiarisations \$32,200;
10. Rent \$23,500;
11. Staff recruitment \$20,000.

ITEM 16 - STRONGER COUNTRY COMMUNITIES FUND - ROUND THREE

REPORT IN BRIEF

Reason For Report	For Council to prioritise projects for submission to round three of the NSW Government's Stronger Country Communities Fund
Policy Implications	Nil
Budget Implications	\$809,274 in funding for the Cabonne LGA from round three of the Stronger Country Communities Fund
IPR Linkage	3.3.5.a Review community need for new and upgraded facilities
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\STRONGER COUNTRY COMMUNITIES FUND - ROUND 3 - 1033389

RECOMMENDATION

THAT Council:

Submit the following applications for funding under round three of the Stronger Country Communities Fund

- a. Lighting upgrade at Dr Andrew Ross Memorial Recreation Ground 'The Rec', Molong
- b. Lighting upgrade at Tom Clyburn Oval, Canowindra

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

BACKGROUND

As per the two previous rounds of the Stronger Country Communities Fund, each NSW LGA has been assigned an available amount of funding for their area. In the current funding round, the Cabonne LGA has been allocated \$809,274 half of which must be dedicated to youth projects and/or youth-based infrastructure.

Unlike previous rounds, where Councils were the only eligible applicants, this round has been opened to accept applications from not-for-profit groups and other public purpose organisations as well. In light of this change, it would be considered appropriate to keep projects nominated by Council to a smaller number for up to approximately half the allocation value, so as to allow ample opportunity for success to Cabonne community groups applying directly.

FUNDING CRITERIA

Under the guidelines, projects must seek funding of \$50,000 or more. While organisations are not required provide a matching contribution, co-contributions are likely to enhance the potential of applications being successful.

The objectives of this round of funding are:

1. To boost the liveability of communities in regional areas by providing new or upgraded social and sporting infrastructure or community programs that have strong local support
2. To provide programs and infrastructure that enhance opportunities for young people to be work ready and thrive in regional NSW

Projects must be "shovel ready" and priority will be given to those projects that demonstrate they will be finished on time within the budget.

Councils and community groups must demonstrate they have consulted with their local communities and have the support of their community.

Proposals need to align with State Government priorities and programs, as well as council's Community Strategic Plans, and must have strong community and stakeholder support.

Proposals must also address the issue of ongoing maintenance and associated costs to ensure they are not a burden on the community in the future.

COUNCIL PROJECTS PROPOSED FOR FUNDING

At the recent Council workshop, it was agreed that nominations should be sourced from either:

1. Projects already identified as priorities through the budget process
2. Projects previously nominated to Council, but not as yet successful in securing funding

The projects which have been nominated to date, and meet the above criteria include:

Project 1: Lighting Upgrade at Dr Andrew Ross Memorial Recreation Ground 'The Rec', Molong

Total cost: \$377,200

Funding Sought: \$200,000

This project has been nominated in the My Community Project fund and it was agreed that Council would support the application (if successful) by way of a financial co-contribution.

This project has been publicly consulted a number of times by the Molong Advancement Group and recently through the My Community Project public voting process.

Project 2: Lighting Upgrade at Tom Clyburn Oval, Canowindra

Total cost: \$377,200

Funding Sought: \$200,000

This project was also nominated in the My Community Project fund with the same agreement for co-contribution and has undergone the same public consultation process.

Both of these projects would be eligible to meet the youth-related infrastructure objective of the funding program.

Other projects may still come forward, however they will need to be to the stage of readiness required for submission to this round of funding.

ITEM 17 - EVENTS ASSISTANCE PROGRAM

REPORT IN BRIEF

Reason For Report	For Council to consider applications for funding under the 2019/2020 Events Assistance Program
Policy Implications	Nil
Budget Implications	\$7,500 to to be funded from the 2019 - 2020 Events Assistance Program
IPR Linkage	4.4.1.c - Provide assistance to community groups
Annexures	1. Central West Disc Golf - Events Assistance Program Application Form ↓ 2. Orange Regional Vignerons Association - Events Assistance Program Application ↓ 3. Molong Advancement Group Inc - Event Assistance Program - 2019 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\EVENTS ASSISTANCE PROGRAM 2019 - 2020 - 1031828

RECOMMENDATION

THAT Council approve:

1. Funding of \$500 under the 2019-2020 Events Assistance Program to Central West Disc Golf for NSW Disc Golf Championship event,
2. Funding of \$5,000 under the 2019-20 Events Assistance Program to Orange Regional Vignerons Assoc. for 2019 Orange Wine Festival, and
3. Funding of \$2,000 to the Molong Advancement Group for the 'PINK Up' Molong

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

Council has received three applications under the 2019/2020 Events Assistance Program (EAP).

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

Application 1

Organisation: Central West Disc Golf
Event: NSW Open Disc Golf Championship 2019
Date: 4 - 6 October 2019 (3 Day event)
Requested Amount: \$500

Reason for Funding: Contribution towards marketing and promoting the event. To assist in developing this sport in Molong and throughout NSW.

Event Description:

The NSW Open is the peak Disc Golf event held in NSW during 2019 and the Central West Disc Golf club has been granted the hosting rights for this event to be held in Molong.

The event will be held over the October long weekend and plans to participate under the theme of PINK to support the Molong 'Pink Up Markets' and the week long PINK activities organised by Molong Advancement Group to support Breast Cancer Awareness.

The Players will be travelling from interstate and staying in and around Molong and boosting the local economy. To date players are registered from Victoria, South Australia, Western Australia, Queensland, ACT and throughout NSW.

The event organisers are planning for 70 competitors plus supporting families. Disc Golf is reported to be a highly skilled sport that attracts strong spectator interest.

The Central West Disc Golf intend to market the event widely through a range of media channels. They will:

- Place Council's logo on all promotional material.
- Increase visitors to the region and the historic town of Molong
- Increase visitor spend in the region.
- Raise awareness and enhance the region's profile of Molong and increase Cabonne as a tourist destination

Assessment

This is the first time the NSW Disc Golf Championship has been held. The application meets the Event Assistance Program funding objectives of a developing event which is in the first year phase of development.

Recommend for a developing event in this category funding of up to \$500.

Application 2

Organisation: Orange Regional Vignerons Association
Event: 2019 Orange Wine Festival
Date: 18 -27 October 2019
Requested Amount: \$5,000

Reason for Funding: Contribution towards marketing and promoting the event.

Event Description:

2019 Orange Wine Festival is one of four major events in the region that showcase the region's renowned food and wine and attracts strong visitor numbers and interest in the area.

The Orange Wine Festival has been held annually since 2005. In its current format the event is held over 10 days with over 80 events and activities that highlight the region's wines through various wine shows, tastings, educational workshops, cellar doors, restaurants and various celebrations with local produce and talent.

Cabonne Council has approximately 80% of the district's wine growers, cellar doors and vineyards located in the shire. Reports state that the area now boasts 70 vineyards with 40 cellar doors operating in the region. Of these cellar doors 25 are located in Cabonne shire.

The Orange Wine Festival is the only major consumer and industry specific wine event in the Orange region that showcase cool climate wines.

Orange Wine Festival helps to build awareness of our region, it attracts numerous new visitors and builds community pride in our assets and attractions in the area.

From the participating businesses in 2018 they stated that sales were up by 33.33% and 70% accommodation occupancy and 46.67% of cellar door customers where from outside the region.

Cabonne Council will receive the following in recognition, benefits and opportunities for supporting and participating in this significant event.

- Council logo placed on the Orange Wine Festival Program with 10,000 hard copies printed and 2,700 downloaded.
- Increased visitors to the region
- Increased spend from visitors to the region
- Raised awareness and enhance the Cabonne profile of our producers and vigneron that will build on previous marketing campaigns like *Discover the Riches* villages campaign

Assessment

The submitted application meets the grant criteria of the Events Assistance Program as a flagship annual event that attracts visitors to Cabonne and the Orange region and that make a significant contribution to the economy.

Council allocated \$2,000 to the Orange Wine Festival in 2018 and \$5,000 in 2017 and 2016. In all, Council has provided \$24,500 to the event over the past seven years. It is recommended funding of \$5000 be allocated to this event.

Application 3

Organisation: Molong Advancement Group
Event: 'PINK UP' Molong
Date: 1 - 7 October 2019
Requested Amount: \$3,000
Reason for Funding: Contribution towards marketing and the purchase of PINK promotional material

Event Description:

Molong Advancement Group have registered with the McGrath Foundation to raise funds to provide more Breast Care Nurses. All Molong business houses have been invited to participate in 'PINK UP' Molong to decorate their shop fronts and add pink wherever possible to support the theme.

The Molong Markets are held on 7 October and will go PINK along with the Central West Disc Golf who taking part in the PINK theme.

Molong Advancement Group aim to attract increased visitation to the town, raise awareness of Molong as an attractive destination and increase patronage to the local businesses. Based on previous Molong Markets MAG expects to attract between 5,000 to 7,000 people and mostly from out of town visitors. Currently there are around 120 stall holders registered for the markets.

Assessment

As this is a 'one off' inaugural PINK event for Cabonne that is partnered to support the McGrath Foundation, which is a very worthy community health cause.

Recommend that \$2,000 be considered to support this event and assist with the creation of the Molong approach to the McGrath Foundation PINK theme and increase awareness of Breast Cancer in the community.

Events Assistance Program Expenditure

2019 - 2020 Funding Allocation **\$53,803**

23 July	Canowindra Baroquefest	\$2000.00
23 July	Melbourne Cup Visits Yeoval	\$2000.00

23 July	Canobolas Endurance Riders	\$1000.00
23 July	The Canowindra Phoenix Christmas in July	\$ 500.00

Total Expenditure **\$ 5,500**

Funds Remaining **\$48,303**

ITEM 18 - RE-ESTABLISHMENT OF ALCOHOL FREE ZONES

REPORT IN BRIEF

Reason For Report	To obtain council approval to re-establish various alcohol free zones at Molong and Canowindra and to vary council's policy etc
Policy Implications	Amend existing policy to permit outdoor dining licensed areas
Budget Implications	Cost of removing previous signage and installing new signage at Molong and Canowindra
IPR Linkage	4.5.1.c - Provide appropriate mechanisms for democracy and participation for Cabonne residents
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\LAWS AND ENFORCEMENT\LICENSING\LIQUOR - 2018 - 2022 - 1024041

RECOMMENDATION

THAT council:

1. In accordance with s644B of the Local Government Act 1993, and the Ministerial Guidelines, re-establish alcohol free zones and alcohol prohibited zones as outlined in the report, for a maximum period of four (4) years effective from 9 September 2019, and
2. Amend the 'Alcohol Control in Public Places Policy' to include in clause 11 when referencing Alcohol Free Zones, the statement that 'Implementation of these zones would not prevent the consumption of alcohol in any footpath dining areas that have a liquor licence covering the footpath dining areas'.

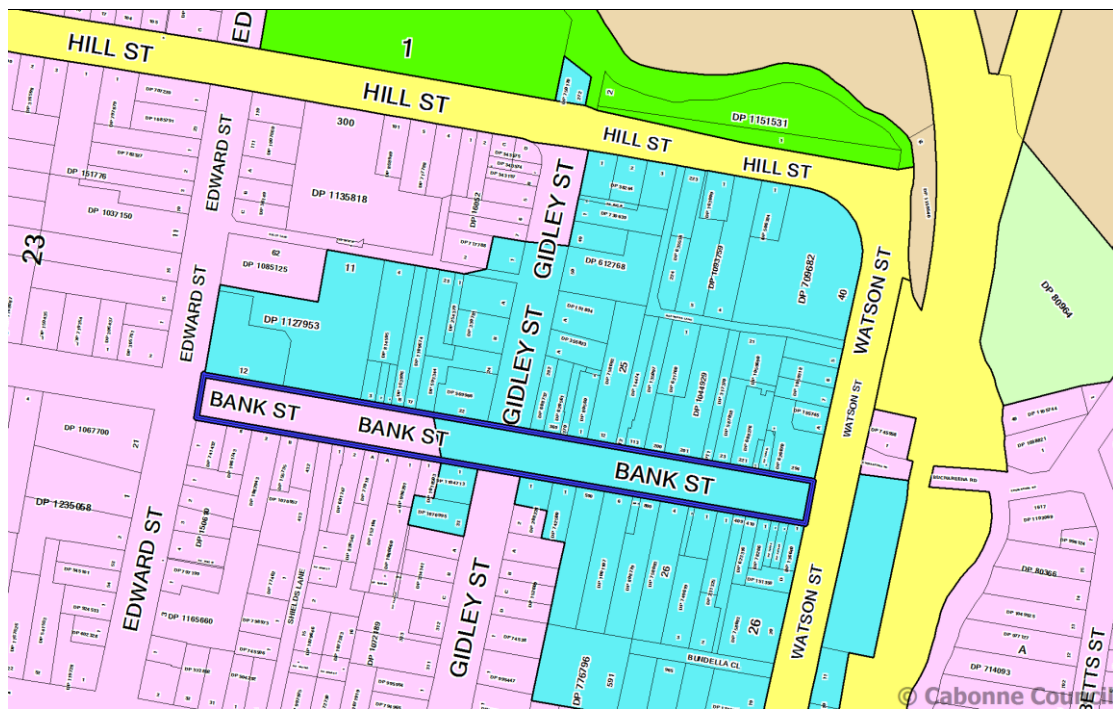
DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Council at its meeting of 28 May 2019 resolved to place on public exhibition a proposal to re-establish alcohol free zones and alcohol prohibited zones previously established at Molong and Canowindra, and to amend its local policy

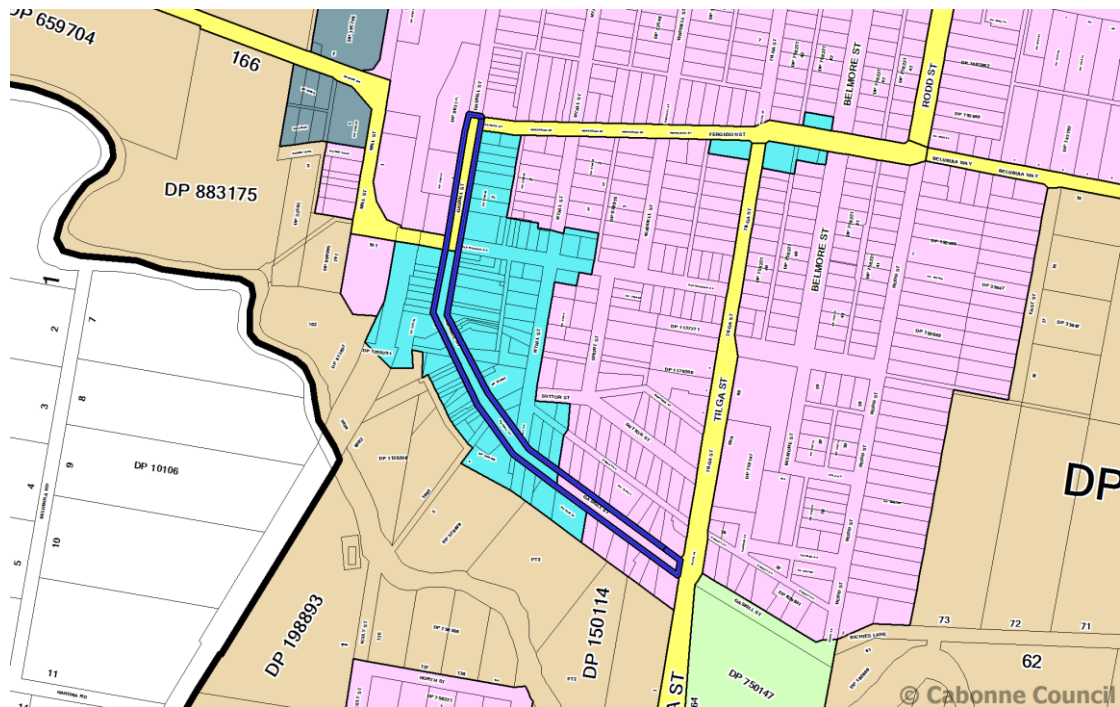
to permit consumption of alcohol as part of outdoor dining areas where a proprietor holds the appropriate liquor licence.

The proposal was placed upon public exhibition from 18 June 2019 to 19 July 2019. By the close of the exhibition phase no submissions had been received. Council may now consider the adoption of the specified zones for a maximum period of four (4) years as permitted by the relevant legislation, and the amendment to its local policy.

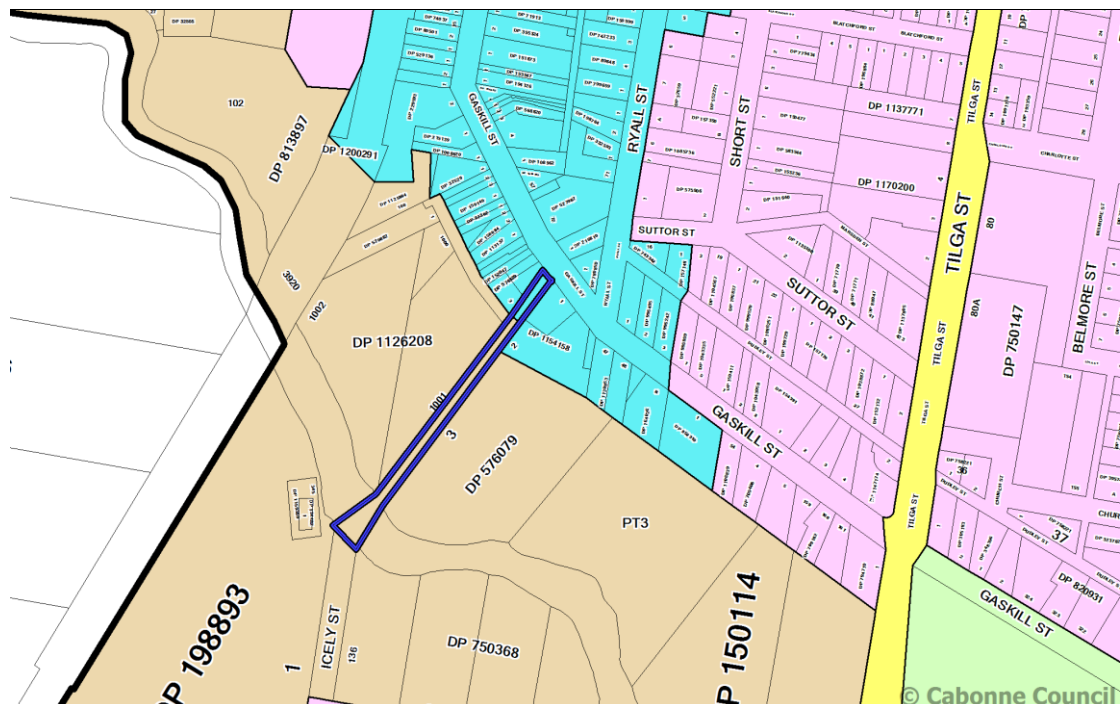
Molong and Canowindra alcohol free zones and alcohol prohibited zones.



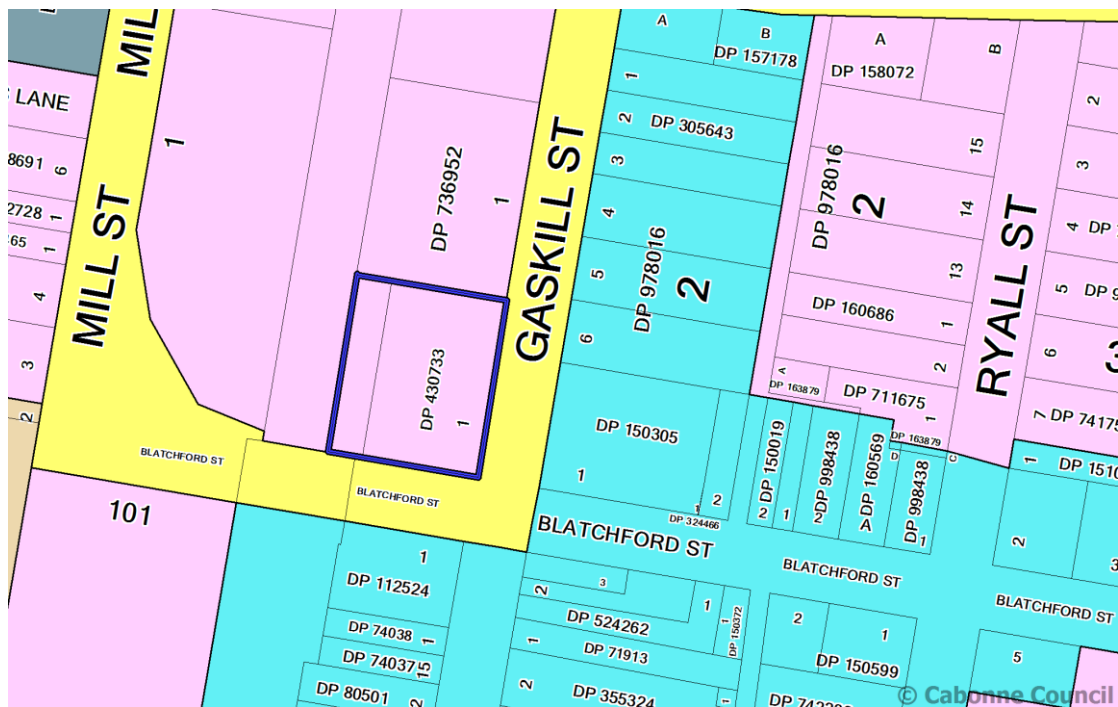
Molong – Alcohol Free Zone



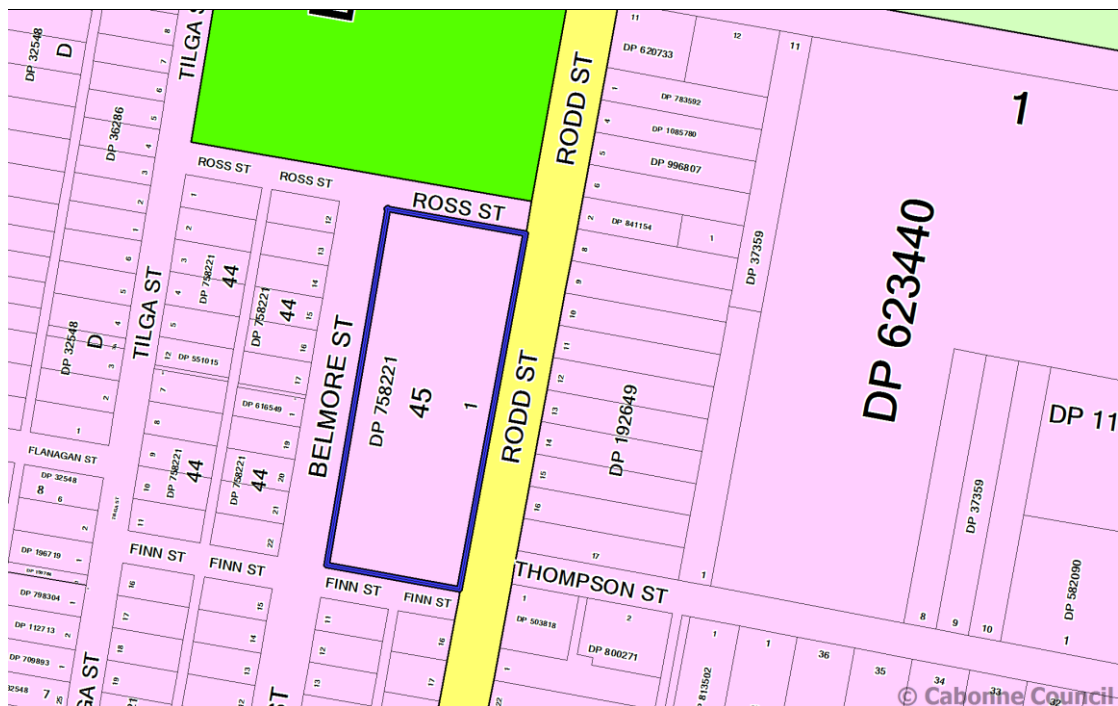
Canowindra - Alcohol Free Zone



Canowindra – Swinging bridge area
Alcohol Free Zone



Memorial Park, Canowindra – Alcohol Prohibited Area



Morris Park, Canowindra – Alcohol Prohibited Area

ITEM 19 - ENFORCEMENT POLICY

REPORT IN BRIEF

Reason For Report	For council's adoption of draft policy
Policy Implications	New policy
Budget Implications	Nil
IPR Linkage	4.5.1.c - Provide appropriate mechanisms for democracy and participation for Cabonne residents
Annexures	1. Draft Enforcement Policy 2019 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\CORPORATE MANAGEMENT\POLICY\POLICY CORRESPONDENCE - 1024066

RECOMMENDATION

THAT council adopt the draft Enforcement and Compliance Policy and the guidelines as established by Ombudsman's Model Compliance and Enforcement Policy (2015).

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Council at its meeting held on 30 April 2019 resolved as follows:

'THAT Council endorse the draft Enforcement and Compliance Policy and place on public exhibition for a period of not less than 42 days, inviting submissions from the public, after which time the policy shall be reported back to Council for adoption with a summary of submissions received.'

The draft policy was placed upon public exhibition for a period of 42 days. By the close of the exhibition no submissions had been received. Council may proceed to consider adopting the policy.

As stated in the April 2019 report to council, 'the purpose of the policy is to guide council officers responsible for investigating unlawful activity and provides the framework to ensure the service provided is accountable and transparent, consistent, proportional and timely and to assist the community in understanding its role and the role of council in relation to compliance and enforcement activities.

The intent of this policy is to establish clear guidelines and protocols for council staff in the management of council compliance responses and actions. It provides workable guidelines on:

- responding to reports alleging unlawful activity;

- assessing whether reports alleging unlawful activity require investigation;
- deciding on whether enforcement action is warranted;
- options for dealing with confirmed cases of unlawful activity;
- taking legal action;
- implementing shared enforcement responsibilities.

Council's objectives when dealing with reports alleging unlawful activity are to:

- maintain the collective good and welfare of the community;
- prevent or minimise harm to health, welfare, safety, property or the environment;
- consider the broader public interest having regard to Council's priorities;
- consider the report fairly and impartially;
- fulfil Council's Legislative responsibilities.

The policy also provides advice and guidance on the role of councillors in compliance and enforcement. The policy will be supported by guidelines to ensure that staff have the tools to provide consistent, effective and efficient customer service.'

ITEM 20 - REQUEST FOR DONATION EQUIVALENT TO DEVELOPMENT APPLICATION FEES PAID BY EUGOWRA PROMOTION AND PROGRESS ASSOCIATION

REPORT IN BRIEF

Reason For Report	To obtain council approval for a donation of xxx
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.c - Provide appropriate mechanisms for democracy and participation for Cabonne residents
Annexures	Nil
File Number	\\Development Applications\DEVELOPMENT APPLICATION\2019\03-2019-0111 - 1024953

RECOMMENDATION

THAT Council donate from its s356 budget to the Eugowra Promotion and Progress Association:
donate

1. \$831.66, being the development application, construction certificate, inspection and occupation certificate fees (excluding GST) paid to council in relation to DA 2019/0111 for alterations and additions to the

Eugowra museum located upon council owned land known as Lot 283 DP 1192242, 15 Pye Street, Eugowra,

2. \$658.18, being the development application, construction certificate, inspection and occupation certificate fees (less GST) paid to council in relation to DA 2019/140 for construction of a billboard and mural upon privately owned land known as Lot 2 DP 10272, Broad Street, Eugowra, and
3. \$658.18, being the development application, construction certificate, inspection and occupation certificate fees (less GST) paid to council in relation to DA 2019/161 for construction of two billboards and mural upon council maintained land known as Apex Park, being Lot 1 DP 314764, Grevillea Street, Eugowra

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Council has received a request from Eugowra Promotion and Progress Association requesting council's consideration of fees paid in association with DA 2019/0111 for additions and alterations to the Eugowra Museum, DA 2019/140 for a mural, and DA 2019/161 for murals at Eugowra.

The fees paid (including GST) totalled \$2,284.50 and consisted of the following:-

DA 2019/011

Alterations and additions to Eugowra Museum building

Development application fee	\$233.00
Construction Certificate	\$160.50
Inspections	\$300.00
Occupation Certificate	\$200.00
Total	\$893.50 (includes GST \$61.84)

DA 2019/161

Construction of a billboard and painting of a mural

Development application fee	\$285.00
Construction Certificate	\$ 60.50
Inspections	\$150.00
Occupation Certificate	\$200.00
Total	\$695.50 (includes GST \$37.32)

DA 2019/140

Development application fee	\$285.00
Construction Certificate	\$ 60.50
Inspections	\$150.00
Occupation Certificate	\$200.00
Total	\$695.50 (includes GST \$37.32)

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

The Development Applications were approved on 21 March 2019. 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 21 - REQUEST FOR DONATION - FEES PAID ASSOCIATED WITH DEVELOPMENT APPLICATION 2017/094

REPORT IN BRIEF

Reason For Report	To obtain council approval for donation to Ophir Reserve land management, equivalent to amount paid in DA fees
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a - Assess and determine planning and development applications to foster community growth within the shire
Annexures	Nil
File Number	\\Development Applications\DEVELOPMENT APPLICATION\2017\03-2017-0094 - 1033126

RECOMMENDATION

THAT Council donate from its s356 budget to the Ophir Reserve Trust \$756.24, being the development application, construction certificate, inspection and occupation certificate fees (excluding GST) paid to council in relation to DA 2017/094 for installation of bbqs, footpath and interpretation panels incorporated into existing picnic shelter structure located at the Ophir Reserve being Lot 7002 DP 1020644, Ophir Road, Ophir.

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Council has received a request from the deputy chairman of the Ophir Trust requesting council's consideration of fees paid in association with DA 2017/094 for installation of bbqs, footpath and interpretation panels incorporated into existing picnic shelter structure located at the Ophir Reserve being Lot 7002 DP 1020644, Ophir Road, Ophir.

The fees paid (including GST) totalled \$941.70 and consisted of the following:-

Development application fee	\$271.40
Construction Certificate	\$205.30
Inspections	\$280.00
<u>Occupation Certificate</u>	<u>\$ 50.00</u>
Total	\$806.70 (includes GST \$50.46)

In addition a fee of \$135 being the State government Long Service Levy was paid, and application would need to be separately made to the State for refund of the Levy.

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

The Development Application was approved on 3 March 2017. 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 22 - QUESTIONS FOR NEXT MEETING

REPORT IN BRIEF

Reason For Report	To provide Councillors with an opportunity to ask questions/raise matters which can be provided/addressed at the next Council meeting.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g. Code of Meeting Practice adhered to
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\NOTICES - MEETINGS - 1021249

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 23 - BUSINESS PAPER ITEMS FOR NOTING

REPORT IN BRIEF

Reason For Report	Provides an opportunity for Councillors to call items for noting for discussion and recommends remainder to be noted.
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Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g - Code of Meeting Practice adopted and implemented.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\PROCEDURES - 1021250

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 24 - MATTERS OF URGENCY

REPORT IN BRIEF

Reason For Report	Enabling matters of urgency to be called.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a. Provide quality administrative support and governance to councillors and residents
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\nOTICES - MEETINGS - 1021251

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 25 - COMMITTEE OF THE WHOLE SECTION OF THE MEETING

REPORT IN BRIEF

Reason For Report	Enabling reports to be considered in Committee of the Whole.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.g. Code of Meeting Practice adhered to
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\PROCEDURES - 1021253

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 23 JULY, 2019 COMMENCING AT 2:00PM

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COUNCIL HELD ON 23 JULY, 2019

MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
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THIS IS PAGE NO 2 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
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**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 23 JULY, 2019 COMMENCING AT 2:00PM**

Page 1

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

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

ITEMS FOR DETERMINATION

ITEM - 1 APPLICATIONS FOR LEAVE OF ABSENCE

Proceedings in Brief

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

MOTION (Treavors/Oldham)

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

19/07/01 Carried

ITEM - 2 DECLARATIONS OF INTEREST

Proceedings in Brief

Clr Newsom declared an interest (identified as a Significant Non-pecuniary interest) in Item 11 as her daughter owns The Canowindra Phoenix.

MOTION (Newsom/Oldham)

THAT the Declarations of Interest be noted.

19/07/02 Carried

ITEM - 3 DECLARATIONS FOR POLITICAL DONATIONS

Proceedings in Brief

There were nil declarations for political donations.

MOTION (Nash/Treavors)

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

**THIS IS PAGE NO 1 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 23 JULY, 2019**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 23 JULY, 2019 COMMENCING AT 2:00PM**

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19/07/03 Carried

It was noted the time being 2.06pm there was a Youth of the Month presentation made to Bridget Smith.

ITEM - 4 MAYORAL MINUTE - APPOINTMENTS

Proceedings in Brief

Clr Beatty

25/06/19 – Attended the office for the business paper review with the Acting General Manager and Directors. Attended the Ordinary Council Meeting.

26/06/19 – Attended an interview the Neil Gill Radio Program. Meeting with the Acting General Manager.

01/07/19 – Attended the Rural Aid Hay Drop in Cumnock. Attended an interview with A Current Affair.

03/07/19 – Attended the office for a meeting with Acting General Manager and attended to correspondence.

09/07/19 – Attended the office for the Public Forum and Workshop.

10/07/19 – Attended the office for an interview with the Neil Gill Radio program and meeting with the Acting General Manager.

15/07/19 – 18/07/19 – On Leave.

During the month of July received numerous telephone calls in relation to the Development Control Plan – Rural Tourism.

Clr Weaver

26/06/19 – Attended the last CCTAC Meeting before the establishment of the new committee and new members.

29/06/17 – Attended the Canowindra Lions Changeover Dinner and was privileged to be asked to give the last toast to the Lions Clubs and the contributions they made to the communities.

08/07/19 – Attended the Age of Fishes Museum workshop and Board Meeting. The workshop was very beneficial.

15/07/19 – Attended the Soldiers' Memorial Hospital for a presentation of a VIEW Machine valued at \$8,900. It allows doctors and staff easier access to patients' veins for cannulas and blood samples to be taken, this machine was purchased with the donation from the now disbanded Canowindra Belubula Band led by Mr Colin Chick.

Clr Nash

Attended the Official Opening of the Biomass Boiler at MSM Milling with the Acting General Manager.

MOTION (Beatty/-)

THAT the information contained in the Mayoral Minute be noted.

**THIS IS PAGE NO 2 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 23 JULY, 2019**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
MOLONG ON TUESDAY 23 JULY, 2019 COMMENCING AT 2:00PM**

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19/07/04 Carried

ITEM - 5 COMMITTEE OF THE WHOLE

MOTION (Davison/Jones)

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

19/07/05 Carried

ITEM - 6 CONFIRMATION OF THE MINUTES

MOTION (Davison/Weaver)

THAT the minutes of the Ordinary meeting held 25 June 2019 be adopted.

19/07/06 Carried

ITEM - 7 2019 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

Proceedings in Brief

The Mayor noted that Clr Davison had suggested that establishing water security in Council's area should be submitted to the conference. He further noted that if anyone else would like to submit a motion to the conference to have it to the General Manager's Personal Assistant by Tuesday 30th July.

Clr Jones noted that at a previous meeting Clr Mullins had moved that every councillor should get the opportunity to attend. He queried if those who haven't attended be given the opportunity to do so.

The General Manager advised that his Personal Assistant will send out an email to the councillors to call for nominations.

MOTION (Oldham/Newsom)

THAT Council:

1. Be represented at the 2019 Local Government NSW Annual Conference by the Mayor or his delegate, observers, nominated via email and selected by the Mayor with first preference to be given to those who haven't attended previously, and the General Manager or his alternate delegate in an advisory capacity; and
2. Submit the issue of water security in the Cabonne area to the conference and any other issues raised before the conference be submitted by Tuesday 30th July.

19/07/07 Carried

**THIS IS PAGE NO 3 OF THE MINUTES OF THE ORDINARY MEETING OF CABONNE
COUNCIL HELD ON 23 JULY, 2019**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS
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ITEM - 8 INLAND RAIL CONFERENCE TOOWOOMBA

Proceedings in Brief

Clr Jones and Davison spoke on the opportunities that this may present to Council due to Cabonne's close proximity to Parkes and it is crucial that Council have Councillors attend the conference.

Clr Jones further noted that as the mover of the motion that he would like to move that the Mayor, General Manager and Clr Davison attend the conference.

The General Manager advised there will be a workshop with information regarding Inland Rail prior to the conference.

MOTION (Jones/Treavors)

THAT the Mayor, General Manager and Clr Davison attend the Inland Rail Conference to be held in Toowoomba 21-22 August 2019.

19/07/08 Carried

**ITEM - 9 INTEGRATED PLANNING & REPORTING - OPERATIONAL
PLAN FINAL QUARTER REVIEW**

Proceedings in Brief

Clr Davison asked for clarification on various topics, those being page 54 - 2.2 regarding the Visitor Information Centre being a part of the library and the issues for parking and access, page 69 - 4.11 the Development Control Plan and where that is up to with the Sub Regional Strategy, the Eugowra Levy and if the funding document has been signed yet, and the Molong Levy application process.

The Director of Environmental Services advised the funding for the Eugowra Levy was signed a number of months ago. She further advised Council has applied for funding for the Molong Levy recently and the Sub Regional Strategy Review has commenced.

The General Manager advised the Visitor Information Centre scope has increased vastly. Council will explore the practicalities of including the Visitor Information Centre in the library through a consultative process, as well as enhancing the parking and access.

MOTION (Davison/Jones)

THAT, subject to any alterations the Council deems necessary at the July Council meeting, the update of the Operational Plan to 30 June 2019, as presented be adopted.

19/07/09 Carried

**ITEM - 10 UNSPENT EXPENDITURE TO BE REVOTED TO THE
2019/2020 BUDGET**

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Proceedings in Brief

Clr Davison queried how much of the unspent expenditure will be spent and if there is a way to spend rather than carrying the money forward. He noted there is \$1.2M revoted for the Canowindra Retirement Units and queried if Council is being ambitious with the projects and if there is enough staff to carry out the projects.

The General Manager advised that he has spoken with the Director of Finance and Corporate Services about the projects and noted if the Canowindra Retirement Units expenditure was put into reserves it may complicate the process when making grant applications. It was advised that staff capacity can be an issue when putting the capital projects together but Council is working on the issues. The General Manger also advised that he has confidence in the program and believes it to be achievable, adding that this can also be reviewed at the August Workshop.

MOTION (Davison/Weaver)

THAT the works listed in the attachment be included in the 2019/2020 budget.

19/07/10 Carried

It was noted that Item 11 was moved to Committee of the Whole.

**ITEM - 12 RECTIFICATION OF DEFECTS IN OVERHEAD ELECTRICAL
INSTALLATION AT EUGOWRA SHOWGROUND**

MOTION (Nash/Weaver)

THAT Council approve \$41,000 from Council Capital Reserve for the rectification of defects in overhead electrical installation at Eugowra Showground.

19/07/11 Carried

**ITEM - 13 PROPOSED ROAD NAMING - "UNNAMED LANE", BOWAN
PARK**

MOTION (Davison/Oldham)

THAT:

1. Council proceed with public consultation proposing to name the unnamed lane as described in the report as "Bordens Road"; and
2. Assuming no objections are received, Council proceeds with the naming of the road as "Bordens Road" in accordance with Section 162 of the Roads Act, 1993.

19/07/12 Carried

ITEM - 14 PROPOSED ROAD NAMING - "UNNAMED NEW ROAD",

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ORANGE

MOTION (Davison/Nash)

THAT:

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

19/07/13 Carried

**ITEM - 15 DEVELOPMENT APPLICATION 2019/0174 TWO LOT
SUBDIVISION LOT 191 DP 1057795, RANDALL STREET,
MOORBEL**

MOTION (Nash/Walker)

THAT Development Application 2019/0174 for a two (2) lot subdivision at Lot 191 DP 1057795, Randall Street Moorbel be granted consent subject to the conditions attached to the report.

19/07/14 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 (noting the absence of Clrs Durkin and Batten) for the motion as follows:

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

Against: Nil

ITEM - 16 QUESTIONS FOR NEXT MEETING

Proceedings in Brief

Clr Walker queried status of the Development Application for the Service Station in Canowindra.

The Director of Environmental Services advised that the notification period for the DA had ended and submissions will now be provided to the proponent so they have a chance to respond to the issues raised. The applicant will then identify how they wish to proceed and the assessment process will commence.

In response to a query from Clr Walker regarding a property included in the sale of land for unpaid rates, the Director of Finance & Corporate Services advised that the photo of the property, obtained via a Google search, in

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Charlotte Street was inaccurate as it is currently a vacant block of land and this has now been relayed to staff and media outlets.

MOTION (Oldham/Treavors)

THAT it be noted there were nil questions asked/matters raised that require a report to the next Council meeting.

19/07/15 Carried

ITEM - 17 BUSINESS PAPER ITEMS FOR NOTING

Proceedings in Brief

The Mayor congratulated Council's Grants Officer on the content of Item 7 which reported \$17M worth of grant funding received throughout 18/19 financial year.

