

employees, agents, contractors or advisors on a need to know basis and for the purpose of evaluating or clarifying a Response or negotiating any resulting contract.

If there is any conflict or inconsistency between TfNSW's obligations of confidentiality to the Respondent and TfNSW's obligations of disclosure, as referred to in clause 9.7 below, TfNSW's obligations of disclosure shall prevail to the extent of the conflict or inconsistency.

9.7 Disclosure of Details of TfNSW Contracts

Notwithstanding any provision of this Part A, TfNSW may disclose any information in a Response and any resulting contract to the extent that TfNSW is required to do so by law, including under the *Government Information (Public Access) Act 2009* (NSW) or by a valid requirement of a government agency. TfNSW disclosure obligations may change over time, but Respondents should be aware that TfNSW may be required to disclose the following types of information:

- (a) the name and business address of the Contractor and details of any related bodies corporate that will be involved in carrying out the obligations of the Contractor under any contract resulting from this RFEOI;
- (b) in relation to this RFEOI, the method of submitting Responses and a summary of the criteria against which the various Responses were assessed by TfNSW;
- (c) details of any resulting contract from the RFEOI process (including a description of the goods/services to be provided, commencement date of the resulting contract, the term of the resulting contract, and a description of any provisions in the resulting contract which may be subject to variation or renegotiation); and
- (d) the price payable by us under the resulting contract and the basis for future changes in this price.

Detailed information about the disclosure obligations of NSW government agencies is set out in the guidelines published by the Information and Privacy Commission. These guidelines can be accessed at <http://www.ipc.nsw.gov.au/education-and-resources>

9.8 No collusion

In preparing a Response, Respondents must not communicate (verbally or otherwise), have any arrangement or arrive at any understanding with any other Respondent concerning the RFEOI. Respondents must not engage in practices that might be regarded as collusive or anticompetitive.

9.9 Disclaimer

This RFEOI contains statements based on information or data that TfNSW believes to be reliable as at the date of publication. TfNSW makes no representation or warranty, express or implied, as to the accuracy or completeness of any information or data or statement given or made in this RFEOI. Respondents are responsible for forming their own independent judgements, interpretations, conclusions, and deductions about any information or data in this RFEOI, and Respondents should examine all information relevant to the risks, contingencies and other circumstances that could affect their Response. TfNSW will not be liable to Respondents if Respondents rely on any information or data in this RFEOI.

9.10 Reliance on statements

TfNSW may rely on any statements made by Respondents (including their employees, contractors, advisors and agents). The statements TfNSW may rely on include those contained in Responses, those made in any written or verbal communications and in any negotiations with TfNSW. If TfNSW believes any Respondent has made any false or misleading statements, TfNSW may in its absolute discretion exclude the relevant Response from the evaluation process at any time.

9.11 Unlawful acts and improper assistance

Respondents (and their employees, contractors, advisers and agents) must not offer any form of inducements to TfNSW or exhibit undue pressure (including any duress) on TfNSW, our employees or advisors in connection with this RFEOI process. TfNSW may exclude a Response from consideration where TfNSW believes it has been compiled using information improperly or unlawfully obtained from TfNSW or with the improper assistance of any person currently or previously associated with TfNSW.

9.12 Piggybacking

If a public sector service agency (as defined in the *Public Sector Employment and Management Act 2002*) requests the successful Respondent to provide goods or services to it similar to the goods or services the subject of this RFEI then the successful Respondent agrees that it will enter into a separate agreement with that other agency on terms no less favourable than the terms in its Response having regard to any necessary changes (including scope and service levels).

9.13 Precedence of documents

If there is any inconsistency between this clause 9.13 of the RFEI and any of the other sections or attachments, then the terms of this clause 9.13 will prevail to the extent of that inconsistency.

Part B: Statement of Requirements

RMS HVIS SITE REQUIREMENTS

General

A drive through shed for inspections with at least the following dimensions 20(L) metres by 8 (W) metres with a minimum door clearance of 5 (W) metres & 5 (H) metres. Preferred dimensions for the shed are 30 (L) metres by 10 (W). Exact height signage should appear on entrance above vehicular access door.

Inspection pit with a preferred length of 20 metres (where the pit does not have side access) but a minimum length of 12 metres (where the pit has side access). Inspection pit should be 1.6m in depth and 1 metre in width.

Hard sealed surface on entry from roadway to extend out 30 meters on the shed entrance and a minimum of 10 metres on exit. All other vehicle paths to be all weather trafficable.

Suitable amenities for RMS inspection staff including toilets, shower/ wash room, desk, tables and chairs.

Parking for at least two RMS staff vehicles.

Suitable lighting including ceiling lighting on both sides of the inspection pit (not directly above) that run parallel with the inspection pit. The lighting on either side of the inspection pit needs to be spaced adequately to allow for full coverage down both sides of a vehicle being inspected.

Three phase power, with outlet location to be discussed with RMS personnel.

An area in the shed to accommodate a mobile Vehicle Inspection Trailer (VIT) throughout the course of the inspection period. This area is to be located between the entrance door and the inspection pit. The VIT is transported by inspectors and is utilised to assist in the detection of brake and suspension faults. It is required to be reversed in from the side of the shed into a cavity/cut out in the flooring to maintain a flat level service. This will require a side access door.

Must comply with relevant Workplace Health and Safety requirements.

RMS General Manager Compliance & Enforcement and WHS officers will need to provide signoff at the plan stage (if required) and prior to occupation by the RMS.

RMS General Manager Compliance & Enforcement and WHS officers to confirm that the facility meets operational needs and requirements and may require a trial period prior to executing final documents which will be paid for as per daily fee.

Where development consent is required for a Development Application, Construction Certificate and Occupation Certificate this remains the responsibility of the lessor.

The building should be Building Code of Australia compliant.

The building must be able to be secured.

Fire extinguishers, essential fire fighting systems and fire evacuation plan must be provided.

This includes but is not limited to a fire extinguisher in the inspection pit.

Adequate ventilation must be provided to the inspection pit (see below), building and amenities.

The ventilation systems must be regularly cleaned and maintained.

Telecommunications facilities only if mobile phone reception is not available.

THE INSPECTION PIT MUST PROVIDE THE FOLLOWING:

An exhaust extraction system capable of diverting any fumes or gases away from the interior of the inspection pit (Provision of any other requirements in or to inspection pit to make it a non confined space as per AS 2865-2009, Confined Spaces).

Compressed air supply and outlets. Air connections to be installed and spaced at five metre intervals on one wall of the inspection pit.

'C' or 'H' section steel girders are to be fitted along both sides of the inspection pit. The top of the girders should sit flush with the finished floor level of the shed and the opening of the 'C' or 'H' sections should face into the inspection pit. The girders will provide future flexibility by allowing the installation of a pit mounted jack (If required this will be provided by the RMS). The girder must be strong enough to support the weight of a heavy vehicle whether from a jack mounted in the 'C' or 'H' section or wheels on top of the 'C' or 'H' section.

Drainage point to allow for cleaning of the inspection pit and extraction of unwanted water etc (Unless self-draining an electric sump pump is required).

Suitable lighting recessed into the walls of the inspection pit.

The inspection pit interior shall be sealed and painted (in white) to improve lighting performance and facilitate cleaning. Inspection pit stairs and handrail should be painted a bright yellow.

Stairs at both ends of the inspection pit. If pit provided is shorter than 20m then side egress should be provided and located at the end of the pit.

The inspection pit surrounds will require line marking/painting to guide drivers and facilitate cleaning.

Where possible it is preferred to provide a sealed concrete floor finish with slip coefficient to meet AS to make maintenance easier. Power outlets (GPO's) throughout the premises should be weather resistant to allow hose out of the facility.

Emergency Exits

Provided in accordance with relevant code requirements and sign-posted as required.

Visible from the inspection area and/or pit but clear that the exit is not within the pit.

Unobstructed detailed path of egress not through or over pit area.

Must meet all required design standards including AS1657-1992 'Fixed Platforms, walkways, stairways and ladders - Design, construction and installation'. This includes but is not limited to handrails for inspection pit stairs and safety barriers to prevent persons falling into the inspection pit.

Hazardous materials within the immediate inspection area are to be kept in suitable storage facilities that are built and sign-posted in accordance with the Dangerous Goods Regulation. Refer to SWMS and site register accordingly.

The inspection pit (including 'C' or 'H' section girders) must be approved by a certified engineer with certification being provided to the RMS prior to lease commencement.

A copy of the Occupation Certificate must be provided to the RMS prior to lease commencement.

SITE LAYOUT

One way throughput is mandatory.

Preferred separation from other business to ensure:

1. No interference or intrusion from unauthorised persons.
2. Minimal noise and traffic.
3. No hazardous chemicals.

Limited dual usage may be acceptable where the capacity to minimise noise interference is acceptable.

Sites will be subject to regular inspection by RMS & WHS officers.

Sites will generally operate on weekdays between the hours of 8am and 5pm.

Desirable features

1. 26 metre B/Double access to the facility.

2. In-ground Brake testing equipment.

Facility Handover Date

The successful applicant will be required to have the facility compliant and functional twelve (12) months from the date of being the preferred proponent.

AGREEMENT DETAILS & TERM

The Site will be required for a minimum of **24** days per year. These days are not necessarily contiguous and are likely to be spaced throughout the year.

If the facility is yet to be built the RMS will seek to enter a Deed of Agreement for Lease (**Deed**) with the preferred proponent. A copy of the Deed template is at **Attachment B**. The Deed is entered into prior to construction. The lease will commence only once the facility is completed and approved for use.

A Five (5) year lease with one five (5) year option will be required.

The lease will need to be formally registered on title

RMS LEASED HVIS EXPRESSION OF INTEREST FORM (Attachment A)

Contact Details

Name:

Address:

Phone No:

Email:

ABN:

Facility Details*

Property Address:

Lot and Deposited Plan:

Property Area:

Zoning Details:

Service Availability (water, sewer, electricity, communications)

Site plan/layout/photos: (please attach*)

Price per day or p/a (incl. GST)

When facility would be completed and ready for occupation:

Do you own or lease the premises?

Comments

Signed:

Date:

- **Please attach additional information as required**







Part C: Response

Respondents must complete the cover page of the Expression of Interest and the Returnable Schedules in this Part C in full and submit it in accordance with Part A – Terms of Participation.

Cover Page for Response
Response to
Request for Expression of Interest for the
provision of provision of a Leased heavy vehicle
inspection Facility in the Lightning Ridge Area

RFEOI Reference Number: TfNSW 2016/090

Part C
Returnable Schedules

Section 1 – Respondent's details

Name of Respondent	
---------------------------	--

Section 2 – Response details

Name of Response	
Date of Response	

Section 3 – Required attachments

Please confirm the following documents and Returnable Schedules are attached as required under the RFEOI:

(Please check)	Document/Returnable Schedule
<input type="checkbox"/>	Cover page for Response (this page)
<input type="checkbox"/>	Returnable Schedule 1 – Form of Response
<input type="checkbox"/>	Returnable Schedule 2 – RMS LEASED HVIS EXPRESSION OF INTEREST FORM

Returnable Schedule 1

Form of Response

1.1 Introduction

This Returnable Schedule 1 and all of the other Returnable Schedules in this RFEI must be completed by the Respondent, and together with any further information provided by the Respondent will constitute its Response to this RFEI.