MOTION (Jones/Nash)

THAT:

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

19/07/16 Carried

ITEM - 18 MATTERS OF URGENCY

MOTION (Oldham/Weaver)

THAT it be noted there were nil matters of urgency,

19/07/17 Carried

ITEM - 19 COMMITTEE OF THE WHOLE SECTION OF THE MEETING

MOTION (Newsom/Davison)

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

19/07/18 Carried

It was noted the time being 2.30pm Cllr Newsom declared an interest (during the discussion regarding the Canowindra Phoenix, Christmas in July) and left the chamber. She returned to the chamber at 2.38pm.

ITEM - 11 EVENTS ASSISTANCE PROGRAM

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Proceedings in Brief

Canowindra Phoenix Christmas in July

The Councillors engaged in discussion in relation to Item 3 of the recommendation, raising issues such as the assistance being given retrospectively, Council not obtaining any recognition and conditioning the funding so that it is applied for and provided prior to the event.

It was noted Clrs Oldham moved and Treavors seconded the item to be discussed in Committee of the Whole.

The Promotions & Tourism Coordinator advised that the reason it was being given retrospectively was due to guidelines within the Events Assistance Program that states funding cannot be given for the same event more than once in each financial year.

The councillors engaged in further discussion regarding making the funding part of the budget in order to avoid reporting the application late every year.

The General Manager advised there are policies in place to get sponsorship from Council. Council's Tourism team and the Canowindra Phoenix should work together to be ahead of the game and could allow the funding to be paid twice in one financial year, on one occasion, to realign the payment schedule.

RECOMMENDATION (Treavors/Weaver)

THAT Council approve:

1. Funding of \$2,000 under the 2019- 2020 Events Assistance Program to Canowindra Fine Music Inc. for the Baroquefest,
2. Funding of \$1,000 under the 2019-20 Events Assistance Program to Canobolas Endurance Riders Club for the Matar Stables Bullio Cup,
3. Funding of \$500 to the Canowindra Phoenix for the Christmas in July promotion 2019, and
4. Funding of \$2,000 to the Mulga Bill Festival Inc. for the Lexus Melbourne Cup Tour visit to Yeoval.

1. Carried

It was noted the time being 2.44pm the Director of Environmental Services Personal Assistant left the Chambers.

It was noted the time being 2.44pm 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

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COMMITTEE OF THE WHOLE MEETING

RECOMMENDATION (Weaver/Jones)

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.

2. Carried

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

RECOMMENDATION (Jones/Nash)

THAT the Committee endorse the accuracy of the Report of the Proceedings of Confidential Matters at the Ordinary Council meeting held on 25 June 2019 and notes the recommendations recorded in the Official Ordinary Minutes of that meeting are sufficient to state the general effect of the proceeding in Closed Committee.

3. Carried

* **ITEM - 3 CONTRACT 1016303 MANAGEMENT OF CANOWINDRA
SWIMMING POOL, GASKILL STREET, CANOWINDRA NSW 2804**

RECOMMENDATION (Weaver/Newsom)

THAT Council accept the tender from Margaret Duguid for management and operation of the Canowindra Swimming Pool situated at Gaskill Street Canowindra from 30 September 2019 to 29 March 2022 at the tendered price of \$54,000 (Including GST) per annum.

4. Carried

* **ITEM - 4 CONTRACT 1017527 MANAGEMENT OF MOLONG
SWIMMING POOL, HILL ST, MOLONG NSW 2866**

RECOMMENDATION (Jones/Oldham)

THAT Council:

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1. Accept the tender from Lifeguarding Services Australia for management and operation of the Molong Swimming Pool situated at Hill Street Molong from 30 September 2019 to 29 March 2022 at the tendered price of \$89,621 including GST.
 2. Transfer \$32,820 from account number 11400340 - Project Pre Planning to account number 12806000 – Pool Caretakers Fees, to provide a sufficient annual budget for management and operation of the Molong Swimming Pool.
5. Carried

ITEM - 5 DEBT RECOVERY REPORT OF OUTSTANDING DEBTS

RECOMMENDATION (Nash/Newsom)

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

6. Carried

CONFIDENTIAL ITEMS FOR NOTATION

ITEM - 1 INVEST IN ORANGE REGION WEBSITE

RECOMMENDATION (Walker/Oldham)

7. Carried

It was noted the time being 2.57pm the Mayor resumed the Ordinary Meeting.

REPORT & RESOLUTIONS OF COMMITTEE OF THE WHOLE

MOTION (Jones/Oldham)

THAT the Report and Recommendations of the Committee of the Whole Meeting held on Tuesday 23 July, 2019 be adopted.

- 19/07/19 Carried

There being no further business, the meeting closed at 2.57pm.

CHAIRMAN.

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Chairman of the Ordinary Meeting of Cabonne Council held on the 27 August, 2019 at which meeting the listed minutes were confirmed and the signature hereon was subscribed.

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Code of Conduct Policy

1. Document Information

Version Date <i>(Draft or Council Meeting date)</i>	26 February 2019
Author	Administration Manager
Owner <i>(Relevant director)</i>	Director of Finance & Corporate Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
Next Review Date	Within 12 months of Council being elected
Minute number <i>(once adopted by Council)</i>	19/02/12

2. Summary

Council has adopted the following Code of Conduct based on the OLG Model Code of Conduct for Local Councils in NSW December 2018.

3. Approvals

Title	Date Approved	Signature
Director of Finance & Corporate Services		

4. History

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

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

10/02/17	Readopted by Council	15 February 2010
10/05/18	Readopted by Council reformatted with numbering to be consistent with DLG Model Code numbering. and an amendment requiring the General Manager to provide quarterly rather than annual reports (12.33).	17 May 2010
13/02/24	Amended to DLG Model Code of Conduct March 2013 (Note: reporting reverted to annually in Procedures for the Administration of the Code of Conduct for Cabonne Council).	19 February 2013
13/09/30	Readopted as per s165(4)	17 September 2013
16/04/26	Updated for changes following from the commencement of the Local Government Amendment (Councillor Misconduct and Poor Performance) Act 2015 including addition of an expanded definition of misconduct (Part 9) and clarification of councillors' participation in voting during planning decisions in which a pecuniary interest is involved (4.29). Also updated references (various) to Division of Local Government to Office of Local Government (OLG) and clarified the public officer's responsibilities (7.1).	26 April 2016
18/07/14	Readopted as per s165(4)	24 July 2018
19/02/12	Changes made to reflect December 2018 update to the Model Code of Conduct for Local Councils in NSW. Detailed changes found at Doc ID 992937.	26 February 2019

5. Reason

Refer to Introduction section of policy

6. Scope

Refer to Policy statement

7. Associated Legislation

The Local Government Act 1993

Local Government (General) Regulation 2005

8. Definitions

Refer to Definitions within Code - Part 9

9. Responsibilities

9.1. Mayor

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

9.2. General Manager

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

9.3. Directors and Managers

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

9.4. Supervisors

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

9.5. Employees

Are required to ensure compliance with the Code of Conduct.

9.6. Councillors

Are required to ensure compliance with the Code of Conduct.

9.7. Others

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

10. Related Documents

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

11. Policy Statement

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

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PART 1 INTRODUCTION

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

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

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

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

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

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

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

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

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

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

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

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

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

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

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

Fairness and equity

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

Harassment and discrimination

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

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

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

Bullying

3.8 You must not engage in bullying behaviour towards others.

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

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

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

Work health and safety

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

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

Land use planning, development assessment and other regulatory functions

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

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

Binding caucus votes

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

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

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

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

Obligations in relation to meetings

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

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

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

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

PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

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

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

What interests do not have to be disclosed?

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

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

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

What disclosures must be made by a designated person?

4.8 Designated persons include:

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

4.9 A designated person:

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

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

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

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

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

What disclosures must be made by council advisers?

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

What disclosures must be made by a council committee member?

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

What disclosures must be made by a councillor?

4.20 A councillor:

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

Disclosure of interests in written returns

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

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

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

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

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

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

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

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

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

Disclosure of pecuniary interests at meetings

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

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

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

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

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

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

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

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

PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

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

Managing non-pecuniary conflicts of interest

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

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

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

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

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

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

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

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

Political donations

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

Loss of quorum as a result of compliance with this Part

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

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

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

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

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

Other business or employment

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

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

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

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

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

- a) conflict with their official duties

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

Personal dealings with council

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

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

PART 6 PERSONAL BENEFIT

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

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

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

Gifts and benefits

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

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

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

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

6.5 You must not:

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

6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:

- a) the nature of the gift or benefit
- b) the estimated monetary value of the gift or benefit
- c) the name of the person who provided the gift or benefit, and
- d) the date on which the gift or benefit was received.

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

Gifts and benefits of token value

6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50. They include, but are not limited to:

- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$50
- b) gifts of alcohol that do not exceed a value of \$50
- c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
- d) prizes or awards that do not exceed \$50 in value.

Gifts and benefits of more than token value

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

“Cash-like gifts”

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

Improper and undue influence

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

PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

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

7.2 Councillors or administrators must not:

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

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

Obligations of staff

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

7.5 Members of staff of council must:

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

Inappropriate interactions

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

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

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

PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

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

Councillors and administrators to properly examine and consider information

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

Refusal of access to information

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

Use of certain council information

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

Use and security of confidential information

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

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

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

Personal information

8.12 When dealing with personal information you must comply with:

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

Use of council resources

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

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

Internet access

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

Council record keeping

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

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

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

Councillor access to council buildings

- 8.25 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.

- 8.26 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.

- 8.27 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

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

Detrimental action

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

Compliance with requirements under the Procedures

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

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

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

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

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

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

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

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

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

Complaints alleging a breach of this Part

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

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

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

Part 1: Preliminary

Definitions

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

address means:

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

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

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

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

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

interest means:

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

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

occupation includes trade, profession and vocation.

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

property includes money.

return date means:

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

relative includes any of the following:

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

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

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

Part 2: Pecuniary interests to be disclosed in returns

Real property

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

Gifts

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

Contributions to travel

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

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

Interests and positions in corporations

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

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

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

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

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

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

Positions in trade unions and professional or business associations

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

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

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

Dispositions of real property

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

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

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

Sources of income

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

- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
- b) each source of income received by the person in the period since 30 June of the previous financial year.

27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:

- a) in relation to income from an occupation of the person:

- (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
- b) in relation to income from a trust, the name and address of the settlor and the trustee, or
- c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or

- (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
- e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

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

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]
[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
--	--------------------

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
---------------------------	--	--

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June Name and address of donor

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

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 ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

Effect of proposed change of zone/planning control on councillor or associated person <i>[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]</i>	
---	--

[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]



Gifts and Benefits Policy

1 Document Information

Version Date <i>(Draft or Council Meeting date)</i>	[22 May 2018]
Author	Administration Manager
Owner <i>(Relevant director)</i>	Director of Finance & Corporate Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
Next Review Date	Within 12 months of Council election
Minute number <i>(once adopted by Council)</i>	18/05/20

2 Summary

This policy sets out Council's requirements and the conduct expected of all Councillors, employees, contractors, volunteers, Committee members (commonly referred to as Council Officers) in relation to gifts and benefits.

It also makes clear Council's actions to provide transparency in relation to disclosure of offers and acceptance of gifts and benefits by Council Officers.

3 Approvals

Title	Date Approved	Signature
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.

Minute No.	Summary of Changes	New Version Date
17/05/13	First adopted as a stand-alone policy	23 May 2017
18/05/20	Readopted as per s165(4)	22 May 2018

5 Reason

Whilst the Code of Conduct includes reference to gifts and benefits (Part 5 Personal Benefit), it is intended that this policy on gifts and benefits will also specifically communicate expected behaviour and transparency measures in relation to same.

6 Scope

This policy applies to Councillors, employees, contractors, volunteers, Committee members and other delegates (commonly referred to in this policy and procedure as Council Officers).

The policy applies to the offer of gifts and benefits to individual Council Officers and to Council services.

This policy does not apply to political donations (covered in the Code of Conduct) nor the private giving of gifts between staff.

7 Associated Legislation

Local Government (General) Regulation 2005

8 Definitions

<i>Benefit</i>	A non-tangible item of value that one person or organisation confers on another.
<i>Bribe</i>	A gift or benefit offered to or solicited by a Council official to influence that person to act in a particular way.
<i>Council Officer</i>	Includes all Councillors, employees, contractors, volunteers, Committee members and other Council delegates.
<i>Corruption</i>	The abuse of public office for private or personal advantage.
<i>Gift</i>	An item of value which one person or organisation presents to another.
Gift Register	An official record that details gifts and benefits received by Council Officers and how they are managed.
Pecuniary interests return	A return completed by councillors and designated staff as required by s449 of the Local government Act 1993 which includes disclosure, inter alia, of gifts as required under cl184 of the Local Government (General) Regulation 2005.
<i>Token Value</i>	The value amount of goods or services deemed to not be significant and therefore does not require mandatory declaration (for the purpose of this policy - less than \$25).

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy. Additionally, the General Manager is required to determine recommendations made by the Administration Manager relating to disposal of gifts and benefits that could not be refused or returned.

9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

The Administration Manager is to ensure the Gift and Benefit Register is regularly updated and to make a disposal/usage recommendation to the General Manager when accepted gifts can not be returned.

9.3 Supervisors

Supervisors have a responsibility to be aware of the Gift and Benefit policy and the declaration procedure.

9.4 Council Officers

All Council officers (including Councillors, members of staff, delegates etc.) have a responsibility to disclose instances of being offered or receiving gifts and benefits in accordance with this policy and associated procedures.

They must comply at all times with this policy and Council's Code of Conduct.

9.1 Contractors, suppliers and ratepayers

People doing business with Council should understand that they do not need to give gifts or benefits to Council Officers to get high quality service or to be awarded work.

10 Related Documents

Document Name	Document Location
Code of conduct	Policy database
Gift and benefit declaration - Procedure - 2017	Council's EDRMS Doc ID 829159
Fact Sheet No 7 - Gifts and Benefits - published by the NSW Ombudsman's Office for Public Sector Agencies, March 2004.	Available on the website www.ombo.nsw.gov.au
Managing gifts and benefits Auditor-General's Report to Parliament 27 March 2013	Available on the website http://www.audit.nsw.gov.au/news/managing-gifts-and-benefits

11 Policy Statements

1. Council Officers must not solicit gifts/benefits, nor accept gifts/benefits of more than token value (i.e. being valued at \$25 or more).
2. Acceptance of gifts of gratitude or gifts of appreciation of token value is generally permitted and it is optional whether to declare same.
3. Under certain circumstances, it may not be possible to decline a gift or benefit of more than token value e.g. a gift from a visiting dignitary or delegation, or a meal consumed in the carrying out of official representative duties.
4. Any gift or benefit which could not reasonably be refused or returned is to be regarded as the property of the Council and must be surrendered to the Administration Manager who will follow the steps allowed in the procedure and make a recommendation to the General Manager on disposal or use of same. The outcome will be included in the Gift and Benefit register.
5. All offers of gifts and benefits of greater than token value must be declared, whether or not they are accepted.
6. If any gift, reward or benefit is offered (whether it is accepted or not) this must be disclosed using the attached Gifts and Benefits Declaration form or Council's on-line declaration system.
7. Lucky door prizes must be declared.
8. Many community groups invite the Mayor (or delegate) and partner to events held by the community organisation. Such events include dinners and/or special events where the Mayor (or the Mayor's delegate) is called upon to act in an official capacity. It is considered that the Mayor (or delegate) is properly fulfilling a community expectation that the community's elected leader (and partner) should be in attendance at these functions. Participation in such events is not considered a gift and benefit.
9. Council will maintain a Gifts and Benefits Register of all gifts/benefits offered to all Council Officers or services whether or not the gift or benefit is accepted. This Register is available for public inspection and placed on Council's website.
10. Acceptance of any gift or benefit intended to influence the duty of a Council Officer is prohibited. This is a bribe.
11. Any Council Officer who is offered a bribe must refuse to accept the offer and immediately report the incident, which will be reported to the Independent Commission Against Corruption and the Police.
12. Accepting gifts of money or gift cards (or similar) is strictly prohibited in all circumstances.
13. People doing business with Council should understand that they do not need to give gifts or benefits to Council Officers to get high quality service or be awarded work.
14. Councillors and designated staff must also include a declaration of gifts in the annual pecuniary declaration return when gifts exceed \$500, or if gifts totalling more than \$500 are made by the same person during a period of 12 months or less.
15. Non-compliance with this policy may result in disciplinary action for Council Officers.



Gifts & Benefits Declaration Form

For Councillors, Staff and other council officials required to make declarations without access to Council's computer systems

Offered to:

Offered by:

Name:

Company:

Reason for Offer:

.....

Description of Gift or benefit:.....

.....

.....

Estimate Value (\$):.....

Signature of Recipient:

Name: Position:

Date: Email:

If value is \$25 and over

The gift must be surrendered to Council (hand to the Administration Manager).

If impractical to surrender state reason why:

Reason not reasonably refused or returned:

If value is less than \$25 declaration is **optional**. If you choose to make a declaration, please advise what you did with the gift/benefit. (Tick box below)

Declined /returned the gift or benefit	<input type="checkbox"/>	Donated to charity	<input type="checkbox"/>	Shared with colleagues	<input type="checkbox"/>	Retained or used the gift or benefit	<input type="checkbox"/>
--	--------------------------	--------------------	--------------------------	------------------------	--------------------------	--------------------------------------	--------------------------

Signed form forwarded to Records for registration and assigning to Administration Officer for entry into Register.



Government Information (Public Access) Act 2009

Agency Information Guide

2019 - 2020





Preface

This Agency Information Guide (Publication Guide) has been produced by Cabonne Council in accordance with Section 20 of the Government Information (Public Access) Act 2009 and is reviewed annually.

Agency Information Guides are a significant portal to government information. They allow the public to identify and access government information held by an agency. They connect the public and agencies by providing clear and accessible information on accessing government information.

This Agency Information Guide includes:

- The structure and functions of Cabonne Council;
- The way in which the functions of Cabonne Council affect members of the public;
- The avenues available to the public to participate in policy development and the exercise of Council's functions;
- The type of information available from Cabonne Council and how this information is made available.

The Agency Information Guide is available on Council's Website www.cabonne.nsw.gov.au



Cabonne Council's Molong Office

Brad Byrnes
GENERAL MANAGER



Summary of Amendments

Date	Amendment	Date adopted by Council
July 2018	Complete Review	28 August 2018
July 2019	Complete Review	



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1 Structure and Functions of Council

1.1 About Cabonne Council

Cabonne Council is located in the Central Tablelands of New South Wales. The area is bounded by Dubbo Regional Council, Narromine Shire Council and Mid-Western Regional Council areas in the north, Bathurst Regional Council in the east, Orange City Council, Blayney Shire Council and Cowra Shire Council in the South, and Forbes Shire Council and Parkes Shire Council in the west.



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 resources allocation.

Council's Values

In all we do, we will:

Respect each other, our community and the environment we live in

Have the courage and confidence to 'have a go'

Balance today's decisions with the long term future in mind

Be friendly, approachable and work together

Strive to do our very best and take personal responsibility for our actions



1.2 Basis of Constitution

Cabonne Council is constituted under the Local Government Act, 1993 as a body politic of the State.

1.3 Organisation Structure and resources

Cabonne Council is not divided into wards and is governed by the body of councillors who are elected by the communities of the Local Government Area. The Mayor is elected by the councillors.

The role of councillors, as members of the governing body are:

- To direct and control the affairs of the Council in accordance with the Local Government Act 1993;
- To participate in the optimum allocation of Council's resources for the benefit of the area;
- To play a key role in the creation and review of Council's policies, objectives and criteria relating to the exercise of Council's regulatory functions;
- To review the performance of the Council and its delivery of services, management plans and revenue policies of the Council.

The role of a councillor is as follows:

- a) To be an active and contributing member of the governing body;
- b) To make considered and well-informed decisions as a member of the governing body;
- c) To participate in the development of the integrated planning and reporting framework;
- d) To represent the collective interests of residents, ratepayers and the local community;
- e) To facilitate communication between the local community and the governing body;
- f) To uphold and represent accurately the policies and decisions of the governing body;
- g) To make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor;
- h) To be held accountable to the local community for the performance of the council.



The role of the Mayor is as follows:

- a) To be the leader of the council and a leader in the local community;
- b) To advance community cohesion and promote civic awareness;
- c) To be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities;
- d) To exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council;
- e) To preside at meetings of the council;
- f) To ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act;
- g) To ensure the timely development and adoption of the strategic plans, programs and policies of the council;
- h) To promote the effective and consistent implementation of the strategic plans, programs and policies of the council;
- i) To promote partnerships between the council and key stake holders;
- j) To advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council;
- k) In conjunction with the General Manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community;
- l) To carry out the civic and ceremonial function of the mayoral office;
- m) To represent the council on regional organisational and inter-organisational forums at regional, State and Commonwealth level;
- n) In consultation with the councillors, to lead performance appraisals of the general manager;
- o) To exercise any other functions of the council that the council determines.





Functions of the General Manager

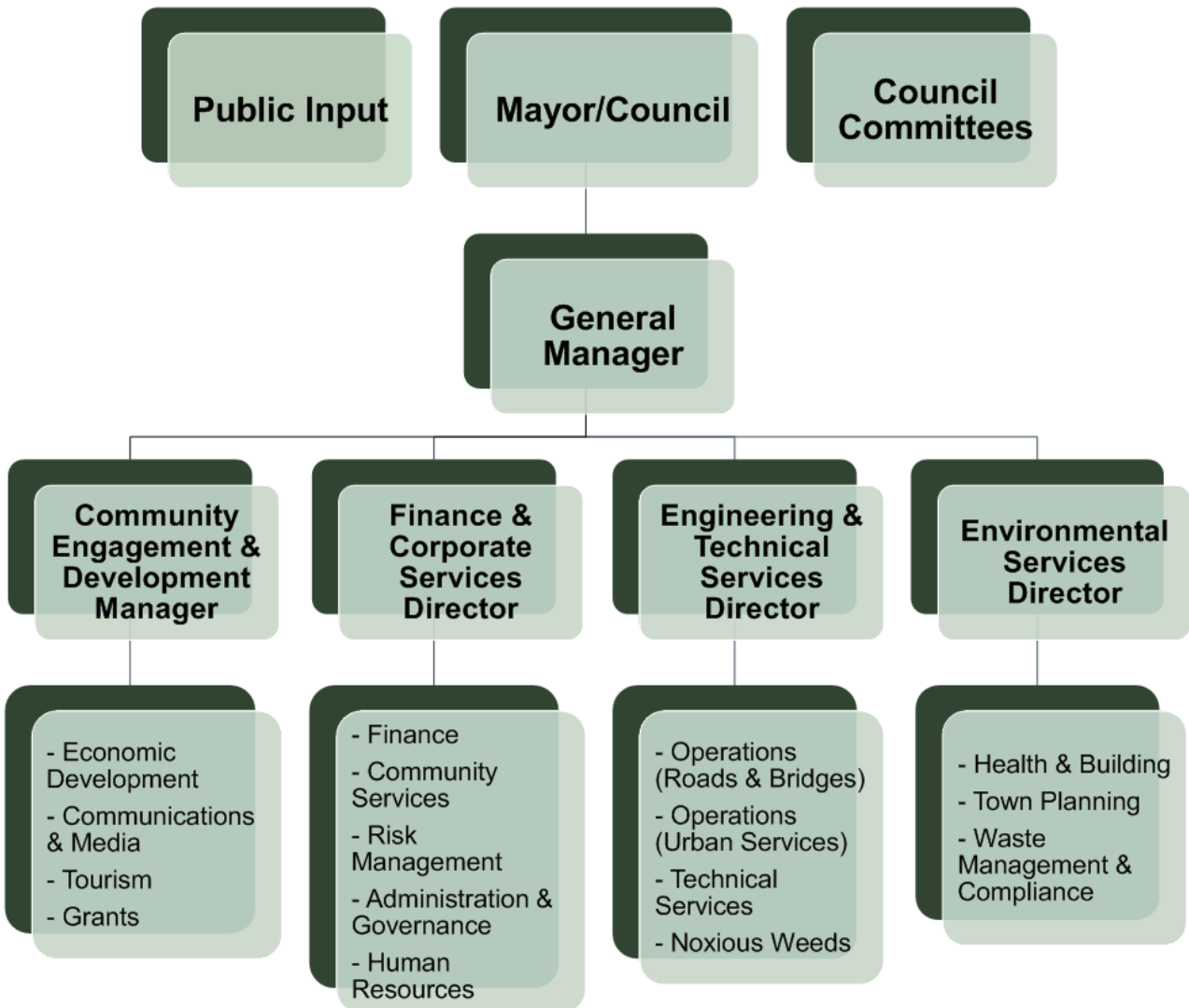
- a) To conduct the day to day management of the council in accordance with strategic plans, programs strategies and policies of the council;
- b) To implement, without undue delay, lawful decisions of the council;
- c) To advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council;
- d) To advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council;
- e) To prepare, in consultation with the mayor and the governing body the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report;
- f) To ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- g) To exercise any of the functions of the council that are delegated by the council to the General Manager;
- h) To appoint staff in accordance with the organisation structure and the resources approved by the council;
- i) To direct and dismiss staff;
- j) To implement the council's workforce management strategy;
- k) Any other functions that are conferred or imposed on the General Manager or under this or any other Act.



To assist the General Manager in the exercises of these functions, there are three Divisions of Council. These divisions are Finance and Corporate Services, Engineering and Technical Services and Environmental Services. Each of these divisions is headed by a director.



1.4 Organisational Structure Chart





1.5 Functions of Council

Under the Local Government Act 1993, Council's functions can be grouped into the following categories:

Service Functions

- Provision of community health, recreation, education and information services
- Environmental protection
- Waste removal and disposal
- Land and property, industry and tourism development and assistance
- Civil infrastructure and planning, maintenance and construction

Regulatory Functions

- Approvals
- Orders
- Building Certificates

Ancillary Functions

- Resumption of land
- Powers of entry and inspection

Revenue Functions

- Rates
- Charges
- Fees
- Borrowings
- Investments

Administrative Functions

- Employment of staff
- Management plans
- Finance reports
- Annual reports

Enforcement Functions

- Proceedings for breaches of the Local Government Act 1993 and other legislation
- Prosecution of offences
- Recovery of rates and charges

Section 21 of the Local Government Act 1993 confers or imposes the following functions on Council:

- Non-regulatory or service functions (Chapter 6)
- Regulatory functions (Chapter 7)
- Ancillary functions (Chapter 8)
- Revenue functions (Chapter 15)
- Administrative functions (Chapters 11, 12 and 13)
- Enforcement functions (Chapters 16 and 17)



In addition, Council has functions conferred or imposed on it by or under other Acts, which include:

- Community Development Act 1989
- Companion Animals Act 1998
- Conveyancing Act 1919
- Environmental Planning and Assessment Act 1979
- Fire Brigades Act 1989
- Fluoridation of Public Water Supplies Act 1957
- Food Act 2003
- Impounding Act 1993
- Library Act 1939
- Protection of the Environment Operations Act 1997
- Public Health Act 2010
- Recreation vehicles Act 1983
- Roads Act 1993
- Rural Fires Act 1997
- State Emergency Services Act 1989
- Strata Schemes Development Act 2015
- Swimming Pools Act 1992





2 Impact of Council Functions on the Public

Council's functions are determined towards meeting the needs and expectations of the public, which it serves, and to fulfil legislative and regulatory requirements. In fulfilling these requirements, the council makes decisions that impact the public.

2.1 Service Functions

Service functions affect the public as Council provides services and facilities to the public. These include community health, recreation, education, information services, collection and disposal of garbage, as well as water and sewer reticulation services.

2.2 Regulatory Functions

Regulatory functions place restrictions on developments and members of the public must be aware of and comply with these regulations. These include approvals, orders and building certificates.

2.3 Ancillary Functions

These functions include acquisition of land or the powers for Council to enter and inspect, this only affects the owner of the property. This may also include the funding of emergency services including SES and RFS.

2.4 Revenue Functions

Revenue functions such as rates, borrowings, investments, grants and other fees and charges affect the public directly as they are used to fund services and facilities provided to the community.

2.5 Administrative Functions

The public is not affected directly by administrative functions but they have an indirect impact on the community through the service provided. These functions include employment of staff, management plans, financial reporting and annual reports.

2.6 Enforcement Functions

Enforcement functions affect members of the public that are in breach of legislation. These functions include proceedings for breaches of the Act, prosecution of offences and recovery of rates and charges.

2.7 Community Planning and Development Functions

Through the provision of grants, training and information Council provides support to community and sporting organisations. Council facilitates opportunities for people to be involved in community events such as Youth Week, Children's Week, Australia Day, Anzac Day, Citizenship events, as well as promoting events of others. Council advocates and plans for the needs of its communities by the preparation and implementation of the integrated planning and reporting documentation.



Molong Library



Blatchford Street Works



Australia Day Citizenship Ceremony



Manildra Water Infrastructure Works



3 Public participation in Local Government

There are two broad ways in which the public may participate in policy development and general activities of Council. These are through representation and personal participation.

3.1 Representation

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local Council to make decisions on their behalf. In New South Wales, local government elections are held every four years. The next election for Cabonne is to be held in September 2020.

From 2020 at each election, voters elect nine councillors for a four-year term. All residents on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote but must register their intention to vote on the non-residential roll. Voting is compulsory.

3.1.1 Making representation to Councillors

Residents are able to raise issues with, and make representations to, the elected councillors. The councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

3.1.2 In writing or person

Residents or ratepayers may choose to telephone or write to Council at any time about any of its operations, its facilities, its activities or its policies. They can make submissions or send petitions to Council. They may also have the opportunity to respond to questionnaires and surveys initiated by Council.



Addressing Council at a Public Forum



Agency Information Guide 2019 - 2020

Current elected members contact

	<p>Clr Kevin Beatty (Mayor) M: 0439 506 596 kevin.beatty@cabonne.nsw.gov.au</p>	<p>Clr Anthony Durkin (Deputy Mayor) M: 0419 492 977 anthony.durkin@cabonne.nsw.gov.au</p>	
	<p>Clr Peter Batten M: 0418 292 053 peter.batten@cabonne.nsw.gov.au</p>	<p>Clr Ian Davison M: 0407 940 561 ian.davison@cabonne.nsw.gov.au</p>	
	<p>Clr Jamie Jones M: 0419 011 819 jamie.jones@cabonne.nsw.gov.au</p>	<p>Clr Paul Mullins M: 0448 231 180 paul.mullins@cabonne.nsw.gov.au</p>	
	<p>Clr Marlene Nash M: 0427 654 634 marlene.nash@cabonne.nsw.gov.au</p>	<p>Clr Cheryl Newsom M: 0411 211 065 cheryl.newsom@cabonne.nsw.gov.au</p>	
	<p>Clr Elizabeth Oldham M: 0407 623 393 libby.oldham@cabonne.nsw.gov.au</p>	<p>Clr Gregory Treavors M: 0400 145 102 greg.treavors@cabonne.nsw.gov.au</p>	
	<p>Clr Kevin Walker M: 0428 441 241 kevin.walker@cabonne.nsw.gov.au</p>	<p>Clr Jennifer Weaver H: 02 6344 1335 jenny.weaver@cabonne.nsw.gov.au</p>	

3.2 Personal Participation

Members of the public, such as ratepayers, residents and business owners, are encouraged to participate in policy development and functions of council.

Council's website www.cabonne.nsw.gov.au is regularly updated with information on Council's activities, meeting agendas and business papers, as well as tenders, news items and events.

3.2.1 Council Meetings

Members of the public are able to attend Council Meetings held on the fourth Tuesday of each month commencing at 2:00pm. Council meetings are held in the Council Chambers 101 Bank Street, Molong NSW 2866.



3.2.2 Open Forum

Council's policy is that members of the public be given the opportunity to address Council at a public forum on the second Tuesday of each month.

Members of the public shall, upon prior request, be allowed to address councillors at allocated public forums on matters, provided the matter is within the responsibilities of Council and not a general request for council services – members of the public will be allocated 5 minutes to do so. A written request, using the Public Address Application form, must be lodged to Council by 12pm on the Wednesday before the meeting.

Speakers are requested not to make insulting or defamatory statements, and to take care when discussing other peoples' personal information (without their consent).

3.2.3 Council Committees

- Australia Day Awards Committee
- Heritage Working Party
- Central Tablelands Water
- Central West Libraries Committee
- Central NSW Business HQ Committee
- Cabonne Country Tourism Advisory Committee
- Arts Out West
- Association of Mining & Energy Related Councils Inc
- Australia Wide Rural Road Group
- Belubula River Joint Committee
- Cabonne/Orange Road Committee
- Cabonne Country Tourism Advisory Committee
- CADIA – MREMP Committee
- Canobolas Bush Fire Management Committee
- Canobolas Community Safety Precinct
- Canobolas Zone Liaison Committee
- Canowindra Age of Fishes Museum Board and Strategic Advisory Committee of the Canowindra Age of Fishes Museum
- Canowindra Food Basket Advisory Group
- Canowindra Retirement Village Project Working Committee
- Cargo Road Users Association
- Central Tablelands Local Land Service
- Central West Mining Liaison Committee
- CENTROC Health Workforce Committee
- Joint Regional Planning Panel
- Lachlan Regional Transport Committee
- Little River Landcare Catchment Management
- Local Emergency Management Committee
- Molong Medical Committee
- Noxious Weeds Advisory Committee
- Ophir Reserve Trust Board
- Restart Water Security taskforce
- Sydney Roadlinks Committee
- Traffic Committee
- VERTO LTD



- Waluwin Central Governance Committee
- Waluwin Molong HealthOne Health Services Advisory Committee
- Wellington/Dubbo Landcare Management
- Manildra and District Improvement Association
- Cumnock and District Progress Association
- Yeoval and District Progress Association
- Molong Advancement Group
- Mullion Creek and District Progress Association
- Cargo Progress Association
- Borenore Community Progress Association
- Canowindra Business Chamber
- Eugowra Promotion and Progress Association
- Cudal Incorporated
- Spring Hill/Spring Terrace Committee
- Canowindra Sports Trust

3.2.4 Public Submissions

All significant plans, strategies and policies of Council are placed on exhibition in draft form so that interested members of the public may view them and make comments should they wish to. Exhibition documents are made available at Council's customer service counter in Molong, Cudal and Canowindra, on Council's website as well as other businesses located in the Council area.

3.2.5 Feedback, Customer Service Requests and Complaints

The public can offer feedback or submit customer service requests or complaints via an online submission form available on Council's website. These submissions will be monitored and actioned by the relevant staff members. Members of public can expect a response according to Council's policies and procedures.





4 Access to Government Information

Under the provisions of the GIPA Act there is right of access to certain information held by Council, unless there is an overriding public interest against its disclosure.

Most open access information of Council is publicly available on Council's website at www.cabonne.nsw.gov.au.

Information not available on Council's website may still be accessed by contacting Council's Right to Information Officer on 6392 3200, who can advise where the information can be located. The Government Information (Public Access) Act 2009 establishes four ways for the public to access government information.

1. Mandatory Proactive Release
2. Proactive Release
3. Informal Release
4. Formal Access Application

Cabonne Council holds information in various formats and the type of information to be released is dependent upon the ages of the information and its subject.



4.1 Mandatory Proactive Release – Open Access Information

Available on Council's website are the following documents defined as "Open Access Information" under Section 18 of the GIPA Act:

- The Agency current publication guide
- Information about the agency contained in any document tabled in Parliament by or on behalf of the agency, other than any document tabled by order of either House of Parliament,
- The Agency policy documents
- The Agency disclosure log of access applications
- The Agency register of government contracts
- The Agency record of the open access information that it does not make publicly available on the basis of an overriding public interest against disclosure
- Such other government information as may be prescribed by the regulations as open access information

Schedule 1 of the Government Information (Public Access) Regulation 2009 stipulates that the following additional documents are to be provided as open access information by Council.

Information about Council

- The model code prescribed under section 440 (1) of the local Government Act 1993
- The code of Conduct adopted under Section 440 (3) of the Local Government Act
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan



Agency Information Guide 2019 - 2020

- Policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors
- Annual reports of bodies exercising functions delegated by the local authority
- Any codes referred to in the Local Government Act
- Returns of the interests of councillors, designated persons and delegates
- Agendas and business papers for any meeting for the local authority of any committee of the local authority
- Minutes of any meeting of the local authority or any committee of the local authority, but restricted to the resolutions and recommendations of the meeting
- Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the Local Government Act
- Land register
- Register of investments
- Register of delegations
- Register of graffiti removal work kept in accordance with section 13 of the *Graffiti Control Act 2008*
- Register of current declarations of disclosures of political donations kept in accordance with section 328A of the Local Government Act
- The register of voting on planning matters kept in accordance with section 375A of the Local Government Act

Note - Returns of the interests of councillors and designated persons may be viewed at the Council's Molong office during business hours but are not available on the website – refer to Guideline 1 issued by the Information Commissioner 1 July 2012.

Plans and Policies

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:

- Local policies adopted by the local authority concerning approvals and orders
- Plans of management for community land
- Environmental planning instruments, development control plans and contribution plans made under the *Environmental Planning and Assessment Act 1979* applying to land within the local authority's area

Information about Development Applications

1. Information contained in the following records is prescribed as open access information:
 - (a) Development Applications and any associated documents received in relation to proposed developments include the following:
 - Home warranty insurance documents
 - Construction certificates
 - Occupation certificates
 - Structural certification documents
 - Town planner reports
 - Submissions received on development applications
 - Heritage consultant reports
 - Tree inspection consultant reports
 - Acoustics consultant reports
 - Land contamination consultant reports



- Records of decisions on development applications including decisions made on appeals
 - (b) Records describing general nature of the documents that the local authority decides are excluded from the operation of this clause by subclause (2)
 - (c) A record that describes the general nature of the documents that the local authority decides are excluded from the operation of this clause by subclause (2)
2. This clause does not apply to so much of the information referred to in subclause (1) (a) as consists of:
- (a) The plans and specifications for any residential parts of a proposed building , other plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
 - (b) Commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret
3. A local authority must keep the record referred to in subclause (1) (c)

Note - Council does not currently place information about development applications on its website: however, they are available for viewing and copying from Council's Molong Office.*

**Consistent with advice from the Information and Privacy Commission NSW, for copyright reasons, Cabonne Council is unable to make copies of plans in DA's for members of the public. If you wish to make a copy, you need to get permission from the copyright owner. If you need advice, please contact your solicitor. The council cannot advise you about copyright issues.*

Approvals, orders and other documents

- Applications for approvals under part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application
- Applications for approvals under any other Act and any associated documents received in relation to such an application
- Records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the authority of any other Act
- Records of building certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by the local authority
- Compulsory acquisitions notices
- Leases and licenses for use of public land classified as community land
- Performance improvement orders issued to a council under Part 6 of Chapter 13 of the LGA

4.2 Proactive Release

Council will make as much other open access information available on its website or via an informal request free of charge or the lowest reasonable cost, unless there is an overriding public interest against disclosure.



4.3 Informal Release

- An agency is authorised to release government information held by it to a person in response to an informal request by the person unless there is an overriding public interest against disclosure
- An agency can release government information in response to an informal request subject to any reasonable conditions that the agency thinks it to impose
- An agency cannot be required to disclose government information pursuant to an informal request and cannot be required to consider an informal request for government information
- An agency can decide by what means information is to be released in response to an informal request
- An agency can facilitate public access to government information contained in a record by deleting matter from a copy of the record to be released in response to an informal request if inclusion of the matter would otherwise result in there being an overriding public interest against disclosure of the record
- The functions of an agency under this section may only be exercised by or with the authority of the principal officer of the agency

4.4 Formal Access

Before lodging a formal access application, the person seeking information from Council should check that the information is not already available on Council's website or could be easily made available through an informal request application.

Where informal access is not possible, formal GIPA procedures and associated fees will apply. Formal applications for information under the GIPA Act should be accompanied by a \$30 application fee. In addition to the application fee, a \$30 per hour processing fee is charged for all requests to access documents that are not for personal information and cannot be obtained under other legislation.

Please note, to be a valid Formal Access Application it must meet the following requirements:

- Be in writing
- Specify it is made under the GIPA Act
- State an Australian postal address
- Be accompanied by the \$30 fee
- Provide sufficient detail to enable Council to identify the information requested.

4.5 Fees and Charges

The Government Information (Public Access) Regulation requires that Open Access information held by Council, is to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) and at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges as set out in Council's schedule of fees and charges.



4.6 Copyright

Nothing in the regulations requires or permits Council to make open access information available in any way that would constitute an infringement of copyright (Section 72(2) (c) GIPA Act).

Access to copyright documents will be granted by way of inspection only, unless the copyright owner's written consent is provided. Where authority is unable to be obtained or the copyright owner is not able to be contacted, copies of copyright material will not be provided. These documents include plans/drawings, consultants reports, Statements of Environmental Effects and other miscellaneous reports submitted with a development application.

5 Access and Amendment to Council Documents

Council's documents can be accessed in varying ways and most documents can be inspected at and obtained from Council's Main Office in Molong between the hours of 9:00am to 5:00pm, Monday to Friday (except public holidays). For further enquiries about any document, please contact Council on 6392 3200.

If you would like to amend a document of Council which you feel is incorrect, it is necessary for you to make a written application to Council in the first instance.



Councillor Workshop



Agency Information Guide
2019 - 2020

Contact Information:

Phone: 02 6392 3200

101 Bank Street

PO Box 17

Molong NSW 2866

council@cabonne.nsw.gov.au

www.cabonne.nsw.gov.au



[Cabonne Council](#)



[@cabonnecouncil](#)



The Information and Privacy Commissioner (IPC)

Phone: 1800 472 679

GPO Box 7011, Sydney NSW 2001

Level 17, 201 Elizabeth Street Sydney
NSW 2000

9:00am to 5:00pm Monday to Friday



information
and privacy
commission
new south wales

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PRESENT:

Mr Phillip Burgett	Independent Member (Voting)
Ms Donna Rygate	Independent Member (Voting)
Clr Kevin Beatty	Mayor (Voting)
Mr Brad Byrnes	General Manager (Non-Voting)
Mr Luke Taberner	DFCS (Non-Voting)
Ms Debra Hamilton	Risk Management Coordinator/Secretariat (Non-Voting)

ITEM - 1 APOLOGIES

Proceedings in Brief

An apology was tendered from Mr John O'Malley

RECOMMENDATION (Burgett/Rygate)

THAT the apology tendered on behalf of Mr John O'Malley be accepted and the necessary leave of absence be granted.

ITEM - 2 DECLARATIONS OF INTEREST

Proceedings in Brief

There were no Declarations of Interest.

RECOMMENDATION (Burgett/Rygate)

THAT NIL Declarations of Interest be noted.

ITEM - 3 CONFIRMATION OF THE MINUTES

RECOMMENDATION (Rygate/Burgett)

THAT the minutes of the meeting held on 21 February 2019 be adopted.

ITEM - 4 STATECOVER 2018 WHS ACTION PLAN

RECOMMENDATION (Rygate/Beatty)

THAT the committee receive and note the updated Statecover Action Plan and acknowledge the work completed by the Risk Management Coordinator.

ITEM - 5 RISK REGISTER

RECOMMENDATION(Beatty/Rygate)

THAT:

1. The committee receive and note the report.
2. The committee acknowledge the work completed and the plan to further review and develop the Enterprise Risk Register so that it reflects all areas of risk to council.
3. A revised Enterprise Risk Register be provide to the committee out-of-session, if completed, before the next meeting to be held in November 2019.

ITEM - 6 AUDIT TIMETABLE

Proceedings In Brief

The Chair sought clarification of the scope and value to Council of the proposed investment in this planned review emphasising the importance in any internal audit review to properly scope reviews to obtain an outcome that is valuable to Council. Management advised this was still being negotiated

RECOMMENDATION (Rygate/Beatty)

THAT:

1. The Committee support the engagement of National Audits Group to undertake a Governance and Risk Management Review and develop a Strategic Audit Plan. The committee requested that these documents be circulated out-of-session when finalised.
2. The Committee endorse the proposal for an Internal Audit Plan for 2019/20 which includes procurement, cyber security and swimming pools and request that each review be scheduled and review scopes be prepared for approval by the committee.

ITEM - 7 INTERIM AUDIT LETTER

Proceedings in Brief

The External Auditor mentioned that Fairfield Council has a good compliance register and to contact her if it cannot be sourced.

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 2019.

ITEM - 8 DIRECTED ENGAGEMENT BETWEEN SAFEWORK NSW AND CABONNE COUNCIL

RECOMMENDATION (Rygate/Beatty)

THAT the committee note the report and that this item be retained as an agenda item until Safework NSW have signed off on the Directed Engagement.

ITEM - 9 AUDIT OFFICE NSW

Proceedings in Brief

Performance audits have been completed for domestic waste (Cambelltown & Fairfield) and Development approvals (Camden & Randwick). Upcoming audits are credit card management, governance and internal controls over local infrastructure and procurement. Cabonne is not being audited in any of these areas.

RECOMMENDATION (Beatty/Rygate)

THAT the committee note the issues raised by the Audit Office NSW

ITEM - 10 NEXT MEETING

Proceedings in Brief

The General Manager advised that 21 November was unsuitable.

RECOMMENDATION (Rygate/Beatty)

THAT council liaise with Blayney and CTW to determine a suitable date for the next meeting.

There being no further business, the meeting closed at 2.47pm.



Corporate Credit Card Policy (V2016)

1 Document Information

Version Date <i>(Draft or Council Meeting date)</i>	27 August 2019
Author	Finance Manager
Owner <i>(Relevant director)</i>	Director of Finance and Corporate Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Draft
Next Review Date	Within 12 months of Council being elected
Minute number <i>(once adopted by Council)</i>	

2 Summary

This policy sets out the controls which apply to the allocation and use of corporate credit cards. Cabonne Council provides credit cards to staff and the Mayor to enable the purchase of goods and services.

3 Approvals

Title	Date Approved	Signature
Director of Finance and Corporate Services		

4 History

Minute No.	Summary of Changes	New Version Date

5 Reason

This policy will ensure that the control and allocation of corporate credit cards is monitored and authorised in a more efficient manner.

This policy will provide a clear framework to enable the use of corporate credit cards. The policy will ensure that the Mayor and staff issued with a corporate credit card have clear guidelines outlining its use.

This policy will reduce the risk of fraud and misuse of the corporate credit card.

6 Scope

This policy applies to Mayor and staff who have been issued with a corporate credit card. The card holder is responsible for the correct use of the card at all times.

7 Associated Legislation

Local Government (General) Regulation 2005

8 Definitions

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

9.2 Managers

The Finance Manager is responsible for updating and maintaining the list of authorised staff and elected members.

10 Related Documents

Document Name	Document Location
Procurement (Incorporated Local Supplier Preference) Policy	Policy folder on Magiq – Doc ID 956479
Code of Conduct Policy	Policy folder on Magiq – Doc ID 987777

11 Policy Statement

11.1 Usage

Cabonne Council corporate credit cards shall be used only:

- For Council business activities
- When outside the LGA on business
- For the purchase of goods in accordance with Council's Procurement Policy.

Cabonne Council corporate credit cards do not have a cash advance facility.

11.2 Eligibility and application procedures for new Corporate Credit Cards

Allocation of a corporate credit card can only be approved by the General Manager. Once approved, the application must be signed by the cardholder and two (2) signatories to Council's bank accounts.

Corporate credit cards will only be issued when it is established that the anticipated usage of the card is warranted.

A credit limit of \$10,000 is to be applied to the General Manager's corporate credit card.

A credit limit of \$5,000 is to be applied to corporate credit cards approved for other employees and the Mayor.

The cardholder shall acknowledge and accept conditions of use of the Cabonne Council Credit Card. Refer Attachment 1: Corporate Credit Cardholder Agreement.

11.3 Corporate Credit Card reconciliation procedures

Corporate credit card statement accounts will be issued to the relevant cardholder who will, within seven (7) days, acquit the transactions on the account. A template is attached to this policy identifying the reconciliation requirements.

Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.

An approved purchase order must accompany the reconciliation template, and shall be accompanied by a succinct explanation of why the expense was incurred.

Transactions shall be accompanied by an account/job number for costing purposes as detailed on the purchase order.

If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager. Should a lack of detail be a regular occurrence for a particular cardholder, the cardholder may be refused access to a credit card in the future. Use of a statutory declaration is for exceptional cases rather than the norm.

Should approval of expenses be denied by the General Manager, the expense shall be met by the cardholder and a Debtor invoice be raised.

The cardholder shall sign and date the credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.

11.4 Review of Corporate Credit Card use

Monthly reviews of expenditure shall be undertaken by the Finance Manager, Director of Finance and Corporate Services and the General Manager to ensure the integrity of the purchases.

A list of approved card holders is presented along with all the signed reconciliations by card holder. All invoices will be attached for review and appropriateness.

External scrutiny of the credit card expenditure will also be encouraged as part of the external

audit process of Council's finances.

11.5 Review of Credit Card Limits

Credit limits are reviewed annually for all cardholders. If there is a request for a variation to the monthly limit, approval is sought from the General Manager for consideration.

11.6 Procedures for lost, stolen and damaged cards

The loss or theft of a credit card must be immediately reported by the cardholder to the Commonwealth Bank regardless of the time or day discovered. The cardholder must also formally advise the Finance Manager of the loss or theft on the next working day.

Advice of a damaged card is to be provided to the Finance Manager who will organise a replacement card.

11.7 Corporate Credit Cardholders responsibilities

The cardholder is to ensure corporate credit cards are maintained in a secure manner and guarded against improper use. Credit card details are not to be released to anyone. Credit card purchases are to be through the Cardholder.

Corporate credit cards are to be used only for Cabonne Council official activities, there is no approval given for any private use.

All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.

Credit limits are not to be exceeded. Where credit limits are to be exceeded, the Finance Manager is to be notified so appropriate steps can be taken to ensure sufficient funds are available or balances are refreshed.

The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.

Purchases on the corporate credit card are to be made in accordance with Cabonne Council's Procurement Policy.

Monthly reconciliations of the credit card purchases are to be completed within seven (7) days of the date of the corporate credit card statement being issued by the Creditors department with all reconciliation dockets attached to equal the balance of credit used.

Corporate credit cards are to be returned to the Finance Manager on or before the employee's termination date with a full acquittal of expenses.

ATTACHMENT 1

Corporate Credit Cardholder Agreement

I (insert cardholder name) acknowledge and accept the conditions listed below which govern the use of the Cabonne Council Corporate Credit Card:

Conditions of Use

1. Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
2. Corporate credit cards are to be used only for Cabonne Council official activities, there is no approval given for any private use.
3. All documentation regarding a corporate credit card transaction is to be retained by, or provided to the cardholder and produced as part of the reconciliation procedure.
4. Credit limits are not to be exceeded.
5. The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
6. Observe all cardholder responsibilities as outlined by the card provider.
7. Purchases on the corporate credit card are to be made in accordance with Cabonne Council's Purchasing Policy.
8. Monthly reconciliation of credit card purchases is to be completed on the supplied template within seven (7) days of the date of the credit card statement being issued.
9. Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
10. Transactions shall be accompanied by a succinct explanation of why the expense was incurred.
11. Transactions shall be accompanied by a job number for costing purposes.
12. If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'.

Approval of this expense is referred to the General Manager for a decision.

Regular failure to provide documented records may result in the card being forfeited.

13. Should approval of expenses be denied by the General Manager the expense shall be met by the cardholder.
14. The cardholder shall sign and date the corporate credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.
15. Lost or stolen cards shall be reported immediately to the card provider and a written account of the circumstances shall be provided to the Finance Manager on the next working day.

16. Corporate Credit Cards are to be returned to the Finance Manager on or before the employee's termination date with a full acquittal of expenses.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee.

In the event of loss or theft through negligence or failure to comply with the Cabonne Council Corporate Credit Card Policy any liability arising from the use of the card may be passed to the cardholder.

The use of a Cabonne Council Corporate Credit Card is subject to the provisions of the Code of Conduct of Cabonne Council. Serious transgression of the above listed responsibilities or the Code of Conduct may result in an appropriate referral under the Corruption and Crime Commission Act 2003 and/or termination of employment.

Signed: (cardholder)

Date: (insert date)

Witness Name: (insert name)

Witness Signature: (signature)

Date: (insert date)

ATTACHMENT 2

CORPORATE CREDIT CARD RECONCILIATION TEMPLATE

Cardholders Name: _____

Month Ended: _____

All expenditure items must be listed:

DATE	Purchase Order	SUPPLIER	REASON FOR EXPENDITURE	AMOUNT	Job Number Allocation

I certify that all the purchases are of a business nature.

Cardholder Signature: _____

Date: _____

Approving Officer: _____

**If no tax invoice is supplied a declaration of expenditure must be provided for consideration to the General Manager.

Cabonne Council

Income Statement

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Actual 2018 ¹
Income from continuing operations				
<u>Revenue:</u>				
13,973	Rates and annual charges	3a	14,282	13,809
8,713	User charges and fees	3b	7,328	8,666
1,128	Interest and investment revenue	3c	1,220	1,154
555	Other revenues	3d	426	593
7,598	Grants and contributions provided for operating purposes	3e, 3f	8,677	11,198
17,913	Grants and contributions provided for capital purposes	3e, 3f	14,915	6,588
<u>Other income:</u>				
300	Net gains from the disposal of assets	5	242	478
-	Net share of interests in joint ventures and associates using the equity method	17	-	179
50,180	Total income from continuing operations		47,090	42,665
Expenses from continuing operations				
11,896	Employee benefits and on-costs	4a	11,370	11,398
133	Borrowing costs	4b	135	142
7,624	Materials and contracts	4c	4,512	7,035
10,603	Depreciation and amortisation	4d	10,995	10,646
4,918	Other expenses	4e	5,003	4,717
35,174	Total expenses from continuing operations		32,015	33,938
15,006	Operating result from continuing operations		15,075	8,727
15,006	Net operating result for the year		15,075	8,727
15,006	Net operating result attributable to council		15,075	8,727
(2,907)	Net operating result for the year before grants and contributions provided for capital purposes		160	2,139

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Income Statement should be read in conjunction with the accompanying notes.

Cabonne Council

Statement of Financial Position

as at 30 June 2019

\$ '000	Notes	2019	2018 ¹
ASSETS			
Current assets			
Cash and cash equivalent assets	6(a)	8,306	5,804
Investments	6(b)	38,500	39,500
Receivables	7	5,634	7,280
Inventories	8a	973	936
Other	8b	104	123
Total current assets		<u>53,517</u>	<u>53,643</u>
Non-current assets			
Receivables	7	1,297	1,359
Inventories	8a	41	41
Infrastructure, property, plant and equipment	10(a)	568,304	556,981
Intangible assets	12	139	139
Investments accounted for using the equity method	17	24,213	24,213
Other	8b	282	282
Total non-current assets		<u>594,276</u>	<u>583,015</u>
TOTAL ASSETS		<u>647,793</u>	<u>636,658</u>
LIABILITIES			
Current liabilities			
Payables	13	3,480	6,930
Income received in advance	13	297	291
Borrowings	13	219	207
Provisions	14	3,655	3,950
Total current liabilities		<u>7,651</u>	<u>11,378</u>
Non-current liabilities			
Payables	13	57	55
Borrowings	13	1,686	1,906
Provisions	14	1,631	1,626
Total non-current liabilities		<u>3,374</u>	<u>3,587</u>
TOTAL LIABILITIES		<u>11,025</u>	<u>14,965</u>
Net assets		<u>636,768</u>	<u>621,693</u>
EQUITY			
Accumulated surplus	15a	368,670	353,595
Revaluation reserves	15a	268,098	268,098
Council equity interest		<u>636,768</u>	<u>621,693</u>
Total equity		<u>636,768</u>	<u>621,693</u>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Orange360

Orange360: Abridged Report 2018

Orange360: Strategic Outlook – What does success look like?

1. **#1 Regional destination in Australia**
 - Increase in profile and awareness
 - Increase in visitor numbers
 - Double average spend by 2020 (\$510 per trip)
2. **Orange360 is THE tourism marketing association**
 - Collaborative partnerships and processes
 - More targeted and consistent marketing approach
 - Increase in Orange360 Partnerships
 - Sustainable events and businesses
3. **Viable Village Strategy**
 - Marketable event in each Village
 - Increase in product and packages (itineraries)
4. **Increase in Community Engagement**
 - Increase in Volunteer network
 - Increase in online community across social programs and newsletter subscription

2018 Significant WINS

- Successful regional/destination brand launched with growing awareness
We have also further developed an Orange360 brand for the Chinese market:
Orange 田园360 (Orange Countryside360)
- Agreement from Orange City Council that Orange360 will absorb the Visit Orange brand
- Strong and close working relationships with Tourism Managers
- Introduction of a new tiered Membership program
- Introduction of a new in-region event: **Orange Winter Fire Festival**
- Introduction of a new out-of-region event: **Pymont Festival**

Orange360

2018 Orange360 Membership

Total Orange360 members at 19/12 = 131

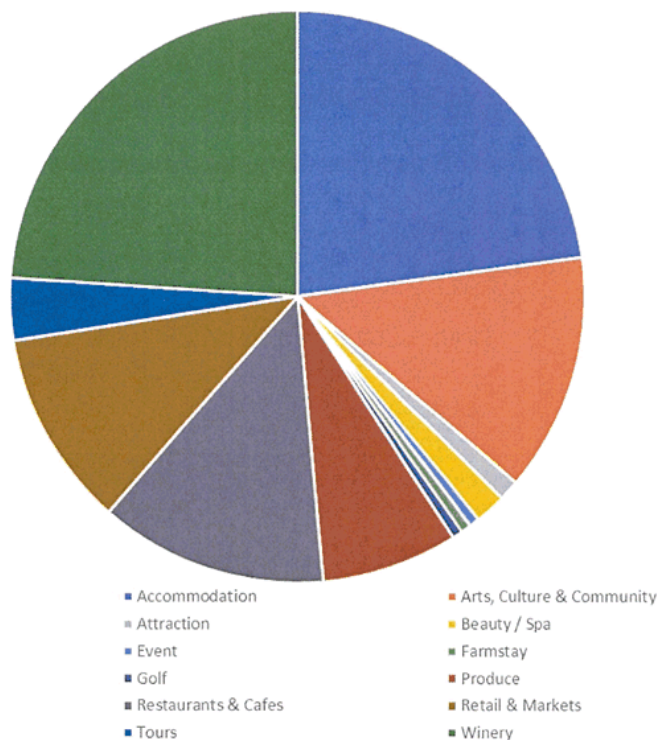
- 7 x Corporate (\$5000)
- 10 x Premium members (\$1500)
- 75 x Standard members (\$300)
- 21 x Basic members (\$150)
- 18 x Free members (FREE)

2018 Membership growth year on year:

- Unit increase – 16.5%
- Revenue increase – 76.1%

Total current Orange360 members at 31/03 = 173

- 7 x Corporate (\$5000)
- 12 x Premium members (\$1500)
- 95 x Standard members (\$300)
- 36 x Basic members (\$150)
- 24 x Free members (FREE)



On average membership tends to grow at 15 new members each month. Key areas for growth include the accommodation, hospitality and retail sectors. Of note is the number of smaller accommodation providers which will soon replace the wineries as the largest member segment.

Our target is to have at least 300 members by December 2019 which will be a significant achievement.

Orange360

In-region events: Survey Data Capture

Orange360 is responsible for the data capture from each in region event with Exit Interviews conducted at each festival's night market.

1. **Banjo Paterson Festival:** this year attracted a younger demographic (possibly skewed by the fine weather). Visitors predominately stayed with "family/friends for 3 nights".
2. **Orange F.O.O.D Week:** largest demographic 31-40, 10% from Regional NSW and 10% from Sydney, 86% of whom stayed for 3.2 nights in paid accommodation.
3. **Winter Fire Festival:** broad appeal, 25% from Regional NSW, 10% from Sydney and 5% interstate. 1.5 night stay predominately in B&Bs.
4. **Orange Wine Festival:** largest demographic 21-30, 5% from Regional NSW, 10% from Sydney, 2% interstate and 2% O/S, visitors stayed for 2.8 nights mainly in Hotel/Motels.

Currently there is no effective granular measurement tool specific that allows us to measure visitation attributable to out-of-region events or marketing campaigns for our region. This is currently being addressed by Orange City Council who are investing in this are for all of our benefit.

The data tool will allow us to analyse consumer spend data across the variety of activities and accommodation types, as well how the economic benefit across our villages.

This said we have been able to capture data via an **Exit Survey from Orange Visitor Centre:**

- **418 participants for 2018**
- **Average length of stay 3.9 nights**

As you can see this is a very positive outcome even before the deadline of June 2020. This result was also reiterated with a report released from Tourism Research Australia that highlighted that the Central West was the number 1 regional country destination in Australia. This position was based on the length of stay and average level of spend per stay. *We even beat Canberra.*

Orange360

Orange360: Operational Plan – Next steps?

1. Digital Maps

- Digitalise our Wine and Food trails
- Allow local and industry influencers to curate

2. Increased amount of bookable product and experiences including Villages

- Orange360
- DNSW
- Export Ready

3. Orange Region Bicycle Project

The primary purpose of the project is to address the decline of rural villages through creating new employment opportunities in tourism and hospitality by enhancing existing and developing new bicycle infrastructure required to support bicycle tourism.

The Orange Regional Bicycle Tourism project will be a regionally iconic tourism activation project that will create structural change in the regional economy and deliver jobs and growth that will continue over time due to:

- Increased visitor numbers;
- Increased length of stay; and
- Increased average spend per visit.

Key project strategies will include:

1. Implement bicycle tourism infrastructure throughout the region in larger towns, villages and on routes between all;
2. Support locals in developing tourist service business opportunities that capitalise on the infrastructure;
3. Promote the region as a diverse bicycle tourism centre with broad appeal from the novice through to the competitive; and,
4. Encourage support for the project through community engagement, education and workshops.

The bike trails will be multifaceted to service serious bike riders of different levels of competence, leisure bike riders and mountain bike riders, all year round.

Expenditure Statements for Items and Projects

For the Period 1 January 2018 to 31 December 2018

Prepared by TDO Ltd

For the exclusive use of Orange City Council

Date Prepared: 19th December 2018

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Expenditure Statement
TDO Ltd T/A Orange360
Period 1 July 2017 - 31 December 2018

Item: Operating Task Allocation

Income	\$
Rent and office establishment fees, new stationery	35,000
Website development	20,000
Regional Volunteer network set up	5,000
Regional Brand review	10,000
Recruitment EO	15,000
Accounting and audit fees - setup and first audit	15,000
Funding - Department of Primary Industries	75,000 *
	<u>175,000</u>
Expenses	
Orange360 management costs	9,883
Volunteer development	1,627
Branding strategy	52,923
Rent and office set up	23,515
Website & web development	47,723 ^
Recruitment EO	10,250
Recruitment TDO staff	9,207
Audit and ASIC fee	1,951
	<u>157,078</u>
Net Profit/(Loss)	\$17,922

Notes

This funding was allocated as setup costs applicable to year 1 only for TDO Ltd.

Therefore this expense statement relates to 1 July 17 - 30 June 18.

^ Part of these costs have been recorded as an asset rather than expense

* Received on 8/9/2017

Additionally, a \$5,000 volunteer recruitment drive is planned for 2019. Branding rollout of railway and Orange Visitor's Information Centre signage is budgeted for 2019 at a cost of \$5,000.

Note that all figures exclude GST.

Expenditure Statement
TDO Ltd T/A Orange360
Period 1 January - 31 December 2018

Item:	Tourism Packages/Marketing Campaigns	
Income		\$
Council sponsorship		37,969
Management fees - Orange Flying High Project		28,232
DPI Funding		50,000
		<u>116,201</u>
Expenses		
Orange360 management costs	28,584	
Tourism packages	65	
Cycling Project	9,446	
Orange Flying High Project	60,000	
Agritourism	3,200	
		<u>101,295</u>
Net Profit/(Loss)		14,906

Note that all figures exclude GST.

3

Expenditure Statement
TDO Ltd T/A Orange360
Period 1 January - 31 December 2018

Item: *Media and Journalist Famils*

Income	\$
Council sponsorship	5,063
	<u>5,063</u>
Expenses	
Orange360 management costs	20,374
Direct costs Industry Famils	11,817
	<u>32,191</u>
Net Profit/(Loss)	(\$27,128)

Note that all figures exclude GST.

4

Expenditure Statement
TDO Ltd T/A Orange360
Period 1 January - 31 December 2018

Items:	General Marketing	
	Regional Marketing	
	Allocation of staff time on marketing and promotions	
Income		\$
OC Council sponsorship		30,375
OC Council sponsorship		20,125
OC Council sponsorship		94,104
Blayney Council sponsorship		50,000
Cabonne Council sponsorship		96,212 ^
Wine and Food Guide Advertising		818
		<u>291,634</u>
Expenses		
Orange360 management costs		88,260
Marketing direct costs		29,895
Event reviews		4,000
		<u>122,155</u>
Net Profit/(Loss)		\$169,479

Notes

\$115,000 has been allocated towards Destination NSW campaign in 2019.

^ Partly relates to July - Dec 17 period.

Note that all figures exclude GST.

5

Expenditure Statement
TDO Ltd T/A Orange360
Period 1 January - 31 December 2018

Item: **Member development and forums**

Income	\$
Council sponsorship	10,125
Membership fees	<u>39,573</u>
	<u>49,698</u>
 Expenses	
Orange360 management costs	24,327
Membership recruitment/development	<u>12,874</u> ^
	<u>37,200</u>
 Net Profit/(Loss)	 \$12,498

Notes

Membership income has been included here, however we note that these funds are used to also promote the region.

^ Includes costs associated with design and printing of new membership prospectus

Note that all figures exclude GST.

6

Expenditure Statement
TDO Ltd T/A Orange360
Period 1 January - 31 December 2018

Item:	VIC Famils	
Income		\$
Council sponsorship		8,303
		<u>8,303</u>
Expenses		
Orange360 management costs		912
Volunteer development		2,020
		<u>2,932</u>
Net Profit/(Loss)		5,370

Notes

In September 2018 a famil was booked for the staff of Orange Visitor's Information Centre. This was cancelled due to refurbishment of the centre.

Note that all figures exclude GST.

7

Expenditure Statement
TDO Ltd T/A Orange360
Period 1 January - 31 December 2018

Event:	Maintain accommodation register and online booking system as required to preserve Level 1 VIC accreditation	
Income		\$
Council sponsorship		12,500
		<u>12,500</u>
Expenses		
Orange360 management costs		31,549
		<u>31,549</u>
Net Profit/(Loss)		(\$19,049)

Note that all figures exclude GST.

9

Expenditure Statement
TDO Ltd T/A Orange360
Period 1 January - 31 December 2018

Event: *Maintain the Data Warehouse system information as required to preserve Level 1 VIC accreditation*

Income	\$
Council sponsorship	12,500
DNSW Get Connected Updates	290
	<u>12,500</u>
 Expenses	
Orange360 management costs	64,618
	<u>64,618</u>
 Net Profit/(Loss)	 (\$52,118)

Note that all figures exclude GST.

9

Expenditure Statement
TDO Ltd T/A Orange360
Period 1 January - 31 December 2018

Program:	<i>Survey data collation and annual visitor profile review and update</i>	
Income	\$	
Council sponsorship	10,650	
		10,650
Expenses		
Orange360 management costs	3,801	
Contractors	336	
		4,137
Net Profit/(Loss)		\$6,513

Notes

WIR tool \$5000 allocation in 2019

Note that all figures exclude GST.

10

Expenditure Statement
TDO Ltd T/A Orange360
Period 1 January - 31 December 2018

Item:	Allocation for out of region events run by TDO for events sponsorship	
Income		\$
Council sponsorship		70,000
Lane Cove - Food and Wine by the River		7,000
Pymont Festival Income		3,332
Glasses		7,200
		<u>87,531</u>
Expenses		
Orange360 management costs	50,858	
Glasses	7,678	
Lane Cove - Food and Wine by the River	1,688	
Pymont Festival Expenses	24,674	
Watson's Bay Event (cancelled 2018)	5,751	
Taste Orange @ Barangaroo (2017 Event)	159	
		<u>90,808</u>
Net Profit/(Loss)		(\$3,276)

Note that all figures exclude GST.

11

Expenditure Statement
TDO Ltd T/A Orange360
Period 1 January - 31 December 2018

Item:	Allocation for staff time for in region events support
Income	\$
Council sponsorship	20,000
Destination NSW sponsorship	20,000
Marketing fees	8,000
Banjo Paterson Festival	30,171
F.O.O.D. Week	11,635
Glasses	4,344
Orange Flying High - Winter Fire Festival	16,000
Winter Fire Festival	1,144
Apple Ramble	5,631
	<u>116,925</u>
Expenses	
Orange360 management costs	6,766
Apple Ramble	5,221
Glasses	4,633
Orange Wine Festival	401
Winter Fire Festival	45,830
Banjo Paterson Festival	31,666
F.O.O.D. Week Costs	1,666
	<u>96,183</u>
Net Profit/(Loss)	\$20,742

Note that all figures exclude GST.

12

Notes to the Expenditure Statements

The attached Expenditure Statements have been prepared by TDO Ltd specifically for the use of Orange City Council and therefore may not be suitable for another purpose.

The Expenditure Statements have been prepared on an accruals basis and all figures exclude GST where applicable.

The Expenditure Statements cover the period 1 January 2018 to 31 December 2018, except for the Operating Task Allocation Statement which covers the period 1 July 2017 – 31 December 2018 as requested by Orange City Council. These were physically prepared mid December 2018 and as a result, some of December 2018 activity has been estimated using forecasts, budgets and other means in some cases.



P M W A U D I T

Accountants & Advisors

Servicing our clients since 1947

Postal
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65 Hill Street
(Cnr Hill & Summer Streets)
Orange NSW 2800

Telephone
02 6362 1966

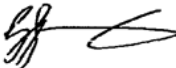
Facsimile
02 6362 7872

Email
admin@pmwpartners.com.au

Website
pmwpartners.com.au

Verification by Auditor

I, Graham Spalding, a registered company auditor with ASIC, have reviewed the accompanying expenditure statements on pages 2 to 13 and found the financial information contained within to be a true and fair reflection of the income and expenditure of the events and projects listed as managed by TDO Limited for the period 1 January 2018 to 31 December 2018, taking into consideration the Notes above. My testing reflects that the Council amounts contributed have been expended in an appropriate manner as guided by the Council contract dated 4 July 2017. KPI's and other contract terms have not been reviewed as part of this process and no opinion is provided.

Signed: 

Dated: 19 December 2018

Registered Company Auditor Number: 491 557



CHARTERED ACCOUNTANTS™
AUSTRALIA + NEW ZEALAND

ABN 69 321 910 551
Liability limited by a scheme approved under Professional Standards Legislation*



CABONNE COUNCIL
 PO Box 17 MOLONG NSW 2866
 TELEPHONE : 02 6392 3200
 FACSIMILE: 02 6392 3260
 Email: council@cabonne.nsw.gov.au
 Website: www.cabonne.nsw.gov.au

Event Assistance Program Application Form

1. Details of the Organisation

Name of Organisation

Central West Disc Golf

Organisation Address

House Number/Name/ PO Box

306

Street/Road

Sandy Creek Road

City

Molong

State

NSW

Postcode

2866

Telephone

0400121525

Fax

Email

Kevin.costa@det.nsw.edu.au

Contact Person

Kevin Costa

Position in Organisation

President

Is the organisation registered for GST not registered for GST

Does the organisation have an ABN? yes no

Does the organisation have insurance, including public liability cover? yes no (copy included)

What is the aim of your organisation?

To develop the sport of Disc Golf in the Central West of NSW. Disc Golf is one of the fastest growing sports in the world, with over 2 million people now regularly playing around the world. The sport is very inexpensive to play and at a beginners level is very accessible in terms of skill. As such it is open to people of all backgrounds, irrespective of age, gender, socio-economic background or ability. We aim to grow the sport of Disc Golf by engaging the wider Cabonne Community, as well as to develop a local facility which will attract players to events, league days and social play. To this end we will provide our expertise and energy to provide coaching clinics, "come and try days", as well as organise regular league days and major events.

Does your organisation have a plan/strategy? yes no

(Please attach if yes)

Cabonne Council – Event Assistance Program – 2019/2020 Application

2. Event Title

Name of the event

NSW Open Disc Golf Championships 2019

Funding Category Applying For (Please tick)

 Flagship Event Core Event Developing Event
3. Details of the Proposal

Please provide a general description of the event.

The NSW Open is the peak Disc Golf event held in NSW during 2019 and after much work the Central West Disc Golf Club has been granted hosting rights for this event. We will be holding the event over the course of the October weekend, with players travelling from interstate, as well as the possibility of some international players. At this level Disc Golf is a highly skilled sport which is also a popular spectator sport in many countries. The event would be held at the Molong Golf Course, with most players being in and around Molong for four days around the event. We are engaging the local community in a range of ways from provision of accommodation, catering, sponsorship, physical support, purchase of supplies, spectating, as well as a small group of local competitors.

We will also be working with the Molong Advancement Group during their "Turn Molong Pink" Weekend to support Breast Cancer Awareness and Treatment – with a pink theme and fundraising for this cause as part of the event.

We will also be offering three local junior scholarships to engage local young people in the event (Disc Golf is currently running as a weekly school sport at Molong Central School and is played as a PE sport in multiple schools in Orange).



Cabonne Council – Event Assistance Program – 2019/2020 Application

Where and when is the event to take place?

Set Up: 3rd October
 Practice Day: 4th October
 Competition: 5th-6th October
 Follow up Social Play and Pack Up: 7th October

How will the event raise the profile of the Cabonne Council?

We will have players travelling from around the country for this event – already this far out we have players registered from Victoria, South Australia, Western Australia, Queensland, ACT and various places around NSW (Sydney, Newcastle, Orange, Dubbo). These players will be accommodated around Molong and will be encouraged to make use of local businesses and attend the Monday Molong Country Markets. We will also engage in a significant regional media campaign to promote the event, as well promotion of the event through Nationwide Disc Golf channels. To this point we have held radio and newspaper interviews regarding the event and this will ramp up as we approach the event.

What local business opportunities will be created?

Accommodation of competitors and their families. Meals purchased locally. Employment of locals through catering. Financial contribution to hosting Molong Golf Club through bar sales, catering funds and direct donation to Golf Club factored into all player registrations. All players also receive a range of local goods as part of their “players’ pack” which will have been purchased from local businesses. Additionally purchase of a range of materials needed for set up event (paint, concrete...etc) will all happen locally.

How many people are expected to attend the event from within and outside the Shire?

We are expecting somewhere in the order of 70 competitors, plus families for many of these. Additionally we have support numbers in the order of 40-50 (catering, Golf Club members, local helpers). We also expect spectators, with this number difficult to quantify as we will be promoting this as a highly-skilled spectator sport through a range of media channels.

What benefits will be returned to the Cabonne Community

Financial benefit to the community as outlined above through accommodation, spending, meals, catering...etc all sourced locally. Significant event which will provide usage and benefit to the currently underutilised Molong Golf Course. Through this event the development of Disc Golf as a local sport accessible to a wide cross-section of the community, with the resulting health and wellbeing benefits which this low-impact, accessible sport will provide. A follow on from this event will be the installation of a permanent public Disc Golf Course on the grounds of the Molong Golf Course. Additionally the profile provided to Cabonne Shire as a destination will see an increase in visitation, both during and following on from the event.

Please list any other community groups involved with this event?

Molong Golf Club, Molong Advancement Group, Molong Yarn Market.

<input style="width: 40px; height: 25px;" type="checkbox"/>

4. Assistance requested

Type of assistance	Details	Value of Assistance exclusive of GST <small>(Council to provide estimate for in kind items)</small>
Trophies/ Medals for Events	3 place medals for each division	\$110
Signage/ banners for event	2 x Teardrop Banners from Edusigns	\$390
Total Assistance requested		\$500

Cabonne Council – Event Assistance Program – 2019/2020 Application

Will you require payment of EAP grant prior to lodging the Acquittal Form (please tick)		X yes <input type="checkbox"/> no

5. Supporting Information

The following supporting information is attached with this application:

APPLICANT		INFORMATION	COUNCIL	
YES	NO		YES	NO
Please tick ✓				
		A quote outlining project costs (if applicable)		
		Two (2) letters of support		

6. Applicants Signature

The applicant, or the applicant's agent, must sign the application

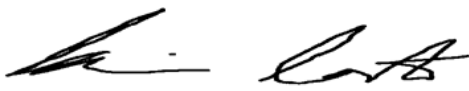
Name

Kevin Costa

Position in Organisation

President

Signature



Date

6/8/19

OFFICE USE ONLY

Tick ✓	Date	Name	Signature

Cabonne Council – Event Assistance Program – 2019/2020 Application

Grant acquittal completed and returned.			
Funding provided to applicant			

Cabonne Council – Event Assistance Program – 2019/2020 Application



Sportscover Australia Pty Ltd

A.C.N. 006 637 903
 A.B.N. 43 006 637 903
 AFS Licence No. 230914

CERTIFICATE OF CURRENCY

CERTIFICATE NO. 47092

This certificate confirms that the under mentioned policy is effective in accordance with the details shown.

Name of Insured:	AUSTRALIAN FLYING DISC ASSOCIATION INC NEW SOUTH WALES FLYING DISC ASSOCIATION INC AUSTRALIAN DISC GOLF INC
Cover:	Public Liability: \$20,000,000 any one occurrence Products Liability: \$20,000,000 any one occurrence and in the aggregate Professional Indemnity: \$5,000,000 any one claim and in the aggregate Management Liability: \$5,000,000 any one claim and in the aggregate (For The Business of Disc Sports only)
Sport/Business:	Disc Sports
Excess:	As per policy schedule.
Period of Insurance:	31/12/2018 to 31/12/2019
Underwriter:	Certain Underwriters at Lloyd`s
Policy Number:	PMEL99/0107355
Counterparties:	Albury City Council, Armidale Dumaresq Council, Barker College, Hornsby, Barrenjoey High School, Avalon Beach, Bathurst Regional Council, Baulkham Hills Shire Council, Blacktown Council, Blue Mountains City Council, Botany Bay Council, Byron Shire Council, Campbelltown City Council, City of Canada Bay Council, Canterbury Bankstown Council, City of Sydney, Centennial and Moore Park Trust, Coffs Harbour City Council, Dubbo City Council, Gosford City Council, Hornsby Shire Council, Hunters Hill Council, Ku-Ring-Gai Council, Lane Cove Council, Lake Macquarie Council, Leichhardt Council, Macquarie University, Marrickville Council, Mid-Western Regional Council, Northern Beaches Council, Newcastle City Council, Newcastle Track and Field Association, North Sydney Council, Orange City Council, Parramatta City Council, Penrith City Council, Port Stephens Council, Queanbeyan City Council, Randwick City Council, Rockdale Council, Ryde City Council, St. Joseph's College, Hunters Hill, St. Patrick's College, Strathfield, Strathfield City Council, Sutherland Shire Council, Sydney Olympic Park Authority, Tamworth City Council, Temora Shire Council, University of New South Wales, University of Newcastle, University of Sydney, Waverley Council, Willoughby City Council, Wollongong City Council, Woollahra Council, Wyong Council, Blacktown International Sportspark, Maitland City Council, Wagga Wagga City Council, Cowra Shire Council, Young Shire Council, Bland Shire Council, Marsden High School, University of

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UNDERWRITING AGENCY OF THE YEAR INAUGURAL WINNER

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Wollongong, Liverpool City Council, Snowy River Shire Council, Snowy Hydro Ltd and Chief Executive OEH, the Minister and the Crown in right of the State of NSW shall be indemnified for acts of negligence by the insured only arising out of the playing of the sport nominated in the schedule.

For full terms, conditions and exclusions please refer to Your Policy Wording version Association_Liability_Policy_Wording_01.17.