1.2 Respondent's details

Please complete the following details in respect of the Respondent.

Response	
Name of legal entity	
ACN/ABN	
Registered office address	
Details of a representative of Respondent who is authorised to represent and legally bind the entity: <ul style="list-style-type: none"> • Name • Title • Current telephone number • Facsimile number • Email address 	
Details of a representative of Respondent who is authorised to act as point of contact in respect of any routine inquiries generated by TfNSW: <ul style="list-style-type: none"> • Name • Title • Current telephone number • Facsimile number • Email address 	

1.3 Disclosure of Conflicts of Interest

(a) Please indicate whether as at the date of submission of this Response the Respondent has any actual or potential Conflict of Interest in relation to the Respondent's participation in the RFEI process.

Response
<input type="checkbox"/> No – to be selected if no actual or potential Conflict of Interest exists as at the date of submission of this Response.
<input type="checkbox"/> Yes – to be selected if an actual or potential Conflict of Interest exists as at the date of submission of this Response.

(b) If the response to the question in section 1.3 is "yes", please provide full details of the Conflict of Interest below.

Response

1.4 Addenda

Please ensure that the Respondent has checked for any addenda to this RFEI prior to submission of its Response. Please indicate below the addenda to this RFEI (if any) that have been addressed in the Response.

Response

1.5 Compliance with Mandatory Conditions

Please indicate Respondent's full compliance with all mandatory conditions set out in Part B

Response

1.6 Material qualifications or assumptions not included in any other Returnable Schedule

Please set out any qualifications or assumptions that are material to the Response for which no opportunity to respond has been provided elsewhere in the Returnable Schedules.

Response

1.7 Financial Assessment

TfNSW may also choose at its own expense to seek an independent financial assessment to be carried out on the successful candidate. Please confirm your acceptance of this.

Response

1.8 Execution of Response

Please complete the following form as a Respondent responding as a single entity, or as the prime contractor if the Respondent is part of a consortium.

UNDERTAKING BY RESPONDENT

I, _____ (insert name) of _____ (insert address) (the **Authorised Representative**) certify as the date of the submission of this Response that:

- (a) I hold the position of _____ (insert) and am duly authorised by _____ (insert full name and ABN if applicable) (the **Respondent**) to certify the matters set out herein;
- (b) except as specified in the Respondent's response to Paragraph 1.3(b) of Returnable Schedule 1, no actual or potential Conflict of Interest exists in relation to the Respondent's participation in the RFEOI Process;
- (c) the Respondent and its related bodies corporate have not and will not engage in conduct which is collusive, anti-competitive, corrupt and/or unethical in connection with the RFEOI process;
- (d) the Respondent agrees to be bound by the provisions of the RFEOI; and
- (e) the Respondent represents, warrants and undertakes that:
 - (i) the information in this Response is true, accurate and complete and not misleading; and
 - (ii) the Respondent is aware of, and will comply with, the requirements of the Goods and Services Procurement Policy Framework For NSW Government Agencies.

SIGNED for and on behalf of the Respondent by its Authorised Representative, who warrants by his/her execution that he/she has all necessary authority to sign this document for and on behalf of the Respondent, in the presence of:

Signature of Authorised Representative

Signature of Witness

Name of Witness

Position

Date

Returnable Schedule 2

RMS LEASED HVIS EXPRESSION OF INTEREST FORM

Facility Details*

Property Address:

Lot and Deposited Plan:

Property Area:

Zoning Details:

Service Availability (water, sewer, electricity, communications)

Site plan/layout/photos: (please attach*)

Price per day or p/a (incl. GST)

When facility would be completed and ready for occupation:

Do you own or lease the premises?

Comments

Signed:

Date:

- **Please attach additional information as required**

Attachment 1 – Background information on Transport for NSW

Our organisation

Transport for NSW (TfNSW) was established on 1 November 2011 and tasked with delivering the NSW Government's vision for a truly integrated transport system.

The Transport cluster comprises TfNSW and an extended network of other agencies. TfNSW sets the strategic direction for transport and works in partnership with government transport operating agencies and private service providers to deliver improved transport outcomes for the community and economy of NSW.

Our purpose

To make New South Wales a better place to live, do business and visit, by managing and shaping the future of the whole transport system.

Our role

We integrate planning and service delivery across all modes of transport and ensure that the customer is central to decision-making by:

- Planning for both public and private transport, including road, rail, buses, taxis, ferries, light rail, cycling, walking, community transport services, regional air services and freight transport
- Allocating funding for infrastructure and service delivery across all transport modes
- Working in partnership with service providers to move people and freight efficiently and safely
- Licensing public transport drivers and accrediting operators.

Our strategy

The [NSW Long Term Transport Master Plan](#) which was released in December 2012 sets a clear direction for transport in NSW for the next 20 years, outlining a strategy to integrate, grow, modernise and manage the transport system.

[Connections: Towards 2017](#) outlines our organisational short term priorities and articulates how we will meet customer and government objectives in developing an integrated and customer-focused transport system. It links with actions set out in the Long Term Transport Master Plan and government priorities, such as those set out in [NSW State Priorities](#).

Further details about Transport for NSW can be viewed on [our website](#).

Attachment 2 – Confidentiality undertaking



Attachment 3 – Proposed draft HVIS Agreement to Lease



HVIS Agmt to
Lease.docx

See attached Lease deed.

From: [John Bell](#)
To: [Mursaleen Shah](#)
Subject: FW: eTendering - Current Tender Detail View - TfNSW 2018/003
Date: Thursday, 18 January 2018 1:44:20 PM

Regards

John Bell
General Manager
Upper Lachlan Shire Council

P (02) 4830 1000
F (02) 4832 2066

PO Box 42
GUNNING NSW 2581

From: ROGERS Paul R [mailto:Paul.ROGERS@rms.nsw.gov.au]
Sent: Thursday, 18 January 2018 1:38 PM
To: John Bell <JBell@upperlachlan.nsw.gov.au>
Subject: eTendering - Current Tender Detail View - TfNSW 2018/003

Hi John,

As discussed this tender is currently advertised for a heavy vehicle inspection facility in Crookwell. I'm happy for you to share this link with anybody you feel may be interested.

<https://tenders.nsw.gov.au/?event=public.rft.show&RFTUID=E371CD32-EDAF-B395-6390DD746159EAE2>

Thanks,

Paul Rogers
Operations Manager South Coast
Compliance and Regulatory Services.
T [02 42555442](tel:0242555442) F [02 4220 0619](tel:0242200619)
Mobile [0407 787 915](tel:0407787915)
www.rms.nsw.gov.au

Roads and Maritime Services
242 Nolan Street Unanderra 2526
[PO Box 5398 Wollongong NSW 2520](#)

Logo



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11 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

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11.2	Bank Balance and Reconciliation - 31 December 2017	229
11.3	Rates and Charges Outstanding for the months of December 2017 and January 2018	231
11.4	Library Quarterly Report - 2nd Quarter 2017/2018	235
11.5	Quarterly Budget Review Statements - 2nd Quarter 2017/2018	241

Finance and Administration - 15 February 2018

ITEM 11.1 **Investments for the months of December 2017 and January 2018**

FILE REFERENCE I18/19

AUTHOR **Manager of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 31 December 2017 and 31 January 2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

1. A schedule of the investment portfolio register as at 31 December 2017 for the information of Council; and
2. A schedule of the investment portfolio register and summary of available cash by fund as at 31 January 2018 is provided as information to Council.

REPORT

Investments to 31 December 2017

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$400,000	1.45%	N/A	31-12-17	\$742.88
Bank of Qld	TD	\$1,000,000	2.75%	364	31-01-18	\$27,424.66
Bank of Qld	TD	\$1,200,000	2.45%	154	07-02-18	\$12,404.38
Bank of Qld	TD	\$900,000	2.60%	182	18-04-18	\$11,667.95
Bank of Qld	TD	\$800,000	2.60%	183	26-04-18	\$10,428.49
Bank of Qld	TD	\$800,000	2.60%	308	24-10-18	\$17,551.78
Bankwest	TD	\$1,500,000	2.40%	147	17-01-18	\$14,498.63
Bankwest	TD	\$800,000	2.45%	119	14-03-18	\$6,390.14
Bankwest	TD	\$1,000,000	2.45%	125	28-03-18	\$8,390.41
Bankwest	TD	\$500,000	2.60%	364	26-09-18	\$12,964.38
Bendigo Bank	TD	\$1,000,000	2.40%	175	14-02-18	\$11,506.85
Bendigo Bank	TD	\$800,000	2.40%	154	21-02-18	\$8,100.82

Finance and Administration

INVESTMENTS FOR THE MONTHS OF DECEMBER 2017 AND JANUARY 2018

cont'd

Bendigo Bank	TD	\$600,000	2.35%	119	28-02-18	\$4,596.99
Bendigo Bank	TD	\$700,000	2.50%	273	30-05-18	\$13,089.04
Bendigo Bank	TD	\$1,200,000	2.55%	364	15-08-18	\$30,516.16
CBA	TD	\$1,000,000	2.48%	181	21-03-18	\$12,298.08
CBA	TD	\$1,000,000	2.52%	245	02-05-18	\$16,915.07
CBA	TD	\$1,000,000	2.53%	307	06-06-18	\$21,279.73
CBA	TD	\$1,000,000	2.62%	362	12-09-18	\$25,984.66
IMB	TD	\$1,000,000	2.40%	133	10-01-18	\$8,745.21
IMB	TD	\$1,300,000	2.40%	154	24-01-18	\$13,163.84
IMB	TD	\$1,000,000	2.50%	259	25-07-18	\$17,739.73
NAB	TD	\$800,000	2.55%	154	14-03-18	\$8,607.12
NAB	TD	\$1,500,000	2.53%	362	06-06-18	\$37,638.08
NAB	TD	\$1,400,000	2.49%	182	13-06-18	\$17,382.25
NAB	TD	\$500,000	2.53%	364	27-06-18	\$12,615.34
NAB	TD	\$1,100,000	2.51%	364	21-11-18	\$27,534.36
Westpac	TD	\$500,000	2.51%	365	27-04-18	\$12,550.00
Westpac	TD	\$400,000	2.55%	365	21-08-18	\$10,200.00
		\$26,700,000				\$432,927.02

Investments to 31 January 2018

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$1,000,000	1.45%	N/A	31-01-18	\$1,255.34
Bank of Qld	TD	\$1,200,000	2.45%	154	07-02-18	\$12,404.38
Bank of Qld	TD	\$900,000	2.60%	182	18-04-18	\$11,667.95
Bank of Qld	TD	\$800,000	2.60%	183	26-04-18	\$10,428.49
Bank of Qld	TD	\$1,000,000	2.55%	182	01-08-18	\$12,715.07
Bank of Qld	TD	\$800,000	2.60%	308	24-10-18	\$17,551.78
Bankwest	TD	\$800,000	2.45%	119	14-03-18	\$6,390.14
Bankwest	TD	\$1,000,000	2.45%	125	28-03-18	\$8,390.41
Bankwest	TD	\$1,500,000	2.50%	112	09-05-18	\$11,506.85
Bankwest	TD	\$500,000	2.60%	364	26-09-18	\$12,964.38
Bendigo Bank	TD	\$1,000,000	2.40%	175	14-02-18	\$11,506.85

Finance and Administration**INVESTMENTS FOR THE MONTHS OF DECEMBER 2017 AND JANUARY 2018**

cont'd

Bendigo Bank	TD	\$800,000	2.40%	154	21-02-18	\$8,100.82
Bendigo Bank	TD	\$600,000	2.35%	119	28-02-18	\$4,596.99
Bendigo Bank	TD	\$700,000	2.50%	273	30-05-18	\$13,089.04
Bendigo Bank	TD	\$1,200,000	2.55%	364	15-08-18	\$30,516.16
CBA	TD	\$1,000,000	2.48%	181	21-03-18	\$12,298.08
CBA	TD	\$1,000,000	2.52%	245	02-05-18	\$16,915.07
CBA	TD	\$1,000,000	2.53%	307	06-06-18	\$21,279.73
CBA	TD	\$1,000,000	2.62%	362	12-09-18	\$25,984.66
IMB	TD	\$1,000,000	2.40%	91	11-04-18	\$5,983.56
IMB	TD	\$1,300,000	2.42%	112	16-05-18	\$9,653.48
IMB	TD	\$900,000	2.50%	182	13-06-18	\$11,219.18
IMB	TD	\$1,000,000	2.50%	259	25-07-18	\$17,739.73
NAB	TD	\$800,000	2.55%	154	14-03-18	\$8,607.12
NAB	TD	\$1,500,000	2.53%	362	06-06-18	\$37,638.08
NAB	TD	\$1,400,000	2.49%	189	20-06-18	\$18,050.79
NAB	TD	\$500,000	2.53%	364	27-06-18	\$12,615.34
NAB	TD	\$1,100,000	2.51%	364	21-11-18	\$27,534.36
Westpac	TD	\$500,000	2.51%	365	27-04-18	\$12,550.00
Westpac	TD	\$400,000	2.55%	365	21-08-18	\$10,200.00
		\$28,200,000				\$421,353.83

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 31 JANUARY 2018**

Interest on Investments Received YTD	\$414,645
Annual budgeted amount for all funds	\$581,500
Percentage of Interest Received YTD	71.31%
Percentage of Year Elapsed	58.90%

BBSW COMPARISON TO 31 JANUARY 2018

Average market interest rate (90 day BBSW)	1.75%
Average return on all investments	2.46%

The above investments have been made in accordance with Section 625, of the Local Government Act 1993, the Local Government Regulations, the Ministerial Investment Order and the Council's Investment Policy.

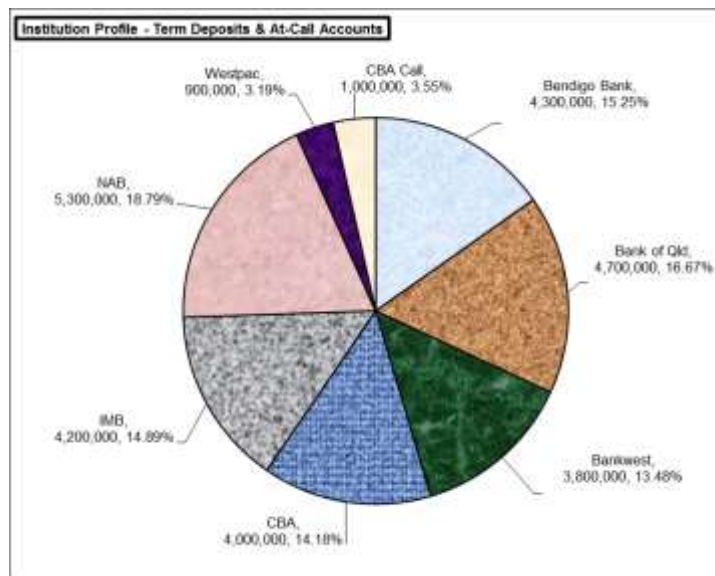
Finance and Administration

INVESTMENTS FOR THE MONTHS OF DECEMBER 2017 AND JANUARY 2018 cont'd

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 31 JANUARY 2018

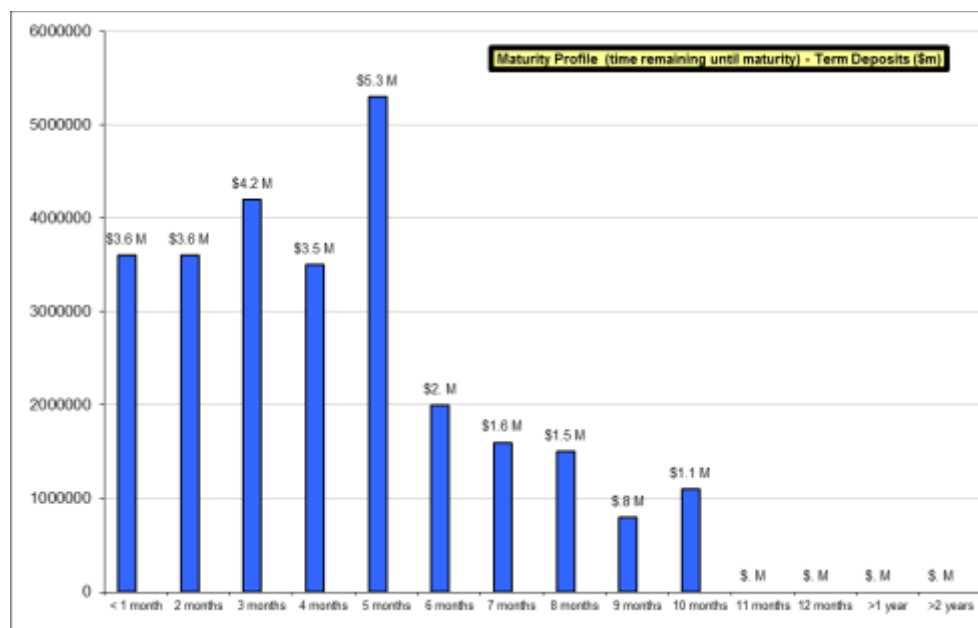
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

"The maximum percentage that may be held in term deposits with any one financial institution is 25% of the portfolio, and the maximum to be held in at-call accounts be no more than 15%."



INVESTMENTS - MATURITY PROFILE AS AT 31 JANUARY 2018

The following chart illustrates the maturity profile of Council's investment portfolio showing the amount of time remaining until current term deposits mature. This demonstrates that Council's investing activities should meet future cash flow requirements.



SUMMARY OF AVAILABLE CASH AT 31 JANUARY 2018

TOTAL INVESTMENTS: - **\$ 28,200,000.00**

INVESTMENTS BY FUND (INCLUDES RESTRICTED AND UNRESTRICTED CASH): -

General Fund Reserves	\$ 19,878,583.49
Water Supply Fund Reserves	\$ 2,105,875.82
Sewerage Fund Reserves	\$ 4,210,878.85
Domestic Waste Management Fund Reserves	\$ 1,989,003.67
Trust Fund Reserves	\$ 15,658.17

POLICY IMPACT

Investments are in accordance with Council's Investment Policy and Strategy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Finance and Administration - 15 February 2018

ITEM 11.2 **Bank Balance and Reconciliation - 31 December 2017**

FILE REFERENCE I18/20

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation – 31 December 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

31 DECEMBER 2017

<u>STATEMENT OF BANK BALANCE & RECONCILITATION</u>	\$
General Ledger Balance brought forward 30 November 2017	582,030.71
Add: Receipts for December 2017	<u>3,903,392.23</u>
	4,485,422.94
Deduct: Payments for December 2017	<u>3,936,524.12</u>
Balance as at 31 December 2017	<u>548,898.82</u>
Balance as per Bank Statement 31 December 2017	550,818.36
Add: Outstanding Deposits	<u>1,250.90</u>
	550,818.36
Deduct: Unpresented Cheques / EFTs	<u>1,919.54</u>
Balance as at 31 December 2017	<u>548,898.82</u>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

Finance and Administration

BANK BALANCE AND RECONCILIATION - 31 DECEMBER 2017 cont'd

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Finance and Administration - 15 February 2018

ITEM 11.3 **Rates and Charges Outstanding for the months of December 2017 and January 2018**

FILE REFERENCE **I18/21**

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report 2017/2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at month end of December 2017 and January 2018 is detailed.

REPORT

There are attached reports titled "Rate Collection Year 2018" for the 2017/2018 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

31 January 2018

Description	31/01/2018	31/01/2017	31/01/2016
Total % Rates and Charges Outstanding	39.09%	38.53%	37.88%
Total \$ Amount Rates and Charges Outstanding	\$4,416,174	\$4,187,349	\$4,011,874

31 December 2017

Description	31/12/2017	31/12/2016	31/12/2015
Total % Rates and Charges Outstanding	41.02%	40.87%	39.72%
Total \$ Amount Rates and Charges Outstanding	\$4,719,740	\$4,441,345	\$4,206,475

Finance and Administration

**RATES AND CHARGES OUTSTANDING FOR THE MONTHS OF DECEMBER 2017
AND JANUARY 2018 cont'd**

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rate Collection Year - December 2017	Attachment
2. ↓	Rate Collection Year - January 2018	Attachment

Rate Collection 2018 Year

Rating Categories	Levy Raised to date	Rates Received to 3 January 2018	Rates Outstanding to 3 January 2018	% Rates Outstanding 3 January 2018
Farmland	4,778,873.25	2,823,400.57	1,955,472.68	40.92%
Residential	1,175,745.24	661,709.74	514,035.50	43.72%
Rural Residential	636,796.33	387,821.33	248,975.00	39.10%
Business	510,681.00	276,268.87	234,412.13	45.90%
Mining	1,767.10	1,767.10	-	0.00%
Water	867,725.82	504,339.31	363,386.51	41.88%
Sewerage	1,387,838.98	799,728.39	588,110.59	42.38%
Domestic & Comm Waste	1,105,519.10	645,682.65	459,836.45	41.59%
Rural Waste	596,050.45	348,781.79	247,268.66	41.48%
Storm Water	46,269.10	34,427.28	11,841.82	25.59%
**Arrears	397,399.09	300,997.63	96,401.46	24.26%
Overall Total Rates	11,504,665.46	6,784,924.66	4,719,740.80	41.02%

Prepared by

*Rev*Date 4/1/2018

Authorised by

*SPT*Date 8/1/2018

I:\2017-2018\Rates\Recs\%outst_December 31 2017

Rate Collection 2018 Year

Rating Categories	Levy Raised to date	Rates Received to 2 February 2018	Rates Outstanding to 2 February 2018	% Rates Outstanding 2 February 2018
Farmland	4,808,290.55	2,881,785.58	1,926,504.97	40.07%
Residential	1,176,305.99	679,932.48	496,373.51	42.20%
Rural Residential	636,796.33	396,320.15	240,476.18	37.76%
Business	273,895.75	203,221.17	70,674.58	25.80%
Mining	1,767.10	1,767.10	-	0.00%
Water	868,151.82	518,067.89	350,083.93	40.33%
Sewerage	1,386,672.91	821,924.16	564,748.75	40.73%
Domestic & Comm Waste	1,105,556.31	660,429.01	445,127.30	40.26%
Rural Waste	596,050.45	355,828.35	240,222.10	40.30%
Storm Water	46,267.80	34,229.24	12,038.56	26.02%
**Arrears	397,399.09	327,474.83	69,924.26	17.60%
Overall Total Rates	11,297,154.10	6,880,979.96	4,416,174.14	39.09%

Prepared by

Re

Date 5/2/2018

Authorised by

BSJ/NE

Date 5/2/2018

I:\2017-2018\Rates\Recs\%outst_January 31-2018

Finance and Administration - 15 February 2018

ITEM 11.4 **Library Quarterly Report - 2nd Quarter 2017/2018**

FILE REFERENCE **I18/18**

AUTHOR **Director of Finance and Administration**

ISSUE

A summary of the activities in the Upper Lachlan Shire Council libraries for the 2nd Quarter 2017/2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

Upper Lachlan Shire Library Services Quarterly Report: October – December 2017

LIBRARY USAGE:

	Crookwell	Gunning	Taralga
Loans*	6,137	2,425	22
New Members	31	8	0
Internet Sessions	836	1,056	N/A
Visitors	5,474	3,101	N/A
Hours open per week	31.5	19	N/A**

*Quarterly loans do not include e-book, e-audio or e-magazines which are calculated annually.