31/12/2018

DATE

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UNDERWRITING AGENCY OF THE YEAR INAUGURAL WINNER

sportscover.com

7 August 2019



Cabonne Shire Council
WC01017

30/06/2018 - 30/06/2019

18/19 Wages Adjustment

P = (BTP x CPA) - ESI - MSI - A + D

Basic Tariff Premium (BTP)

Industry Classification	Rate	DDL	Wages
811300 Local Government Administration	2.594%	0.0110%	\$12,201,601
BTP is adjusted based on your actual wages submitted			
Total BTP			\$316,509.53

Claims Performance Adjustment

Claims Performance Measure (CPM)			Claims Performance Rate (CPR)	
Year	BTP	Included Costs*	CPM / SPM = CPR	
1st Year	305,964	12,425	Your CPM	8.43%
2nd Year	289,474	48,973	SPM	4.55%
3rd Year	312,437	15,102	Your CPR	185.27%
Total	907,875	76,500	CPA	1.600
Your CPM CC / BTP		8.43%	BTP x CPA	\$506,415.25
Included costs are 'as at' the start of this period for the purpose of this wage adjustment calculation			Employer Safety Incentive (ESI)	-\$31,650.95
Apprentice Incentive (A)			Performance Adjusted BTP	\$474,764.30
Dust Disease Contribution (D)			Claims Adjusted Premium	\$401,188.64
			n/a	
			Subtotal	\$401,188.64
			Wages x DDL Rate	\$1,342.18
			Claims Adjusted Max Premium	\$402,530.82
			Includes GST	\$36,593.71

18/19 Estimated Premium **\$398,847.12****Balance Payable** **\$3,683.70**For more information, please contact memberservices@statecover.net.au

7 August 2019



Cabonne Shire Council
WC01017

30/06/2018 - 30/06/2019

18/19 Wages Adjustment

P = (BTP x CPA) - ESI - MSI - A + D

Basic Tariff Premium (BTP)

Industry Classification	Rate	DDL	Wages
811300 Local Government Administration	2.594%	0.0110%	\$12,201,601
BTP is adjusted based on your actual wages submitted			
Total BTP			\$316,509.53

Claims Performance Adjustment

Claims Performance Measure (CPM)			Claims Performance Rate (CPR)	
Year	BTP	Included Costs*	CPM / SPM = CPR	
1st Year	305,964	12,425	Your CPM	8.43%
2nd Year	289,474	48,973	SPM	4.55%
3rd Year	312,437	15,102	Your CPR	185.27%
Total	907,875	76,500	CPA	1.600
Your CPM CC / BTP			BTP x CPA	\$506,415.25
			Employer Safety Incentive (ESI)	-\$31,650.95
			Performance Adjusted BTP	\$474,764.30
			Claims Adjusted Premium	\$401,188.64
Included costs are 'as at' the start of this period for the purpose of this wage adjustment calculation				
Apprentice Incentive (A)			n/a	
			Subtotal	\$401,188.64
Dust Disease Contribution (D)			Wages x DDL Rate	\$1,342.18
			Claims Adjusted Max Premium	\$402,530.82
			Includes GST	\$36,593.71

18/19 Estimated Premium **\$398,847.12****Balance Payable** **\$3,683.70**For more information, please contact memberservices@statecover.net.au



7 August 2019

**Cabonne Shire Council
WC01017**

30/6/2019 to 30/06/2020

Renewal Premium

$$P = (BTP \times CPA) - ESI - MSI - A + D$$

Basic Tariff Premium (BTP)

Industry Classification	Rate	DDL	Wages
811300 Local Government Administration	2.594%	0.0080%	\$12,502,650

BTP is calculated using your WIC x your total wages

Total BTP \$324,318.74

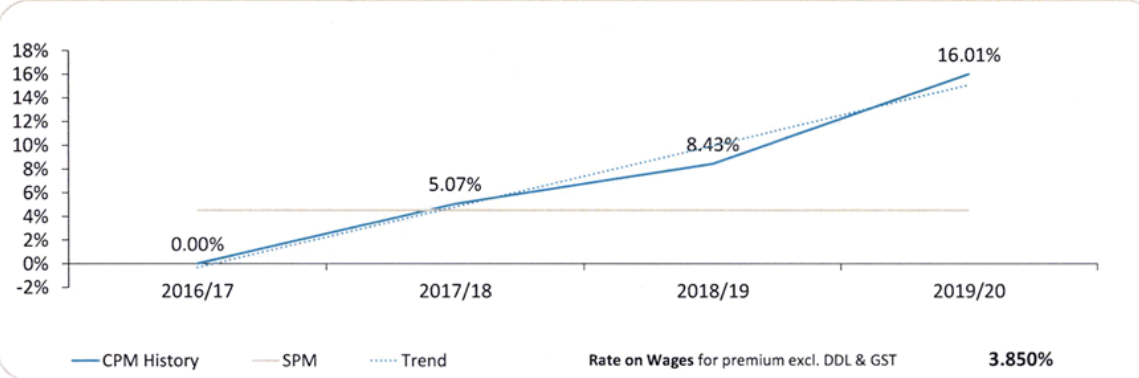
Claims Performance Adjustment (CPA)

Claims Performance Measure (CPM)			Claims Performance Rate (CPR)	
Year	BTP	Included Costs	CPR = CPM divided by the Scheme Performance Measure (SPM)	
1st Year	316,510	56,913	Your CPM	16.01%
2nd Year	305,964	40,118	SPM	4.55%
3rd Year	289,474	48,973	Your CPR	351.87%
Total	911,947	146,005	CPA	2.500
Your CPM CC / BTP 16.01%			BTP x CPA	\$810,796.85
<p>Included costs are paid weeklies and lump sums, not total claim cost</p>			Employer Safety Incentive(ESI)	-\$32,431.87
			Performance Adjusted BTP	\$778,364.98
			Claims Adjusted Max Premium	\$529,487.23

Discounts and Levies

Apprentice Incentive (A)	n/a	
Dust Disease Levy Contribution (D)		
Subtotal before levies		\$529,487.23
Wages x Dust Disease Rate		\$1,000.21
Total Premium		\$530,487.44
less GST		\$48,226.13

Claims Performance History



Member Benefits

Work Health and Safety Incentive	\$36,604.80
Mutual Performance Benefit	\$31,650.95



For more information, please contact your Member Services Manager at memberservices@statecover.net.au or Jane Hunt, Senior Underwriter at jane.hunt@statecover.net.au

7 August 2019



**Cabonne Shire Council
WC01017**

30/6/2019 to 30/06/2020

Renewal Premium

$$P = (BTP \times CPA) - ESI - MSI - A + D$$

Basic Tariff Premium (BTP)

Industry Classification	Rate	DDL	Wages
811300 Local Government Administration	2.594%	0.0080%	\$12,502,650
<p>BTP is calculated using your WIC x your total wages</p>			<p>Total BTP \$324,318.74</p>

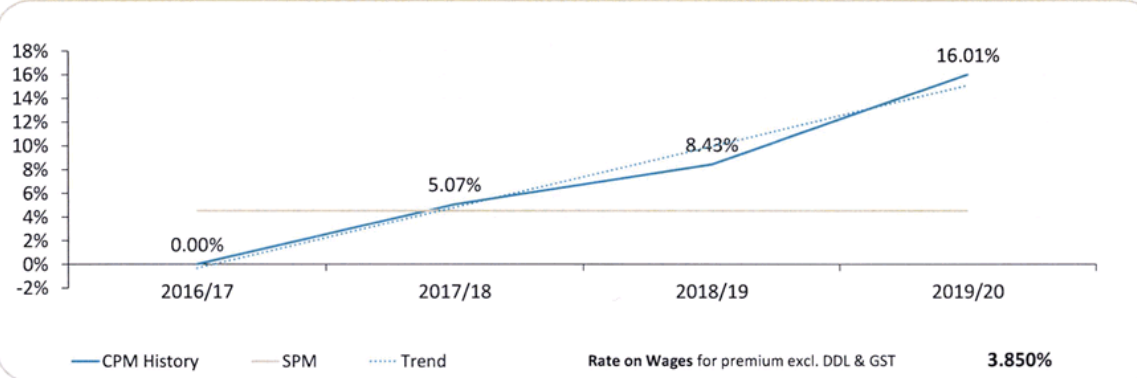
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Total	911,947	146,005	CPA	2.500
<p>Your CPM CC / BTP 16.01%</p> <p>Included costs are paid weeklies and lump sums, not total claim cost</p>			<p>BTP x CPA \$810,796.85</p> <p>Employer Safety Incentive(ESI) -\$32,431.87</p> <p>Performance Adjusted BTP \$778,364.98</p>	
			Claims Adjusted Max Premium	\$529,487.23

Discounts and Levies

Apprentice Incentive (A)	n/a	
Dust Disease Levy Contribution (D)	Subtotal before levies	\$529,487.23
	Wages x Dust Disease Rate	\$1,000.21
	Total Premium	\$530,487.44
	less GST	\$48,226.13

Claims Performance History



Member Benefits

Work Health and Safety Incentive	\$36,604.80
Mutual Performance Benefit	\$31,650.95



For more information, please contact your Member Services Manager at memberservices@statecover.net.au or Jane Hunt, Senior Underwriter at jane.hunt@statecover.net.au



CABONNE COUNCIL
 PO Box 17 MOLONG NSW 2866
 TELEPHONE : 02 6392 3200
 FACSIMILE: 02 6392 3260
 Email: council@cabonne.nsw.gov.au
 Website: www.cabonne.nsw.gov.au

Event Assistance Program Application Form

1. Details of the Organisation

Name of Organisation

Orange Regional Vignerons Association

Organisation Address

House Number/Name/ PO Box

Street/Road

P.O Box 1363

City

State

Postcode

Orange

NSW

2800

Telephone

Fax

Email

0409 780 810

nicole@rowleewines.com.au

Contact Person

Position in Organisation

Nicole Samodol

President

Is the organisation registered for GST not registered for GST

Does the organisation have an ABN? yes 82428195887 no

Does the organisation have insurance, including public liability cover? yes no

What is the aim of your organisation?

The aim of the Orange Region Vignerons Association (ORVA) is to promote and support the wine and producers in the Orange Wine Region. The Orange Wine Festival is the most significant component of this promotion and support for the industry.

ORVA also conducts the Orange Region Wine Show – providing invaluable benchmarking open only to wines whose grapes are grown in the Orange Wine Region.

ORVA also holds and participates in industry workshops for members and promotes the region at out of region, interstate and international wine events.

Does your organisation have a plan/strategy? yes no

(Please attach if yes)

2. Event Title

Name of the event

2019 Orange Wine Festival

Funding Category Applying For (Please tick)

Flagship Event Core Event Developing Event

3. Details of the Proposal

Please provide a general description of the event.

The Orange Wine Festival in its current 10 day format has been held annually since 2005. It will be held over 10 days in Spring from Friday 18th to Sunday 27th October.

The Orange Wine Festival is the only major consumer and industry wine event in the Orange Region. During the 10 days over 80 events will showcase the region's cool climate wines through signature events such as the Orange Wine Show Tasting, Wine and Food Night Market, Wine in the Vines, other tastings, workshops, dinners, lunches and events that combine other attributes of the Orange Region such as local produce, music, art, gardens and history.

The festival continues to build awareness of the region with cool climate wines and produce being a major drawcard and catalyst for visitation. It also is a vehicle that is building community pride both in our products and clean environment.

During the Festival visits to cellar door increases and encourages a 'connection' to the region – a message we find is increasingly being spread when visitors return home.

Where and when is the event to take place?

The Orange Wine Festival will be held from the 18th to 27th October 2019. Events will take place in all areas of the Orange Wine Region including the LGA's of Cabonne, Orange and Blayney.

How will the event raise the profile of the Cabonne Council?

In 2019, there will be approximately 25 cellar door and businesses located in Cabonne participating in the Wine Festival (this includes the Canowindra Baroquefest).

Over 30 events will be held in Cabonne and many wineries are involved in events being held in Orange. Many of the events will also showcase local produce and producers from Cabonne.

Cabonne Council will also receive exposure via:

Logo of Orange Wine Festival Digital Program (www.orangewinefestival.com.au) and posters (applicable at \$5,000 sponsorship). These posters will be displayed prominently around the Orange CBD as well as the villages of the region.

Additionally, advertising space is offered on the Orange Wine Festival website at a level of \$5,000.

Promotion of sponsors through social media, In 2018 there was 78 plus dedicated Facebook posts plus a Facebook advertising campaign – achieved an accumulated reach of 510,662 and 2,043 website clicks and on Instagram posts x 21 achieved an accumulated reach of 159,000 and 163 website clicks.

Cabonne promotional material at the Orange Wine Festival Information Counter which will be set up at the Orange Visitor Information Centre.

Alternatively, at a level of \$5000 Sponsorship of the Orange Wine Festival Night Market is available and which would provide Cabonne the opportunity to promote the Australia's Food Basket branding and show of support for the wine and food industry..

Cabonne Council – Event Assistance Program – 2019/2020 Application

What local business opportunities will be created?

Three of the key marketing objectives for this year's festival (being delivered by Orange 360 and The Cru PR Company) are:

- Position the Orange & District as a highly desirable cool climate, wine region
- Increase festival numbers
- Increase overnight stay

This will result in increased numbers visiting cellar doors, accommodation venues and other businesses in the Cabonne Shire. Additionally we will continue to build community engagement to further foster the VFR market and promote to other regions to encourage day trippers to the festival.

In 2018 participating Cellar Door businesses 33.33% stated that their sales were up on last year's event. Accommodation was at over 70% occupancy. 46.67% of cellar door customers were from outside the region.

Local produce is sourced from many local Cabonne Producers.

How many people are expected to attend the event from within and outside the Shire?

Orange Wine Show Tasting - 400
 Wine Festival Night Market - 6,000
 Wine in the Vines - 180
 Vino Express (running both weekends in 2019) - 80

There are also approximately 80 other events during the festival with attendances from 10 to 150 people.

What benefits will be returned to the Cabonne Community

Bringing new visitors to the region. There will be continued marketing to Canberra.

The variety of events will assist in building longer term relationships to encourage return visits. Along with Orange 360 and FOOD Week our aim is to promote - 'its Food and Wine Week every week'.

The festival provides an opportunity to develop ongoing commercial relationships with Cabonne businesses through newsletter signups and digital communication.

Increases the awareness of the partnership between Cabonne and Orange.

People visiting the region will be encouraged to discover our historic villages and farm gates.

The entire region will benefit from wide ranging media coverage including both national, interstate, state and regional articles that will showcase our people, places and produce.

The region will benefit from wine and lifestyle journalists and social influencers visiting the region and sharing their perspective on everything there is to see and do.

Please list any other community groups involved with this event?

Orange 360 - delivery of Marketing Plan and Event Support
 F.O.O.D Week - assists with promotion
 Canowindra Baroquefest
 Rotary Club of Orange - holding a community market during the Festival

4. Assistance requested

Type of assistance	Details	Value of Assistance exclusive of GST (Council to provide estimate for in kind items)
Marketing Support (see attached plan)	Production of marketing collateral. Costs of advertising	\$5,000
or		\$
Orange Wine Festival Night Market	Sponsorship of the Event – see details on the attached Sponsorship Proposal	\$5,000
		\$
		\$
Total Assistance requested		\$5000
Will you require payment of EAP grant prior to lodging the Acquittal Form (please tick)		<input checked="" type="checkbox"/> yes <input type="checkbox"/> no

Cabonne Council – Event Assistance Program – 2019/2020 Application

5. Supporting Information

The following supporting information is attached with this application:

APPLICANT Please tick ✓		INFORMATION	COUNCIL	
YES	NO		YES	NO
X		A quote outlining project costs (if applicable) - Marketing		
X		Two (2) letters of support		

6. Applicants Signature

The applicant, or the applicant's agent, must sign the application

Name

Nicole Samodol

Position in Organisation

President

Signature

Date

OFFICE USE ONLY

Tick ✓	Date	Name	Signature

Will you require payment of EAP grant prior to lodging the Acquittal Form (please tick)		<input checked="" type="checkbox"/> yes <input type="checkbox"/> no

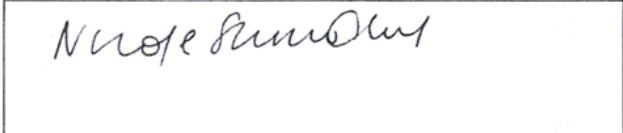
5. Supporting Information

The following supporting information is attached with this application:

APPLICANT		INFORMATION	COUNCIL	
Please tick ✓			YES	NO
YES	NO			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A quote outlining project costs (if applicable) - Marketing		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two (2) letters of support		

6. Applicants Signature

The applicant, or the applicant's agent, must sign the application

Name	Position in Organisation
Nicole Samodol	President
Signature	Date
	8 August 2019

OFFICE USE ONLY

Tick ✓	Date	Name	Signature



7th August, 2019

Ms Nicole Samadol
President
Orange Regional Vignerons Association (ORVA)

Dear Nicole

CABONNE EAP Application for the 2019 Orange Wine Festival

On behalf of F.O.O.D Week Inc., I write to offer my support of the application for the Cabonne EAP Funding for the 2019 Orange Wine Festival.

Orange Regional Vignerons Association (ORVA), has a strong history of supporting and assisting in the promotion of Orange region events including F.O.O.D Week, Winter Fire Festival, the Arts and Sporting Events.

The Orange Wine Festival now in its 15th year in its current format has continued to grow each year, with many visitors from interstate and of course Sydney and regional NSW. This contributes to the economic and social development of Orange and the surrounding towns and villages in Cabonne and Blayney.

This year there are approximately 25 Cellar Doors and businesses located in Cabonne hosting over 50 Wine Festival events on site. Additionally, many of these businesses also involved in events being held in Orange. This is a significant contribution and additionally local produce will be sourced from the Cabonne Shire.

This funding will support the delivery of a detailed Marketing Plan for this annual event to increase further recognition of the region and our cool climate wine and produce and ultimately visitation to the area. Our joint message continues to be – 'its food and wine week every week in the Orange Region'.

The Orange Wine Festival with the preceding Wine Show, will continue to be a major focus of ORVA and its members and we commend them on this and encourage Cabonne Council to support the festival by way of the Events Assistance Program.

Yours faithfully



Hugh Rasmussen
Vice President, F.O.O.D Week Inc.

Orange360

Nicole Samodol
President
Orange Region Vignerons Association
ORANGE NSW 2800

7 August 2019

Dear Nicole,

Re 2019 Orange Wine Festival – Letter of Support

I am writing on behalf of TDO Ltd trading as Orange360 in support of the 2019 Orange Wine Festival application to Cabonne Council for its Event Assistance Program.

Orange360 is a long term supporter of the Orange Wine Festival. Each year the festival continues to build on our region's premium destination positioning and overall visitor experience, whilst educating the public as to what makes our region's cool climate wines so special.

The Orange Wine Festival continues to grow in appeal, bringing many visitors from as far away as Brisbane, Melbourne and Adelaide and of course Sydney. This in itself contributes to the economic and social aspect of Orange region as well as our surrounding villages and towns.

This funding will enable this annual event to further increase awareness, promotion of tourism and ultimately future visitations to the area. Marketing for 2019 will continue to focus on introducing new markets to the event and our region via digital marketing platforms driving interested visitors to the festival and Orange360 websites.

Once again the program offers a full range of activity and events across varying degrees of wine interest and budgets perfect for growing our visitor economy. The efforts, expertise and dedication of the Orange Wine Festival committee members to continue to put on a fine show each year is to be commended and we wish them every success in their application for funding assistance.

Orange 360 strongly supports this application and looks forward to hearing of a positive outcome.

Yours sincerely,

Caddie Marshall
General Manager
TDO Ltd trading as Orange360
E: caddie@orange360.com.au

TDO Limited t/as **Orange360**
30 616 158 822 582
150 Peisley Street (platform of the Orange Railway Station) - PO Box 8567, EAST ORANGE NSW 2800, Australia
+61 (0)2 6360 1990
www.orange360.com.au

Orange Wine Festival

18 - 27 October 2019

Orange360
Caddie Marshall

Project Start:
Display Week:

TASK	ASSIGNED TO	PROGRESS	START	END	Jul 1, 2019							Jul 8, 2019							Jul 15, 2019							Jul 22, 2019							Jul 29, 2019							Aug 5, 2019							Aug 12, 2019							Aug 19, 2019						
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Phase 1 - Planning																																																												
Event Assessment and KPIs	CM	0%	1/07/2019	12/07/2019	█																																																							
ORVA approval and Agreement signed	CM	0%	12/07/2019	19/07/2019								█																																																
Phase 2 - Festival Marketing Strategy																																																												
Develop Marketing Plan inc budget	CM	100%	1/04/2019	30/04/2019	█																																																							
Key Festival messaging and story angles established	CM/EM/CG	0%	1/07/2019	26/07/2019	█																																																							
Social Media Assets and Hero Festival Images	CG	0%	1/07/2019	15/07/2019	█																																																							
Develop Orange Wine Festival DNSW Campaign sales kit	CM	70%	1/05/2019	12/07/2019	█																																																							
Orange360 and ORVA Member provided Festival Toolkit	JC	0%	15/07/2019	31/07/2019								█																																																
Phase 3 - Online Listings i.e. ATDW and Online Listings																																																												
Website Review	JC	50%	8/07/2019	15/07/2019								█																																																
ATDW Listings	OJ	0%	16/07/2019	26/07/2019															█																																									
Festival Itinerary / Alpaca Map	OJ	0%	16/07/2019	26/07/2019															█																																									
Event listings on Online Platforms: Festival and Signature Events	OJ	0%	16/07/2019	26/07/2019															█																																									
Phase 4 - Marketing Implementation																																																												
Book Discover Mag cover	CM	100%	1/07/2019	5/07/2019	█																																																							
Book Street Banners and LED Signage	CM	50%	1/7/2019	12/07/2019	█																																																							
MR 1 - Save the Date	EM	0%	1/07/2019	12/07/2019	█																																																							
DNSW Campaign Creative	EM/CM	0%	15/07/2019	26/07/2019								█																																																
Social Media Content Development and Scheduling	EM/OJ	0%	15/07/2019	17/10/2019								█																																																
Long-led Media Outreach	EM	0%	15/07/2019	15/08/2019								█																																																
Media Famil (1 - 2) Pre Festival	EM	0%	15/07/2019	31/08/2019								█																																																
Influnecer Famil In-Festival	EM	0%	15/07/2019	28/10/2019								█																																																
MR 2 - Orange Wine Festival ready to Burst	EM	0%	23/07/2019	26/07/2019															█																																									
Poster and Post Card Distribution	OJ	0%	1/08/2019	9/08/2019																						█																																		
Short led Media Follow Up	EM	0%	16/08/2019	15/09/2019																													█																											
Book Radio	CM	0%	16/08/2019	31/08/2019																																				█																				
Develop Radio Creative	EM	0%	16/08/2019	31/08/2019																																				█																				
MR 3 - Orange Wine Festival Sydney Launch	EM	0%	20/08/2019	30/08/2019																																				█																				
Update Street Banners	CM	0%	15/09/2019	14/10/2019																																				█																				
MR 4 - Last Minute Tickets	EM	0%	1/10/2019	17/10/2019																																				█																				
WMC 19 Conference Famil Hosting	EM	5%	13/10/2019	14/10/2019																																				█																				
Seasonal Video - Funded by Orange360																																																												
Develop creative brief	EM	0%	15/07/2019	19/07/2019								█																																																
Invite ORVA and Orange360 members to participate	JC	0%	1/08/2019	16/08/2019																						█																																		

					Jul 1, 2019							Jul 8, 2019							Jul 15, 2019							Jul 22, 2019							Jul 29, 2019							Aug 5, 2019							Aug 12, 2019							Aug 19, 2019													
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25							
					M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
TASK	ASSIGNED TO	PROGRESS	START	END																																																															
Shoot	EM/JC	0%	20/08/2019	23/08/2019																																																															
Distribute and publish creative	EM	0%	2/09/2019	28/10/2019																																																															
Phase 5 - Sydney Launch																																																																			
Pyrmont Festival launch	CM/EM	0%	1/07/2019	29/09/2019																																																															
Invite Media	EM	0%	1/08/2019	31/08/2019																																																															
Host Media	EM/CG	0%	28/09/2019	29/09/2019																																																															
Phase 6 - Volunteer Support																																																																			
Recruit Volunteers	CM	0%	1/08/2019	11/10/2019																																																															
Brief Volunteers	CM/JA	0%	15/10/2019	17/10/2019																																																															
Volunteer Thanks	JA/CM	0%	11/11/2019	22/11/2019																																																															
Phase 5 - Event Evaluation and Reporting																																																																			
Event and Visitor Surveys	JC/CM	0%	1/10/2019	4/10/2019																																																															
Prepare Event Report	EM/CM	0%	29/10/2019	29/11/2019																																																															
Present Report to ORVA	CM	0%	1/12/2019	13/12/2019																																																															

Insert new rows ABOVE this one



MEDIA SCHEDULE

Project: Orange Wine Festival
 Client: Orange Region Vignerons Association
 Date: 18 -27 October 2019
 Market: National Wine & Food Tourist, Greater Sydney, ACT, Orange & surrounds

	Week	Size	1/07/2019	5/08/2019	12/08/2019	19/08/2019	26/08/2019	2/09/2019	9/09/2019	16/09/2019	23/09/2019	30/09/2019	7/10/2019	14/10/2019	Actual 2018	Budget 2019	Actual 2019	
Graphic Design Other	Post Cards & Posters	Proram & Artwork																Festival Budget
	Program																	
TV	To be considered if additional funding can be sourced	15 secs																
RADIO	Southern Cross (Orange)	15 Secs																
	2GB																	
	2BS																	
PRINT	CWD - Fairfax relationship	3 strips/1 full page																
	Orange CityLife	??													\$ 1,227.70			
	Blue Mountains Life	1/8 Pages																
	Discover Magazine	FP													\$ 1,000.00	\$ 1,000.00		
ONLINE	Contribution to DNSW	Icon/Banner																\$ 5,000.00
	Broadhseet	Icon/Banner																
	Timeout	Online/Competition													\$ 3,750.00			
	Daily Wine News	Online																\$ -
	Others to consider - Concrete Playground, Her Canberra	Online																
	Adwords																	O360
															O360			O360
OUTDOOR	Street Banners (Orange)	16 Banners																
	Electronic message boards														\$ 348.68	\$ 600.00		
															\$ 600.00	\$ 600.00		
PR	PR - Orange360	Media Releases													\$ 10,500.00	\$ 10,300.00		
	Wine Blogger / Influencer/Famil														\$ 1,475.00	\$ 2,500.00		
Other Additional	Orange360 Marketing Management and Social Media														\$ 6,000.00			
	Sydney & Canberra Launch Activity																	\$ 1,000.00
Social Media	Social media campaign														\$ 1,000.00	\$ 1,000.00		
	Photography														\$ 1,000.00	\$ 1,000.00		
															\$28,401.38	\$25,000.00		\$0.00

Event Assistance Program Application Form

Submission date: 12 August 2019, 7:22PM

Receipt number: 8

Related form version: 1

Question	Response
Details of the Organisation	
Name of Organisation	Molong Advancement Group Inc
Organisation House Number/Name/PO Box Number	PO Box 263
Street/Road	Glenelga Road
City	Molong
State/Territory	NSW
Postcode	2866
Phone Number	0263668593
Fax Number	
Email Address	marjboll@skymesh.com.au
Contact Person	Marj Bollinger
Contact Person's Position in Organisation	Secretary
Is the organisation	registered for GST
Does the organisation have insurance, including public liability cover?	Yes
Does the organisation have an ABN?	Yes
If yes, please provide ABN	12620434931
What is the aim of your organisation?	"Working cooperatively for the future of Molong through representation, promotion and education."

Does your organisation have a plan/strategy?	No
If yes, please upload your plan/strategy here	
Event Title	
Name of the event	Pink Up Molong
Funding category applying for	Core Event
Details of the Proposal	
Please provide a general description of the event	Molong Advancement Group has registered with the McGrath Foundation to raise funds to provide more Breast Care Nurses. All Molong Business houses have been invited to "Pink Up" their shop fronts and add Pink decorations where ever possible to draw attention to the McGrath Foundation and Molong. Central West Disc Golf will also "Pink Up" the NSW Golf Championships to be held on the long weekend in October as part of the Pink Up Molong Event.
Where and when is the event to take place?	This event will focus on the entire Village of Molong from 1st October to and including the long weekend ending 7th October to promote the McGrath Foundation and Molong to the wider community.
How will the event raise the profile of the Cabonne Council?	Cabonne Council will be promoted as a major sponsor of "Pink UP Molong" in all publicity and advertising of the event. Promotion of combined activities at the Golf Club and Recreation Ground over the long weekend and during the week will attract increased visitation to our town.
What local business opportunities will be created?	Increased visitation = more people stopping in Molong who are likely to patronise local businesses. Molong Village Markets will be conducted on Monday 7 October and, based on previous experience, will attract between 3000 and 5000 people to Molong. Evidence provided by local businesses is that the attendees are spending significant sums of money in businesses in Bank Street on previous Markrt days.
How many people are expected to attend the event from within and outside the Shire?	From 1st to 7th October we estimate attracting a minimum of 5,000 people to attend, with the majority from outside the shire.
What benefits will be returned to the Cabonne community?	Promotion of this event will increase public awareness and visitors to our community with potential to increase return visitation to Molong and Cabonne.
Please list any other community groups involved with this event	Central West Disc Golf Club Molong Golf Club Molong Working Sheep Dog Committee Molong Show Society

Assistance Requested	
Type of Assistance (1)	Advertising
Details (1)	Media
Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (1)	1000
Type of Assistance (2)	Promotional Material
Details (2)	Pink lighting and decorations
Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (2)	1500
Type of Assistance (3)	Posters and stationary
Details (3)	500
Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (3)	
Type of Assistance (4)	
Details (4)	
Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (4)	
Type of Assistance (5)	
Details (5)	

Value of Assistance, exclusive of GST (Council to provide estimate for in kind items) (5)	
Total assistance requested	3000
Will you require payment of EAP grant prior to lodging the Acquittal Form?	Yes
Supporting Information	
Please upload a quote outlining project costs (if applicable)	
Please upload your letter of support (1)	
Please upload your letter of support (2)	
The following supporting information is attached with this application	
Applicant's Signature	
	Uploaded signature image: Signature Marj.jpg
Name	Molong Advancement Group Inc
Position in Organisation	Secretary
Date	12/08/2019



Policy Template(V2016)

1 Document Information

Version Date <i>(Draft or Council Meeting date)</i>	[Version Date]
Author	General Manager
Owner <i>(Relevant director)</i>	General Manager
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	
Next Review Date	
Minute number <i>(once adopted by Council)</i>	

2 Summary

Council's regulatory responsibilities are applicable to actual unlawful activity, as well as a failure to take action where directed.

For the purposes of this policy, a report alleging unlawful activity is where:-

- an individual expresses concern in relation to alleged unlawful activity; or
- an individual requests service from council about unlawful activity; or
- Council considers that a response or resolution to a report alleging unlawful activity is explicitly or implicitly expected by the individual, or legally required; or
- where Council becomes aware of a compliance matter through other means of notification.

3 Approvals

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.

Minute No.	Summary of Changes	New Version Date

5 Reason

The intent of this policy is to establish clear guidelines and protocols for Council staff in the management of Council compliance responses and actions. It provides workable guidelines on:

- responding to reports alleging unlawful activity;
- assessing whether reports alleging unlawful activity require investigation;
- deciding on whether enforcement action is warranted;
- options for dealing with confirmed cases of unlawful activity;
- taking legal action;
- implementing shared enforcement responsibilities.

Council's objectives when dealing with reports alleging unlawful activity are to:

- maintain the collective good and welfare of the community;
- prevent or minimise harm to health, welfare, safety, property or the environment;
- consider the broader public interest having regard to Council's priorities;
- consider the report fairly and impartially;
- fulfil Council's Legislative responsibilities.

This policy is supported by guidelines to assist council officers in implementing the policy.

6 Scope

This policy applies to all areas within the Cabonne Council local government area and the officers who are authorised to investigate unlawful activity and proactive compliance monitoring including but not limited to:

- development and building control
- pollution control
- environmental health
- public health and safety
- onsite sewage management systems
- weeds control (Biosecurity)
- companion animals
- roads and footpaths
- parks and reserves
- food safety
- fire safety
- tree preservation
- illegal dumping
- waste management practices

7 Associated Legislation

Council staff may be delegated to initiate various levels of enforcement action under the following Acts and associated regulations:

- Environmental Planning and Assessment Act, 1979
- Local Government Act, 1993
- Protection of the Environment Operations Act, 1997
- Impounding Act, 1993
- Companion Animals Act, 1998
- Companion Animals Regulation, 2008
- Roads Act 1993

- Road Rules Act, 2014
- Roads Transport Act 2013
- Food Act, 2003
- Public Health Act, 2010
- Swimming Pools Act, 1992
- Swimming Pools Regulation 2008
- Traffic Act, 1909
- Summary Offences Act, 1998
- Biodiversity Conservation Act, 2016
- Biosecurity Act, 2015
- Rural Fires Act, 1997
- Plumbing and Drainage Act, 2011
- Contaminated Land Management ACT 1997
- Pollution To The Environment Operations (Clean Air) Regulation 2010
- Pollution To The Environment Operations (Noise Control) Regulation 2017
- Pollution To The Environment Operations (Waste) Regulation 2014
- Crown Land Management Regulation 2018
- Cemeteries and Crematoria ACT 2013

8 Definitions

Complaint

Means an expression of dissatisfaction made about Council services, staff or the handling of a request for service/ notification of unlawful activity, where a response or resolution is explicitly or implicitly expected or legally required.

For the purposes of this policy, a complaint does not include:

- a report alleging unlawful activity (*see definition below*)
- a request for information about a Council policy or procedure
- a request for an explanation of actions taken by Council
- a request for internal review of a Council decision

Council means Cabonne Council.

Enforcement means actions taken in response to serious or deliberate contraventions of laws.

Officer means a Council officer delegated and if required authorised to undertake proactive compliance programs and unlawful activity compliance and enforcement investigations.

Proactive compliance monitoring means a proactive inspection program which is either a one-off or on-going.

Regulation means using a variety of tools and strategies to influence and change behaviour to achieve the objectives of an Act, Regulation or other statutory instrument administered by Council.

Report alleging unlawful activity means an expression of concern or a request for service in relation to alleged unlawful activity, where a response or resolution is explicitly or implicitly expected or legally required.

Unlawful activity means any activity or work that has been or is being carried out contrary to and/or failure to take required action in order to be compliant with:

- the terms or conditions of a development consent, approval, permit or licence.
- an environmental planning instrument that regulates the activities or work that can be carried out on particular land.
- a legislative provision regulating a particular activity or work.
- a required development consent, approval, permission or licence.
- signage regulating a particular activity.

9 Responsibilities

9.1 General Manager

The General Manager is responsible for ensuring compliance with this policy.

9.2 Employees

Council staff who deal with written and verbal complains or action request with response to unlawful activity are responsible for implementing this policy.

9.3 Others

Council consultants and contractors authorised to carry out functions on behalf of council must also comply with this policy.

9.4 Community

Council expects that people who report allegations of unlawful activity will cooperate and act in good faith in respect of any investigations conducted by Council. This includes:

- providing a clear description of the problem (and the resolution sought, if relevant);
- giving all available and relevant information to Council, including any new information about the alleged activity that may become known to the person following the making of their report;
- not giving any information that is intentionally misleading or wrong;
- cooperating with Council's inquiries and giving timely responses to questions and requests for information;
- treating Council staff with courtesy and respect;
- allowing the investigation to be completed without prematurely taking the matter to other agencies unless referred to by Council;
- being prepared to engage in mediation where requested.

If these expectations of the individual are not met, Council may set limits or conditions on the continuation of the investigation or restrict any further communications with the individual. Any unreasonable conduct will be dealt with in accordance with the principles of the NSW Ombudsman's Managing Unreasonable Complainant Conduct Manual 2012 and any applicable Council Policy.

9.5 Councillors

Decision making relating to the investigation of reports alleging unlawful activity and enforcement action is the responsibility of appropriately authorised Council staff or the Council itself. Individual councillors do not have the right to direct council staff in their day-to-day activities. Councillors can help individuals who raise concerns with them by satisfying themselves that Council's policies are being carried out correctly, however they cannot ignore or alter a policy in order to satisfy the demands of special groups or individuals.

Councillors are not an appeal body and all appeals need to be directed to the General Manager as Councillors cannot become involved in the management of regulatory or compliance actions.

10 Related Documents

Document Name	Document Location
NSW Ombudsman 'Enforcement Guidelines for Council'	https://www.ombo.nsw.gov.au/news-and-publications/publications/guidelines/state-and-local-government/enforcement-guidelines-for-councils
Complaints Handling Policy	Records Management System Doc ID 936211
Customer Service Policy	Records Management System Doc ID 937250
Limits on Service and Communication Policy	Records Management System Doc ID 937235

11 Policy Statement

Council is committed to:

- acting in the interest of protecting community health, safety and or the environment;
- acting consistently, fairly, impartially and transparently;
- preventing discrimination on the basis of race, religion, sex, national origin, political association or other personal reason/s;
- ensuring the proposed enforcement action is in keeping with the guidelines of the Policy;
- ensuring enforcement action is taken against the right person for the correct offence.

In addition to responding to requests and enquiries about alleged unlawful activity Council also provides a number of proactive compliance programs around high risk regulatory areas. These areas include (but not limited to):

- Food premises
- Cooling towers (and the like)
- Public swimming pool water quality monitoring
- Onsite sewage management systems (septic tanks)
- Fire safety
- Swimming pool safety

Compliance action may be initiated where non-compliance is identified in the course of a proactive compliance inspection, in which case the principles outlined in this policy will also be applied.

Confidentiality of people who report allegations of unlawful activity

There are times when dealing with allegations of unlawful activity that the identities of people who report such matters are unable to remain confidential from the subject of their report in all circumstances. Council may be required to disclose information that identifies those who report such matters in the following cases:

- the disclosure is necessary to investigate the matter;
- their identity has already been disclosed to the subject of their report directly or in a publicly available document;
- the individual was consulted following receipt of a Government Information (Public Access) Act 2009 application and did not object to the disclosure;
- the individual consents in writing to their identity being disclosed;
- the disclosure is required to comply with principles of procedural fairness;
- the matter proceeds to court.

Council will take seriously any concerns an individual may have about their physical safety being endangered as a result of making a report. However, this may limit Council's ability to investigate the matter.

Investigating unlawful activities

All matters regarding unlawful activities will be reviewed to determine whether the matter requires enquiry or investigation. Further enquiries/investigation will not be initiated where:

- the matter has already been investigated and resolved, or
- the matter does not fall within the jurisdiction of Council has no jurisdiction;
- the activity is determined to be lawful without an investigation; or
- The activity presents a clear danger to the health and wellbeing of council staff and contractors though further action is required.

Anonymous reports will not be investigated.

Neighbourly Disputes

In cases where investigation reveals that the report of alleged unlawful activity is the result of a neighbourly dispute, involved parties will be encouraged to undertake mediation with the Community Justice Centre NSW or further reports regarding the same matter may not be investigated.

Taking enforcement action

When deciding whether to take enforcement action in relation to a confirmed case of unlawful activity, Council will consider the full circumstances and facts of the matter and the public interest. The following common considerations will assist Council staff in determining the most appropriate response in the public interest.

Considerations about the alleged offence and impact:

- the nature, extent and severity of the unlawful activity, including whether the activity is ongoing;
- the harm or potential harm to the environment or public health, safety or amenity caused by the unlawful activity;
- the seriousness of the breach, including whether the breach is merely technical, inconsequential or minor in nature; and

- the time period that has lapsed since the date of the unlawful activity.

Considerations about the alleged offender:

- any prior warnings, instructions, advice that was issued to the person or organisation
- reported or previous enforcement action taken against them;
- whether the offence was committed with intent;
- whether the person or organisation reported has been proactive in the resolution of the matter and assisted with any Council requirements and instructions;
- any mitigating or aggravating circumstances demonstrated by the alleged offender; and
- any particular circumstances of hardship affecting the person or organisation reported.

Considerations about the impact of any enforcement action:

- the need to deter any future unlawful activity;
- the prospect of success if the proposed enforcement action was challenged in court; and
- what action would be proportionate and reasonable in response to the unlawful activity.

Considerations about the potential for remedy:

- whether the breach can be easily remedied; and
- whether there is a draft planning instrument on exhibition that would make the unauthorised use legal.

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ITEM 1 - RESOLUTIONS REGISTER - INFOCOUNCIL - ACTIONS REPORTING

REPORT IN BRIEF

Reason For Report	To provide Council with a report on progress made in actioning its resolutions up to last month's Council meeting and any committee meetings held.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a. Provide quality administrative support and governance to councillors and residents
Annexures	1. Council ↓ 2. Traffic Light Report Summary ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\RESOLUTION REGISTER - 1033437

GENERAL MANAGER 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 - RATES SUMMARY

REPORT IN BRIEF

Reason For Report	Information provided in relation to Council's Rates collections.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.4.a - Level of rate of collection
Annexures	1. Rates graph July 2019 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\FINANCIAL REPORTING\FINANCIAL REPORTS TO COUNCIL - 1032369

SENIOR RATES OFFICER'S REPORT

The Rate Collection Summary to 31 July 2019 is attached for Council's information. The percentage collected is 10.06% which is slightly higher than previous years.

The higher percentage is due to a substantial amount being received for five properties that have now been withdrawn from the sale of land for overdue rates auction.

ITEM 3 - INVESTMENTS SUMMARY

REPORT IN BRIEF

Reason For Report	Information provided in relation to Council's Investment Schedule.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.4.b. Maximise secure income through investments
Annexures	1. Business Paper July Investments 2019 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\FINANCIAL MANAGEMENT\FINANCIAL REPORTING\FINANCIAL REPORTS TO COUNCIL - 1031524

SENIOR ACCOUNTING OFFICER'S REPORT

Council's investments as at 31 July 2019 stand at a total of \$43,343,294.27.

Council's average interest rate for the month of July was 2.21%. 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 was dropped to 1% during the month of July. However, Council's average rate is higher than Council's benchmark rate of the 30 Day Bank Bill Swap Rate of 1.015%.

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 July 2019 is attached for Council's information.

ITEM 4 - COMMUNITY FACILITATION FUND

REPORT IN BRIEF

Reason For Report	To report on approved expenditure under the Community Facilitation Fund (CFF).
Policy Implications	Nil

Budget Implications	Within existing budget allocation
IPR Linkage	3.3.5.a. Review community need for new and upgraded facilities
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\COMMUNITY FACILITATION FUND - 1031756

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.

There were nil allocation of funds were processed in the past month.

ITEM 5 - FORTESQUE METALS GROUP

REPORT IN BRIEF

Reason For Report	To request Council invite Fortesque Metals Group to present on the upcoming regional exploration at an upcoming Councillor workshop
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	5.5.1.c - Maintain a detailed knowledge and understanding of issues related to mining
Annexures	Nil

File Number	\\OFFICIAL RECORDS LIBRARY\DEVELOPMENT AND BUILDING CONTROLS\DEVELOPMENT ENQUIRIES\2019 - 1033415
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GENERAL MANAGER REPORT

On Monday 29 July 2019 the General Manager was invited to a meeting with Fortescue Metals Group in Canowindra prior to a community engagement event they were conducting around their current exploration in Cabonne Shire. Fortescue Metals Group (Fortescue) are in two joint ventures with Gold and Copper Resources and its subsidiaries. The Walli joint venture was assumed on 9 November 2016 and the Faith joint venture was assumed on 21 May 2015.