**Taralga Mobile Library Service operates at Taralga once every three weeks.

OVERVIEW:

Council libraries experienced a busy quarter with consistent usage across all areas. This quarter the number of loans, internet sessions and visitors increased at the Gunning Library compared to the same quarter last year. With the library now being open on a Saturday this has had a flow on effect. This quarter the number of new members increased at the Crookwell Library compared to the same quarter last year. The changeover to the new Business Internet Plan with Telstra adversely affected the internet at the Crookwell Library. For a week computer usage was reduced. Contingencies have been put in place for the Gunning Library changeover to the new Business Internet Plan.

During the quarter a number of promotional events were held in the libraries attracting a number of attendees who also used the library services. These events included the

Garden Book sale; a themed animal Storytime and the Summer Reading Club launch party at the Crookwell Library. Whilst at the Gunning Library events included Practising Stoic Philosophy workshop and an early letter to Santa service. The scrabble, knitting groups; Storytime and school group visits continue to be well attended.

EVENTS AND PROMOTION:

Crookwell and Gunning Libraries:

- Promotional articles and promotion were published in the Crookwell Gazette, the Gunning Lions Newsletter, Goulburn's 2GN, Goulburn Post, school newsletters, Crookwell Library Facebook site, Council Website, and the Voice. These included 'Practising stoic philosophy'; 'book fair may be good for Christmas gifts'; 'New Branding: Library transition now complete'; 'Christmas cards and decorations'; Gunning Library Activities' regular column in the Gunning Lions Newsletter; and regular information on Council's Information page in the Crookwell Gazette.
- During the quarter, displays showcasing a selection of fiction and non-fiction items from the libraries were displayed in prominent areas of the library. These items provided an interesting variety of items for loan with a different theme and show the breadth of items in the collections. The Crookwell Library displayed items on the theme of spring gardens; Mary Gilmore and Australian writers; CADS; star trek; Remembrance Day; gardens; house and garden; heroes and villains; Summer Reading Club with the theme 'Game On'; and Christmas. Gunning Library displayed items on Australian Romance; gardening and sustainable living; Australian birds; Children's Graphic novels; Landcare; women's stories; fitness and wellbeing; early mail to Santa; Remembrance Day; Summer Reading Club display with the theme 'Game On'; and Christmas Stories.
- Again this quarter patrons borrowed from these different themed displays and discovered a range of interesting items from our collections. Both libraries displayed new items acquired in a separate new book display.

Gunning:

- This quarter the knitting circle was well attended. In total there were thirty-one people who attended across the quarter.
- Michael de Percy conducted a free Practising Stoic Philosophy workshop at the Gunning Library on 7 October and 10 October. 17 people attended the workshop.
- Gunning Landcare installed a fish tank at the Gunning Library. In the fish tank there are four Pygmy Perch fish. This is proving to be very popular with the customers. The school children are showing a lot of interest in them.

Crookwell:

- This quarter nine people attended the monthly scrabble afternoons. The Crookwell Library Friends continue to run the session and sponsor afternoon tea. The November scrabble was cancelled due to the Melbourne Cup.
- The Crookwell Library friends held its first Garden book sale on the Garden Weekend in November, with \$1,222.30 raised.
- The Crookwell Library held a Christmas decorations and card making workshop on 11 December. Five people attended this event.

- The Crookwell and District Historical Society held their Christmas afternoon tea in the Crookwell Library on 14 December. Fifteen people attended the afternoon tea in the library.
- The Crookwell Library had seventy-four people attend four different events on 14 December.

CHILDREN AND YOUNG PEOPLE:

Gunning:

- Gunning Library held an early letter to Santa service where children dropped into the library to write letters to Santa. Thirty-eight children participated in this event.
- Fortnightly Storytime continues to be popular, with the Gunning Early Child Centre joining the Storytime sessions. In this quarter there were a total of one hundred and thirty-eight children who attended Storytime.
- School children from Gunning Primary School continue with their weekly visits to Gunning Library. Five hundred and twenty children visited this quarter.
- Gunning and District Before and After School Care – OOSH continue to have a permanent booking of computers after school when computers are available.

Crookwell:

- Weekly Storytime continues to be popular. In this quarter there were a total of one hundred and seventy-two children who attended Storytime. The Crookwell Library had a wombat education themed Storytime in November, with forty-three people attending this event.
- The Crookwell Library held a launch party for the Summer Reading Club on 14 December 2017. Twenty people attended this event.

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- Weeding continued in the non-fiction collection at the Crookwell Library during this quarter.
- Staff weeded the junior easy collection at the Crookwell Library.
- Alphabet stickers were added to the Leap frog collection (early readers) so that they are easier to find.
- The Fines Feast started on 27 November and finished on 18 December. There were a lot of donations even when a library member had no fines. Donated items were sent to local churches to distribute to people in the community.
- Goulburn Library completed the annual borrower purge of member records. A total of 3,202 members (across Goulburn, Crookwell and Gunning Libraries) were deleted from the system – these are members who had a registration expiry date over two years ago, however, the majority of them have not been active in the 2-3 year period prior. Of the 3202 members that were deleted, 513 were Upper Lachlan library members. 764 Stock item records of library material were deleted from the system. Of the 764 stock items, only 86 belonged to Upper Lachlan Library Service.

- The DVDs to replace the damaged items from the February storm arrived in this quarter.
- Eighty large print books to replace some of the damaged items from the February storm arrived in this quarter.
- Goulburn Mulwaree Library donated a box of books that were weeded from their adult fiction and large print collections. These items were in good condition. A couple of these books were kept for Crookwell Library with the remaining items being sent to the Gunning Library.
- Book kits that were acquired from another library were sent to Goulburn Mulwaree Library for processing and adding to the pool of book kits for the Read & Connect Book Groups.
- The new library cards arrived in early November. Changes to the card included removing old references to STLC and adding the new website address. Staff have been changing over library cards as library members come into our libraries. Library cards have also been sent to Goulburn Library and the Big Read Bus.
- The adult fiction collection was re-organisation to make room for the integration of the romance collection.
- The Big Read Bus moved to outside the Taralga Hall instead of the school for the November visit. However, feedback from Goulburn Library staff after the first visit to the new location was that it was unsafe to park at this spot. From December the bus moved to outside Goodhew Park and with a new time of 3-4pm.

Resources

- This quarter, volunteers completed sixty-one and a half hours of work in the Crookwell Library and eighteen hours at the Gunning Library.
- Volunteers helped this month with shelf reading biographies, non-fiction, large print, youth, graphic novels and HSC collections; book displays; shelving; packing up the book sale in the foyer; and moving books at Crookwell Library. At Gunning Library volunteers assisted with Storytime and covering books.
- Information about our library service was updated in online directories such as NSW.Net, Library Technology Guides; Australian Libraries Gateway; Australian Interlibrary Resource Sharing Directory. References to the STLC was removed and the new library website link was added.
- The Crookwell Library Facebook page was re-branded to Upper Lachlan Shire Library Service – Crookwell and Gunning Libraries.
- The Library Manager organised a bulk loan of Italian books from the NSW State Library for one of our library members.
- The bulk loans multicultural form was updated and information about this service was added to the library's website. Further information about the Inter Library Loans service was also added to the website.

- One of Council's Library Assistants attended the Council Alcohol and Other Drugs training on 5 December.
- The Library Manager attended:-
 - SE Zone Library Manager's meeting at Yass on Friday the 27th October;
 - Goulburn Mulwaree Library meeting on Tuesday the 31st October;
 - Goulburn Mulwaree Library meeting on Wednesday the 1st November on the new consortia for the product Bolinda;
 - NSW Public Library Conference in Penrith from Tuesday the 21st November till Friday the 24th November;
 - The Crookwell Memorial Hall Committee meeting on Thursday the 30th November at 5:30pm in the Crookwell Library;
 - Phone meetings with book suppliers James Bennett and ALS Library Services in regards to the replacement of the damaged books and end-processing of these books;
 - Meetings on the Request for Quotation (RFQ) for library books and library end-processing. The RFQ was uploaded on Thursday the 21st December and closes on Monday the 29th January.
- The Library Manager completed/provided input into the:-
 - NSW State Library statements of Library Operations forms in November;
 - Annual NSW Public Library Association delegates form;
 - The annual statistical return for the NSW State Library in December;
 - The February edition of the Voice;
 - The Library's Fees and Charges for 2018-2019;
 - The draft Service Level Agreement (SLA) with Goulburn for the period July 2018 – June 2021.

Facilities

- Our Libraries computers and Wi-Fi facilities continue to be well used by patrons and people passing through.
- Crookwell Library has changed from a residential plan to a business plan with Telstra in December. In addition the Library Service will be receiving subsidised fees through the State Library NSW NSW.Net Service. The changeover has not only reduced the costs but has substantially increased our Internet speeds. These changes will also be applied to the Gunning Library over the next few months.
- The rest of the carpet at the Crookwell Library was installed on 2 October, with the final small pieces of carpet installed along the front wall on 13 November.
- The roof at Crookwell Library leaked on 17 November. Council staff assisted with sourcing plastic, inspecting the leaks and removing wet ceiling panels. Shane Gann also inspected the ceiling cavity for suspected smoke and found everything to be fine. Mick Jones repaired the roof on 20 November. Subsequent downpours in November haven't caused any more issues.
- Mick Jones inspected the roof at Crookwell Library on 4 December for further leaks after the latest rain. The Library Manager notified Mick of a new stain on the ceiling in the kitchen area on 8 December.

Finance and Administration

LIBRARY QUARTERLY REPORT - 2ND QUARTER 2017/2018 cont'd

- The Crookwell Memorial Hall outside doors were repaired on 11 December.
- Gunning Library's roof has been inspected and some repairs were undertaken. Recommendations for further repairs has been sent to Tina Dodson.

The furniture at Gunning Library has been re-arranged in the adults section to create a couple of reading zones.

Michaela Olde
Library Manager

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Finance and Administration - 15 February 2018

ITEM 11.5 **Quarterly Budget Review Statements - 2nd Quarter 2017/2018**

FILE REFERENCE **I18/47**

AUTHOR **Director of Finance and Administration**

ISSUE

A Financial Summary and Key Performance Indicators report for the 2nd Quarter Budget Review in 2017/2018.

RECOMMENDATION That -

1. Council adopts the 2nd Quarter Budget Review Statements for 2017/2018 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

BACKGROUND

This report details the financial summary and Key Performance Indicators for the 2nd Quarter Budget Review in 2017/2018.

REPORT

The Quarterly Budget Review Statements are prepared for Upper Lachlan Shire Council in accordance with the Office of Local Government guidelines. The quarterly review statements are comprehensive and should be read in conjunction with the Operational Plan performance summary report.

The Income and Expenses Budget Review Statement provides an overview of Council operations for the 2nd Quarter of the 2017/2018 financial year. The following is a financial summary of the data as at 31 December 2017 – see Attachment 3:-

1. Council has raised 62.34% of the operating budgeted income.
2. Council has expended 51.27% of the operating budgeted expenditure, (includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 31.17% of the revised budgeted capital income.
4. Council has expended 40% of the revised budgeted capital expenditure (including actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

Budget Revotes

Council resolved an original operating budget surplus, before capital grants and contributions, totalling \$673,912.

Since the original budget was adopted there were operational budget net revotes for the 1st Quarter totalling \$51,000 and the 2nd Quarter of \$7,363.

There were a number of capital works revotes of income and expenditure that were reported to Council in the 2nd Quarter, in addition there were reserve movements. The revised operating budget continues to show a surplus result forecast totalling \$615,549 before capital grants and contributions.

There net increase in budgeted capital works expenditure for the 2nd Quarter is \$112,053. This included land acquisition at Goodhew Park, additional road funding, Kiamma Creek boardwalk and Council chambers audibility improvements.

Operational Budget Analysis

Council's operational budget analysis is outlined in Attachment 3. The year to date actual to budget operating income shows that total revenue received year to date is comparable to the anticipated budget forecast. Likewise the year to date actual to budget operating expense shows that total expenditure year to date is similar to that anticipated.

The Operating Budget Review Statement by Function/Activity gives further detail of Council services in Attachment 4. This document shows the net budgeted cost of each Council function / activity and illustrates the cost to Council in providing a particular service.

Capital Budget Analysis

The total capital expenditure budget, including accounts payable commitments, is 40% complete at year to date as detailed in Attachment 8. This attachment provides further detail in regards to progress of each individual capital project.

The General Fund revised capital expenditure program is 36% completed at year to date. Substantial projects completed include the purchase of the Bank House, Heffernan's quarry land purchase, the urban roads resealing program, Currans Road causeway, Taralga Road Black Spot safety improvements and the Crookwell water treatment plant.

Major projects with significant progress include the Roads to Recovery program on various local road gravel resheeting projects (57%) and sealed road rehabilitation (48%), rural roads resealing program (79%), Kialla Creek bridge replacement (61%), plant and equipment replacement (43%) and the 2017/2018 kerb and guttering program (60%).

The General Fund actual capital expenditure year to date is lower than anticipated principally due to delays in the MR256 Abercrombie Bridge replacement and the year to date resourcing and project management of MR54 State Road reconstruction has impacted on commencement of other capital works projects.

Cash flow

Council's projected short term liquidity financial position is satisfactory with the total cash and investments held as at 31 December 2017, totalling \$27.25 million. The total cash and investments balance held at the 30 June 2017 was \$30.321 million and at 30 September 2017 totalled \$30.216 million. The reduction in cash held can be mainly attributed to expenditure on Council funded projects including the spending of prior years reserves and unexpended grants.

The Cash and Investments Quarterly Budget Review Statement (Attachment 6) details the unrestricted cash, internal restrictions and external restrictions both in total and movements to 31 December 2017.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There are operational budget net revotes in the second quarter totalling \$7,363; therefore the projected operational budget surplus is \$615,549. There are capital income and expenditure revotes detailed in Attachment 5.

RECOMMENDATION That -

1. Council adopts the 2nd Quarter Budget Review Statements for 2017/2018 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

ATTACHMENTS

1. ↓	Quarterly Budget Review Statement by Responsible Accounting Officer	Attachment
2. ↓	Contracts, Consultancy and Legal Expenses Budget Review Statement	Attachment
3. ↓	Income and Expenses Budget Review Statement	Attachment
4. ↓	Operating Budget Review Statement by Function-Activity	Attachment
5. ↓	Material Variations and Revotes Budget Review Statement	Attachment
6. ↓	Cash and Investment Budget Review Statement	Attachment
7. ↓	Capital Budget Summary Review Statement	Attachment
8. ↓	Capital Expenditure (Assets) Budget Review Statement	Attachment
9. ↓	Capital Income (Grants and Contributions) Budget Review Statement	Attachment
10. ↓	Operational Plan KPI - 2nd Quarter 2017/2018	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement**

For the 2nd Quarter 2017/2018, ended 31 December 2017

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 202(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 31 December 2017 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2018 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income expenditure.

Signed: _____



Date: _____

7/2/2018

Bruce Johnston
Manager of Finance and Administration
Upper Lachlan Shire Council

UPPER LACHLAN SHIRE COUNCIL**Part A****Contracts Budget Review Statement - 2017/2018**

Budget Review for the quarter ended 31 December 2017

Contracts Listing - for contracts entered into during the quarter and have yet to be fully performed, excluding contractors that are on the Council's preferred suppliers list. Contracts for employment are not to be included. Minimum reporting level is \$50,000.

Contractor	Contract detail and purpose	Contract value (GST Inclusive)	Commence Date	Duration of Contract	Budgeted (Y/N)
ATI Australia Pty Ltd	Installation of a Communications Network	\$252,410	7/12/2017	5 months	Y
Roadworkx	MR54 Seg 600 - Resealing	\$165,806	4/10/2017	6 months	Y
Euro Civil	MR54 Seg 600 - Safety Barriers	\$99,792	13/11/2017	7 months	Y
Divalis Quarry & Earthmoving	Grabben Gulien / Gundaroo Rds - Heavy Patching	\$145,721	29/11/2017	7 months	Y
Divalis Quarry & Earthmoving	Rural Roads - Storm Damage Repairs	\$50,177	29/11/2017	7 months	Y
Divalis Quarry & Earthmoving	Win & Crush Gravel	\$51,470	20/12/2017	6 months	Y
WesTrac Equipment Pty Ltd	Caterpillar 12M Grader	\$396,000	22/12/2017	Supply	Y
Civica Pty Ltd	CRM & e-Services Authority Software Project Installation	\$62,052	6/02/2018	3 months	Y

Part B**Consultancy and Legal Expenses Budget Review Statement - 2017/2018**

Budget Review for the quarter ended 31 December 2017

Expense	YTD (Actual + Comm \$)	2017/2018 Budget	Budgeted (Y/N)
Legal Fees	\$30,926	\$79,000	Yes
Consultancies*	\$133,524	\$67,000	Partially

*Note: Consultant fees for Acting Director of Works and Building Surveyor Services are not in the original budget and are funded by salaries and wages budgeted savings

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

UPPER LACHLAN SHIRE COUNCIL**Income and Expenses Budget Review Statement - 2017/2018
Budget Review for the quarter ended 31 December 2017**

Actual YTD 50.00%

(Actual YTD figures include creditor commitments)

Alternate Key	Operational Activities	Actual YTD	Original Budget	1st Quarter Revotes	2nd Quarter Revotes	3rd Quarter Revotes	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD
1.01.01	Employee Benefits and On-Costs	4,929,510	10,971,925				10,971,925	44.93%	47.31%
1.01.02	Borrowing Costs	56,493	198,640				198,640	28.44%	31.27%
1.01.03	Depreciation & Amortisation #	3,024,171	6,048,341				6,048,341	50.00%	50.00%
1.01.04	Materials & Contracts	4,480,121	7,494,651		2,900		7,497,551	59.75%	56.70%
1.01.05	Other Expenses	1,579,159	2,656,485	51,000	20,000		2,727,485	57.90%	65.47%
1.01.06	Loss on Disposal of Assets	0	0						
	Total Expenses from Continuing Operations	14,069,454	27,370,042	51,000	22,900		27,443,942	51.27%	52.16%
1.02.01	Rates & Annual Charges**	10,403,137	10,314,580				10,314,580	100.86%	100.00%
1.02.02	User Charges & Fees	3,602,064	7,384,812				7,384,812	48.78%	42.30%
1.02.03	Interest and Investment Revenue	384,982	613,300				613,300	62.77%	63.45%
1.02.04	Other Revenues	264,087	527,100		20,537		547,637	48.22%	49.21%
1.02.05	Non-Capital Operating Grants and Contributions	2,838,510	9,192,749				9,192,749	30.88%	51.69%
1.02.09	Gain on Disposal of Assets	0	11,413		5,000		6,413		
	Total Income from Continuing Operations	17,492,779	28,043,954	0	15,537	0	28,059,491	62.34%	67.18%
	OPERATING SURPLUS BEFORE CAPITAL AMOUNTS	3,423,325	673,912	51,000	7,363	0	615,549		
1.02.07	Capital Grants and Contributions	1,923,574	3,178,700	2,818,182	173,408		6,170,290	31.17%	14.32%
1.00.00.00	NET RESULT FROM ALL ACTIVITIES	5,346,898	3,852,612	2,767,182	166,045	0	6,785,840	78.79%	

Note: Depreciation expense is an estimate and has not been processed for year-to-date.

** Rates and Annual Charges are net of internal/Council rates and annual charges expenses.

UPPER LACHLAN SHIRE COUNCIL Operating Budget Review Statement by Function/Activity - 2017/2018 Budget Review for the quarter ended 31 December 2017								
1) Actual YTD figures includes creditor commitments 2) Budget figures include 1st & 2nd quarter revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement								
Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Dec 2017 \$	Expenditure to 31 Dec 2017 %	Budgeted Expenses from continuing operations \$	Income to 31 Dec 2017 \$	Income to 31 Dec 2017 %	Budgeted Income from continuing operations \$	Operating Result to 31 Dec 2017 \$	Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
COMMUNITY	1,166,599	53.96%	2,162,117	238,533	62.70%	380,443	(928,066)	(1,781,674)
Health Services, Medical Centres, Aged, Disabled & Community Services	116,540	44.74%	260,467	33,204	55.43%	59,900	(83,335)	(200,567)
Public Halls, Cultural Services, Community Services and Museums	68,747	53.09%	129,500	13,684	38.01%	36,000	(55,063)	(93,500)
Animal Control	68,990	70.32%	83,887	2,944	42.06%	7,000	(56,046)	(76,887)
Swimming Pools	84,408	41.34%	204,170	15,558	51.86%	30,000	(68,850)	(174,170)
Sporting Grounds and Parks and Gardens	280,895	48.93%	574,123	1,621	6.48%	25,000	(279,274)	(549,123)
Public Libraries	209,033	55.17%	376,879	3,684	6.88%	53,543	(205,349)	(325,336)
Emergency Services and Fire Protection	347,965	65.52%	531,081	167,836	99.31%	169,000	(180,149)	(362,091)
ENVIRONMENT	693,699	46.22%	1,500,849	211,028	45.62%	462,600	(482,670)	(1,038,249)
Town Planning and Development Control	248,339	37.76%	657,700	124,452	66.02%	188,500	(123,887)	(469,200)
Building Control	212,955	62.04%	343,278	71,654	55.25%	129,700	(141,301)	(213,578)
Environmental Systems and Protection	32,137	45.69%	70,341	0	0.00%	0	(32,137)	(70,341)
Housing	17,624	68.31%	25,800	10,253	43.82%	23,400	(7,371)	(2,400)
Noxious Weeds Control	181,485	46.99%	386,230	2,880	2.61%	110,500	(178,605)	(275,730)
Food Control and Inspections	1,158	6.62%	17,500	1,790	17.05%	10,500	631	(7,000)
ECONOMY	4,151,227	54.17%	7,662,937	2,381,498	48.50%	4,910,138	(1,769,729)	(2,752,799)
Financial Services	307,107	40.55%	757,369	10,926	0.00%	0	(296,181)	(757,369)
Administration and Corporate Support	883,717	79.28%	1,114,735	139,575	53.23%	262,200	(744,141)	(852,535)
Information Technology	245,496	53.53%	456,601	0	0.00%	0	(245,496)	(456,601)
Workforce (Human Resources, Labour Oncosts and WH&S)	111,705	17.43%	640,827	149	0.00%	0	(111,556)	(640,827)
Caravan Parks	25,393	58.07%	43,726	22,831	45.66%	50,000	(2,562)	6,274
Tourism and Business (RMS State Rd RMCC, Service NSW Agency and Private Works)	2,577,310	55.49%	4,644,779	2,206,511	48.20%	4,577,401	(370,798)	(67,378)
Bank House	500	17.26%	2,900	1,506	7.33%	20,537	1,006	17,637