Over the last four years different exploration methods have been carried out within the tenements that sit in the Cabonne Shire, including low impact activities such as geological mapping, soil sampling and on ground geophysics. Drilling, classed as medium impact has also taken place in the Nashdale area.

Consulting with the community is a mandatory requirement by the Department of Resources and Geoscience. The Exploration Code of Practise for Community Consultation was developed to ensure engagement with key stakeholders in relation to the planning for, and conduct of, exploration activities under a prospecting title.

Fortescue's community consultation in Cabonne has included:

- Negotiating a land access agreement with the landholders of the exploration activity,
- Publishing notifications in the newspapers for drilling, a gravity survey along road reserves and airborne surveys,
- Visiting neighbours of the drill sites to discuss the potential impacts of the activity
- Meet with Cabonne Council Management to update them on exploration activities,
- Meet with community groups including The Nashdale Action Group, Aboriginal Lands Council and ECCO,
- Spoke at an NSW Farmers hosted meeting in Canowindra on 29 July 2019, with approximately 60 attendees,
- Assisted in writing the 'Fields of Cargo' book to commemorate the 150 year celebration of the Cargo Gold fields.

The General Manager suggested the Fortescue Metals Group should consider a presentation to Council at a future workshop regarding their activities in the Cabonne Shire and to outline the future plans they may have for the area. Whilst no decisions are required from Council at this time it is important that Council is kept advised of any significant developments as they proceed.

ITEM 6 - PROPOSED MOUNTAIN BIKE DEVELOPMENT FOR MOUNT CANOBOLAS

REPORT IN BRIEF

Reason For Report	To request Council invite the Acting General Manager of Orange City Council to a workshop for further discussions.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	2.2.1.a - Promote strategies listed in the Tourism Plan
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\LIAISON\ORANGE CITY COUNCIL - 1033393

GENERAL MANAGER REPORT

On Thursday 25 July 2019, the Mayor and General Manager of Cabonne were invited by the Local Member the Honourable Phil Donato to attend a meeting at the summit of Mount Canobolas. Mr Donato invited the NSW State Environment Minister, The Hon Matthew Kean, the Mayor and Acting General Manager from Orange City Council (OCC) and senior National Parks officials to discuss a proposed mountain bike track development for the area.

Local media covered the event and senior staff from OCC briefed those in attendance on the conceptual plan they have developed for the mountain bike trail, which they see as having a major potential tourism and economic benefit to Orange City and the wider region including Cabonne.

Minister Kean was in attendance to hear the proposed benefits of the concept, however it was noted for any such proposal to progress it would require a change to the area's plan of management. This important step would be required, as currently the proposed location is identified as a state conservation area.

Cabonne Council has no current formal position with regard to the proposed development. The Mayor and General Manager agreed to invite the Acting General Manager of OCC Mr David Waddell to a future Councillor's workshop to present the concept and provide a more detailed outline of the proposal.

It was also thought this presentation would provide an opportunity for Mr Waddell to provide Council some further information regarding the Orange Health Precinct Project which will similarly have significant potential impacts on Cabonne Shire.

ITEM 7 - COUNTRY MAYORS ASSOCIATION

REPORT IN BRIEF

Reason For Report	To update Council on matters discussed at the Country Mayors Association meeting held on 31 May 2019.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.d Maintain effective membership of Centroc, Strategic Alliance, Hawkesbury City Council, Weddin Shire Council and Cabonne Council Country-City Alliance, LGNSW and other forums
Annexures	1. CMA Minutes 2 August 2019 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNMENT RELATIONS\LOCAL AND REGIONAL LIAISON\COUNTRY MAYORS ASSOCIATION OF NSW - 1031651

GENERAL MANAGER'S REPORT

The Mayor and General Manager attended the Country Mayors Association meeting at Parliament House Sydney on 2 August 2019.

Special guests included:

- Hon Mark Coulton MP, Minister for Regional services, Decentralisation and Local Government, Assistant Trade and Investment Minister
- Hon Adam Marshall MP, Minister for Agriculture and western New South Wales
- Geoff McKechnie APM, Assistant Commissioner, Commander, Western Region, New South Wales Police Force
- Richard Colbran, Chief Executive Officer, NSW Rural Doctors Network

Minutes of the meeting are attached for Councillors' information. Any queries regarding items discussed should be directed to the Mayor or General Manager.

ITEM 8 - LOCAL GOVERNMENT AND INFRASTRUCTURE DELIVERY PROJECT

REPORT IN BRIEF

Reason For Report	For councillors to be aware of observations and outcomes of recent workshops facilitated by Department Premier & Cabinet.
Policy Implications	Nil
Budget Implications	Nil

IPR Linkage	4.5.1.b - Maintain strong relationships and liaise effectively with all relevant Government agencies and other councils
Annexures	1. DPC delivery project observations↓ 2. DPC workshop outcomes summary↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNMENT RELATIONS\LOCAL AND REGIONAL LIAISON\DEPARTMENT OF PREMIER AND CABINET - 1032917

GENERAL MANAGER'S REPORT

As a result of significant level of infrastructure investment across regional NSW and investment in regions through various grant programs, Department of Premier & Cabinet Regional (DPC) recognised that local councils will struggle to deliver the volume of projects funded.

To address these concerns, the Strategy & Operations group from DPC undertook initial interviews with 27 local councils then engaged Elton Consulting to facilitate a workshop with local council and state agency representatives. The workshop purpose was to agree on the infrastructure delivery challenges facing the regions, 'road-test' concepts to address the identified challenges and establish priorities to progress in the short, medium and long term.

The following documents are attached for information. They are:

- Observations – a summary of key issues and challenges discovered.
- Workshop Outcomes Summary – outcomes of the workshop to agree on key challenges and develop options to address them.

The key challenges that participants nominated were:

- Access to specialist skills, trades, materials and contractors.
- Planned versus grant program projects.
- Workload for council staff.
- New assets versus maintenance of existing assets.
- Open tender limit not reflect current market conditions.
- Project management capability.
- Current systems not providing a view of each councils overall project load.
- Delayed grant payments impacting on cash flow.
- Cost blow outs.
- Capacity to shift to align with council need rather than prescription by State Government.
- Demonstration of benefit-cost ratio.
- Distance, climate and topography impeding access to skills and trades in regions.

As a result, four priorities for action were developed being:

- Develop an online project management toolkit
- Develop a local infrastructure pipeline to give visibility of current infrastructure priorities.
- Engage with councils in the design of grant programs
- Fund the front-end development of projects that are not 'shovel ready' (and define 'shovel ready').

DPC Strategy & Operations have committed to continuing the conversations and a collaborative working relationship with councils to progress priority options.

ITEM 9 - NSW GOVERNMENT SNOWY HYDRO LEGACY FUND

REPORT IN BRIEF

Reason For Report	To provide information about the allocation of funds by the NSW Government.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.b - Maintain strong relationships and liaise effectively with all relevant Government agencies and other councils
Annexures	1. Snowy Hydro FAQs ↓
File Number	\OFFICIAL RECORDS LIBRARY\GOVERNMENT RELATIONS\LOCAL AND REGIONAL LIAISON\NSW GOVERNMENT - 1031660

GENERAL MANAGER'S REPORT

The NSW Government's \$4.2 billion Snowy Hydro Legacy fund was developed to delivery infrastructure and priority initiatives identified in the 20-Year Economic Vision for Regional NSW, NSW State Infrastructure Strategy 2018–2038 and other long-term government plans.

The five areas of immediate focus will be improved water security, rail and road transport connections, freight linkages, digital connectivity and Special Activation Precincts to attract more industry investment in the regions.

The attached Fact Sheet has been developed which outlines eligible projects, investment priorities and next steps.

ITEM 10 - CABONNE/BLAYNEY FAMILY DAY CARE AND AFTER SCHOOL CARE SERVICES

REPORT IN BRIEF

Reason For Report	To update Council on the operations and financial sustainability of FDC and ASC Services
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.1.1.d - Review financial sustainability of FDC, IH and AS Care services
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\COMMUNITY SERVICES\SERVICE PROVISION\FAMILY DAY CARE - FAMILIES AND CARERS - 1032319

COMMUNITY SERVICES MANAGER'S REPORT

Cabonne/Blayney Family Day Care (CBFDC) provides home based care to families with children aged 0-13years. The service provides this home based care in a number of rural villages including Molong, Orange, Canowindra, Yeoval, Manildra, Parkes, Blayney, Forbes and Narromine.

CBFDC also provides In-Home Care where care is provided by an approved Educator in the family's home. The Service currently has in-home care educators in Molong, Orange and Dubbo.

Statistics for 2018 / 2019:

- Average number of Children booked per month 165
- Total number of booked sessions per month 675
- Average number of Educators 23

CBFDC was successful in receiving funding through the Community Child Care Fund (CCCF) for the period 2018-2021. The funding received for 2018/2019 was \$44,000, significantly less than the \$95,945 received for the 2017/2018 financial year through the Community Support Program. Funding will decrease to \$37,000 in 2019/2020 and \$31,000 in 2020/2021. After 2021, CCCF Funding will cease and the service will need to source alternate funding to remain viable.

The Cabonne / Blayney Family Day Care Service had an operating deficit of \$542.42 for the 2018/2019 financial year; which brings the services' total reserves to \$93,095.89. These reserves are essential for the ongoing financial sustainability of the service.

CBFDC is currently promoting the service to secure new educators by waiving the sign-up fee for educators for the months of August – October, saving Educators \$180. This has brought two new prospective educators.

After School Care

The After School Care Service had an operating surplus of \$46,451 last financial year, which brings the total reserves to \$110,292.

The Community Child Care Funding (CCCF) received for all three services for 2018/2019 was \$35,100. This will reduce to \$31,100 in 2019/2020 and \$21,400 in 2020/2021. After 2021, CCCF Funding will cease and the service will need to source alternate funding to remain viable.

Blayney Council also contributes \$5,000 each towards Blayney and Millthorpe services.

Mullion Creek statistics for the period 1 July 2018 to 30 June 2019:

- Approved for 20 places per day
- Total number of booked sessions 1,811

Blayney statistics for the period 1 July 2018 to 30 June 2019:

- Approved for 20 places per day
- Total number of booked sessions 1,329

Millthorpe statistics for the period 1 July 2018 to 30 June 2019:

- Approved for 27 places per day
- Total number of booked sessions 3,845

Manildra After School Care Update

Cabonne Council has been in lengthy negotiations with the Department of Education since August 2018 regarding a new After School Care Service at Manildra Public School. Upon advice from the Department of Education, Manildra Public School advertised for an Expression of Interest to operate the service. Cabonne Council offered the only expression of interest.

On 9 April 2019 Council received the Right to Occupy letter and draft lease agreement. After negotiations and receiving the formal License Agreement it was signed and returned to the Department of Education on 30 June 2019.

Council have applied to the Early Childhood Electorate for service approval and are awaiting their reply.

ITEM 11 - COMMUNITY TRANSPORT AND HOME AND COMMUNITY CARE

REPORT IN BRIEF

Reason For Report	To update Council on the operation of and financial sustainability of Community Transport and Home and Community Care
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.2.2.a - Implement the HACCC program
Annexures	Nil

File Number	\\OFFICIAL RECORDS LIBRARY\COMMUNITY SERVICES\SERVICE PROVISION\COMMUNITY TRANSPORT - 1032747
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COMMUNITY SERVICES MANAGER'S REPORT

Community Transport

The Cabonne Community Transport Service had an operating surplus of \$58,429 for the 2018/2019 financial year; this creates a balance in reserves of \$161,265.

The Community Care Supports Programs ADHC funding of \$9,230, ceased 30 June 2018, due to the roll out of the NDIS. The Services' reserves creates a buffer, which will allow for this loss of funding and will allow the service to remain sustainable during the uncertainty of the continuation of block funding post 2020.

Statistics for 2018/2019:

- Total number of trips (excluding buses) 1,503
- Total vehicle KMs 49,276
- Number of Clients 438
- Number of Volunteers 17

HACC

Home and Community Care (HACC) had an operating surplus of \$32,056 for the 2018/2019 financial year, this creates a balance in reserves of \$186,749. Contracts with the Department of Health are until 30 June 2020. This significant reserve balance will allow the service to remain sustainable post 2020 if block funding ceases to continue.

Statistic for 2018/2019:

- Hot Meals on Wheels provided 1,065
- Frozen Meals on Wheels provided 8,150
- Meals provided during social support 6,132
- Hours of Social Support provided 6,192
- Hours of Home Maintenance provided 544
- Number of Clients 238
- Number of Volunteers 101

ITEM 12 - CABONNE ACQUISITIVE ART PRIZE

REPORT IN BRIEF

Reason For Report	To inform Council of proposed arrangements for the inaugural 2019-20 Cabonne Acquisitive Art Prize
Policy Implications	Nil
Budget Implications	Nil

IPR Linkage	4.4.1.c - Provide assistance to community groups
Annexures	1. Cabonne Council Acquisitive Art Prize final TC and Entry Form ↓
File Number	\\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\REPORTING\COUNCIL REPORTS - 1032605

COMMUNITY ENGAGEMENT AND DEVELOPMENT MANAGER'S REPORT

The inaugural Cabonne Acquisitive Art Prize will be officially launched at a special function on Thursday 5 September 2019.

At its meeting on 28 August 2018, Council resolved to conduct the competition in 2019-20 and on 26 February 2019 resolved to consider a draft budget and adopt dates and timelines. An amount of \$20,000 was included in Council's 2019-20 Budget to cover the cost of staging the initial event.

A small working group, consisting of Clrs Libby Oldham and Peter Batten, as well as Regional Development Australia Central West Chair Mrs Christine Weston, has now been formed to administer and operate the Art Prize with the support of Council's Economic Development and Tourism section.

The working group has developed a draft budget, prizemoney, entry fees, entry form, timeline and terms and conditions for the competition which will be announced in March 2020. The terms and conditions and entry form are attached as an annexure.

The draft budget consists of:

Launch, exhibition and official opening costs	\$9,000
Prizemoney	\$6,000
Promotion and advertising costs	\$4,000
Possible judging expenses	\$1,000
Total	\$20,000

Prizemoney will be allocated as follows:

Cabonne Acquisitive Art Prize	\$4,250 (\$30 entry fee)
Local Art Prize High School Section	\$500 (\$15 entry fee)
Local Art Prize Primary School Section	\$250 (\$10 entry fee)
People's Choice Prize	\$1,000

The following key dates have been proposed:

Official launch	5 September 2019
Applications open	6 September 2019
Applications close	24 January 2020
Works to be submitted	3-7 February 2020

Selection notification	28 February 2020
Exhibition opens	14 March 2020
Announcement, official opening	19 March 2020
Exhibition closes	21 March 2020
Works to be collected by	24 March 2020

Initially, the art prize will be open to any artist living or working in the Cabonne Local Government Area or who has attended a school in the LGA.

In keeping with the decision to engage industry professionals as independent judges, Mr Brad Hammond, the Director of the Orange Regional Art Gallery, has been enlisted to judge the acquisitive prize. Other industry professionals may be used to judge the high school and primary school works.

The working group has proposed staging the inaugural art prize at the Molong Community Hall.

The NSW Minister for the Arts the Hon Don Harwin has been invited to the launch, which will be a catered event at the Molong Council Chambers, starting at 6pm on September 5.

Other invited guests include Parliamentary Secretary for the Arts the Hon Ben Franklin; Federal Member for Calare Andrew Gee; State Member for Orange Phil Donato; Arts Out West Executive Director Tracey Callinan; Brad Hammond; Canowindra Arts President Arthur Falconer; Cabonne school principals and art teachers; representatives of the Shire's progress associations; and Councillors.

ITEM 13 - ENGINEERING AND TECHNICAL SERVICES DEPARTMENT REPORT AUGUST 2019

REPORT IN BRIEF

Reason For Report	To update Council on works in progress in the Engineering & Technical Services Department
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a - Provide quality administrative support and governance to councillors and residents
Annexures	1. Engineering Report for August 2019 Council Meeting ↓
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\REPORTING\ENGINEERING AND TECHNICAL SERVICES REPORTING - 1033535

DIRECTOR OF ENGINEERING & TECHNICAL SERVICES' REPORT

Please find attached to this report the update on 2018/2019 works in progress in the Engineering and Technical Services department.

ITEM 14 - REPLACEMENT OF BANGAROO BRIDGE OVER BELUBULA RIVER

REPORT IN BRIEF

Reason For Report	Provision of information on the project planning of the replacement of the Bangaroo Bridge on Rivers Road.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	1.1.4.c - Local road bridge construction undertaken
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\ROADS and BRIDGES\MAINTENANCE\BRIDGES AND CROSSINGS - 1033443

TECHNICAL SERVICES MANAGER'S REPORT

The following report from Cowra Council recommends the replacement of Bangaroo Bridge by 'Design and Construct' contract, project managed by Cowra Council. Fifty percent grant funding to a total project cost of \$1.4M is confirmed to date through the Federal Bridges Renewal program; with the expectation that the balance will be made up of grant funds from the NSW Fixing Country Roads program; or the yet to be announced Timber Bridge program. Cabonne Council have allocated that the matching 50% funding is available in its adopted Delivery Program and operational Plan for 2019/20. The estimated cost of bridge replacement is \$1.4M.

Bangaroo Bridge Replacement

Bangaroo Bridge is located on Rivers Road and provides an essential road transport link across the Belubula River to Warraderry Way. The bridge is a boundary bridge; a shared asset between Cabonne and Cowra Councils.

For some years the timber bridge has had speed restriction and load limits imposed to extend the life of the timber elements that were in poor structural condition. One of the timber girders has now failed and the bridge is closed.

Temporary Belubula Crossing Options

Cowra and Cabonne Engineering staff have investigated various options to open a river crossing in the short term:

- Replace the damaged girder with one from Cowra Council stock on hand.

- 'Wood Research and Development' were engaged to complete a level 3 bridge inspection and load assessment on the condition the bridge which identified significant structural issues in much of the remaining timber piles and girders. It is likely another failure will occur in the short term.
- Construct a low-level side track bypass: this option is likely to incur costs of the order of \$150,000 due to the steepness of the river banks in the locality. The side track would be washed out in the first flood event.
- Construct a temporary Bailey Bridge type structure: this option can be completed at an estimated cost in the order of \$230,000 subject to detailed abutment designs.

Cowra and Cabonne engineering staff met with affected local residents on 12 July. It was agreed that the costs of the temporary crossing and the engineering resources required to implement them would be better allocated to:

- replacing with a permanent structure as quickly as possible
- increasing the level of maintenance on Settlement Bridge road; being the alternate route.

Permanent Bangaroo Bridge Crossing

The replacement bridge is proposed with the following specifications:

- Designed for SM1600 loading in accordance with the current AS5100 Bridge Design Code
- 2 x 3.5m travel lanes plus 1m shoulder width each side; 9m clear travel width
- The bridge girders to have a flat soffit to ensure no flood debris is caught up under the deck.

Steps in the project delivery

Cabonne Council have advised of a lack of engineering resources to deliver the tender in a timely manner. For this reason Cowra Council is recommended as the lead in contract and project management. A Steering Committee comprising of officials of both councils will be formed to provide advice, ensure delivery of the project outputs and the achievement of project outcomes. The Project Manager will report to the Steering Committee regarding the progress of all phases of the project.

The following information is required to finalise the bridge design:

- A geotechnical investigation and design report has been completed to allow the foundations and pile design to be carried out
- A Request For Quotation has been advertised and assessed to provide the design information of river flows, overtopping and scour design with the recommended consultant report estimated cost of \$45,000.
- Geometric design of the approach roads and bridge; along with the bridge structural design will be completed as part of the tender

Provided the contract for hydrological and hydraulic investigation can be completed it is expected the Design and Construct tender can be advertised in October 2019 and awarded in December 2019.

Council will then be advised of the construction program.

ITEM 15 - HERITAGE ADVISOR'S REPORT

REPORT IN BRIEF

Reason For Report	Providing councillors with a copy of the Heritage Advisor's report.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.3.2.b - Heritage advisory service provided
Annexures	1. Heritage Advisor's Report - August 2019 ↓
File Number	\\OFFICIAL RECORDS LIBRARY\DEVELOPMENT AND BUILDING CONTROLS\REPORTS\HERITAGE - 2018 - 1032477

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

A copy of the Heritage Advisor's Report for August 2019 is attached for the information of the council.

ITEM 16 - DEVELOPMENT APPLICATIONS APPROVED DURING JULY 2019

REPORT IN BRIEF

Reason For Report	Details of development applications approved during the preceding month.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a. Provide efficient and effective development assessment
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\DEVELOPMENT AND BUILDING CONTROLS\BUILDING AND DEVELOPMENT APPLICATIONS\REPORTING - DEVELOPMENT APPLICATIONS TO COUNCIL - 1032448

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Development Applications have been approved during the period 01/07/2019 to 31/07/2019 as detailed below.

Summary of approved development applications

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
S68 Only x 8	\$-----
Modification to 6 Lot Subdivision	\$-----
Modification to Alterations & Additions	\$-----
Modification to 4 Lot Subdivision	\$-----
Modification to Alterations & Additions	\$-----
Modification to Storage Shed	\$-----
Modification & Additions to Existing Motel	\$-----
Temporary Event – Comedy Festival	\$-----
Change of Use	\$-----
Subdivision	\$-----
Additions to Existing Sporting Facility (Clay Target Shooting Range)	\$100,000
Dwelling	\$440,000
Storage Shed	\$16,186
Additions to Existing Dwelling	\$70,000
Dwelling, Storage Shed & Rainwater Tank	\$423,000
Relocated Dwelling	\$80,000
Dwelling	\$444,400
Garage	\$30,450
Machinery Shed	\$66,000
Dual Occupancy & Upgrade of Existing Amenities in Shed	\$650,000
Alterations & Additions to Medical Centre	\$190,000
2 Lot Subdivision	\$16,900
Extension to Existing Shed	\$10,000
TOTAL: 30	\$2,536,936

Summary of approved complying development applications

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
In-Ground Fibreglass Swimming Pool	\$29,500
In-Ground Fibreglass Swimming Pool	\$24,500
Dwelling	\$139,985
Total:3	\$193,985

GRAND TOTAL:33	\$2,730,921
<i>Previous Month: 25</i>	\$2,405,750

ITEM 17 - DEVELOPMENT APPLICATIONS RECEIVED DURING JULY 2019

REPORT IN BRIEF

Reason For Report	Details of development applications received during the preceding month.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a. Provide efficient and effective development assessment
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\DEVELOPMENT AND BUILDING CONTROLS\BUILDING AND DEVELOPMENT APPLICATIONS\REPORTING - DEVELOPMENT APPLICATIONS TO COUNCIL - 1032461

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Development Applications have been received during the period 01/06/2019 to 30/06/2019 as detailed below.

SUMMARY OF DEVELOPMENT APPLICATIONS RECEIVED

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
Section 68 Only x 7	\$---
Modification to 6 Lot Subdivision	\$---
Modification to Alterations & Additions	\$---
Modification to Alterations & Additions to Existing Motel	\$---
Modification to Storage Shed	\$---
Modification to Demolition of Existing and Construction of New Service Station	\$---
Subdivision	\$---
Boundary Adjustment	\$---
2 Lot Subdivision	\$---
Boundary Adjustment	\$---
8 Lot Subdivision	
2 Lot Subdivision	\$16,900
Storage Shed	\$30,000
Demolition of Existing & Construction of New Dwelling	\$451,638
Dual Occupancy	\$444,335
LED Sign	\$28,500
Wall	\$10,000
Proposed Cellar Door & Restaurant	\$305,000
Extension to Existing Shed	\$10,000
Front and Back Verandah	\$15,000
Dwelling	\$311,638

Alterations & Additions to Existing Dwelling	\$380,000
Dwelling & Tank	\$400,384
Shed with WC and Shower	\$16,478
TOTAL: 30	\$2,419,873

SUMMARY OF COMPLYING DEVELOPMENT APPLICATIONS RECEIVED

<u>TYPE</u>	<u>ESTIMATED VALUE</u>
In-Ground Fibreglass Swimming Pool	\$24,500
In-Ground Fibreglass Swimming Pool	\$29,500
Dwelling	\$139,985
TOTAL: 3	\$193,985

GRAND TOTAL: 33	\$2,613,858
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ITEM 18 - MEDIAN PROCESSING TIMES 2019

REPORT IN BRIEF

Reason For Report	To provide information on median processing times.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.3.a. Assess and determine development applications, construction certificate applications and Onsite Sewerage Management Systems (OSMS) to meet agreed service levels
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\DEVELOPMENT AND BUILDING CONTROLS\BUILDING AND DEVELOPMENT APPLICATIONS\REPORTING - DEVELOPMENT APPLICATIONS TO COUNCIL - 1032467

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

Summary of median Application Processing Times over the last five years for the month of July:

<u>YEAR</u>	<u>MEDIAN ACTUAL DAYS</u>
2014	12.5
2015	47
2016	41.5
2017	35.5
2018	16

Summary of median Application Processing Times for 2019:

<u>MONTH</u>	<u>MEDIAN ACTUAL DAYS</u>
January	10
February	21
March	10.5
April	27
May	14
June	24
July	24
August	
September	
October	
November	
December	

ITEM 19 - BURIAL STATISTICS

REPORT IN BRIEF

Reason For Report	To provide information on burial statistics.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	3.3.1.a - Maintain cemeteries in accordance with community requirements
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\PUBLIC HEALTH\CEMETERIES\REPORTING - BURIAL STATISTICS - 1032472

DIRECTOR OF ENVIRONMENTAL SERVICES' REPORT

<u>YEAR</u>	<u>NO OF BURIALS</u>
2006/07	59
2007/08	62
2008/09	57
2009/10	65
2010/11	40
2011/12	54
2012/13	54
2013/14	80
2014/15	66
2015/16	64
2016/17	41
2017/18	67
2018/19	77

**GENERAL MANAGER'S REPORT ON MATTERS FOR NOTATION SUBMITTED TO THE
ORDINARY COUNCIL MEETING TO BE HELD ON TUESDAY 27 AUGUST, 2019**

2019/20	
July	5
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
Total	5

Outstanding Actions	Division: Committee: Ordinary Meeting Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 16 August 2019 1:12:53 PM

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 July 2017	Robert Cohen Robert Cohen	For Determination	PROPOSAL FOR ESTABLISHMENT OF A TRUCK WASH AT MOLONG
MOTION (Nash/Wilcox)			
<p>THAT Council accept funding of \$505,060 from Transport for NSW for the construction of a Truck Wash facility at Molong.</p> <p><i>14 Aug 2019 - 9:01 AM - Deborah Jordan</i> Still awaiting for the WAD approval from RMS. Expecting the preliminary designs from Consultants 16.8.19.</p> <p><i>09 Jul 2019 - 11:38 AM - Deborah Jordan</i> Work Authorisation Deed (W.A.D.) approval sought from RMS. Final design expected 12 July 2019. Work program to commence first week in August.</p> <p><i>11 Jun 2019 - 12:26 PM - Deborah Jordan</i> Extended closing date of tender.</p> <p><i>15 May 2019 - 9:55 AM - Deborah Jordan</i> Tender has been called.</p> <p><i>17 Apr 2019 - 3:55 PM - Deborah Jordan</i> Awaiting RMS approval. Project scoped.</p> <p><i>11 Mar 2019 - 3:48 PM - Deborah Jordan</i> Awaiting response from RMS regarding traffic management,</p> <p><i>13 Feb 2019 - 12:56 PM - Deborah Jordan</i> Progress report to be submitted to Council meeting 26.2.19</p> <p><i>05 Dec 2018 - 11:02 AM - Deborah Jordan</i> Meeting held with RMS, intersection treatment complete. Still in detailed design process.</p> <p><i>16 Nov 2018 - 11:00 AM - Deborah Jordan</i> Expected 7th December.</p> <p><i>19 Oct 2018 - 10:24 AM - Deborah Jordan</i> Review of concept design approved, detailed design expected early December.</p> <p><i>12 Sep 2018 - 1:58 PM - Deborah Jordan</i> DA has been approved, design consultant engaged.</p> <p><i>13 Aug 2018 - 2:47 PM - Steve Harding</i> Truck wash to be programmed for construction when development approval is received.</p> <p><i>12 Jul 2018 - 11:58 AM - Deborah Jordan</i> Proposals still at assessment stage</p> <p><i>18 Jun 2018 - 2:34 PM - Deborah Jordan</i> have received proposals, going through assessments</p> <p><i>11 May 2018 - 1:47 PM - Emma Tadros</i></p>			

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Ordinary Meeting Officer:</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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To report to June Council meeting. Still on public display
 12 Apr 2018 - 2:38 PM - Sharlea Taite
 Land use approved by Planning and Environment NSW
 15 Feb 2018 - 3:57 PM - Sharlea Taite
 Deed finalised
 Consultant to be engaged to prepare design documentation

14 Sep 2017 - 10:16 AM - Sharlea Taite
 Have received deed from Restart NSW for \$252,530 which is half the funds, awaiting on notification regarding Federal funds.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 24 April 2018	Dale Jones Bradley Byrnes	For Determination	AGE OF FISHES MUSEUM, CANOWINDRA

RECOMMENDATION (Batten/Newsom)

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

14 Aug 2019 - 3:35 PM - Dale Jones
 Councillors inspected new storage and research centre during relocation of fossils. Official opening to be arranged. Report to be prepared for September meeting

11 Jul 2019 - 9:58 AM - Dale Jones
 Update on Museum's activities to be provided to August meeting following relocation of fossils to new storage facility

18 Jun 2019 - 10:02 AM - Dale Jones
 Report to be prepared for July meeting

16 May 2019 - 3:09 PM - Dale Jones
 Report to be prepared for Council's June meeting on Museum current situation

10 Apr 2019 - 2:36 PM - Dale Jones
 Awaiting further instructions from Council

18 Mar 2019 - 12:56 PM - Emma Tadros
 In Community Engagement and Development Manager absence, comment made by Tourism and Community Development Coordinator:
 Awaiting further instruction from Council

15 Feb 2019 - 4:56 PM - Dale Jones
 Awaiting further advice from council

04 Dec 2018 - 10:23 AM - Dale Jones
 Awaiting further advice from Council

15 Nov 2018 - 12:21 PM - Dale Jones
 Awaiting further decision from council

18 Oct 2018 - 1:32 PM - Dale Jones
 Council to further discuss issue

14 Sep 2018 - 11:15 AM - Dale Jones

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Ordinary Meeting Officer:</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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Awaiting further decision by Council
 17 Aug 2018 - 9:30 AM - Dale Jones
 Workshop held on 12 June 2018, awaiting further advice from council
 12 Jul 2018 - 3:13 PM - Dale Jones
 Workshop held on 12 June 2018. Councillors still considering options
 18 Jun 2018 - 10:33 AM - Naomi Schroder
 Workshop was held on 12 June with matter to be addressed at next ordinary meeting on 26 June
 11 May 2018 - 11:29 AM - Dale Jones
 Workshop scheduled for 8 May 2018 deferred until 12 June 2018. Pre-workshop discussion held on May 8

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 September 2018	Heidi Thornberry Luke Taberner	For Determination	PURCHASE OF LAND FROM TRANSPORT NSW IN WATSON STREET, MOLONG

MOTION (Oldham/Mullins)

THAT:

1. Pursuant to Sections 186 and 187 of the *Local Government Act 1993 (NSW)* Council compulsorily acquire the land forming part of the Great Western Railway proclaimed in Government Gazette No. 289 of 17.7.1885 Folio 4562 and Government Gazette No. 232 of 9.6.1885 Folio 3629, being the area marked as "Lot 1" on the attached plan (the Land) for the purpose of flood infrastructure in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
2. Council make an application to the Minister for Local Government and the Governor for the compulsory acquisition of the Land.
3. Authority be granted to affix the Common Seal of Council to any acquisition documentation associated with the Land.
4. The land to be acquired is to be classified as Community Land.

15 Aug 2019 - 3:01 PM - Heidi Thornberry
 Awaiting documents to affix seal
 09 Jul 2019 - 9:30 AM - Heidi Thornberry
 Awaiting documents 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
 16 Apr 2019 - 12:03 PM - Heidi Thornberry
 Awaiting documents to affix seal

Outstanding Actions	Division: Committee: Ordinary Meeting Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 16 August 2019 1:12:53 PM

12 Mar 2019 - 10:01 AM - Heidi Thornberry
Awaiting documents to affix seal
13 Feb 2019 - 12:53 PM - Heidi Thornberry
Awaiting documents to affix seal
06 Dec 2018 - 3:43 PM - Heidi Thornberry
Awaiting documents to affix seal
15 Nov 2018 - 12:46 PM - Heidi Thornberry
Awaiting documents to affix seal
16 Oct 2018 - 4:25 PM - Heidi Thornberry
Awaiting documents to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 September 2018	Heidi Thornberry Luke Taberner	For Determination	COUNCIL TO AQUIRE EASEMENTS OVER LAND IN EUGOWRA FOR THE PUZZLE FLAT CREEK FLOOD LEVEE
<u>MOTION</u> (Jones/Batten)			
THAT:			
1. Pursuant to Sections 186 and 187 of the <i>Local Government Act 1993 (NSW)</i> Council compulsorily acquire easements over the land described as:			
<ul style="list-style-type: none"> (1) Lot 1 in DP 432838 Eugowra; (2) Lot 3943 in DP 1200868 Eugowra; (3) Lot 148 in DP 750182 Eugowra; (4) Lot 7001 in DP 1125814 Eugowra; (5) Lot 88 in DP 750159 Eugowra; and (6) Lot 71 in DP 750182 Eugowra. 			
as shown in the attached plans for the purpose of flood levee infrastructure in accordance with the requirements of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> .			
2. Council make an application to the Minister for Local Government and the Governor for the compulsory acquisition of the Land.			
3. Authority be granted to affix the Common Seal of Council to any acquisition documentation associated with the Land.			
4. The land to be acquired is to be classified as Community Land.			

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Officer:</p> <p>Ordinary Meeting</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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14 Aug 2019 - 3:15 PM - Heidi Thornberry
 Superceded by item 29 - 30 ocother 2018 Council Meeting - COMPLETE

09 Jul 2019 - 9:31 AM - Heidi Thornberry
 Awaiting documents 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 - 12:53 PM - Heidi Thornberry
 Awaiting documents to affix seal

06 Dec 2018 - 3:43 PM - Heidi Thornberry
 Awaiting documents to affix seal

15 Nov 2018 - 12:46 PM - Heidi Thornberry
 Awaiting documents to affix seal

16 Oct 2018 - 4:25 PM - Heidi Thornberry
 Awaiting documents to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Robert Cohen Robert Cohen	For Determination	CANOWINDRA TOWN IMPROVEMENT PROJECTS

MOTION (Durkin/Walker)

THAT the listed projects be funded from the Canowindra Town Improvement Fund.

13 Aug 2019 - 2:58 PM - Deborah Jordan
 Contractors on site 12/13 August repairing faulty solenoids in sprinkler system in Morris Park.

09 Jul 2019 - 11:50 AM - Deborah Jordan
 No further progress at this stage.

14 Jun 2019 - 10:44 AM - Deborah Jordan
 Power updgrade for Morris Park - seeking suitable contractors.

15 May 2019 - 10:04 AM - Deborah Jordan
 Swinging Bridge work completed.

17 Apr 2019 - 3:58 PM - Deborah Jordan
 Swinging Bridge work to commence end of April.
 Contractor for electrical works at Morris Park being sourced.

11 Mar 2019 - 4:04 PM - Deborah Jordan

Outstanding Actions	Division: Committee: Ordinary Meeting Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 16 August 2019 1:12:53 PM

Pallet lifter has been delivered.
 Footpath to Swinging Bridge due April.
 Contractor for electrical works at Morris Park being sourced.
 15 Feb 2019 - 9:37 AM - Deborah Jordan
 No further progress at this stage.
 16 Nov 2018 - 11:09 AM - Deborah Jordan
 Projects listed on Works Program. Pallet lifter has been purchased.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 October 2018	Heidi Thornberry Luke Taberner	For Determination	PURCHASE OF LAND FROM TRANSPORT NSW IN WATSON STREET, MOLONG

MOTION (Oldham/Batten)

THAT:

1. Pursuant to Sections 186 and 187 of the *Local Government Act 1993 (NSW)* Council compulsorily acquire the land forming part of the Great Western Railway proclaimed in Government Gazette No. 289 of 17.7.1885 Folio 4562 and Government Gazette No. 232 of 9.6.1885 Folio 3629, being the area marked as "Lot 1" on the plan attached to the report (the Land) for the purpose of flood infrastructure in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
2. Council make an application to the Minister for Local Government and the Governor for the compulsory acquisition of the Land.
3. Authority be granted to affix the Common Seal of Council to any acquisition documentation associated with the Land.
4. The land to be acquired is to be classified as Community Land.

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

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Officer:</p> <p>Ordinary Meeting</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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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 Luke Taberner	For Determination	COUNCIL TO ACQUIRE EASEMENTS OVER LAND IN EUGOWRA FOR THE PUZZLE FLAT CREEK FLOOD LEVEE

MOTION (Durkin/Newsom)

THAT:

1. Pursuant to Sections 186 and 187 of the *Local Government Act 1993 (NSW)* Council compulsorily acquire easements over the land described as:
 - a) Lot 1 in DP 432838 Eugowra;
 - b) Lot 3943 in DP 1200868 Eugowra;
 - c) Lot 148 in DP 750182 Eugowra;
 - d) Lot 7001 in DP 1125814 Eugowra;
 - e) Lot 88 in DP 750159 Eugowra; and
 - f) Lot 71 in DP 750182 Eugowra

as shown in the plans attached to the report for the purpose of flood levee infrastructure in accordance with the requirements of the *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.

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Officer:</p> <p>Ordinary Meeting</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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<p>6. Should Council not be granted permission to acquire the following:</p> <ul style="list-style-type: none"> 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. <p>under the Land Acquisition (Just Terms Compensation) Act 1991 that a licence agreement be entered into for the area covered by the proposed easement.</p> <p><i>14 Aug 2019 - 3:07 PM - Heidi Thornberry</i> Awaiting document to affix seal</p> <p><i>09 Jul 2019 - 9:31 AM - Heidi Thornberry</i> Awaiting document to affix seal</p> <p><i>13 Jun 2019 - 3:51 PM - Heidi Thornberry</i> Awaiting documents to affix seal</p> <p><i>14 May 2019 - 12:12 PM - Heidi Thornberry</i> Awaiting documents to affix seal</p> <p><i>02 Apr 2019 - 10:08 AM - Heidi Thornberry</i> Awaiting documents to affix seal</p> <p><i>12 Mar 2019 - 10:02 AM - Heidi Thornberry</i> Awaiting documents to affix seal</p> <p><i>13 Feb 2019 - 12:54 PM - Heidi Thornberry</i> Awaiting document to affix seal</p> <p><i>06 Dec 2018 - 3:46 PM - Heidi Thornberry</i> Awaiting documents to affix seal</p> <p><i>15 Nov 2018 - 10:35 AM - Heidi Thornberry</i> Awaiting documents to affix seal</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 27 November 2018	Heidi Thornberry Luke Taberner	Confidential Items	ACQUISITION OF LAND - KURRAJONG ROAD, MANILDRA
<p>RECOMMENDATION (Nash/Weaver)</p> <p>THAT Council:</p> <ul style="list-style-type: none"> 1. Authorise purchase of 1.47 ha of land from Lot 243 DP 750150 for the purchase price of \$5,297.88. 			

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Officer:</p> <p>Ordinary Meeting</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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2. Agree to pay all reasonable legal fees, survey fees and plan lodgement fees associated with the purchase.
3. Authorise the affixation of the Common Seal and appropriate signatures on any associated land transfer documents.