UPPER LACHLAN SHIRE COUNCIL Operating Budget Review Statement by Function/Activity - 2017/2018 Budget Review for the quarter ended 31 December 2017								
1) Actual YTD figures includes creditor commitments 2) Budget figures include 1st & 2nd quarter revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement							Actual YTD	50.00%
Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Dec 2017 \$	Expenditure to 31 Dec 2017 %	Budgeted Expenses from continuing operations \$	Income to 31 Dec 2017 \$	Income to 31 Dec 2017 %	Budgeted Income from continuing operations \$	Operating Result to 31 Dec 2017 \$	Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
INFRASTRUCTURE	4,778,089	51.68%	9,245,583	6,283,142	58.66%	10,711,400	1,585,133	1,465,817
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	2,620,260	49.72%	5,270,058	1,399,601	32.37%	4,323,966	(1,220,679)	(946,092)
Water Supply Services	660,353	53.87%	1,225,870	1,220,756	65.28%	1,870,108	560,403	644,238
Sewerage Services	424,647	55.25%	768,530	1,377,391	93.68%	1,470,371	952,744	701,841
Stormwater and Drainage	682	4.26%	16,000	46,269	101.80%	45,450	45,587	29,450
Quarries and Gravel Pits	540,683	57.60%	938,679	434,688	42.10%	1,032,500	(105,995)	93,821
Domestic Waste Management	341,000	34.46%	989,482	1,065,045	97.80%	1,109,482	744,045	120,000
Waste Centres, Rubbish Tips and Street Cleaning	184,417	64.11%	287,658	597,455	92.43%	646,410	413,038	358,752
Public Conveniences and Amenities	102,001	64.15%	159,000	0	0.00%	0	(182,001)	(159,000)
Public Cemeteries	66,816	63.70%	104,900	63,272	71.33%	86,700	(3,544)	(16,200)
Engineering, Purchasing and Works Supervision	480,353	60.88%	789,011	58,665	49.72%	118,000	(421,688)	(671,011)
Plant and Equipment Operations (net excluding depreciation)	(643,222)	49.34%	(1,303,605)	0	0.00%	6,413	643,222	1,310,018
CIVIC LEADERSHIP	430,712	52.26%	824,115	1,978	32.97%	6,000	(428,734)	(818,115)
Governance and Real Estate Development	430,712	52.26%	824,115	1,978	32.97%	6,000	(428,734)	(818,115)
GENERAL PURPOSE REVENUES	0			8,551,561	73.79%	11,588,911	8,551,561	11,588,911
General Purpose Items and Rates	0			8,551,561	73.79%	11,588,911	8,551,561	11,588,911
DEPRECIATION EXPENSE	3,024,171	50.00%	6,048,341			0	(3,024,171)	(6,048,341)
Depreciation Operating Expense	3,024,171	50.00%	6,048,341			0	(3,024,171)	(6,048,341)
Note: Internal Rates and Charges are allocated to each cost centre							0	0
TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES	14,244,417	51.90%	27,443,942	17,667,741	62.97%	28,059,491	3,423,325	615,549

UPPER LACHLAN SHIRE COUNCIL**Material Variations and Revotes Budget Review Statement - 2017-2018****Budget Review for the quarter ended 31 December 2017****Budget Capital Income and Expenditure - 2nd Quarter Revotes**

Activity	Job Description	Adopted Budget 2017/2018	Revote net amendment	Revised Budget 2017/2018	Type
01.55454.4050.002	Gurundah Bushfire Brigade - Installation of Solar Power (s94 fund)	0	4,160	4,160	EXP
01.55546.4050.002	Crookwell RFS Refurbishment - (s94 fund)	4,000	1,500	5,500	EXP
01.55456.4050.002	Cullerin/Breadalbane Fire Brigade (s94 fund)	0	6,344	6,344	EXP
01.38001.4250.999	Bushfire Brigade Building Improvements - (s94 fund)	-6,461	-9,683	-16,144	INC
01.55601.4150.002	Chisholm Park Table and Seating	0	4,762	4,762	EXP
01.55599.9402.002	Goodhew Park Land Acquisition	0	50,000	50,000	EXP
01.55579.4050.002	New Council Chambers/Administration Building Crookwell - Investigation & Design	0	9,000	9,000	EXP
01.55602.4120.002	Council Chambers Audibility Improvements	0	28,970	28,970	EXP
01.55570.2605.002	Black Spot Funding - Binda Street, Bigga Safety Improvements	70,000	25,106	95,106	EXP
01.30001.4250.999	Local Urban Roads Sealed - Additional Funding - (s94 fund)	0	-25,106	-25,106	INC
01.50173.1430.002	Roads to Recovery - Bevendale Road Sealed Pavement Rehabilitation	269,880	36,707	306,587	EXP
01.55558.9010.002	Rural Local Road - Currans Road - Causeway Replacement	150,000	81,912	231,912	EXP
01.30201.4250.999	Local Rural Roads Sealed - Additional Funding - (s94 fund)	-118,619	-118,619	-237,238	INC
01.55564.1681.002	Kiamma Creek Boardwalk Replacement	10,000	30,000	40,000	EXP
01.59000.4120.002	Heavy Plant Fleet Net Replacement Cost	785,000	7,000	792,000	EXP
01.32101.1700.559	Dept of Infrastructure - Stronger Communities - Clifton Park Toilet Block	0	-20,000	-20,000	INC
Totals		1,163,800	112,063	1,275,863	

UPPER LACHLAN SHIRE COUNCIL**Budget Operating Income and Expenditure - 2nd Quarter Revotes**

Activity	Job Description	Adopted Budget 2017/2018	Revote net amendment	Revised Budget 2017/2018	Type
01.41016.2420.002	Economic Development - Consultancies	50,000	20,000	70,000	EXP
01.35401.1905.315	Gain on Disposal of Assets (Plant Sales)	-11,413	5,000	-6,413	INC
01.27101.1100.195	Bank House Income - Rent	0	-9,537	-9,537	INC
01.27101.1100.408	Bank House Income - Accommodation	0	-11,000	-11,000	INC
01.27100.2302.002	Bank House - Maintenance Grounds	0	600	600	EXP
01.27100.2899.002	Bank House - Other Expenses	0	300	300	EXP
01.27100.2904.002	Bank House - Apartment Servicing	0	2,000	2,000	EXP
Totals		38,587	7,363	45,950	

2nd Quarter operational budget surplus**-622,912****7,363****-615,549**

Upper Lachlan Shire Council

Cash and Investments Budget Review Statement 2017/2018

Budget review for the quarter ended 31 December 2017

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	2nd Quarter Closing Balance (\$'000)
TOTAL UNRESTRICTED	(1,574)	5,666		(1,003)	4,663
EXTERNAL RESTRICTIONS:					
Section 94 - Development Contributions Plan	(91)	2,779	319	(237)	2,861
Section 94A - Development Contributions Plan	(250)	250		(19)	231
Specific Purpose Unexpended Grants	0	627	35		662
Water Supplies	198	2,114	58		2,172
Sewerage Services	544	3,798	406		4,204
Domestic Waste Management Services	369	1,597	403		2,000
Stormwater Management	(160)	236	46	(1)	282
Wind Farms CEF Program	0	210		(207)	3
Trust Fund (Fund 8)	0	7	7		14
RMS Contributions	0	0			0
TOTAL EXTERNAL RESTRICTED	610	11,619	1,274	(464)	12,429
INTERNAL RESTRICTIONS:					
Employees' Leave Entitlements	120	1,866	120		1,986
Plant and Equipment Replacement	(400)	1,157	0	0	1,157
Buildings and Infrastructure Improvements	0	2,184		(798)	1,386
Council Houses capital works	0	46			46
Cullerin Road - Local Road Transfer Funds	0	0			0
Information Technology and Equipment	(130)	374	0	(31)	343
Cemetery	0	0			0
Public Halls and Community Projects	0	51			51
Gravel Pit Restoration	20	408	20		428
Rubbish Tips Remediation	10	409	0		409
Garbage / Waste Disposal	0	37			37
Library Services Cooperative distribution	0	71		0	71
Upper Lachlan Tourist Association (ULTA)	0	32	0		32
Financial Assistance Grants Payment in Advance	(2,198)	2,198		(1,849)	550
Deposits and Retentions (subdivision bonds)	0	188	1	(19)	170
State Road MR54 works contingencies	100	829		(117)	712
Uncompleted Carry-over Works	(855)	3,187		(407)	2,780
TOTAL INTERNAL RESTRICTED	(3,333)	13,036	141	(3,020)	10,157
TOTAL RESTRICTED	(2,723)	24,656	1,415	(3,484)	22,586
TOTAL CASH AND INVESTMENTS	(4,297)	30,321	1,415	(4,487)	27,249

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UPPER LACHLAN SHIRE COUNCIL
Capital Budget Summary Review Statement - 2017/2018
Budget Review for the quarter ended 31 December 2017

(Actual YTD figures includes creditor commitments)

	Actual YTD	Original Budget	1st Quarter Net Revotes	2nd Quarter Net Revotes	3rd Quarter Net Revotes	Revised Budget	% YTD Actual to Revised Budget
CAPITAL FUNDING							
Rates and Other Untied Charges (General Fund)	2,418,061	6,499,077	178,250	129,732		6,807,059	36%
Operational Grants and Contributions (All Funds)	1,614,251	1,986,701	758,609			2,745,310	59%
Capital Grants and Contributions (All Funds)	1,226,176	2,659,700	2,308,600	4,160		4,972,460	25%
Internal Restrictions (General Fund)							
- renewals	284,577	160,000	215,800	752,126		1,127,926	25%
- new assets	1,121,504	143,000	231,000	800,000		1,174,000	96%
External Restrictions (excluding grants)							
- water supply	600,000		600,000			600,000	100%
- sewerage			14,530			14,530	
- domestic waste management (DWM)							
- stormwater			80,000			80,000	
- section 94	450,746	1,013,500	8,300	151,569		1,173,369	38%
Other Capital Funding Sources e.g.							
- loans	106,434	531,250	155,000			686,250	16%
Income from Sale of Assets							
- plant and equipment (general fund)							
- land and buildings							
TOTAL CAPITAL FUNDING	7,821,749	12,993,228	4,550,089	1,837,587		19,380,904	40%
CAPITAL EXPENDITURE							
New Assets							
- plant and equipment							
- land and buildings	988,372		175,300	863,160		1,038,460	95%
- Roads, Bridges, Footpaths							
- infrastructure	1,653,893	1,015,000	620,000			1,635,000	101%
- other new assets	111,720	320,700	45,000	33,732		399,432	28%
Renewals (Replacement)							
- plant and equipment	472,181	988,600	4,000	8,500		1,001,100	47%
- land and buildings	74,474	190,000	189,250	6,344		385,594	19%
- Roads, Bridges, Footpaths	4,207,199	8,029,428	3,482,609	885,851		12,397,888	34%
- infrastructure	137,896	1,950,000		40,000		1,990,000	7%
- other asset renewals	69,582	282,500	33,930			316,430	22%
Loan Repayments (Principal)							
- renewals	106,434	217,000				217,000	49%
- new assets							
TOTAL CAPITAL EXPENDITURE	7,821,749	12,993,228	4,550,089	1,837,587		19,380,904	40%