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

02 Apr 2019 - 10:07 AM - Heidi Thornberry

Awaiting document to affix seal

11 Mar 2019 - 1:02 PM - Heidi Thornberry

Awaiting document to affix seal

13 Feb 2019 - 12:54 PM - Heidi Thornberry

Awaiting document to affix seal

06 Dec 2018 - 3:49 PM - Heidi Thornberry

Awaiting document to affix seal

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 February 2019	Jolene Pearson Luke Taberner	For Determination	ENGAGEMENT OF THE NEW SOUTH WALES ELECTORAL COMMISSIONER TO CONDUCT COUNCIL ELECTIONS

MOTION (Durkin/Jones)

THAT Council:

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

15 Aug 2019 - 2:58 PM - Emma Tadros

Outstanding Actions		Division:	Ordinary Meeting	Date From:	
Action Sheets Report		Committee:		Date To:	
		Officer:		Printed: Friday, 16 August 2019 1:12:53 PM	
<p>Awaiting Contract documentation from AEC. <i>05 Jul 2019 - 4:55 PM - Jolene Pearson</i> Awaiting Contract documentation from AEC. <i>13 Jun 2019 - 2:34 PM - Jolene Pearson</i> Awaiting Contract documentation from AEC. <i>13 May 2019 - 1:33 PM - Jolene Pearson</i> Awaiting Contract documentation from AEC. <i>15 Apr 2019 - 12:02 PM - Jolene Pearson</i> Awaiting Contract documentation from AEC. <i>11 Mar 2019 - 2:30 PM - Jolene Pearson</i> Awaiting Contract documentation from AEC.</p>					
Meeting	Officer/Director	Section	Subject		
Ordinary Meeting 26 February 2019	Dale Jones Bradley Byrnes	For Determination	CABONNE ACQUISITIVE ART PRIZE		
MOTION (Oldham/Davison)					
<p>THAT Council:</p> <ol style="list-style-type: none"> 1. Consider a draft budget for the 2019-20 Cabonne Acquisitive Art Prize; 2. Adopt dates and timelines for the 2019-20 Cabonne Acquisitive Art Prize; and 3. Enlist the services of a qualified independent judge. 					
<p><i>14 Aug 2019 - 3:36 PM - Dale Jones</i> Small working group formed. Draft budget, timelines and terms and conditions proposed. Report prepared for August meeting for Council's determination. <i>11 Jul 2019 - 9:59 AM - Dale Jones</i> Competition being launched in July <i>18 Jun 2019 - 10:03 AM - Dale Jones</i> Competition to be launched in July <i>16 May 2019 - 3:11 PM - Dale Jones</i> Timelines determined and competition to be launched in July following adoption of Council 2019-20 Budget. <i>10 Apr 2019 - 2:38 PM - Dale Jones</i> Competition to be initiated once costings have been included in 2019-20 Budget and finalised. <i>18 Mar 2019 - 1:00 PM - Emma Tadros</i> In Community Engagement and Development Manager absence, comment made by Tourism and Community Development Coordinator: In progress</p>					
Meeting	Officer/Director	Section	Subject		
Ordinary Meeting 26 March 2019	Roy Ansted	For Determination	PROPOSED ROAD NAMING - "BARTON LANE", BOWAN PARK		

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Officer:</p> <p>Ordinary Meeting</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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<p>Robert Cohen</p>			
<p>MOTION (Durkin/Treavors)</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. Council proceed with public consultation proposing to name the road as "Barton Lane"; and 2. Assuming no objections are received, Council proceeds with the naming of the road as "Barton Lane" in accordance with Section 162 of the Roads Act, 1993. <p><i>13 Aug 2019 - 9:47 AM - Roy Ansted</i> Report presented to July Council meeting for the name Bordens Road. COMPLETE.</p> <p><i>05 Jul 2019 - 4:38 PM - Roy Ansted</i> GNB objected to Barton Lane. Another name to be proposed at next Council Meeting.</p> <p><i>14 Jun 2019 - 8:20 AM - Roy Ansted</i> Awaiting Response from GNB</p> <p><i>17 May 2019 - 9:15 AM - Roy Ansted</i> GNB submission under way.</p> <p><i>02 Apr 2019 - 2:37 PM - Roy Ansted</i> Approval to now be sought from the Geographical Names Board for the use of the name "Barton Lane".</p> <p><i>02 Apr 2019 - 2:32 PM - Sarah Stewart</i> Action reassigned to Roy Ansted by: Sarah Stewart</p>			
Meeting	Officer/Director	Section	Subject
Ordinary Meeting 26 March 2019	Naomi Schroder Bradley Byrnes	For Determination	QUESTIONS FOR NEXT MEETING
<p>MOTION (Oldham/Jones)</p> <p>THAT Council receive a report at the next Council meeting in relation to the following matters:-</p> <ol style="list-style-type: none"> 1. Flood mitigation measures and an update on the SMEC project; 2. Developing key strategies and identifying priorities for Council and the community to take advantage of funding programs, particularly those with a 50/50 contribution arrangement for possible inclusion in the 2019/20 budget; and 3. Solar panels at the sewerage treatment plant and possible development of a 'Renewable Energy Action Plan', detailing a cost benefit analysis for implementation in the 2020/21 financial year. 			

Outstanding Actions	Division: Committee: Ordinary Meeting Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 16 August 2019 1:12:53 PM

12 Aug 2019 - 9:59 AM - Naomi Schroder
in progress - have discussed with GM and looking to implement grants flowchart or something similar to assist with identification and prioritising of projects on an ongoing basis.

05 Jul 2019 - 3:55 PM - Naomi Schroder
no further progress at this atge

14 Jun 2019 - 11:59 AM - Naomi Schroder
no further progress at this stage

16 May 2019 - 4:04 PM - Naomi Schroder
Research into process conducted at a neighbouring Council. Implementation of strategy and consultation methods to be discussed and confirmed with GM and a plan made going forward. Consultation will still be occurring in conjunction with the CSP process.

18 Apr 2019 - 3:45 PM - Naomi Schroder
As per DFCS comments on item 2, consultation will be undertaken in conjunction with CSP review. Grants Officer will also complete some research further strategy around this and advise.

18 Apr 2019 - 2:41 PM - Emma Tadros
Action reassigned to Naomi Schroder by: Emma Tadros

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 30 April 2019	Heather Nicholls Heather Nicholls	For Determination	ENFORCEMENT AND COMPLIANCE POLICY

MOTION (Durkin/Newsom)

THAT Council endorse the draft Enforcement and Compliance Policy and place on public exhibition for a period of not less than 42 days, inviting submissions from the public, after which time the policy shall be reported back to Council for adoption with a summary of submissions received.

16 Aug 2019 - 9:40 AM - Heather Nicholls
COMPLETE

05 Jul 2019 - 12:46 PM - Heather Nicholls
Report to be prepared for August 2019 meeting

17 Jun 2019 - 2:38 PM - Sarah Stewart
Draft policy still on exhibition. Due to finish 28/06/2019.

14 May 2019 - 8:57 AM - Heather Nicholls
Draft policy placed upon public exhibition

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 May 2019	Heather Nicholls Heather Nicholls	For Determination	RE-ESTABLISHMENT OF ALCOHOL FREE ZONES AND ALCOHOL PROHIBITED AREAS WITHIN CABONNE COUNCIL LOCAL GOVERNMENT AREA

MOTION (Durkin/Oldham)

THAT Council:

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Ordinary Meeting Officer:</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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1. Undertake public notification in accordance with s644(5) of the Local Government Act 1993 and the Ministerial Guidelines, to re-establish alcohol free zones and alcohol prohibited zones as outlined in the report; and
2. Amend the 'Alcohol Control in Public Places Policy' to include in clause 11 when referencing Alcohol Free Zones, the statement that 'Implementation of these zones would not prevent the consumption of alcohol in any footpath dining areas that have a liquor licence covering the footpath dining areas', and undertake public notification of the proposed amended wording.

12 Aug 2019 - 11:22 AM - Heather Nicholls
COMPLETE
05 Jul 2019 - 12:46 PM - Heather Nicholls
report to be drafted for August 2019 meeting
14 Jun 2019 - 12:37 PM - Heather Nicholls
draft documents advertised

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 May 2019	Christopher Eldred Heather Nicholls	For Determination	DRAFT DEVELOPMENT CONTROL PLAN NO. 17: RURAL TOURISM

MOTION (Jones/Oldham)

THAT Council notify the Draft Development Control Plan No. 17: Rural Tourism for public comment for a period of 28 days.

15 Aug 2019 - 2:06 PM - Emma Tadros
No changed from last month
11 Jul 2019 - 12:13 PM - Emma Tadros
Council staff are now considering the comments received during the exhibition period
03 Jun 2019 - 4:34 PM - Christopher Eldred
The DCP has been placed on exhibition for 28 Days in accordance with requirements. A subsequent report will be prepared for Council following the exhibition phase.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 May 2019	Heidi Thornberry Luke Taberner	For Determination	LOCAL GOVERNMENT WEEK 2019

RECOMMENDATION (Durkin/Oldham)

THAT councillors visit Cargo, Cudal, Canowindra and Eugowra as part of Local Government Week 2019.

14 Aug 2019 - 3:06 PM - Heidi Thornberry
LG Week bus tour held 30 July - COMPLETE
08 Jul 2019 - 4:54 PM - Heidi Thornberry
itinerary set - currently organising the school leadership groups to attend

Outstanding Actions	Division: Committee: Ordinary Meeting Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 16 August 2019 1:12:53 PM

13 Jun 2019 - 3:53 PM - Heidi Thornberry
Currently organising

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 May 2019	Emma Tadros Luke Taberner	For Determination	RE-ESTABLISHMENT OF ALCOHOL FREE ZONES AND ALCOHOL PROHIBITED AREAS WITHIN CABONNE COUNCIL LOCAL GOVERNMENT AREA

MOTION (Durkin/Oldham)

THAT Council:

1. Undertake public notification in accordance with s644(5) of the Local Government Act 1993 and the Ministerial Guidelines, to re-establish alcohol free zones and alcohol prohibited zones as outlined in the report; and
2. Amend the 'Alcohol Control in Public Places Policy' to include in clause 11 when referencing Alcohol Free Zones, the statement that 'Implementation of these zones would not prevent the consumption of alcohol in any footpath dining areas that have a liquor licence covering the footpath dining areas', and undertake public notification of the proposed amended wording.

15 Aug 2019 - 2:59 PM - Emma Tadros
Awaiting adoption before adding to Policy Register
10 Jul 2019 - 1:02 PM - Emma Tadros
No action until adopted - will be going to August Council meeting
14 Jun 2019 - 2:16 PM - Emma Tadros
Draft documents advertised

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 May 2019	Luke Taberner Luke Taberner	Confidential Items	PROPOSED SALE OF LAND FOR OVERDUE RATES

RECOMMENDATION (Oldham/Treavors)

THAT:

1. The report by the Senior Rates Officer on the Sale of Land, under Section 713 of the Local Government Act 1993, for unpaid rate be received.
2. Council proceeds with the sale of land for unpaid rates for the attached list of properties.
3. The General Manager be authorised to sign the General Manager's Certificates to enable the sale process to commence.
4. Outstanding Collections (Aust) Pty Ltd be appointed to administer the sale on Council's behalf.
5. The sale of land for unpaid rates and charges be held by public auction and land not sold at auction be sold by private treaty.

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Ordinary Meeting Officer:</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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6. In order for property(s) to be withdrawn from sale for unpaid rates, all rates and charges accrued including arrears, current amounts and fees associated with the sale of land, be paid in full.
7. Council reserves the right to withdraw the property from sale for technical or legal reasons.

31 Jul 2019 - 1:53 PM - Luke Taberner

4. Auction date set for 25th October

09 Jul 2019 - 10:28 AM - Luke Taberner

1. COMPLETE
2. COMPLETE
3. COMPLETE
4. In progress

06 Jun 2019 - 4:02 PM - Luke Taberner

1. COMPLETE
2. In progress
3. In progress
4. In progress

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 28 May 2019	Heidi Thornberry Luke Taberner	Confidential Items	EVALUATION OF SUPPLY, INSTALLATION AND MAINTENANCE OF PRINTER FLEET TENDER

RECOMMENDATION (Nash/Treavors)

THAT Council engage Inland Digital for the Supply, Installation and Maintenance of its Printer Fleet at an estimated cost over 5 years of \$177,065.40.

14 Aug 2019 - 3:06 PM - Heidi Thornberry

Contract form received - COMPLETE

09 Jul 2019 - 9:31 AM - Heidi Thornberry

Still waiting on contract information from Systems Administrator

13 Jun 2019 - 3:59 PM - Heidi Thornberry

Awaiting contract information from Systems administrator

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 25 June 2019	Robert Cohen Robert Cohen	For Determination	REFURBISHMENT OF THE MAIN PAVILION AND LUNCHEON PAVILION AT THE MOLONG SHOWGROUND

MOTION (Jones/Oldham)

Outstanding Actions	Division: Committee: Ordinary Meeting Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 16 August 2019 1:12:53 PM

THAT Council approve \$190,000 expenditure from the Capital Works Reserve to carry out the recommended repair works as listed in the report to the Main Pavilion and Luncheon Pavilion buildings at the Molong Showground.

13 Aug 2019 - 4:43 PM - Deborah Jordan
Work commenced and in progress.
09 Jul 2019 - 11:53 AM - Deborah Jordan
Council seeking suitable contractors.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Robyn Little Bradley Byrnes	For Determination	2019 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

MOTION (Oldham/Newsom)

THAT Council:

1. Be represented at the 2019 Local Government NSW Annual Conference by the Mayor or his delegate, observers, nominated via email and selected by the Mayor with first preference to be given to those who haven't attended previously, and the General Manager or his alternate delegate in an advisory capacity; and
2. Submit the issue of water security in the Cabonne area to the conference and any other issues raised before the conference be submitted by Tuesday 30th July.

12 Aug 2019 - 11:13 AM - Robyn Little
Registrations completed. Motion developed by General Manager and submitted before deadline. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Robyn Little Bradley Byrnes	For Determination	INLAND RAIL CONFERENCE TOOWOOMBA

MOTION (Jones/Treavors)

THAT the Mayor, General Manager and C/r Davison attend the Inland Rail Conference to be held in Toowoomba 21-22 August 2019.

12 Aug 2019 - 11:12 AM - Robyn Little
Registration and travel arrangements organised. COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Luke Taberner Luke Taberner	For Determination	INTEGRATED PLANNING & REPORTING - OPERATIONAL PLAN FINAL QUARTER REVIEW

MOTION (Davison/Jones)

Outstanding Actions	Division: Committee: Ordinary Meeting Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 16 August 2019 1:12:53 PM

THAT, subject to any alterations the Council deems necessary at the July Council meeting, the update of the Operational Plan to 30 June 2019, as presented be adopted.

31 Jul 2019 - 1:51 PM - Luke Taberner
COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Veronica Windus Luke Taberner	For Determination	UNSPENT EXPENDITURE TO BE REVOTED TO THE 2019/2020 BUDGET

MOTION (Davison/Weaver)

THAT the works listed in the attachment be included in the 2019/2020 budget.

15 Aug 2019 - 10:40 AM - Veronica Windus
COMPLETED

15 Aug 2019 - 10:40 AM - Veronica Windus
These have been added into Synergy in the 19/20 Budget

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Surendra Sapkota Robert Cohen	For Determination	RECTIFICATION OF DEFECTS IN OVERHEAD ELECTRICAL INSTALLATION AT EUGOWRA SHOWGROUND

MOTION (Nash/Weaver)

THAT Council approve \$41,000 from Council Capital Reserve for the rectification of defects in overhead electrical installation at Eugowra Showground.

12 Aug 2019 - 5:25 PM - Surendra Sapkota
Defects rectified. COMPLETE.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Roy Ansted Robert Cohen	For Determination	PROPOSED ROAD NAMING - "UNNAMED LANE", BOWAN PARK

MOTION (Davison/Oldham)

THAT:

1. Council proceed with public consultation proposing to name the unnamed lane as described in the report as "Bordens Road"; and
2. Assuming no objections are received, Council proceeds with the naming of the road as "Bordens Road" in accordance with Section 162 of the Roads Act, 1993.

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Ordinary Meeting Officer:</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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13 Aug 2019 - 9:35 AM - Roy Ansted

Submission to be made to the GNB for approval to name the unnamed road "Bordens Road".

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Roy Ansted Robert Cohen	For Determination	PROPOSED ROAD NAMING - "UNNAMED NEW ROAD", ORANGE

MOTION (Davison/Nash)

THAT:

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

13 Aug 2019 - 9:44 AM - Roy Ansted

Submission to be sent to the GNB for approval to name the unnamed road "Adair Drive".

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Christopher Eldred Heather Nicholls	For Determination	DEVELOPMENT APPLICATION 2019/0174 TWO LOT SUBDIVISION LOT 191 DP 1057795, RANDALL STREET, MOORBEL

MOTION (Nash/Walker)

THAT Development Application 2019/0174 for a two (2) lot subdivision at Lot 191 DP 1057795, Randall Street Moorbel be granted consent subject to the conditions attached to the report.

15 Aug 2019 - 2:05 PM - Emma Tadros

Comment from Town Planner - "Signed and approved - COMPLETE"

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Lynnette Hawkes Bradley Byrnes	For Determination	EVENTS ASSISTANCE PROGRAM

**THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_11605)
CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT**

DOCUMENT: 1025723

12 Aug 2019 - 10:12 AM - Lynnette Hawkes

Outstanding Actions	Division: Committee: Ordinary Meeting Officer:	Date From: Date To: Printed: Friday, 16 August 2019 1:12:53 PM
Action Sheets Report		

Successful Letters Sent: 5 August 2019
 1. Canowindra Baroquefest
 2. Canobolas Endurance Riders
 3. The Phoneix
 4. Mulga Bill Festival - Mebourne Cup Visit

COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Heather Nicholls Heather Nicholls	Confidential Items	ENDORSEMENT OF PROCEEDINGS OF CONFIDENTIAL MATTERS CONSIDERED AT COMMITTEE OF THE WHOLE MEETING
RECOMMENDATION (Jones/Nash)			
<p>THAT the Committee endorse the accuracy of the Report of the Proceedings of Confidential Matters at the Ordinary Council meeting held on 25 June 2019 and notes the recommendations recorded in the Official Ordinary Minutes of that meeting are sufficient to state the general effect of the proceeding in Closed Committee.</p> <p>12 Aug 2019 - 11:21 AM - Heather Nicholls</p> <p>COMPLETE</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Robert Cohen Robert Cohen	Confidential Items	CONTRACT 1016303 MANAGEMENT OF CANOWINDRA SWIMMING POOL, GASKILL STREET, CANOWINDRA NSW 2804
RECOMMENDATION (Weaver/Newsom)			
<p>THAT Council accept the tender from Margaret Duguid for management and operation of the Canowindra Swimming Pool situated at Gaskill Street Canowindra from 30 September 2019 to 29 March 2022 at the tendered price of \$54,000 (Including GST) per annum.</p> <p>13 Aug 2019 - 2:51 PM - Deborah Jordan</p> <p>Council accepted tender.</p> <p>COMPLETE</p>			

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Robert Cohen Robert Cohen	Confidential Items	CONTRACT 1017527 MANAGEMENT OF MOLONG SWIMMING POOL, HILL ST, MOLONG NSW 2866
RECOMMENDATION (Jones/Oldham)			
THAT Council:			

Outstanding Actions	Division: Committee: Ordinary Meeting Officer:	Date From: Date To:
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1. Accept the tender from Lifeguarding Services Australia for management and operation of the Molong Swimming Pool situated at Hill Street Molong from 30 September 2019 to 29 March 2022 at the tendered price of \$89,621 including GST.
2. Transfer \$32,820 from account number 11400340 - Project Pre Planning to account number 12806000 – Pool Caretakers Fees, to provide a sufficient annual budget for management and operation of the Molong Swimming Pool.

13 Aug 2019 - 2:54 PM - Deborah Jordan

Recommendation carried.

COMPLETE

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Gloria Donlan Luke Taberner	Confidential Items	DEBT RECOVERY REPORT OF OUTSTANDING DEBTS
RECOMMENDATION (Nash/Newsom)			
<p>THAT the ratepayers in the annexure attached be advised in writing that if payment of their account is not made, or a satisfactory arrangement for payment is not made within seven days of this correspondence, Council intends to issue a Statement of Claim for the recovery of all monies owed to Council.</p> <p>14 Aug 2019 - 4:12 PM - Gloria Donlan</p> <p>Letters have been sent to all ratepayers on the list, who have not made payment or contacted Council to make an arrangement for payment, to advise them that their account will be given to Council's Debt Recovery Agents for action to Commence. COMPLETED</p>			
Ordinary Meeting 23 July 2019	Dale Jones Bradley Byrnes	Confidential Items	INVEST IN ORANGE REGION WEBSITE
<p>THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_11614) CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT</p> <p>DOCUMENT: 1025723</p> <p>14 Aug 2019 - 3:37 PM - Dale Jones</p> <p>Website to be launched on 22 August 2019. Councillors invited</p>			
Ordinary Meeting 23 July 2019	Nelson Saville Luke Taberner	For Determination	UNSPENT EXPENDITURE TO BE REVOTED TO THE 2019/2020 BUDGET
MOTION (Davison/Weaver)			
<p>THAT the works listed in the attachment be included in the 2019/2020 budget.</p>			

Outstanding Actions		Division:	Ordinary Meeting	Date From:	
Action Sheets Report		Committee:		Date To:	
		Officer:		Printed: Friday, 16 August 2019 1:12:53 PM	
<p>08 Aug 2019 - 4:04 PM - Nelson Saville COMPLETED 08 Aug 2019 - 4:03 PM - Nelson Saville Revote and carry forward budget items have now been incorporated into the 19/20 budget.</p>					
Meeting	Officer/Director	Section	Subject		
Ordinary Meeting 23 July 2019	Veronica Windus Luke Taberner	For Determination	RECTIFICATION OF DEFECTS IN OVERHEAD ELECTRICAL INSTALLATION AT EUGOWRA SHOWGROUND		
MOTION (Nash/Weaver)					
<p>THAT Council approve \$41,000 from Council Capital Reserve for the rectification of defects in overhead electrical installation at Eugowra Showground.</p>					
<p>15 Aug 2019 - 10:42 AM - Veronica Windus COMPLETED 15 Aug 2019 - 10:42 AM - Veronica Windus Will be added to the 19/20 Budget</p>					
Meeting	Officer/Director	Section	Subject		
Ordinary Meeting 23 July 2019	Nelson Saville Luke Taberner	For Determination	RECTIFICATION OF DEFECTS IN OVERHEAD ELECTRICAL INSTALLATION AT EUGOWRA SHOWGROUND		
MOTION (Nash/Weaver)					
<p>THAT Council approve \$41,000 from Council Capital Reserve for the rectification of defects in overhead electrical installation at Eugowra Showground.</p>					
<p>08 Aug 2019 - 4:05 PM - Nelson Saville COMPLETED 08 Aug 2019 - 4:04 PM - Nelson Saville Job number and budget have been setup and incorporated into the 19/20 budget for this work.</p>					
Meeting	Officer/Director	Section	Subject		
Ordinary Meeting 23 July 2019	Veronica Windus Luke Taberner	Confidential Items	CONTRACT 1017527 MANAGEMENT OF MOLONG SWIMMING POOL, HILL ST, MOLONG NSW 2866		
RECOMMENDATION (Jones/Oldham)					
<p>THAT Council:</p>					

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Ordinary Meeting Officer:</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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1. Accept the tender from Lifeguarding Services Australia for management and operation of the Molong Swimming Pool situated at Hill Street Molong from 30 September 2019 to 29 March 2022 at the tendered price of \$89,621 including GST.
2. Transfer \$32,820 from account number 11400340 - Project Pre Planning to account number 12806000 – Pool Caretakers Fees, to provide a sufficient annual budget for management and operation of the Molong Swimming Pool.

15 Aug 2019 - 10:49 AM - Veronica Windus
 COMPLETED
 15 Aug 2019 - 10:48 AM - Veronica Windus
 Contract amount noted for finance

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Nelson Saville Luke Taberner	Confidential Items	CONTRACT 1017527 MANAGEMENT OF MOLONG SWIMMING POOL, HILL ST, MOLONG NSW 2866

RECOMMENDATION (Jones/Oldham)

THAT Council:

1. Accept the tender from Lifeguarding Services Australia for management and operation of the Molong Swimming Pool situated at Hill Street Molong from 30 September 2019 to 29 March 2022 at the tendered price of \$89,621 including GST.
2. Transfer \$32,820 from account number 11400340 - Project Pre Planning to account number 12806000 – Pool Caretakers Fees, to provide a sufficient annual budget for management and operation of the Molong Swimming Pool.

08 Aug 2019 - 4:06 PM - Nelson Saville
 COMPLETED
 08 Aug 2019 - 4:05 PM - Nelson Saville
 Swimming pool utilities caretaker fees budget has been increased as noted in the council meeting.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Heidi Thornberry Luke Taberner	Confidential Items	CONTRACT 1017527 MANAGEMENT OF MOLONG SWIMMING POOL, HILL ST, MOLONG NSW 2866

RECOMMENDATION (Jones/Oldham)

THAT Council:

<p>Outstanding Actions</p> <p>Action Sheets Report</p>	<p>Division: Committee: Ordinary Meeting Officer:</p>	<p>Date From: Date To:</p> <p>Printed: Friday, 16 August 2019 1:12:53 PM</p>
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1. Accept the tender from Lifeguarding Services Australia for management and operation of the Molong Swimming Pool situated at Hill Street Molong from 30 September 2019 to 29 March 2022 at the tendered price of \$89,621 including GST.
2. Transfer \$32,820 from account number 11400340 - Project Pre Planning to account number 12806000 – Pool Caretakers Fees, to provide a sufficient annual budget for management and operation of the Molong Swimming Pool.

16 Aug 2019 - 9:25 AM - Heidi Thornberry

Contract information recieved - COMPLETE

14 Aug 2019 - 2:51 PM - Heidi Thornberry

Contracts form sent to Engineering Dept. Awaiting return of form.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Veronica Windus Luke Taberner	Confidential Items	CONTRACT 1016303 MANAGEMENT OF CANOWINDRA SWIMMING POOL, GASKILL STREET, CANOWINDRA NSW 2804

RECOMMENDATION (Weaver/Newsom)

THAT Council accept the tender from Margaret Duguid for management and operation of the Canowindra Swimming Pool situated at Gaskill Street Canowindra from 30 September 2019 to 29 March 2022 at the tendered price of \$54,000 (Including GST) per annum.

15 Aug 2019 - 10:49 AM - Veronica Windus

COMPLETE

15 Aug 2019 - 10:49 AM - Veronica Windus

Contract noted for finance

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Nelson Saville Luke Taberner	Confidential Items	CONTRACT 1016303 MANAGEMENT OF CANOWINDRA SWIMMING POOL, GASKILL STREET, CANOWINDRA NSW 2804

RECOMMENDATION (Weaver/Newsom)

THAT Council accept the tender from Margaret Duguid for management and operation of the Canowindra Swimming Pool situated at Gaskill Street Canowindra from 30 September 2019 to 29 March 2022 at the tendered price of \$54,000 (Including GST) per annum.

08 Aug 2019 - 4:07 PM - Nelson Saville

COMPLETED

08 Aug 2019 - 4:06 PM - Nelson Saville

Swimming pool utilities caretaker fees budget has been increased as noted in the council meeting.

Meeting	Officer/Director	Section	Subject
Ordinary Meeting 23 July 2019	Heidi Thornberry	Confidential Items	CONTRACT 1016303 MANAGEMENT OF CANOWINDRA SWIMMING POOL, GASKILL STREET, CANOWINDRA NSW 2804

Outstanding Actions	Division: Committee: Ordinary Meeting Officer:	Date From: Date To:
Action Sheets Report		Printed: Friday, 16 August 2019 1:12:53 PM

Luke Taberner

RECOMMENDATION (Weaver/Newsom)

THAT Council accept the tender from Margaret Duguid for management and operation of the Canowindra Swimming Pool situated at Gaskill Street Canowindra from 30 September 2019 to 29 March 2022 at the tendered price of \$54,000 (Including GST) per annum.

16 Aug 2019 - 9:25 AM - Heidi Thornberry
Contract information recieved - COMPLETE

14 Aug 2019 - 2:36 PM - Heidi Thornberry
Contracts form sent to Engineering Dept. Awaiting return of form.

Incomplete Resolutions - Summary

Risk	Totals	Month 1	Month 2	Month 3	Month 3+
Low	43	24	6	1	12
Medium	0		0	0	0
High	0				0

As at: 16 August 2019

Key:

Low Risk

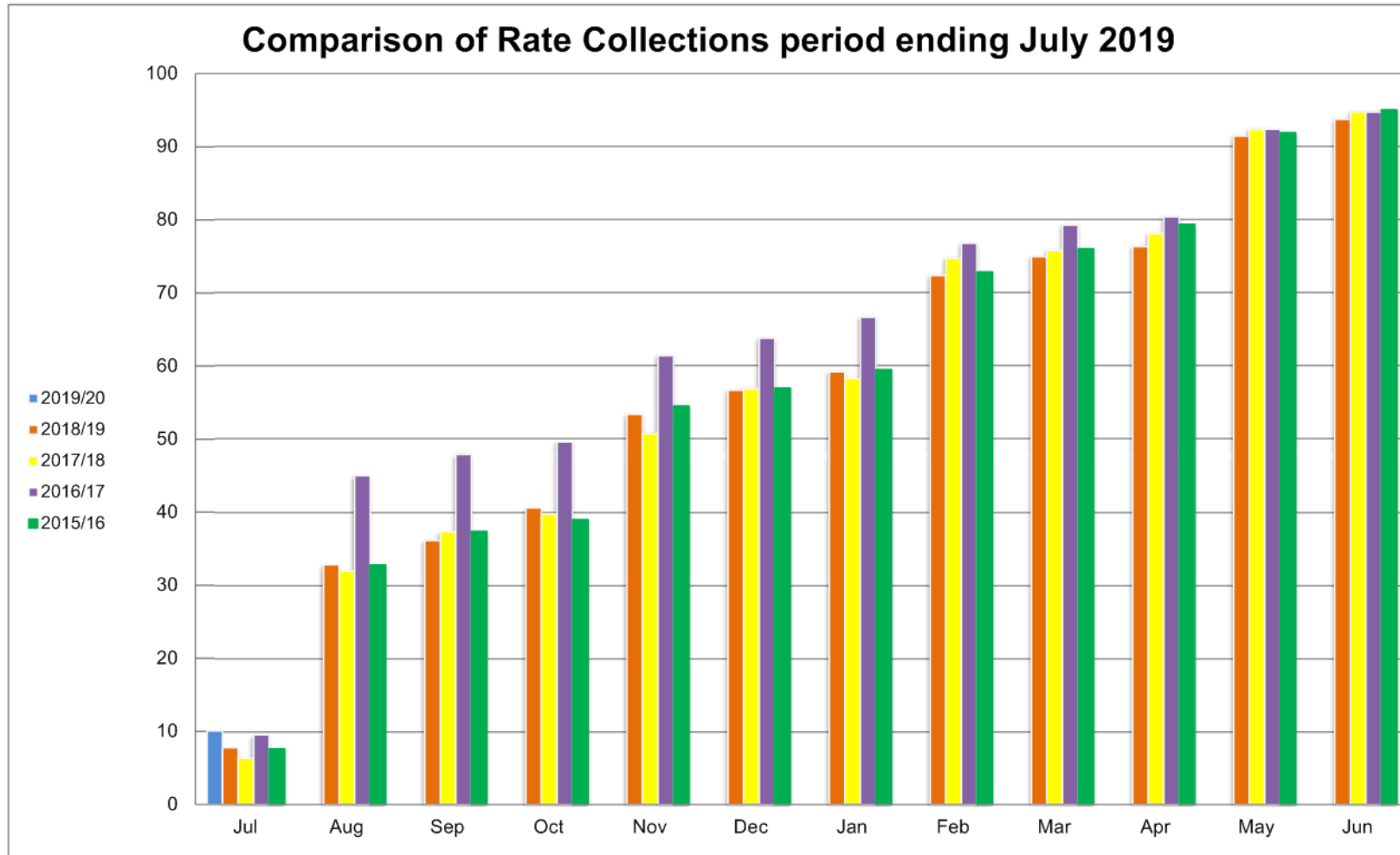
Includes resolutions marked "Complete" pending the next Council meeting to be finalised; resolutions up to 2 months old with an initial comment; and resolutions not "Complete" (regardless of age), with initial and progress comments which are incomplete due to a legitimate reason.

Medium Risk

Includes resolutions not "Complete", up to 2 months old **without** a comment; and resolutions 3 months old with an initial comment but without a satisfactory or timely update.

High Risk

Includes resolutions not "Complete", with no initial comment 3+ months old; 3+ months old with initial comment but no update; and 3+ months old with initial comment and with updates but reason or legitimacy is "no or not known (to be shown as "No").



**Cabonne Council
Schedule of Investments as at 31/07/2019**

Annexure - Item 2

GENERAL FUND

Investing Institution	Credit Rating	Amount Invested	Interest Rate	Terms (Days)	Maturity Date
ANZ Bank	A1+	1,000,000	1.79%	92	12/10/2019
ANZ Bank	A1+	2,000,000	1.80%	184	18/01/2020
ANZ Bank	A1+	3,000,000	2.20%	120	28/08/2019
ANZ Bank	A1+	1,000,000	2.45%	184	9/09/2019
Bank of Qld	A2	2,000,000	2.10%	92	20/09/2019
Bank of Qld	A2	500,000	2.50%	182	14/10/2019
Commonwealth Bank	A1+	2,000,000	1.88%	150	12/12/2019
Commonwealth Bank	A1+	3,000,000	2.29%	122	15/08/2019
Commonwealth Bank	A1+	2,000,000	1.98%	120	15/10/2019
Commonwealth Bank	A1+	1,135,294	0.95%	24 Hour at call account	
Illawarra Mutual Build Society	A2	250,000	2.35%	184	7/11/2019
Illawarra Mutual Build Society	A2	500,000	2.35%	184	7/11/2019
Me Bank	A2	1,500,000	1.95%	120	13/11/2019
National Australia Bank	A1+	2,000,000	2.65%	181	13/08/2019
National Australia Bank	A1+	1,000,000	2.60%	184	4/09/2019
National Australia Bank	A1+	1,500,000	2.60%	184	4/09/2019
National Australia Bank	A1+	3,000,000	2.48%	182	3/10/2019
National Australia Bank	A1+	2,000,000	2.48%	182	3/10/2019
National Australia Bank	A1+	1,000,000	2.44%	181	14/10/2019
Reliance Credit Union	Unrated	500,000	2.20%	93	21/09/2019
Reliance Credit Union	Unrated	250,000	2.70%	365	30/10/2019
Suncorp-Metway	A1	2,000,000	1.86%	184	23/01/2020
Suncorp-Metway	A1	1,000,000	2.60%	214	4/10/2019
Suncorp-Metway	A1	1,000,000	2.55%	212	25/10/2019
Westpac Bank	A1+	1,000,000	2.55%	183	2/10/2019
Westpac Bank	A1+	3,000,000	2.55%	183	10/10/2019
Westpac Bank	A1+	1,000,000	2.48%	214	25/10/2019
Westpac Bank	A1+	3,000,000	2.50%	184	16/11/2019

GENERAL FUND INVESTMENTS

\$ 43,135,294

TRUST FUND

Investing Institution	Credit Rating	Amount Invested	Interest Rate	Terms (Days)
Commonwealth Bank	A1+	208,000	0.20%	24 Hour at call account

TRUST FUND INVESTMENTS

\$ 208,000

TOTAL INVESTMENTS

\$ 43,343,294

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+	78%	\$	33,843,294
A1 & A1-	9%	\$	4,000,000
A2	11%	\$	4,750,000
Unrated	2%	\$	750,000
Total Investments		\$	43,343,294

Council's Investment policy states the amount invested with any one financial institution should not exceed the following percentages:

Standard & Poors Credit Short Term Rating	Percentage per Institution
A1+	30%
A1 & A1-	20%
A2	10%
Unrated	2%

Council's Current Exposure per Institution

Commonwealth Bank	19%	\$	8,343,294	A1+
National Australia Bank	24%	\$	10,500,000	A1+
Westpac Bank	18%	\$	8,000,000	A1+
ANZ	16%	\$	7,000,000	A1+
Suncorp-Metway	9%	\$	4,000,000	A1
Bank of Qld	6%	\$	2,500,000	A2
Illawarra Mutual Building Society	2%	\$	750,000	A2
Me Bank	3%	\$	1,500,000	A2
Reliance Credit Union	2%	\$	750,000	Unrated
Total Investments		\$	43,343,294	

INVESTMENT MOVEMENTS

Council's Overall Total Investments have decreased due to variations in the Cashflow during the month of July.

	This Month	Last Month	July 2018
Total Investments	\$ 43,343,294	\$ 45,663,294	\$ 39,950,294
% Change	-5.35%		7.83%

INTEREST RATE PERFORMANCE

Council's Average Interest rate for the month was 2.21%. The average rate movement is minimal due to the low cash rate and the flow on effect to term deposit rates offered in the market. The Reserve Bank's official cash rate was dropped to 1% in July. However, Council's average is still higher than Council's Performance Benchmark, the 30 Day Bank Bill Swap Rate of 1.015%.

Performance Benchmark 30 Day Bank Bill Swap Rate	Av Interest Rate This Month	Av Interest Rate Last Month	Av Interest Rate July 2018
1.015%	2.21%	2.34%	2.51%

L Taberner

Responsible Accounting Officer

I hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2005 and Council's Investment policy number POL 08/52.



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries
PO Box 420 Moree NSW 2400
02 6757 3222
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 2 AUGUST 2019 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 8.50 a.m.

1. ATTENDANCE:

Armidale Regional Council, Cr Bradley Widders
Bega Valley Shire Council, Cr Kristy McBain, Mayor
Bellingen Shire Council, Cr Dominic King, Mayor
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Ray Smith, General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Ms Rebecca Ryan, General Manager
Broken Hill City Council, Cr Darriea Turley, Mayor
Broken Hill City Council, Mr James Roncon, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Byrnes, General Manager
Carrathool Shire Council, Cr Peter Laird, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Dubbo Regional Council, Cr Ben Shields, Mayor
Dungog Shire Council, Cr Tracy Norman, Mayor
Dungog Shire Council, Ms Coralie Nichols, General Manager
Federation Council, Cr Patrick Bourke, Mayor
Federation Council, Mr Adrian Butler, General Manager
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Gilgandra Shire Council, Cr Doug Batten, Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Carol Sparkes, Mayor
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager

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Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Hilltops Council, Cr Brian Ingram, Mayor
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kiama Municipal Council, Cr Mark Honey, Mayor
Kyogle Council, Cr Danielle Mulholland, Mayor
Leeton Shire Council, Cr Paul Maytom, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Andrew Muir, Acting General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Mr Lester Rogers, General Manager
Murray River Council, Cr Christopher Bilkey, Mayor
Murray River Council, Mr Des Bilske, General Manager
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Shire Council, Cr Kathy Sajowitz, Mayor
Oberon Shire Council, Mr Garry Wallace, General Manager
Orange City Council, Cr Reg Kidd, Mayor
Parkes Shire Council, Cr Ken Keith, Mayor
Parkes Shire Council, Cr Barbara Newton, Deputy Mayor
Shellharbour City Council, Cr Marianne Saliba, Mayor
Shoalhaven City Council, Cr Amanda Findley, Mayor
Shoalhaven City Council, Mr Paul Keech, Director Assets and Works
Snowy Monaro Regional Council, Cr John Rooney, Mayor
Snowy Valleys Council, Cr James Hayes, Mayor
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Gary Lavelle, General Manager
Tenterfield Shire Council, Cr Peter Petty, Mayor
Upper Lachlan Shire Council, Cr John Stafford, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Uralla Shire Council, Mr David Aber, Acting General Manager
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Jack O'Hara, General Manager
Warren Shire Council, Cr Milton Quigley, Mayor
Warren Shire Council, Mr Glen Wilcox, General Manager
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Yass Valley Council, Cr Rowena Abbey, Mayor
Yass Valley Council, Mr Chris Berry, Acting General Manager
LGNSW Cr Linda Scott, President
LDNSW Ms Tara McCarthy, Chief Executive

APOLOGIES:

As submitted

SPECIAL GUESTS:

Hon Mark Coulton MP, Minister for Regional services, Decentralisation and Local Government, Assistant Trade and Investment Minister

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Hon Adam Marshall MP, Minister for Agriculture and western New South Wales
Geoff McKechnie APM, Assistant Commissioner, Commander, Western Region,
New South Wales Police Force
Richard Colbran, Chief Executive Officer, NSW Rural Doctors Network

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 31 May 2019 be accepted as a true and accurate record (Parkes Shire Council /Tenterfield Shire Council).

3. Matters Arising from the Minutes

Cr Peter Petty Tenterfield Shire advised that the Waste Levy Group was to meet with the Minister for Energy and Environment, to discuss the dot points outlined in the Associations resolution of 31 May

4. CORRESPONDENCE

Outward

- (a) Mr Gordon Hinds, Managing Director, Better Energy Technology, thanking him for his presentation on 31 May 2019
- (b) The Hon Matt Kean MP, Minister for Energy and Environment, regarding the need for increased fire management issues
- (c) The Hon Adam Marshall MP, Minister for Agriculture and Western NSW, regarding the need for increased fire management issues
- (d) The Hon Matt Kean MP, Minister for Energy and Environment, requesting support for the prioritisation of electricity grid connections at substations
- (e) The Hon Angus Taylor MP, Minister for Energy and Emissions Reductions, requesting support for the prioritisation of electricity grid connections at substations
- (f) The Hon Dominic Perrottet MP, Treasurer, calling on the NSW Government to implement a "Royalties for Regions" program based upon a set percentage of royalties being returned to Local Government
- (g) Cr Bruce Miller, Chair of Board, Local Government Super, thanking him for his presentation on 31 May 2019
- (h) The Hon Shelley Hancock MP, Minister for Local Government, thanking her for her presentation on 31 May 2019
- (i) The Hon Brad Hazzard MP, Minister for Health and Medical Research, thanking him for his presentation on 31 May 2019
- (j) Mr Andrew Roberts, Chief Executive Officer, Field Solutions Group, thanking him for his presentation on 31 May 2019
- (k) The Hon Shelley Hancock MP, Minister for Local Government, expressing the Associations concern about the proposed increase in RFS contributions
- (l) The Hon Gladys Berejiklian MP, Premier, expressing the Associations concern about the proposed increase in RFS contributions
- (m) Mr Shane Fitzsimmons, Commissioner NSW RFS, asking for a stay on implementation of the requirements under the Rural Fire Act 1997, that covers grasslands and non-curing crops to allow further assessments to take place, and inviting him to attend the November meeting

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NOTED

5. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Moree Plains Shire Council / Tenterfield Shire Council)

6. Hon Mark Coulton MP, Minister for Regional Services, Decentralisation and Local Government, Assistant Trade and Investment Minister

We live in a country underpinned by trade and the government has opened up more trade deals. India is the hardest to get a trade deal with which is important due to its growing middle class and insatiable appetite for energy. Getting into Mexico and other Latin American countries is important. Australia is negotiating with the European Union and waiting to see what happens with Brexit. Any China United States agreement could be bad for Australia. Maldistribution of health professionals is a major problem and \$550 million over 10 years is being put into a strategy including funding a generalist pathway. Telstra has raised issues about telecommunications and mobile black spots. There is a digital connectivity package to beef up data into country towns to produce greater speed and capability. There is no use moving people to country areas unless you can provide education, health and digital technology. The inland railway will foster country area development. Raising FAG's to 1% is not going to be of great assistance to country areas as most of it will go to metropolitan areas. There needs to be reform of the existing formula. The Minister is prepared to have the fight and do the work.