Cap QBRS Stat 2018

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 31 December 2017 Capital Expenditure - Acquisition/Renewal of Assets <i>*Actual expenditure figures include creditor commitments</i>								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revotes & Reserve Transfers	December Revotes & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND								
1. COMMUNITY								
<i>Emergency Services and Fire Protection</i>								
Gurrindah Bushfire Brigade	01 55454.4050.002				\$4,160	\$4,160		
Gunning Fish River Brigade	01 55231.4050.002	\$2,625		\$3,000		\$3,000	88%	
RFS Merrill Fire Station Shed	01 55225.4050.002	\$988		\$1,300		\$1,300	76%	
Middle Arm Brigade - s94 fund	01 55546.4050.002	\$6,473		\$4,000	\$1,500	\$5,500	100%	
Cutlerin/Breadalbane Fire Brigade	01 55456.4050.002	\$6,344			\$6,344	\$6,344	100%	
<i>Animal Control</i>								
Crookwell Pound - Impounding Yard Improvements (Sec. 94 Funded)	01 55183.4103.002		\$3,000			\$3,000		
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>								
<i>Public Libraries</i>								
Crookwell and Gunning Libraries - Office Equipment, Furniture & Fittings	01 55464.4103.002		\$5,000			\$5,000		
Crookwell and Gunning Libraries - Computers and Printers	01 55190.4135.002		\$6,600			\$6,600		
Gunning Library - Structural Repairs	01 55106.4103.002		\$25,000			\$25,000		
<i>Public Halls, Cultural Services, Community Centres and Museums</i>								
Binda Hall - Exterior Painting	01 55514.4103.002		\$20,000			\$20,000		
Memorial Hall - Crookwell Historical Society - Internal Painting	01 55112.4103.002		\$10,000			\$10,000		
Tony Foley Centre - Roof, Painting & Toilet Upgrade	01 55242.4103.002	\$545		\$65,000		\$65,000	1%	
<i>Sporting Grounds and Parks and Gardens</i>								
Kiamma Creek/Pat Cullen Reserve Marsden Street Entrance Improvements (contingent upon 50% contribution from Kiamma Creek Landcare Group)	01 55586.4150.002		\$10,000			\$10,000		
Kiamma Creek BBQ & Covered Seating Installation/Upgrade	01 55587.4150.002		\$5,000			\$5,000		
Clifton Park - Excavation of site - Outdoor Gym	01 55399.4150.002	\$4,691						
Crookwell Skate Park	01 55550.4103.002	\$3,654		\$5,000		\$5,000	73%	
Clifton Park - Cricket Nets	01 55592.4150.002	\$18,575		\$13,700		\$13,700	136%	-\$4,875
Bigga Recreation Area - Amenities Refurbishment (100% ULSC Funded)	01 55465.4103.002	\$6,032		\$5,850		\$5,850	100%	-\$182
Playground equipment - Stronger Communities Program	01 55270.4150.002	\$0,499		\$9,600		\$9,600	41%	
Chisholm Park Table and Seating	01 55601.4150.002	\$4,762			\$4,762	\$4,762	100%	\$0
Goodnew Park - Land acquisition	01 55599.9402.002	\$4,545			\$50,000	\$50,000	9%	
<i>Swimming Pools</i>								
Crookwell Swimming Pool Improvements 2017/18 - Toddler's Pool	01 55588.4155.002		\$20,000			\$20,000		
Gunning Swimming Pool Improvements 2017/18 - 1st Aid and Staff Amenities	01 55589.4155.002	\$10,680	\$10,000			\$10,000	107%	-\$680
Total Community Expenditure		\$72,413	\$114,600	\$106,450	\$66,766	\$287,816	25%	-\$6,737

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 31 December 2017 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures include creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revotes & Reserve Transfers	December Revotes & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND								
2. ENVIRONMENT								
<i>Town Planning and Development Control</i>								
LEP Review and Section 94 Plan Review (\$75k Plan Administration Sec. 94 Funded)	01.55186.2899.002		\$120,000			\$120,000		
<i>Housing</i>								
Staff Accommodation Improvements (3 Houses)	01.55256.4103.002		\$15,000			\$15,000		
<i>Environmental Systems and Protection</i>								
<i>Noxious Weeds Control</i>								
<i>Building Control</i>								
Administration Building - Asbestos Awning Replacement - (17/18 Taraiga CSC)	01.55467.4103.002		\$10,000			\$10,000		
Administration Building - Improvements (All Offices)	01.55196.4103.002	\$1,734		\$50,000		\$50,000	3%	
Crookwell Office Car Park - Fuel Tank/Seal	01.55531.4050.002	\$18,894			\$40,000	\$40,000	47%	
New Council Chambers/Administration Building Crookwell - Investigation & Design	01.55579.4050.002	\$8,000			\$9,000	\$9,000	100%	
Crookwell Depot Staff Amenities - Air Conditioners	01.55580.4103.002		\$6,000			\$6,000		
Crookwell Depot Stores - Store Security Cage	01.55123.4103.002	\$10,786	\$25,000			\$25,000	43%	
Total Environment Expenditure		\$40,372	\$176,000	\$50,000	\$49,000	\$275,000	15%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 31 December 2017 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures include creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revotes & Reserve Transfers	December Revotes & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND								
3. ECONOMY								
<i>Financial Services</i>								
Loans - Principal Reduction (Former Crookwell Loan 168 - Finalised 6/4/2021)	01.60006.4900.002	\$11,556	\$23,600			\$23,600	49%	
Loans - Principal Reduction (Bridges Loan 172 - Finalised 23/12/2024)	01.60008.4900.002	\$45,625	\$93,200			\$93,200	49%	
<i>Administration and Corporate Support</i>								
Purchase of Westpac Bankhouse	01.55596.9402.002	\$797,721			\$800,000	\$800,000	100%	
<i>Information Technology</i>								
IT - Review Customer Request Management System	01.55102.4135.002	\$56,411	\$41,600			\$41,600	136%	-\$10,811
IT - Design Engineer and Trainees 1 x 64 bit Windows 7 PCs for Civicad	01.55102.4135.002		\$4,000			\$4,000		
IT - Hardware (19 x PCs incl. MS Office)	01.55103.4135.002	\$3,960	\$39,900			\$39,900	10%	
IT - Hitech Project	01.55429.2420.002	\$13,071		\$10,800		\$10,800	121%	-\$2,271
IT - New Server Gunning and New Exponare (Spectrum) Server	01.55520.4135.002	\$6,478	\$27,000			\$27,000	24%	
IT - Software (Acrobat and Antivirus)	01.55118.4130.002	\$8,438	\$11,000			\$11,000	77%	
IT - Replace (UPS) Equipment	01.55245.4135.002	\$828	\$3,000			\$3,000	28%	
IT - Replace Printers	01.55310.4135.002		\$5,000			\$5,000		
IT - Network Improvements	01.55001.4135.002	\$3,964	\$6,900			\$6,900	58%	
IT - Smart Phones - iPhone (Senior Management & Mayor)	01.55492.4050.002		\$1,300			\$1,300		
IT - Data Projectors Replacement	01.55181.4135.002	\$8,734	\$8,000			\$8,000	109%	-\$734
IT - Council Chambers Audiobility Improvements	01.55602.4120.002				\$28,970	\$28,970		
IT - Servers Virtualisation Project - Additional Project Memory Replication and 10GB Ports	01.55520.4135.002		\$20,400			\$20,400		
IT - Unified Telecommunications System	01.55551.4130.002	\$31,335		\$40,000		\$40,000	78%	
<i>Caravan Parks</i>								
<i>Tourism Promotion and Business</i>								
Christmas Decorations Equipment Installation - Goulburn Street Crookwell	01.55590.4103.002		\$15,000			\$15,000		
Effluent Dump Point (RV Friendly Town) - Taraiga	01.55522.4150.002		\$7,500			\$7,500		
Total Economy Expenditure		\$988,139	\$307,400	\$50,800	\$828,970	\$1,187,170	83%	-\$13,816

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 31 December 2017 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures include creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revotes & Reserve Transfers	December Revotes & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND AND DWM FUND								
4. INFRASTRUCTURE								
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering								
Urban Local Roads								
Urban Unsealed Rd - Road Reconstruction and Sealing (McIntosh Road West - Crookwell)	01 55544.2605.002		\$40,000			\$40,000		
Urban Unsealed Rd - Prett Street Crookwell	01 55552.5100.002	\$6,106						-\$6,106
Urban Sealed Rd - Pavement Rehabilitation (Bunnaby Street Taraigo)	01 55433.2605.002	\$677	\$200,000			\$200,000	0%	
Urban Sealed Rd - Bitumen Resealing	01 55163.5101.002	\$150,067	\$100,000		\$55,000	\$155,000	95%	
Roads to Recovery								
2017/2018 Roads to Recovery Program \$1,679,666								
- Gravel Resheeting - \$480,675								
- Rural Sealed Roads - Pavement Rehabilitation & Reseal - \$798,991								
- Grubline Road - \$400,000								
(2017/2018 will be \$1,679,666, 2 x \$839,833)								
Roads to Recovery - Local Roads Gravel Resheeting Program		\$280,175	\$480,675	\$12,000		\$492,675	87%	
Abbey Collins Road	01 50179.1430.002	\$903	\$11,000			\$11,000		
Armours Road	01 50154.1430.002	\$8,849	\$11,000			\$11,000		
Bails Road	01 50128.1430.002		\$22,000			\$22,000		
Brayton Road	01 50092.1430.002		\$22,000			\$22,000		
Clareville Road	01 50180.1430.002	\$9,401	\$11,000			\$11,000		
Coolale Road	01 50034.1430.002	\$12,481	\$13,000			\$13,000		
Greenmantle Road	01 50138.1430.002	\$18,269	\$19,000			\$19,000		
Jerrong Road	01 50181.1430.002	\$22,735	\$22,000			\$22,000		
Ladevale Road	01 50182.1430.002	\$17,167	\$22,000			\$22,000		
Leary's Lane	01 50183.1430.002		\$22,000			\$22,000		
Lerida Road South	01 50156.1430.002	\$1,250	\$22,000			\$22,000		
Lost River Road	01 50142.1430.002	\$15,123	\$22,000			\$22,000		
Old South Road	01 50145.1430.002	\$10,698	\$22,000			\$22,000		
Peckwood Road	01 50146.1430.002	\$28,431	\$22,000			\$22,000		
Redground Heights Road	01 50117.1430.002		\$15,000			\$15,000		
Reids Flat Road	01 50147.1430.002	\$24,530	\$22,000			\$22,000		
Rugby Road	01 50148.1430.002	\$19,670	\$22,000			\$22,000		
Sapphire Road	01 50149.1430.002		\$22,000			\$22,000		
Sheldicks Lane	01 50184.1430.002	\$16,441	\$22,000			\$22,000		
Third Creek Road	01 50158.1430.002		\$22,000			\$22,000		
Towrang Road	01 50122.1430.002	\$788	\$22,000			\$22,000		
Tyrl Tyrl Road	01 50073.1430.002	\$14,660	\$12,200			\$12,200		
Wheeo Road	01 50152.1430.002	\$29,745	\$22,000			\$22,000		
Woodhouselee Road	01 50078.1430.002	\$1,250	\$14,475			\$14,475		
Woodville Road	01 50124.1430.002	\$22,819	\$22,000			\$22,000		
Mt Costigan Road	01 50170.1430.002	\$6,038		\$12,000		\$12,000		