7. Benefit Cost Ratios

RESOLVED That the Association write to the Premier requesting the removal of Benefit Cost Ratios for funding programs (Shoalhaven City Council/Kyogle Council)

8. Hon Adam Marshall MP, Minister for Agriculture and Western New South Wales

Drought is affecting 96% of the State either severely or affected. All Country areas have been affected and people have been laid off work not only farmers and farm workers but also town support and service workers. Legal action for outstanding environmental cases are to be assessed under new laws rather than under laws that have not been in force for two years. Farm trespass laws are now being put in place and are to be enforced. An Agriculture Commissioner is to be appointed to protect rights to a farmer to farm. There is a need to look at how we manage the land to protect viable agricultural land from inappropriate development.

9. Geoff McKechnie APM, Assistant Commissioner, Commander, Western Region, New South Wales Police Force

The Stock Squad in 1947 dropped off but it has been reinstated in the last 5 or 6 years in response to rural crime. Its mission is look after "Incidents of Crime that Impact on the Functions of Pastoral, Agricultural and Aquaculture Industries" Members of the squad are detectives. It has three Zone Coordinators under the State Rural Crime Coordinator. Current direction is Education of Front Line Police, Increased Social Media, Advanced Community Engagement, Focused Operations and Investigations, and Developing Strategic Stakeholder Engagement. Local Government are high stakeholders in policing. In 2018 losses to primary producers were 1,454 head of cattle worth \$1.376 million and 1,769 head of sheep worth \$1.885 million. Future direction is centered on Enhanced Communication, Multi Force Operations, Increased Investigative Capacity, Targeting Hardening Research, Sale Yard Security, Stock Identification and Recruitment.

10. Richard Colbran, Chief Executive Officer, NSW Rural Doctors Network

The Rural Doctors Network is now 30 years old. There are four goals in the Strategic Plan 2019-2022, Build and Sustain Shovel Ready Workforce, Response to Community Need, Evidence Based Rural Health Policy and RDN Excellence. Customers are health workers, communities, organisations, the sector that represents the workforce and communities and RDN. Targeted priorities include Regional Workforce Coordination and Collaboration, Workforce Organizational and Community Capability, Adaption to New Workforce Models, Targeted Recruitment Campaigns and Trust. Key initiatives are Rural NSW Annual Health, Workforce Needs Assessment, Regional Workforce Coordination Projects, Community/town Based Workforce Projects, Aboriginal Health and Service Model Co-funded Role Trials. Rural Health Pro is a personalised digital experience to network, nurture, support, recognize and reward rural health professionals

11. RFS Contribution Increase

RESOLVED That Country Mayors write to the Premier and to Minister Elliott requesting urgent response to our letter dated 3 June 2019 and copies be forwarded to LGNSW and the Minister for Local Government (Moree Plains Shire Council/Tenterfield Shire Council)

12. Model Code of Conduct

RESOLVED That Country Mayors write to the Minister for Local Government requesting that the Model Code of Conduct be reviewed to set the same limitation on Councillors that applies to Members of Parliament in respect to attending community functions (Shellharbour City Council/Tenterfield Shire Council)

13 FAG Grants

RESOLVED That Country Mayors write to LGNSW supporting the ALGA resolution to remove the minimum per capita requirement and the Local Government Grants Commission be advised of the decision (Kyogle Council/Bega Valley Shire Council)

14. IPART Review of Local Government Election Costs

RESOLVED That in relation to IPART's review of local government election costs the Country Mayors' Association does not support the funding hierarchy recommended by IPART and its allocation of costs between the NSW Government and councils for the provision of election services of the NSW Electoral Commission (Moree Plains Shire Council/Tenterfield Shire Council)

15. Essential Energy Proposed Job Cuts

RESOLVED That Country Mayors write to Essential Energy objecting to the proposed job cuts (Moree Plains Shire Council/Tenterfield Shire Council)

16. IPART Rating Review

Cr Sajowitz, Oberon Council reported that of particular significance to Oberon and other Councils who form part of the Unratable Land Working Party are the recommendations that

- General exemptions should be based on land use not land ownership, and land used for commercial or residential purposes should not be exempt regardless of who owns it. This would help to ensure that land used mainly to deliver private benefits pays its fair share of rates
- Some explicit exemptions should be retained or amended as they are consistent with the general exemptions. For example, these include those for land used by a religious body for that purpose, land vested in the NSW Aboriginal Land Council, and land owned by a hospital and used for that purpose.
- Some explicit exemptions should be removed on the basis that the land is used for a commercial or residential purpose. For example, these include those for land owned or vested in a water authority, land below the high water mark used for the cultivation of oysters, and land used for commercial fishing

Submissions to the rating recommendations are due mid-September

RESOLVED That Country Mayors gives authority to the Unratable Land Working Party to prepare a submission on behalf of the Country Mayors Association to the IPART Rating Review (Oberon Council/Moree Plains Shire Council)

There being no further business the meeting closed at 12.55pm.

Cr Katrina Humphries
Chair – Country Mayor's Association of NSW

Local Council and Infrastructure Delivery Project



Project Overview

- Unprecedented levels of regional infrastructure funding
- Local councils are the delivery partner for infrastructure projects
- Concern that with the level of funding and number of projects councils would struggle to deliver projects on time and on budget
- Hypothesis - that the capacity and capability of local councils is impacting their ability to successfully deliver infrastructure projects on time and on budget

Project Purpose

- To test the hypothesis
- By gathering evidence based information from General Managers and Directors of participating councils to understand if capacity and capability challenges are/will be impacting the successful delivery of local infrastructure projects; and
- If proven, to develop and implement a range of solutions to overcome the identified challenges

Local Council and Infrastructure Delivery Project



Meeting Purpose

1. To agree on the key challenges impacting the delivery of infrastructure projects by local councils; and
2. Development of draft options to address these key challenges.

Outcome

Maximise the benefits of infrastructure funding for regional communities through:

- Provision of required economic and social infrastructure
- Building regional capability of the local council and local business sector
- Increasing regional capacity of the local council and local business sector
- Keeping funding in the local community – multiplier effect

Local Council and Infrastructure Delivery Project



Council Overview – general observations

- High level of dedication and commitment to their communities
- Major differences in size, location, budget, skills and staffing levels
- Councils viewed the current availability of grant funding as a generational opportunity
- Grant processes and timeframes may be impacting the prioritisation of projects
- Pressure to prioritise the spending of grant funding over the delivery of their yearly operational plan
- Local communities are informed of grants and have an expectation of councils to submit applications

Interviews were undertaken with 27 councils across the state.

Local Council and Infrastructure Delivery Project



Key focus areas identified

- Capacity and Capability;
- Council management of Community and Councillor expectations;
- Assistance for project design and development;
- Shovel ready projects;
- Grant process;
- Impact of grants on councils cash flow and budget;
- Competition for resources and materials;
- Project prioritisation; and
- Joint Organisations.

Coastal councils were less impacted by the key focus areas identified due to access to skilled staff.

Local Council and Infrastructure Delivery Project



Observations - Capacity and Capability

- The Integrated Planning and Reporting Framework
 - Match staffing to yearly operational plan.
 - Regional councils are at capacity delivering projects from their yearly operational plan.
- The delivery of grant funded projects is creating additional workload
- Staff are working across various roles and skills
- Identification of specialist skills e.g. grant preparation, project design and development
- Inconsistent workloads leads to loss of staff and specialist skills
- Consultants and contractors with specialist skills and technical expertise are in short supply

The loss of a key staff member can have a major impact on a council's ability to deliver projects.

Local Council and Infrastructure Delivery Project



Observations - Capacity and Capability

- Difficulty attracting and retaining staff in the current competitive employment environment.
 - Unique challenge for more remote councils
 - Ability to provide career progression
 - Competition for staff is coming from both the private sector and larger councils.
- Difficulty for some Councils to share resources.
- Difficulty for some Councils to allocate time for training to building skills.
- Pressure for some Councils to oversee projects that are being delivered by a community group.
- The grant process is seen as resource heavy, especially as each grant program has its own guidelines and requirements.
- The volume and short timeframes of projects in the pipeline is a challenge

Difficulty retaining young professional staff in smaller councils impacts delivery.

Local Council and Infrastructure Delivery Project



Observations - Council management of Community and Councillor expectations

Managing community expectations

- Increased use and power of social media presents a new challenge
- Increasing demand for services and infrastructure to reflect modern needs
- Grant funding questions being raised in Council meetings
- Impact to ratepayer relations if operational plans are deferred

Current management issues

- Maintenance and renewal of existing assets
- New assets and their long term maintenance
- Non-council grant applications out of alignment with the Community Strategic Plan
- Employment of contractors/consultants versus supporting local businesses
- Impact of the drought

For some councils, there is a perception that grants favoured new assets over the renewal of existing assets.

Local Council and Infrastructure Delivery Project



Observations - Assistance for Project Design and Development

Specialised design and development

- Reliance on external consultants
- Availability and/or ability to access resources from other councils
- Cost

Budget

- Inability to 'budget' for grants
- Grants do not cover staffing expenses
- Cost of specialist consultants to prepare applications

Specialised consultants improve the design process

- Incorporating new innovations can potentially:
 - Lower project costs
 - Extend life of asset
 - Lower ongoing maintenance

The competitive and busy environment, impacts resource-sharing across councils.

Local Council and Infrastructure Delivery Project



Shovel Ready Projects (SRP) observations

New and Ongoing Projects

- Accessing suitable grant funding source
- Funding the development of new SRPs
- Stockpile of projects

Impact of Cost

- SRPs age on the shelf
- Increasing by 20 per cent per year

Risks

- Developing SRPs raises community expectations
- Design and development may be rushed
- Delays created by approval processes
- Projects not shovel ready at greater risk of delivery

Some councils indicated they have exhausted their stockpile of SRPs in previous grant rounds.

Local Council and Infrastructure Delivery Project



Observations - Grant Process

- Treats all councils the same irrespective of size
 - Disadvantages smaller and more remote councils
- Allocation versus competitive application process
 - Allows for prioritisation of projects
 - Largely for new projects, not for the maintenance or refurbishment of current
- Project selection
 - Role of community groups
 - Ministers and Choice Modelling
 - Particular funding arrangements potentially creating unwanted assets
- Impact on planning alignment
 - Integrated Planning and Reporting Framework process (Statutory Requirement)
 - Community Strategic Plans
 - Regional Economic Development Strategies
- Impact of extended time from application to approval
 - Resources and costs
 - Delivery
 - Staffing, including consultants and contractors

Council's consult extensively in the development of plans, which is not considered in the project selection.

Local Council and Infrastructure Delivery Project



Observations - Grant Process

- Timeframes for responses to requests for additional information
 - Required staff are pulled off other tasks to achieve short timeframes
 - Impacts project and BAU delivery
- Alignment of Federal and State Government grant funding
 - Differences in process and procedures
 - Multiple funding source timeframes rarely align
- Applications
 - Differing requirements mean all applications are bespoke and not be duplicated
 - Communicate the focus of grant programs to ensure alignment and higher rate of success

Development of an online tool to assist and simplify the application process is underway.

Local Council and Infrastructure Delivery Project



Observations - Grant Process

- Lack of flexibility in processes
- Fixed contingency allowance regardless of the nature of the project.
- Seasonality of some projects not taken into account causing deferments and delays.
- Quality feedback on unsuccessful applications enhances continuous improvement.

For some projects if key windows are missed, construction will be deferred for months.

Local Council and Infrastructure Delivery Project



Observations - Impact of grants on Councils budget and cash flow observations

Impacts to delivery of budgeted operational plan

- Limited forward view of available grants
- Unknown requirements such as co-contributions and/or additional payments

Depreciation for asset maintenance

- *Fit for the Future* guidelines require councils spend 100 per cent of depreciation on asset maintenance each year.
- New assets build the depreciation allowance increasing the amount set aside for maintenance and renewal.

Payment in arrears model impacting cash flow

- Length of time taken to approve and pay invoices
- Contractors and local businesses require payment prior to approvals.

Some council's are seeking a rate variation to meet increased costs associated with asset management.

Local Council and Infrastructure Delivery Project



Observations - Competition for Resources and Materials

- Procurement processes can result in variation of grant deeds
- Available local trades and contractors suffering quote fatigue
- Differences between original quotes and tender responses result in project scope adjustments
- Tender process and \$150,000 threshold impacting timeframes
- Risk of a cost gap increases due to:
 - the time taken to finalise and execute deeds of grant and
 - conduct a full open tender process for projects over \$150,000 as required by local government legislation
- Delays experienced in obtaining materials where the grant is delivering similar assets i.e. playground equipment.
- Competition for resources and materials seen to be driving project costs up.

Some councils are using quantity surveyors or sharing information across councils.

Local Council and Infrastructure Delivery Project



Observations - Resources and Materials

- Possible impacts on quotes and rising project costs:
 - extensive prequalification requirements a disincentive
 - visibility of grants influencing tender responses
- Risks of using second and third tier contractors
 - successful project delivery
 - quality of work; and
 - potentially ongoing maintenance costs.
- Procurement methods
 - Minimal use of panels as a way to access external contractors/skills.
 - Collaborate with community groups and use the Approved Community Organisation provision
 - Manage projects like an owner/builder and receive quotes for individual tasks rather than complete project.

Out of region work is lower priority for contractors as it involves travel and staying away from home.

Local Council and Infrastructure Delivery Project



Observations - Project Prioritisation

Prioritisation of projects is impacted through:

- spending grant funds while available
- individual program requirements and approval schedules.
- emerging issues and priorities such as combatting the impact of drought

In some areas, the need for potable water in communities is taking priority over all other work.

Local Council and Infrastructure Delivery Project



Observations - Joint Organisations (JOs)

- JOs role in assisting project delivery could benefit from further refinement.
- Councils are already capability sharing on an ad hoc basis as required
- Councils have a number of alliances already in place
- Potential risk to JOs regional role and relationships due to the competitive grant process

Potential for JOs to become an access point for funding the development of SRPs and specialist skills provider.



Infrastructure Delivery

Local Council Workshop Outcomes Summary

Client: NSW Department of Premier and Cabinet

Date: 12 July 2019

A Veris Company



Contact:

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Prepared by	Poppy Dowsett
Reviewed by	Melinda Hewitt
Date	12 July 2019
Version	Workshop Outcomes Summary

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Introduction

1.1 Workshop background

The NSW Government is undertaking a significant level of infrastructure investment across regional NSW, including the \$1.7 billion Regional Growth Fund. At the same time the Australian Government is investing in regions through the Inland Rail and Building Better Regions Fund. This unprecedented volume of infrastructure investment is providing opportunities as well as challenges, particularly for regional areas. Concerns were raised within the Department of Premier and Cabinet (DPC) Regional that local councils will struggle to deliver the volume of projects funded.

To ensure regional councils are supported to make the most of the infrastructure funding opportunities, the Strategy & Operations, Regional NSW team in DPC has been consulting with councils in the regions to understand the issues they are facing and develop options to assist them. Strategy & Operations is using a 'double diamond' design thinking methodology to approach the issue which is structured around four key stages:

1. Discover - interview key stakeholders to gather their insights
2. Define – aggregate and synthesise the observations emerging from the interviews
3. Develop – prototype and test a range of potential options
4. Deliver – develop preferred solutions.

The process is currently at the 'develop' stage.

It should be noted that in March 2019, the Premier announced a new Ministry and a realignment of agency and cluster structures to serve them. This change has resulted in the Regional NSW group moving out of DPC and into the Department of Planning, Industry and Environment. As a result, Strategy & Operations will continue this work within the Department of Planning, Industry and Environment.

1.2 Workshop purpose and design

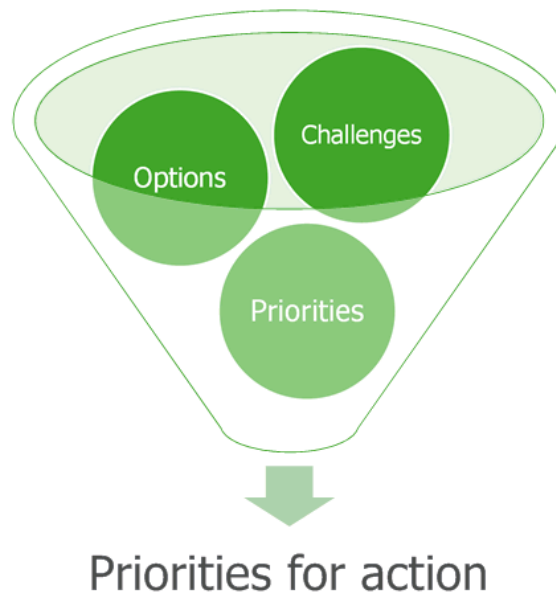
Following initial interviews with 27 local councils, Strategy & Operations engaged Elton Consulting to facilitate a workshop with local council and state agency representatives. The workshop purpose was to:

- » agree on the infrastructure delivery challenges facing the regions
- » 'road-test' concepts to address the identified challenges
- » establish priorities to progress in the short, medium and long term.

The workshop agenda is attached at **Appendix B**.

The workshop was designed to distil the challenges and options garnered from the 'discover' and 'define' phases down to a priority set of actions for DPC Regional to pursue in the 'deliver' phase. This included sense-checking and prioritising the challenges, workshopping the preferred options, and determining future directions as set out in the schematic in Figure 1 below.

In his opening remarks, Steve Orr, Executive Director, DPC Regional, noted that the desired outcomes of the day were to develop aspirational and meaningful yet realistic and tangible options for DPC Regional to pursue in partnership with councils.

Figure 1 Workshop process schematic

1.3 Workshop participation

28 participants attended from councils, Roads and Maritime Services, Office of Local Government, Public Works Advisory and DPC Regional. The council representatives were from the following seven councils:

- » Central Darling Shire Council
- » Greater Hume Council
- » Kempsey Shire Council
- » Narromine Shire Council
- » Oberon Council
- » Snowy Monaro Regional Council
- » Upper Hunter Shire Council.

Participants were seated in four groups of seven. Groupings were designed to ensure a mix of participants across organisations, and to ensure there were at least two council representatives per table. Council representatives were nominated to be the table leaders and present their table discussions back to the wider group. A full list of attendees is attached at **Appendix A**.

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1.4 In this summary report

The two core outcomes from the workshop were consensus on the key challenges and four priority action areas for DPC Regional to progress to address these challenges. This summary report summarises the workshop discussion and outcomes structured around the three core workshop purposes:

- » Chapter 1 presents the **priority challenges**
- » Chapter 2 outlines the options that were selected by participants to **road-test**
- » Chapter 3 contains the final **four priority options** for DPC Regional to pursue into the 'deliver' phase.

The workshop agenda and list of attendees are attached as appendices.

1 Challenges

Strategy & Operations presented the 20 challenges derived during the 'discover' and 'define' phases of the project. Following the presentation, workshop participants discussed the challenges at their tables and were asked to identify the top five challenges facing their council, and their council colleagues.

In reporting back to the group, participants nominated the following ten key challenges in priority order:

- » **Access to specialist skills, trades, materials and contractors** (Challenge 1 from DPC Regional's presentation) – participants noted that most councils are in competition for contractors, and pay a premium for trades.
- » Tension between what councils have **planned versus grant program projects** (Challenge 3)
- » Grant process creating too much **workload for council staff** (Challenge 6)
- » Tension between **new assets versus maintenance of existing** assets (Challenge 11)
- » **Open tender limit** of \$150,000 not reflecting current market conditions (Challenge 12)
- » **Project management capability** in relation to project size (Challenge 4) – participants reported that it is the scale of projects that tests project management capability, and also the volume of projects.
- » Current systems not providing a **view of each council's overall project load** (Challenge 8)
- » **Delayed grant payments** impacting councils' cash flow (Challenge 14)
- » **Cost blow outs** (Challenge 17)
- » **Capacity to shift \$ to align with council need** rather than prescription by State Government (Challenge 9).

Participants also raised two additional key challenges:

- » **BCR (Benefit-Cost Ratio)** - council representatives expressed the difficulty demonstrating the significant social and community benefit of facilities such as community centres and libraries which don't achieve the required BCR of 1. This is particularly true in small towns.
- » **Distance, climate and topography** – participants noted that these can further impede access to skills and trades in the regions, related to Challenge 1.

The completed worksheets for this exercise are in Figures 2 to 5 over the page.

Figure 2 Key challenges – Table A

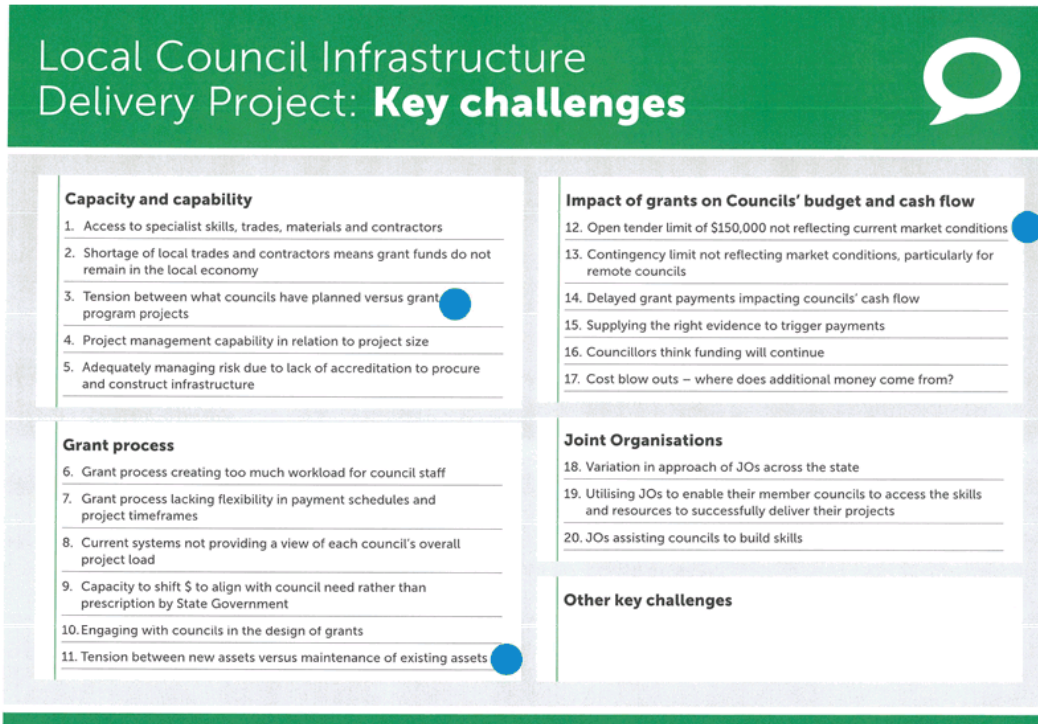


Figure 3 Key challenges – Table B

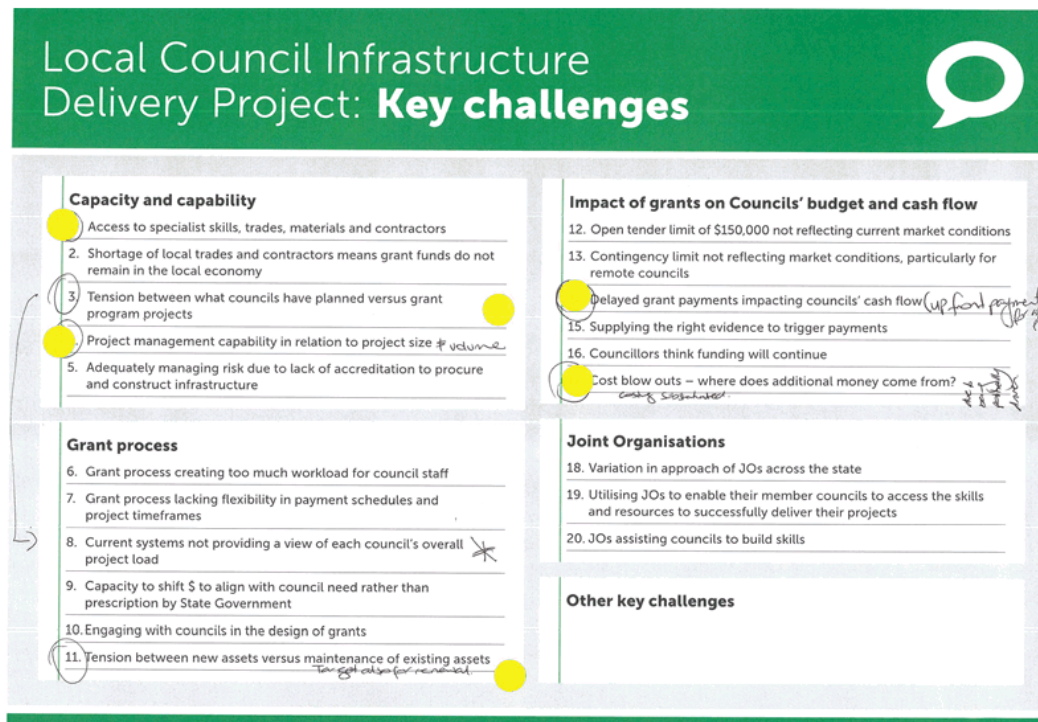


Figure 4 Key challenges – Table C

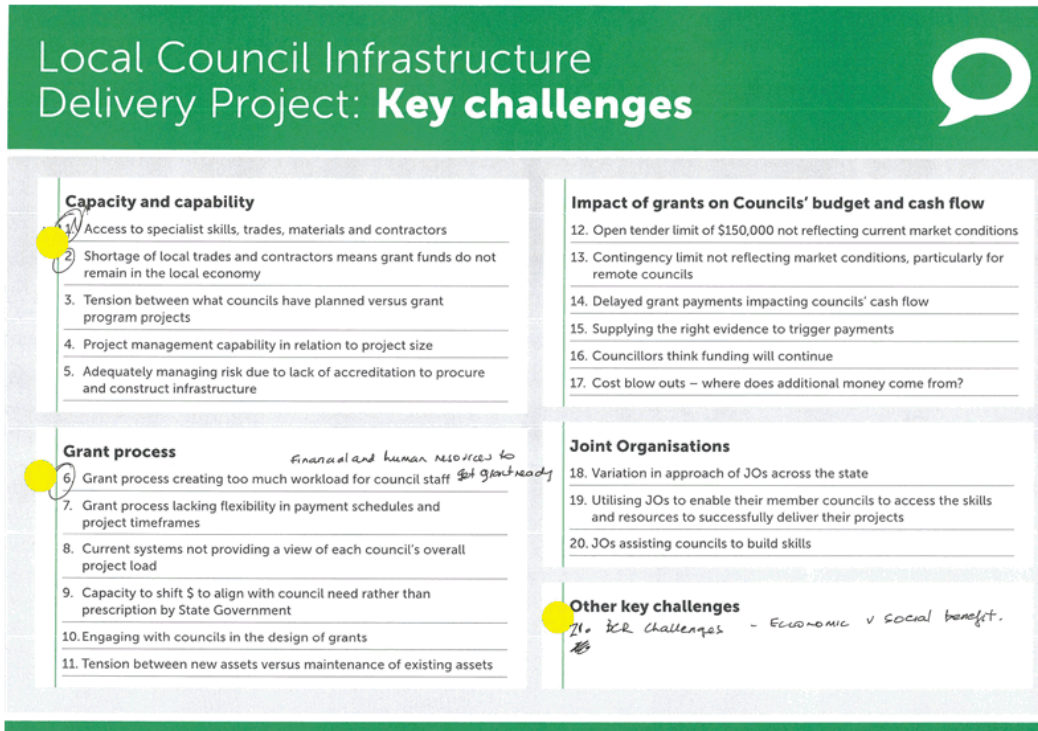
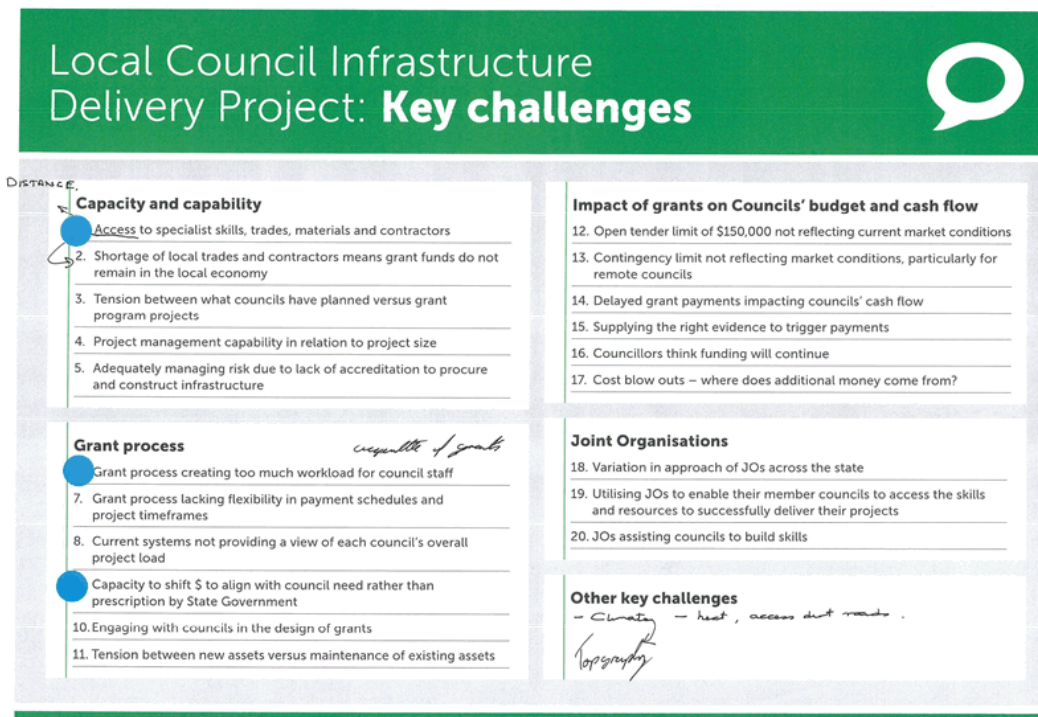


Figure 5 Key challenges – Table D



2 Options

Strategy & Operations presented the 13 options developed during the 'define' phase of the projects to address the challenges identified.

2.1 Options selected to road-test

After presentations on each of the options, workshop participants were asked whether to select the option to road-test or to 'park' the option for the time being.

The following nine options were nominated for road-testing:

- » **Online project management toolkit** to support professional development and project delivery (Option 1 from DPC Regional's presentation)
- » **Infrastructure pipeline** to help with procurement, resource sharing and skill development (Option 2)
- » **Resource sharing framework** to enable the engagement of specialists (Option 3)
- » **Infrastructure capacity tool** to highlight strengths, areas for improvement and actions to address capability gaps (Option 4)
- » **Engage with councils** to tailor grants to address local and regional needs (Option 7)
- » **Recognise grants officers** to support grant application process and improve success rate (Option 9)
- » **Align with statutory reporting** to support grant application process and improve success rate (Option 10)
- » **Front-end funding** to lower the risk of problems in the delivery phase (Option 12)
- » **Project management cost eligible** to improve performance delivery and lower project costs (Option 13).

2.2 Road-testing the options

Participants workshopped and road-tested the nine options in their groups. Tables A and D workshopped options 1, 2, 3, 4 and tables B and C workshopped options 7, 9, 10, 12 and 13.

For each option, groups were given a worksheet and asked to discuss and record:

- » What would success look like?
- » Strengths and challenges of each option?
- » Risks and mitigations?
- » What would be needed to implement each option?

The group leaders reported back to the wider group, with each group adding to the points made by the previous group.

3 Priorities for action

Tables were asked to discuss in their groups and name their one priority option for DPC to take forward. The four priority options are listed below:



Develop an online **project management toolkit**.



Develop a **local infrastructure pipeline** to give visibility of current infrastructure projects



Engage with councils in the design of grant programs



Fund the front-end development of projects that are not 'shovel ready' (and define 'shovel ready').

The four options are provided in detail in the following pages. For items 3.3 and 3.4 where time didn't allow implementation plans to be completed during the workshop, implementation points discussed throughout the day have been captured in this report as 'progressed to date' and 'areas to progress.'



3.1 Online Project Management Toolkit

Description

Provide councils with a suite of project management tools including templates and fact sheets to build capability to manage projects through every stage of the delivery lifecycle (Option 1 from Strategy & Operations' presentation).

Challenges this option could address

- » Regional councils lack access to specialist skills
- » Professional development for LGAs
- » Capability in relation to project size

What would success look like?

- » An online, user friendly, scalable toolkit aligned to grant processes.
- » Supporting library
- » Construction industry framework
- » Free of charge

Strengths and weaknesses

Strengths:

- » Common language
- » Consistent approach
- » Well utilised
- » Ensures transparency
- » Roadmap
- » Give process credibility
- » Centralised repository

Weaknesses:

- » Won't meet all needs
- » Cost constraints
- » Too prescriptive
- » Inflexible
- » Reduces innovation
- » Over complicates and increases workload
- » Deter continuous improvements

Risks and mitigations

- » Limited take up could be mitigated by surveys of council needs
- » Having one person responsible could be mitigated by succession planning and multiple contributors
- » Outdated documentation should be updated regularly
- » Issues with use and lack of support could be mitigated by trained support team
- » Ensure that systems work on all platforms
- » Accuracy of data

Implementation action plan

Short term (0-6 months)

- » Identify scope of project
- » Building project team and identify lead
- » Stakeholder buy in

Medium term (6-12 months)

- » Identify key components – detailed workflow
- » Pilot and test small number of components

Longer term (1-2 years)

- » Training
- » Final test
- » Release
- » Regular review.



3.2 Local Infrastructure Pipeline

Description

Creating visibility of the number and type of projects taking place in the region would assist councils with procurement, resource sharing and skill development (Option 2).

Challenges this option could address

- » Regional councils lack access to the trades, materials and contractors to successfully deliver their projects.
- » Complexity of the number of stakeholders in the market creating a shortage of resources

What would success look like?

- » Visibility of all Government funded projects in region
- » Leveraging and sharing skills
- » Online map of NSW Government projects for councils to plan around
- » Level coordination of projects to share purchasing power

Strengths and weaknesses

Strengths:

- » Potentially lower costs
- » Faster delivery
- » Access to resource and materials
- » Business may cooperate/attract contracts
- » Confidence to plan
- » Transparency

Weaknesses:

- » Accuracy of data (timelines)
- » Need for regular updates
- » Ongoing cost

Risks and mitigations

- » Accuracy of data
- » Not useful if no cashflow
- » Risk with showing areas not receiving funding
- » Cashflow profiles to be included

Implementation action plan

Short term (0-6 months)

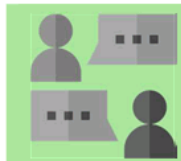
- » Building project team and identify lead
- » Stakeholder buy-in

Medium term (6-12 months)

- » Platform identification (software)
- » Stocktake of projects

Longer term (1-2 years)

- » Regular review.



3.3 Partnership Model – Engagement with Councils

Description

The potential for grants to provide a unique funding opportunity for individual councils. Would mean some grants would move away from having a defined purpose (asset focused) (Option 7).

Challenges this option could address

- » Engaging with councils in the design of grants
- » Capacity to shift \$ to align with council need, rather than prescribed by State Government
- » New versus renewal of existing assets

What would success look like?

- » Funding that will fit with Council priority projects rather than project to fit with funding program
- » Federal and State grant funding to be coordinated
- » Flexibility, and engagement with council to develop and agree on achievable funding milestones

Strengths and weaknesses

Strengths:

- » More opportunity to work better between State Government and Local Councils, and between individual councils
- » The project definition could be used again when the project come on line

Weaknesses:

- » Potentially not enough 'bones' around projects to enable it to be assessed against other regional council projects

Risks and mitigations

- » Maximising funding opportunities can be compromised by time constraints on delivery
- » Recognition and better coordination of grant programs and engagement across three levels of government
- » Flexibility in prioritisation and program guidelines

Progress to date

- » Stronger Country Communities Fund round 3 to have more flexibility in milestones than prior rounds, to reflect different types of project risks
- » Stronger Country Communities Fund is available to renew existing infrastructure

Areas to progress

- » Formalising the engagement framework with councils during grant program development
- » Developing a pathway for councils to escalate issues with grant programs
- » DPC Regional Development providing council with support and advice on grant applications
- » Grants program managers to provide regular regional briefings on new programs and continuous improvements
- » DPC Regional is looking to trial co-design of future funds.



3.4 Fund Front-End Development

Description

Enabling some funding of the early stage of project development to shovel ready status would lower the risk of problems in the delivery phase from delays and cost blowouts (Option 12).

Challenges this option could address

- » That many councils have exhausted their stockpile of shovel ready projects through rounds one and two of Stronger Country Communities Fund and other grants

What would success look like?

- » More advanced business cases for projects
- » Capacity to include costs of business case development if grant successful
- » Understanding what is shovel ready

Strengths and weaknesses

Strengths:

- » Greater prospect of successful delivery

Weaknesses:

- » Identifying what is shovel ready (DA/CC)
- » Cost to Council/community to be shovel ready (not covered by grant)

Risks and mitigations

- » Relationship back to recognition/importance of grants officer role

Progress to date

- » Funding has been provided to assist some councils develop Stronger Country Communities Fund round 2 projects
- » Upfront funding can be incorporated in program design where equitable in future programs (beyond 6 months)

Areas to progress

- » Gaining agreement on the definition of shovel-ready
- » Permitting costs of business case development within grant programs
- » Taking a tiered approach to council assistance with priority given to smaller councils relying on external project support.

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4 Next steps

Steve Orr thanked all participants, and noted that Strategy & Operations will take the four priority options away to progress them further in consultation with councils.

This may involve:

- » Sharing the workshop summary report with the 27 councils that participated in this project
- » Establishing a representative working group to pressure-test issues and develop implementation plans
- » Continuing conversations and a collaborative working relationship with councils as Strategy & Operations progresses priority options.

Appendices

- A Workshop attendee list
- B Workshop agenda

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A Workshop attendee list

Name	Branch
1. Steve Orr	DPC Regional
2. Amy Mouafi	DPC Regional, Strategy & Operations
3. Michael Burges	DPC Regional, Strategy & Operations
4. Fiona Duncan	DPC Regional, Strategy & Operations
5. Greg Hill	Central Darling Shire Council
6. Steve Pinnuck	Greater Hume Council
7. Robert Fish	Kempsey Shire Council
8. Jane Reddan	Narromine Shire Council
9. Chris Schumacher	Oberon Council
10. Gary Wallace	Oberon Council
11. Peter Bascomb	Snowy Monaro Regional Council
12. Nick Havyatt	Upper Hunter Shire Council
13. Karen Purser	Office of Local Government
14. Melissa Gibbs	Office of Local Government
15. Drew Varnum	Public Works Advisory
16. John Anderson	Public Works Advisory
17. Brendon James	Roads and Maritime Services
18. John Dinan	Roads and Maritime Services
19. Leonard Kary	DPC Regional, Cabinet & Community Programs
20. Ben Morgan	DPC Regional, Central West & Far West
21. Ken Harrison	DPC Regional, Central West & Far West
22. Nigel McKinnon	DPC Regional, Illawarra-Shoalhaven
23. Shaun O'Sullivan	DPC Regional, New England & North West
24. Craig Jenkins	DPC Regional, North Coast
25. Louise McMeeking	DPC Regional, North Coast
26. Alison Van Der Linden	DPC Regional, Regional Economic Development
27. Margaret O'Dwyer	DPC Regional, Riverina Murray
28. Megan Cleary	DPC Regional, South East & Tablelands

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B Workshop agenda

Event	Local Council Infrastructure Delivery Workshop	Date	27/07/2019
Venue	Level 21, 52 Martin Place, Sydney	Time	9:30am arrival 10:00am – 3:00pm
Purpose	To agree on the infrastructure delivery challenges To 'road test' concepts to address the identified challenges To establish priorities to progress short, medium and long term		

Time	Item	Discussion point	Lead
10:00am	1.	Welcome and introductions Workshop purpose and agenda	Melinda Hewitt (Elton Consulting)
	2.	Project overview Overview of the project and findings to date	Steve Orr (DPC Regional)
	3.	Delivery challenges What is your Council's greatest challenge?	Melinda
	4.	Overview of options How can we address the challenges?	Steve / Melinda
12:00pm	5.	Lunch break	
	6.	Road testing the options What are the strengths and challenges of each option? What would be needed to implement each option?	Melinda All
	7.	Prioritising for action Group discussion on the priorities for implementation	Melinda All
	8.	Workshop outcomes Summary of the key outcomes of the day	Melinda
2:50pm	9.	Next steps and workshop close	Steve / Melinda



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WHAT IS THE SNOWY HYDRO LEGACY FUND?