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 31 December 2017 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures include creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revotes & Reserve Transfers	December Revotes & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
Roads to Recovery - Beverdale Road Sealed Pavement Rehabilitation	01.50173.1430.002	\$214,537	\$269,880		\$36,707	\$306,587	103%	-\$7,590
Roads to Recovery - Golspie Road Sealed Pavement Rehabilitation	01.50175.1430.002	\$337,209		\$390,263		\$390,263	96%	
Roads to Recovery - Towrang Road Sealed Pavement Rehabilitation	01.50177.1430.002	\$2,646	\$279,111			\$279,111	1%	
Roads to Recovery - Grubline Road Construction - Total of \$3m over 8 years (includes \$200k deferred from 2016-2017 Project funding completed 2019/2020)	01.50126.1430.002	\$890	\$400,000			\$400,000	0%	
2016 Road Damage Restoration - Redground Road	01.50185.1430.002		\$250,000			\$250,000		
Rural Local Roads								
Grubline Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020) (16/17 \$200k, 17/18 \$200k, 18/19 \$200k, 19/20 \$200k)	01.55460.9101.001	\$19,111	\$400,000			\$400,000	5%	
Black Spot Funding - Brayton Road Safety Improvements	01.55569.2605.002							
Black Spot Funding - Binda Street, Bigga Safety Improvements	01.55570.2605.002	\$118,294		\$70,000	\$25,106	\$95,106	124%	-\$23,188
Black Spot Funding - Coolale Road Safety Improvements	01.55571.2605.002	\$18,111		\$41,000		\$41,000	44%	
Gravel Resheeting Local Roads (Transfer from Sec. 94 Reserve)		\$90,892	\$190,800			\$190,800	42%	
Bannister Lane	01.55148.1430.002	\$24,341	\$22,000			\$22,000		
Collector Road	01.55435.1430.002		\$22,000			\$22,000		
Coolale Road	01.55540.1430.002	\$7,105	\$9,000			\$9,000		
Golspie Road	01.55541.1430.002	\$10,982	\$22,000			\$22,000		
Greenmantle Road	01.55434.1430.002	\$1,765	\$3,000			\$3,000		
Kentgrove Road	01.55525.1430.002		\$11,000			\$11,000		
Redground Road	01.55411.1430.002		\$22,000			\$22,000		
Redground Heights Road	01.55419.1430.002		\$7,000			\$7,000		
Ryanna Road	01.55542.1430.002		\$22,000			\$22,000		
Tytl Tytl Road	01.55529.1430.002	\$11,462	\$6,500			\$6,500		
Walshs Road	01.55488.1430.002	\$17,396	\$22,000			\$22,000		
Woodhouselee Road	01.55543.1430.002		\$22,000			\$22,000		
Rural Local Sealed Road - Bitumen Resealing	01.55162.5101.002	\$657,696	\$468,000			\$468,000		
Rural Local Sealed Road - Pavement Rehabilitation Breadalbane Road (2016 Road Damage Restoration \$45k)	01.55162.5103.002	\$0,621	\$150,000			\$150,000	79%	
2016 Road Damage Restoration - Wheeo Road - Council Funded	01.55162.5103.002		\$121,000			\$121,000		
2017 Road Damage Restoration - Redground Road - Council Funded	01.55162.5103.002		\$102,000			\$102,000		
Rural Local Road - Bannister Lane Curve Realignment and Initial Seal (Sec 94A \$250k and Sec 94 \$100k)	01.55562.2605.002	\$18,929	\$360,000			\$360,000	5%	
Rural Local Road - Currans Road - Causeway Replacement	01.55558.9010.002	\$231,912		\$150,000	\$81,912	\$231,912	100%	\$0

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 31 December 2017 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures include creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revotes & Reserve Transfers	December Revotes & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
Regional Roads								
Regional Road Resealing Program (RMS Block Grant Funded)	01.50523.5101.002	\$322,698	\$334,035			\$334,035	97%	
Regional Road Rehabilitation - Gundaroo Road MR52 (50% RMS REPAIR Grant Funded)	01.50527.5101.002	\$181,138	\$742,000			\$742,000	17%	
Regional Road Rehabilitation - Gundaroo Road MR52 (RMS 3x3 Grant Funded)	01.50527.5101.002		\$123,000			\$123,000		
Regional Road Rehabilitation - Taralga Road MR256 (100% Grant Funded)	01.52570.9006.002		\$238,063			\$238,063		
(Near Chapman's Lane Taralga - \$238,063 Black Spot Grant Funding)								
Regional Road Rehabilitation - Wombeyan Caves Road MR258 (100% Grant Funded)	01.52582.5103.002		\$186,110			\$186,110		
(Near Mares Forest Road 0 \$186,110 Black Spot Grant Funding)								
Regional Road Rehabilitation - Devil's Elbow MR52	01.50528.5101.002	\$627,527		\$1,060,000	\$540,382	\$1,620,382	39%	
(\$540,000 Fixing Country Roads Grant, \$193,500 Black Spot Grant, \$346,500 Council Funded)								
Regional Road - Boorowa Road MR248W Crash Barrier Improvements (RMS Block Grant Funded)	01.52493.5101.002	\$81,734	\$100,000			\$100,000	82%	
Regional Road - Boorowa Road MR248W 2016 Road Damage Restoration (Council Funded)	01.52491.5103.002	\$1,969	\$837,000			\$837,000	0%	
Black Spot Funding Taralga Rd Safety Improvements	01.56573.9006.002	\$370,272		\$220,000	\$116,744	\$336,744	110%	-\$33,528
Regional Roads Timber Bridge Replacement Program								
MR 256 - Timber Bridge Replacement - Abercrombie River	01.52563.2604.002	\$40,037		\$1,215,000		\$1,215,000	3%	
MR 248E - Timber Bridge Replacement - Kiamma Creek	01.52485.2604.002	\$2,245	\$1,062,500			\$1,062,500	0%	
(50% Fixing Country Roads Grant - \$450k Bridges Renewal Grant)								
Local Roads Bridge Program								
Roads to Recovery - Coates Creek (Reid's Flat Road) Timber Bridge Replacement	01.50178.2604.002	\$25,345		\$25,345		\$25,345	100%	
Kialla Creek Bridge Replacement - Gutlens Flat Road (100% Loan funded)	01.55595.2604.002	\$90,854		\$155,000		\$155,000	61%	
Footpaths and Cycleways								
Footpath Reconstruction All Areas	01.55289.1681.002	\$3,704		\$22,000		\$22,000	17%	
Traffic & Transport Cycleway Program - Lorn Street Collector	01.55498.1681.002		\$120,000			\$120,000		
Kiamma Reserve Pipe Construction	01.55585.4150.002			\$12,000		\$12,000		
Kiamma Creek Boardwalk Replacement - Gravel - (100% Council Funded)	01.55564.1681.002	\$39,080		\$10,000	\$30,000	\$40,000	98%	
Kerb and Guttering								
Kerb and Guttering - Laggan Road - Drom Street	01.55299.1640.002	\$160,640	\$228,000			\$228,000	66%	
Kerb and Guttering Repair - Colyer Street	01.55594.1640.002	\$30,591	\$50,000			\$50,000	61%	
Kerb and Guttering - Corner of Bourke Street and Brennan Street	01.55591.1640.002		\$22,554			\$22,554		
(contingent upon 50% contribution from Collector Memorial Hall)								

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 31 December 2017 Capital Expenditure - Acquisition/Renewal of Assets <i>*Actual expenditure figures include creditor commitments</i>								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revotes & Reserve Transfers	December Revotes & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
Other Infrastructure								
School - Rural Bus Stops (Transfer from Sec 94 Reserve)	01.55294.2605.002		\$15,000			\$15,000		
Towns and Villages Streetscape Investigation and Program	01.55401.9006.002	\$46,084	\$200,000			\$200,000	23%	
Waste Centres, Rubbish Tips and Street Cleaning								
Crookwell Landfill Upgrade/Remediation - EPA Requirement (17/18 \$270k transfer from DWM Sec 94 Reserve and \$1.23m Council Funded)	01.55257.4103.002	\$72,530	\$1,500,000			\$1,500,000	5%	
Gunning Transfer Station - Gravel Pad and Skip Bins	01.55666.4103.002	\$6,238		\$20,000		\$20,000	31%	
Public Cemeteries								
Lawn Cemeteries Columbarium's (Transfer from Sec. 94 Reserve)	01.55175.4145.002		\$10,000			\$10,000		
Stonequarry Cemetery Public Toilet Block	01.55639.4102.202	\$2,106		\$8,700		\$8,700	24%	
Stormwater and Drainage								
Robertson Lane Crookwell (Davey Motors) - Stormwater Drainage (Transfer from Reserve)	01.55201.4159.002	\$693	\$160,000			\$160,000	0%	
Railway Street Crookwell (behind Vet Surgery) - Stormwater Drainage (Transfer from Reserve)	01.55201.4159.002		\$25,000			\$25,000		
Church Street Collector - Stormwater Drainage (opposite Bushranger hotel) (Transfer from Reserve)	01.55567.4159.002	\$9,826		\$80,000		\$80,000	12%	
Quarries and Gravel Pits								
Land Purchase Heffernan's Gravel Quarry	01.55575.9402.002	\$170,482		\$171,000		\$171,000	101%	-\$2,482
Public Conveniences and Amenities								
Goulburn Street Crookwell - Amenities Upgrade	01.55439.4103.002		\$10,000			\$10,000		
Tuena - Amenities Block & Replacement Effluent Disposal System (Total Cost \$100k) (Total Project \$100k - \$50k Grant Funds, \$45.7k Council Funded & \$4.3k Transfer from Sec. 94 Reserve)	01.55510.4103.002	\$36,123		\$46,000		\$46,000	79%	
Goodhue Park - Amenities Upgrade (Transfer from Sec. 94 Reserve)	01.55466.4150.002	\$3,014	\$100,000			\$100,000	3%	
Engineering, Purchasing and Works Supervision								
Survey Equipment	01.55394.4120.002	\$43,222						-\$43,222
Plant and Equipment Operations								
Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule)	01.59000.4210.004	\$419,896	\$193,300			\$193,300	43%	
Heavy Plant Fleet Net Replacement