The NSW Government established the \$4.2 billion Snowy Hydro Legacy Fund with funding received from the Snowy Hydro Scheme sale to the Commonwealth.

The funding will be invested in new state-building infrastructure projects that deliver significant economic and social benefits for regional NSW.

HOW PROJECTS WILL BE IDENTIFIED

Projects must be large-scale, productive infrastructure to improve regional economic development. Projects must also reflect the investment priorities within the 20-Year Economic Vision for Regional NSW and other government strategies such as the NSW State Infrastructure Strategy 2018-2038.

FIRST PRIORITIES FOR INVESTMENT

Providing water security in priority catchments:

Recognising the Hunter, Gwydir, Macquarie, Lachlan, Richmond and Bega as the highest priority areas for water security improvements through policy and infrastructure solutions.

Improving rail and road passenger transport connections:

Exploring opportunities for investing in infrastructure to improve travel between regional centres and to metropolitan areas.

Improving freight linkages: Improving regional freight networks to global gateways and development of an air freight hub in regional NSW to increase exports, particularly for producers of fresh food and perishable goods.

Improving digital connectivity across regional NSW:

Exploring digital connectivity infrastructure and innovative technologies to improve liveability, productivity and innovation in regional NSW. Business cases will explore regional data hubs, high-capacity 'backbone' data links to Sydney, and improved connectivity and data access for businesses.

Activating regional locations for increased business investment:

Providing attractive locations and conditions for targeted industries, such as the Parkes Special Activation Precinct – the state's first location for this new model of industry activation. This includes considering infrastructure investment, land supply and streamlined planning approvals.

NEXT STEPS

Work is already underway on some of these projects and the first studies will be completed in early 2019. The NSW Government has been working with local stakeholders through our strategic planning processes, and is exploring ways to work in partnership in their planning and delivery.



Building a lasting legacy in regional NSW



CS0644 1018

2019-20 Cabonne Acquisitive Art Prize

The Cabonne Acquisitive Art Prize (CAAP) is an annual painting prize and exhibition that aims to increase opportunities for participation in Cabonne’s arts and cultural program.

It aims to foster a sense of identity, pride and place in Cabonne through a community event and enable the acquisition of exceptional artworks for the Cabonne Council Art and Heritage Collection (to be established).

The art prize is judged by industry professionals who will award total prizemoney and acquisitive funds of \$6,000 in 2019-20.

The finalist exhibition will be open to the public at Molong Community Hall, 98 Bank Street, Molong. Winners of each category will be announced at the opening celebration.

2019 Prizes

Cabonne Acquisitive Art Prize	\$4,250	entry \$30
Local Art Prize Primary School Section	\$ 250	entry \$10
Local Art Prize High School Section	\$ 500	entry \$15
People’s Choice Prize	\$1,000	

Judges

To be determined

Key Dates

Applications Open	Thursday 5 September 2019
Applications Close	Friday 24 January 2020
Works to be Submitted	Monday 3 – Friday 7 February 2020
Selection Notification	Friday 28 February 2020
Exhibition Opens	Saturday 14 March 2020
Announcement, Official Opening	Thursday 19 March 2020
Exhibition Closes	Saturday 21 March 2020
Work Collection by	Tuesday 24 March 2020

Artwork

The 2019-20 prize will be awarded to a painting that has not been exhibited in previous awards or prizes.

For the purpose of this prize, "painting" is defined as a work painted in a liquid medium and applied to rigid support. Works on paper will be accepted if framed for hanging.

There is no theme.

Works must be no larger than 100 cm's x 100 cm's and must be able to be lifted by two people.

Administration Fee

Entry fees are \$10 for Primary School entries, \$15 for Secondary School entries and \$30 for the Acquisitive Art Prize (including GST) per work and is non-refundable. Any application not accompanied by the appropriate entry fee will be ineligible. Payment may be made on-line through Cabonne Council's on-line payment methods. There is a limit of 1 entry per work, per category.

Terms & Conditions of Entry

1. The Cabonne Acquisitive Art Prize is open to any artist who complies with the Terms and Conditions and who can demonstrate they currently live or work in the Cabonne Local Government Area or have attended a school in the Cabonne Local Government Area.
2. The People's Choice Prize (non-acquisitive) is open to all works accepted into the competition and will be judged by the public in attendance at the exhibition, at a cost of \$2 per vote.
3. To be eligible all entrants must submit a complete application by midnight on 24 January 2020. Entries received after this date will not be accepted.
4. Applications can be lodged online at council@cabonne.nsw.gov.au , in writing to Cabonne Council, PO Box 17, Molong NSW 2820 or handed in to the Cabonne Council's Offices at Molong, Canowindra or Cudal.
5. Entries must be paintings that are available for acquisition by Cabonne Council in exchange for the prize amount of \$4,250.
6. All entries will be assessed initially by a Council-appointed panel of industry professionals, which will select a shortlist for the exhibition. All entrants will be contacted by email and advised whether or not their entry has been shortlisted. The shortlist will be final, and no correspondence will be entered into.
7. The entry must be an original, uncopied work made solely by the practitioner in the 12 months prior to the closing date for applications. If the practitioner has been assisted by technicians, they must be identified.
8. A good quality digital photo of the work must be provided prior to the final submission date 7 February.
9. Cabonne Council recognises that the authorship and copyright of the work displayed in the final exhibition belongs to the artist.
10. The winner of the acquisitive prize will grant Cabonne Council a nonexclusive, perpetual copyright licence to reproduce the work for non-commercial purposes. Cabonne Council will purchase the artworks and they will become the property of Cabonne Council. Cabonne Council

will attribute the artist as the author of the work wherever the work is reproduced unless it is reasonable in the circumstances not to do so.

11. The shortlisted entrants must permit Cabonne Council to reproduce biographical information and images of entered works in an exhibition thumb print catalogue and in promotional material associated with the art prize and exhibition for five years from the closing date of entries. Cabonne Council will attribute the artist as the author of the work wherever the work is reproduced unless it is reasonable in the circumstances not to do so.
12. Entrants must arrange for delivery of their work during working hours between 3 February 2020 and 7 February 2020 free of any costs to Cabonne Council. The work delivered must be the same as the image supplied in the entry form, any subsequent alterations will render the work ineligible for the prize.
13. All works will go through a shortlisting process and shortlisted entries must be displayed for the duration of the exhibition.
14. All works will be insured by Cabonne Council during the exhibition. Cabonne Council will not accept liability for any loss or damage that occurs to works during transit.
15. All works must come professionally prepared for hanging and display (suitably-framed if applicable, D-rings, no hanging wire and free of dirt and insect contamination.)
16. All works must be marked clearly on the verso with artist's name, title of work and orientation (demarcated by an arrow on the verso). Installation instructions must be included if necessary.
17. All artworks must be collected during working hours by 24 March 2020. The artist to bring necessary packaging when collecting works. If works are not collected by the due date they will be sent to storage at the entrant's expense.
18. Judges for the Acquisitive Prize will be of appropriate credentials to make a critical assessment of the entries. The decision of the judging panel is final, and no correspondence will be entered into.
19. The prize-winning entrant agrees to make all reasonable effort to attend the opening event.
20. Cabonne Council reserves the right to refuse to display any entry that does not meet the requirements outlined in the Terms and Conditions, or any work it deems to be unacceptable for exhibition.
21. Employees of Cabonne Council, councillors and those involved in the administration or judging of the prize are not eligible to enter.
22. By completing the entry form and paying the entry fees, the entrant agrees to these Terms and Conditions.
23. If a dispute arises relating to the administration of the Cabonne Acquisitive Art Prize, the parties agree to negotiate to settle the dispute with the assistance of an agreed independent third party.
24. If you are unsure of the terms and conditions or you have further questions you can contact Cabonne Council on 02 6392 3200 or council@cabonne.nsw.gov.au

Entry Form

Applicant Details

Given Name		Family Name	
Address			
Suburb		State	Postcode
Phone (home/work)		Phone (Mobile)	
Email		Current School Year (if applicable)	
Website/Social Media Page			
How did you hear about this?			
Please write a short statement of your connection to Cabonne.			

Artwork Details

Title of Work	
Date Work Produced	
Height	Width
Depth	Weight
Material/Medium	
Prize Category Entered	

Artwork Description/ Statement (200 words max)

--

Artist Details

These details may be used by Council in catalogues and/or promotional material (if artist successful)

Artwork Biography/Statement (200 words max)
--

I have read and agree to the terms and conditions of entry for the Cabonne Acquisitive Art Prize.

Applicant Signature	Date
----------------------------	-------------

Parental Consent (if under 18 years)	Date
---	-------------

ENGINEERING EXPENDITURE and PROJECTS FOR 2018/2019

AUGUST 2019 REPORT

LOCAL ROADS

- Council's Local Roads Gravel Resheeting program has been completed on all roads.
- Dry Creek Road, Lower Lewis Ponds Road completed – 1.3km

Additional works (Savings – gravel resheeting & heavy patching)

- Kerrs Creek Road was sealed (3.2km) - Completed
- Archer Road to be sealed (remaining 1.2km) Completed
- Thompson Street, Canowindra (790m) – Completed
- Long Point Road (550m) – Completed
- Back Mogong Road – gravel resheeting – 3km
- Smith/George Streets, Molong – Completed
- Yuranigh Road sealed 11/7/19 – 3km
- Thompson Street, Cargo – Completed
- McGroder Street, Molong (380m) – Completed

Road Maintenance - Local

Road maintenance (**Bitumen Patching**) has been undertaken on Convent Lane, Cadia Road Ridgeway Road, Yuranigh Road, Spring Terrace Road, Baldry Road, Canowindra Streets, Wenz Lane, Ophir Road, Four Mile Creek Road, Packham's Drive, Molong Streets, Casuarina Road, Barnes Lane, Borenore Road, Mostyn Lane, Manildra Streets.

Regional Roads

Banjo Paterson Way

RMS Roads

MR359, MR310, MR377, MR61 & SH7

Road Maintenance - Local

Road maintenance (**Grading**) has been completed on Yuranigh Road, Waldergrave Road, Spring Hill area, Belgravia area, Kangarooie Road, Long Point Road, Lookout Road, Mandagery Road.

Local Road Heavy Patching

Rural & Urban heavy patching program has been completed

Local Road Resealing

Rural & Urban resealing program has been completed.

DROUGHT RELIEF HEAVY VEHICLE ACCESS PROGRAM

Council received \$300,000 funding under drought relief for three projects.

Local Road - Gumble Road and Regional Roads Cargo Road and Burrendong Way. These projects were to improve shoulder width to safely accommodate heavy vehicles, pavement rehabilitation and tree trimming to facilitate the passage for high/heavy vehicles. These projects have all been completed.

REGIONAL ROADS

Fixing Country Roads Project - Banjo Paterson Way

The Fixing Country Roads funded project on Banjo Paterson Way is in four stages, between Molong and Yeoval. Council has completed Stage 2 Burgoon Lane towards Cumnock – (5.5km section). Stage 1 has commenced with 300 metres sealed 6 August 2019. The remaining 400 metres will be completed by the end of August 2019. Council contractors have completed approximately 250 metres on Stage 1 – Nyora Lane, including a hotmix entrance to the new industrial estate.

RMS REPAIR Project

Council were successful in receiving 50/50 funding for two REPAIR projects on MR237 Cargo Road. The first project on Cargo Road, south of Edinboro Lane is now completed. 880 metres was sealed 25 January. The second project on Cargo Road is in Spring Creek/Coffee Hill area, 18.2 – 20.5km section of Cargo Road. This project was completed 5 August 2019.

SAVING LIVES ON COUNTRY ROADS

RMS have funded three projects under Saving Lives on Country Roads.

The first project to commence is at Burrendong Way north of Archer Road. Completed 15/3/2019.

Cargo Road shoulder widening (Old Canobolas Road to Boree Lane), installation of safety barrier and delineation signage - Completed 7/6/2019.

The final project is at Four Mile Creek Road, the preliminary works will be undertaken in 2018/2019 for shoulder widening, installation safety fencing, delineation and curve advisory signage. The construction works will commence in 2019/2020.

DRAINAGE WORKS

Blatchford Street, Canowindra

Drainage works are complete at Blatchford Street & a new AC (hotmix) pavement has been completed between Gaskill & Hack Lane, Canowindra.

SHARED PATHWAYS

Shared Mobility Access Pathways

Council was successful in funding for Shared Mobility Access Pathways, under Round 1 of the Stronger Country Communities Fund. The shared pathway and pram ramps at Mullion Creek have been completed from Bevan Road to Long Point Road. Works have been completed on the shared pathway in Manildra – from the showground to Park Street and Cudal shared pathway at Toogong Street.

Active Transport Connecting Centres Funding (RMS)

Council's contractors have completed new pathway in Blatchford Street and Gaskill Street. The contractor has also completed the new pathway at Eugowra – Pye and Oberon Streets.

RM Ordered Works

MR377 Escort Way – Toogong Widening Project commenced 33 July 2019. Project length – 4 kms from Bowens Lane intersection to the Yellowbox Road intersection.

Stronger Country Communities Fund – Round 2

As part of the 'Small Villages' project Council has commenced footpath works at Eugowra, Cargo and Yeoval.

Eugowra - Northern side of Cooper Street from Bowler Street to North Street - Completed

Cargo - Northern side of Belmore Street into Molong Street – Completed

Yeoval - Bathurst Street from Lord Street to Ganoo Street (southern side with Bowling Club), King Street from Lucknow Street to Forbes Street – Completed.

Also funded under this program are shared mobility access pathways at Canowindra. Paths are to be installed on Brown's Avenue from Rodd Street to the High School and Rodd Street from Brown's Avenue to Ferguson Street - Works have all been completed.

Molong Multi-Purpose Centre

Council's contractor has completed the footpath near the bunkers. The additional drainage has been completed at the top of the embankment to divert surface water away from the field.

CENTRAL TABLELANDS WATER SECURITY FOR THE REGIONS – ORANGE TO MOLONG PIPELINE PROJECT STAGE 1

- The design of Molong to Cumnock and Yeoval pipeline is complete.
- The construction of Orange (Ammerdown) to Molong Creek Dam Pipeline is complete.
- The construction of Molong to Cumnock and Yeoval Pipeline is practically complete.
- Construction of Water Reticulation System is in progress in Cumnock and Yeoval village.

NOXIOUS WEEDS DEPARTMENT

- Works for the coming months will include spraying of African Love Grass, Coolatai grass, Chilean Needle grass and Serrated Tussock.
- Weed mapping on Sticky Nightshade continuing.
- New reporting computer program will be in place at the end of early August, early September
- New system with each operator working their own geographical area.
- Two operators to attend Weeds Conference at the end of August.

PROJECTS UPDATE

The status of the main projects are as follows:

- Thistle Street Sewer Pump Station, Molong - **Completed**
- Molong Truck Wash, Molong – **Tendering stage**
- Refurbishment of Bank Street Public Toilets, Molong – **Will be practically completed 16.8.19.**
- Water Filling Stations, Manildra, Eugowra and Canowindra – **Concrete pads for the water filling station completed. CTW will install the water filling station Units.**
- Molong Recreational Ground Power Upgrade – **Works are in progress.**
- Refurbishment of Cumnock Pre-School, Cumnock – **Works completed.**
- Refurbishment of Tennis Clubhouse, Manildra – **Work is almost completed.**
- Cargo Community Hall Upgrade, Cargo – **Completed**
- Installation of Electronic Scoreboard at the MMPSF, Molong – **Completed.**

- Fencing at Age of Fishes Museum, Canowindra – **Completed.**

WATER AND SEWER

- Fluoride dosing system waiting for final wiring of controls and testing prior to final inspection by D.O.I. Further staff training occurred on 30 July.
- Kite St water main extension is still to be completed.
- Betts St, Molong pump station fence has been installed.
- East St Canowindra Pump station electrical board work has been completed.
- Canowindra Maturation ponds and oxidation ponds work on fencing of ponds has been completed.
- New private sewer connection completed in Canowindra.
- Sewer main breaks repaired and chokes cleared as required.
- Water main breaks attended and repaired as required.
- E-one units repaired and replaced as required.
- Molong water supply still at level 4 restrictions.
- Cumnock water supply still at level 2 restrictions.
- Yeoval water supply still at level 3 restrictions.

URBAN SERVICES

- 10 additional staff supplied through Drought communities funding have completed work
- Second round of drought funding ~\$130K. Smaller core team to be utilized
- Tables/chairs/shelter quote being sought for Ophir Reserve – Ophir Trust
- Sprinkler system for John Huxley Park Manildra – availability of field required to commence initial works
- Picnic tables for John Williams Park residual funding dependent.

- Work on Cumnock Rec ground (Sprinkler system) upgrades underway – progressing well
System is operational awaiting final work prior to levelling and top dressing
Ground has been levelled, drag matted, quote in for top dressing
Perimeter fencing about to commence
- Cudal recreation ground sprinkler system installed and operational
- Canowindra – Morris Park – Irrigation system complete
- Work commenced on Molong Multipurpose facility drainage and BBQ areas
- Replacement water bore line in Manildra complete and supplying water to Montana Park.
- Drinking water bubbler Montana Park, Manildra.
- Canowindra caravan park beautification complete.
- VEP Tree planting program recommenced – Yeoval, Canowindra and Cumnock
- Pool WHS improvements being gradually rolled out
 - Eugowra pool plumbing work complete skimmer boxes, tiling 50% complete
 - Cumnock /Yeoval pools – plant room re-lining to recommence
 - Molong pool – hold tanks access ladder – quotes being sought
 - Molong pool air monitoring plant room Envirowest quote received
 - Molong/Cumnock/Yeoval pools – Servicing of chlorine gas systems being booked in through Prominent
- Tree pruning works completed as required.
- Leaf removal works completed as required.
- Hall maintenance works completed as required.

Cabonne Shire Council Heritage Advisory Service

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Heritage

Cabonne Shire Council
Via email
Attn: Ms. Heather Nicholls
Chris Eldred, Jann Ferguson and Accounts

REPORT: August 2019
5/8/2019

Visit:**1.0 Information provided to the Heritage Advisor**

Heritage Advisor appointments–

- 1.1.1 Proposed Service Station Canowindra
- 1.1.2 Heritage Working Party
- 1.1.3 Gaskill Street Canowindra: Carpet Shop/former Cinema
- 1.1.4 CWA Premises (former) – fencing proposal: DA 2019/159
- 1.1.5 Boree Nyrang Homestead: Postponed
- 1.1.6 Former Bank, residence, Cudal

The next visits:

- **September 2nd**
- **October 7th**

2.0 Follow Up required

- ❖ *Gumble Hall*
- ❖ *Canowindra Railway Precinct – Stage 1 Grant 2019: Master Plan completed for JHG*
- ❖ *Villages of the Heart: Reporting strategy for Cabonne Council*
- ❖ *Eugowra Fat Lamb Hotel – reconstruction*
- ❖ *Quinn's Stables – part demolition*
- ❖ *Cabonne Museums - Master Plan and Programme and Grant application support*
- ❖ *46 Bank Street, Molong – DA for paint scheme for listed item in the Bank Street CA*

The following notes apply to site visits and requests for advice - The intention is that the notes are passed to the Property Owner/Enquirer/DA Applicant:

Heritage Report: August 2019
David Scobie Architects Pty Limited
ACN 079 683 079

Cabonne Shire Council Heritage Advisory Service

1. Proposed Service Station at Canowindra

The Applicant has offered changes to the scheme in order to better accommodate the character of the proposal within the requirements of the DCP to produce a sympathetic scheme.

- The Applicant is unwilling to provide pitched roof to the store building. A similar application in Lucknow has been negotiated with a pitched roof;
- The Applicant is unable to increase the setback;
- The Applicant is willing to remove the link between the two structures. This will modify to a degree the bulk and scale – is advised by the Applicant;
- The Applicant is willing to modify the colours of the fascias and blockwork;
- The Applicant has enquired about the glazing to the shopfront;
- The Pylon is reduced to 5200mm in height and is offering a 4500mm high pylon sign;

Recommended modifications:

- A contemporary pitched roof is recommended in view of the context and setting;
- The setback issue is appreciated and mitigation will be required elsewhere to address the issue;
- The removal of the link is appreciated however the impact of this on the overall character of the scheme is not substantial. Removal of the link was not previously recommended by the Advisor;
- A false shopfront is not consistent with the character and integrity of the Conservation Area In the further development of the current proposal, the NE elevation of the C store should be fully glazed to reflect the traditional 'active' commercial presentations to the street.;
- The coloured graphic panels on the elevation of the store should be replaced with ACP cladding in silver grey, Windspray or Shale Grey to reduce the visual prominence and utilise a traditional steel/galvanised iron type colour. White is not considered to be sympathetic and will be visually intrusive in the setting.
- Colorbond gates and fencing in Windspray are generally acceptable
- Raw concrete blockwork is acceptable subject to all horizontal joints being ironed/ruled, all vertical joints being flushed and mortar colour matched to the block colour
 - The technique needs to be fully stated on all the walls on all the elevations
- The ID pylon to be reduced in height to 4500mm. This would be acceptable subject to a final review of the graphics and the use of externally illuminated numerals. The use of digital numerals would not be acceptable in the Conservation Area
- A lighting plan, in particular the narrow cone lighting units in the canopy soffit, will need to illustrate light spill so as not to disturb the residential properties in the vicinity. A report and drawings are required to illustrate that the lights will not produce glare, will be concealed and that the illumination will be directed down to the surfaces.
- The background/base colour to the parapets and elevations to be silver grey or Shale grey to reduce the visual impact of the large structure in the setting and utilise a local traditional colour interpreting the galvanised iron. The use of black & White in the streetscape of the Heritage Conservation area is a substantial visual contrast. Black is not a colour evident on this scale in the Conservation Area. The visual impact is due to the contrast between the material and the background. In this case the general background is the sky given the height of the canopies and parapets.

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2. Heritage working party meeting

- Further contact and feedback by Councillor Mullens on the progress of the heritage plaques being researched by the Historical Society
 - No progress on the Junction Hotel however Council would support proposals for grants from the Property owner to various State Government Agencies. The following will be required as part of an Application:
 - An engineering design is required
 - A written scope of works
 - A building estimate
 - Council would consider an application through the local Heritage fund subject to the above
- The Molong Museum are seeking funds to assist with conservation works to the verandah and entrance
- The Yeoval Museum are seeking funds to assist in conserving and presenting the Museum – Bootmakers premises

David Scobie
Heritage Advisor to Cabonne Shire Council

Cabonne Shire Council Heritage Advisory Service

3. 67 Gaskill Street, Canowindra: Billy Paul carpets

Significance The following information is recorded by Council within the NSW Heritage database, available online

Statement of significance:

A very different style to the remainder of the street, but hardly noticeable due to the setback. Its small size and Spanish Mission style adds interest to the streetscape. Early photos show the building having a different façade.

Date significance updated: 05 Mar 12

Note: The State Heritage Inventory provides information about heritage items listed by local and State government agencies. The State Heritage Inventory is continually being updated by local and State agencies as new information becomes available. Read the OEH [copyright and disclaimer](#).

Description

Builder/Maker:	A T Sutherland
Physical description:	Spanish Mission style facade with stepped parapet. Features terra cotta tiles, and typical rendering. Symmetrical with two matching main doors. Fanlights over, with tiles arch above. Moulded 'rose' below centre of gable. Setback from main building line. Front is narrow end of a large wedge shaped building. Included 'crazy paving' forward of the building line. Projection box and much of the equipment is intact. Remarkable collection of commercial docketts dating from 1950s, which provide evidence of how important the railway was to circulating movies.
Modifications and dates:	Appears to be completely new facade to a much older building.
Current use:	Carpet Court
Former use:	Cinema

History

Historical notes:	Built by A. T. Sutherland in 1921, this cinema had 600 seats and was designed in a Mediterranean style. A remarkable collection of docketts on site shows how important the rail service was in distribution of films. Building now used as Bill Paul's Carpet Centre. Canowindra and district historical society notes - 2011 - The theatre was built as an all purpose hall with attached supper room - situated
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upon the site of a former blacksmiths. The floor sloped towards the stage and was not good for dancing. Anzac Day services were held here. On Saturday's for late night shopping the Salvation Army band played outside before 'the pictures'. The Spanish Mission style façade and 'crazy paving' were added c 1934. The Strand closed as a cinema in 1970 and had a brief period as a clothing factory. From 1976 onwards it has been The Carpet Centre.

Historic themes

Australian theme (abbrev)	New South Wales theme	Local theme
3. Economy-Developing local, regional and national economies	Commerce-Activities relating to buying, selling and exchanging goods and services	shop-
8. Culture-Developing cultural institutions and ways of life	Leisure-Activities associated with recreation and relaxation	cinema-

Recommended management:

Recommendations

Management Category	Description	Date Updated
Statutory Instrument	List on a Local Environmental Plan (LEP)	21 Dec 09
Statutory Instrument	Include in a Conservation Area within an LEP	21 Dec 09

Listings

Heritage Listing	Listing Title	Listing Number	Gazette Date	Gazette Number	Gazette Page
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Cabonne Shire Council Heritage Advisory Service

Local Environmental Plan	Cabonne LEP 2012	134	18 Jan 13		
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Study details

Title	Year	Number	Author	Inspected by	Guidelines used
Cabonne Heritage Study	2003	1270 159	Cabonne Shire Council		Yes
Heritage Study of Gaskill Street, Canowindra	1987		Perumal, Wrathall & Murphy		Yes
Cabonne Heritage Review	2010		Barbara Hickson	Bj Hickson	No

The Proposal

The business has changed ownership and will be operating from the same premises. The proposal is to paint the exterior of the front elevation and do minor painting works to the interior – only in the vicinity of the main space and not in the rear former picture theatre area.

The proposal for signs is to retain the Billy Paul's naming at the top and add a new additional business name below.

A graphic design can be prepared by Christine Whitty – Redgum, based on the business name and typefaces to suit the building style: Spanish Mediterranean.



The front facade

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The change of the green elements will be great.

The terra cotta will bring back the roof character while the best option for the tiles is simple paint removal.

Reinstatement of the central light will be great feature. Two product options are presented



The crazy paved area with restored colours will be a great feature. The colours need to be pavement paint and subdued so as not to visually compete with the façade and business presentation.

The two planter boxes appear to be additions since the 1970 change from the Cinema. These could be removed to make more space in the forecourt.

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The side elevation and the two side gates to be replaced. A simple lattice could be good option.



Planter boxes and the ceramic tile trim

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The façade: Two blinds will improve the symmetry of the façade and the entry

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The entry with French doors capable of restoration



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Historic photo. The façade shown above was replaced in 1934



The current façade. The feature is a ceiling rose and could be removed and relocated internally although it does not appear to fit the main foyer ceiling



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Early photo showing the previous entrance structure, removed in 1934



Ceiling and the light locations



4. ROD SET STD 3/4"X1/2MT PATINA BLK W/CANNES GLASS

\$176.00

SKU: LOD3020129 Category: [Retro & Deco Glass Range](#)

02 9567 1322

Heritage Building Centre

Rear 432b, West Botany Street, Rockdale 2216

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Details including mouldings, light locations and skirtings all worthy of highlighting as features.



View from the lobby entry space, noting the importance of the doors and fanlights.
Note the surrounds, picture rail and cornice
The ceiling includes moulding details worthy of restoration.
Lights for the ceiling could be similar to the following

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Sample paint scrapes



The general character of the former 600 seat Cinema space

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The former WWI Memorial, to be confirmed

Comments

Early photos show the style and character of the existing relates to works completed circa 1934 when the building was refurbished and the earlier entry structure next the front boundary was removed.

There is a question about the obelisk structure in the forecourt as to whether this was intended as a War memorial for the fallen from WWI. Research with the Museum/Historical society is recommended to see what evidence they may have of the structure.

Contacts: Michael Lindsay – 0423 020 002 and Anne Vincent 02 6344 1817

The other contacts would be the Canowindra RSL sub-Branch President and Secretary, whom Council have assisted previously with the Cenotaph in the Memorial Park on the Gaskill Street corner

Replacement of the Brunswick Green colour would be fine.
An initial step is to remove the paint from the existing ceramic tiles which seem to be Pale dappled green. This may be suitable and save on painting.

The wall colour in the Spanish Mediterranean style would be a White and closer to a Lime White or Antique White in the Dulux range.

Removal of the paint from the Terra Cotta roof tiles is highly recommended so as to restore this element and colour to the building.

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Consult Daylan at Peelaway on 02 9746 6733 and if useful send him some site photos of the terra-cotta and the ceramics. He will send a sample to test. Subject to the tiles being sound and the paint coming off well – which it should from tiles, then this is likely to be the simplest least expensive solution.

Inside the Cinema, there is extensive use of lattice type materials. A similar detail may be good to use to replace the two damaged side gates.

Depending on the quality of the door joinery, restoration of a clear or stain finish would be appropriate and add a quality appearance to these elements which from the entrance. The brass door furniture is of a suitable high quality and character for the entry.

The multi-colour crazy-paved forecourt is a feature and should be fine to reinstate in suitable colours as are the red tiling areas near the entry.

The memorial element would always have been a stone or off white element without colour other than that in the tiles and the light fitting. Additional spot or small flood lights from the side would be useful to highlight the great white building façade.

For a replacement light, review the Colonial Lighting web site. We have used the Echuca lantern recently in Parkes in a public park with no damage. The other option is the Duntroon unit with protective guard. Start with local knowledge and photos to identify a type. In the end, only what is available and rated for outside use should be considered.



The cinema at Dungog in the same style, noting the simple white and terra-cotta colours plus the feature Blue windows & doors

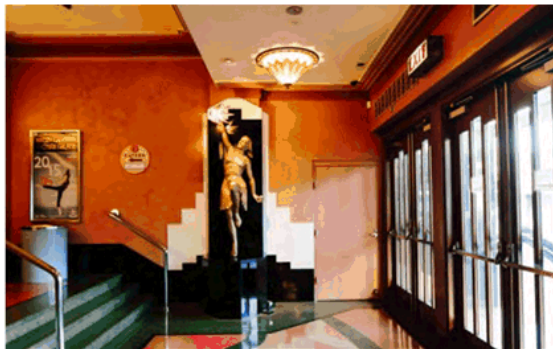
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Another incarnation with Green



A typical interior foyer for art deco cinemas



Recommendations

- Provide some research on the early photos and possible way the colours worked – which were light and which dark.
- Test some paint removers on the terra cotta tiles
- Test some colours on the internal walls and try out colours which are similar to these under the last set of white colours.
- Pick out the details such as the skirtings, architraves and picture rails in a strong wood type colour

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Cabonne Shire Council Heritage Advisory Service

David Scobie
Heritage Advisor to Cabonne Shire Council

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5. Cargo Police Station (former), Residence

Significance

Original intact elements are the House, Cell and attached stable

The site is listed on the LEP. The omission of the correct Lot numbers is acknowledged and will be corrected when the next update occurs.



Original timber to be retained.

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Chamfered timber sections are significant and to be retained while damaged boards to be replaced with new to match – like for like.



Clear and inspect to determine the extent of repair/restoration required. Where boards can be taken up, remove any earth below and replace with gravel to allow drainage to occur.

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The side of the cell building exposed inside the stable. Clearing these items away from this wall would look best to stack them against a less important wall and ensure the timber can be inspected – termites remain a big threat.



Long view of the stable: the exposed sisalation foil is not a good look in a heritage building. Options: Line the underside of the rafters with recycled galvanised iron sheet

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Great original posts with later roof joists



A critical issue is keeping silt out of the drain after clearing it. Grates help but replacing the earth with roadbase is probably the best start

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The junction with the stable wall works well with a simple working flashing.
The two fence posts above to be restored and developed further into the fence line and gates



Barn stable doors to be reinstated
Perimeter gravel roadbase 1200mm wide perimeter
Barge roll flashing to be fitted to conceal the edge shown above
Timber fascia to be painted as per the Cell notes



View from the rear showing the form of the Stable

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Remove the grass and earth to expose the bottom timbers
Isolate using a 150mm deep, compacted in 50mm layers, roadbase
Top with decomposed cement stabilised granite finish. If a restraint is required use a simple steel edge or recycled brick on edge. Do not use timber as it will attract termites.



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Brush off loose and flaky paint, prepare and paint
Dulux oil based Dune or Stone and gloss Black to all ironmongery



The front symmetrical elevation

Key issues:

- The colour scheme –
 - Off white to Cream boards: Wheat, Paperbark, Portland Stone
 - Verandah posts and Beams: Ox Blood, Deep Bronze Green or ¼ tint of the board selected above
 - Doors and windows: Ox Blood or Deep Bronze Green
 - Door frames: as above or Woodland Grey (Black is simply too dark and contemporary)
- A cottage type garden
 - A direct wide gravel/road base path equal in width to the door and sidelights to the front gate
 - Path across the front of the verandah.
 - A photinia hedge across the front behind the fence
 - Aromatic plants down each side of the path
 - A planting in mulched bed across the front of the verandah gravel area – this stops the surface water coming down the front garden
 - Symmetrical mulched garden beds and feature trees in a symmetrical layout across the front – get rid of as much lawn as possible
 - A row of decent shrubs along the driveway side to separate this from the front garden and same on the other side

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A good paint scape shows the previous range of colours. Doors are always prominent features worthy of conservation and a good strong colour and enamel type finish. The evidence here is probably Deep Bronze Green and Ox Blood



Interior of the gaol cell

A clear out and review of the damaged floor should reveal the extent of reconstruction required.

Works to restore the exterior of the three structures should be eligible for local heritage funding via Application.

Applications should be announced by advertisement by end August

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Quotes are required with an agreed scope of works

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6. 8 Main Street Cudal, (former Bank) Residence



1. Original timber post with chamfers and similar chamfered lintel beam for reuse.



2. Original timber chamfered verandah post and lintel to be reused in the new verandah

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3. Original corner verandah post and chamfered lintel beam to be retained for reuse



4. An original verandah post to be retained and re-used

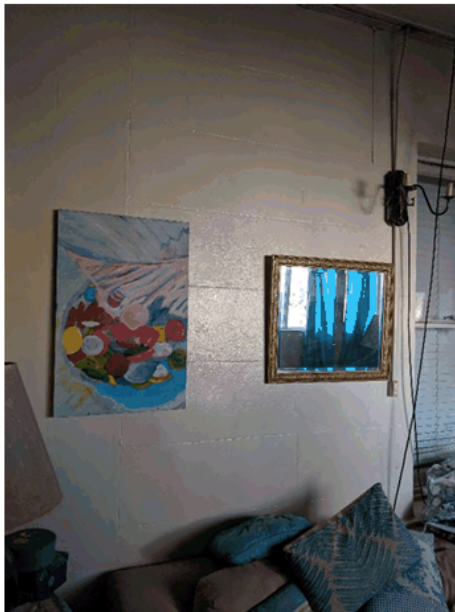
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Note the original chamfered lintel beams. These should be retained and reused in the new external verandah.



5. An original post to be re-used



The Ashlar joints on the original external wall are a key feature and to be retained and a replacement stone colour in a Matt finish – consider a Mineral silicate paint from Porters or Murobond

Significance

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The residence and former Bank are listed on the LEP schedule 5 of heritage items. An outline of the listing is available on the NSW Heritage Office on line heritage database through entering the address.

Should any of the details appear incorrect, these can be corrected and additional information added related to the history and significance of the place.

Proposals

Replace the rear enclosed verandah with a new verandah enclosure to provide an additional 1200mm of space.

Impacts

While the approach is not generally considered traditional or sympathetic it appears that there are few alternatives to providing this form of space in a location confined between the two original wings. Traditional options for these types of spaces are usually a glazed conservatory styled space as an extension off one or other of the existing wings.

Comments

The impacts of the works should be considered in terms of the loss of any original building material. Off setting these potential losses have included identifying the verandah posts and lintels. It appears from the design that these could be used in a similar function as existing but out on the proposed new line of the verandah/roof overhang.

This will also ensure that the character of the rear of the building is similar albeit with a low pitched skillion roof.

Should the original timber flooring prove sound and come clear of the sub-floor, then it could be used in reduced lengths on the limited areas of new wall – as internal wall lining.

Other recommendations

The location of the fireplace was discussed. If placed on the new outer wall, this will reduce vies into the garden and produce a heat loss against the external wall. Retaining it on an inner wall will reduce the cost and retain winter heat through ensuring it can be absorbed into the masonry.

Lining the new ceiling with a standard beaded lining board will produce a traditional character. Boards are available from Grants sawmill.

Traditional timber framed fully glazed French doors suitable located would be appropriate while full height timber double hung sliding sash windows would provide suitable ventilation for the new space.

The new cypress flooring may benefit from a stain prior to the Tung oil type finish - coloured to match or be similar to the existing floorboard colour.

Traditional custom orb profile roofing with sarking plus two sets of thermal insulation and air-gap, ogee gutters on the timber fascia and circular downpipes would suit.

Should the outer verandah be concrete as shown on the drawing, this could be treated to expose the aggregate, oxide coloured or tiled.

Further comments and suggestions may be offered on the receipt of drawings.

Restoration

Other minor comments in relation to the front elevation:

- Relocate plants away from the heritage walls to reduce the risk from subsidence

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- Carpenter to produce a timber section to conceal and protect the ends of the verandah floorboards after treatment
- Review the external colour scheme based on early photos of this and similar buildings
- Restore damaged post bases post top moulds and any damaged fascias and post brackets

David Scobie
Heritage Advisor to Cabonne Shire

Cabonne Shire Council Heritage Advisory Service

7. Canowindra: Railway Precinct – Implementation of the Masterplan: Heritage Near Me Grant to JHR - CRN

Significance:

The place is listed on the Cabonne LEP as Item I12

Canowindra Railway Station, goods shed, Gaskill Street Lot 3, DP 1124922 signals, tanks and yard

LOCATION MAP Canowindra Rail Precinct



KEY

Event Marshall Kiosk - Programs; Site Map; Emergency services	Public toilets
Entry Points and Suggested Route	First Aid Station
Pedestrian crossing points over rail lines	Public parking to street
Recycling & Garbage station	Public parking to attended parking zone
Catering zone	Equitable Access entry at Gaskill Street.

**** Please note this is an Industrial Site
Event Marshalls are available to
inform patrons of safe access routes****

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Figure 1 Site layout of the southern portion of the precinct, courtesy Big Little Histories.

John Holland Rail – CRN were awarded a substantial Activation Grant by Heritage Near Me, NSW Department of Environment and Heritage, to progress the Masterplan for the Railway Precinct. The Grant application was supported by Cabonne Council and the Heritage Advisory service.

JHR will be proceeding with plans to expend the grant through the Consultant NGH Environmental who developed the Masterplan supported by the Canowindra Community.

It is anticipated that part of the funds will be applied to physical works on the site to enhance and support the potential for future projects such as Big Little Histories and other stakeholders in the community.

The grant included provision for community stakeholder consultations.

The following site photos indicate some of the essential work required to the buildings, the access and the infrastructure – power.

This work will make each future project and activity on the site that much easier.

The Meeting and workshop held on the Council HACCC premises in Gaskill Street on Monday 4th February produced excellent contributions from the attendees: Part 1 involved commentary on the Plans while Part 2 responded to Interpretation.

John Holland and the Consultants ngh will respond in detail.

The Plan

- The traffic management for the Silos is key issue to resolve
- Gaskill Street is the key public frontage
- The main gateways and assets are the Age of Fishes and Museum
- The rail assets are the Grain shed, Railway Station, water tower, Turntable, remnant rail lines and Goods shed
- The two industrial/commercial assets are the silos and grain sheds

Interpretation

- The railway generated enormous trading opportunities for the local rural enterprises
- Rail provided essential goods and services in and out
- The silos mark a major bulk grain transfer facility
- The site has provided public venues for the Circus, for memorial parks and gardens

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8. SUMMARY: Annual Heritage Strategy checklist – 2019/2020

1	Heritage Committee	Advice to Council	1	2
		Consultant Directory		
		Services & trades Directory		
2	Heritage Study	Aboriginal Study		
		Statements of significance		
3	Heritage Advice	Site visits	3	5
		Heritage advice	4	7
		Urban design advice		
		Pre-DA advice	2	2
		Advice on DA's		2
4	Pro-active Management	Heritage DCP		
		Urban design DCP		
		DA fee relief		
		Flexible Planning & building		
5	Local Heritage Fund	Funded projects		
		Project value		
		Heritage fund value		
		Owner contribution		
		Tourism projects		
6	Main Street	Committee		
		Study		
		Implementation		
		Expanded main street		
7	Education & promotion	Brochures, web, plaques, panels		
		Events		
		Tourism strategy		
		Trails		
		Training		
8	Council assets	Asset management plans		
		CMP and CMS		
		Works budgets		
9	Sustainability	Adaptive re-use	1	2
		Restoration	2	3
		Reinstatement	1	2
		Landscape	1	2
		Water		

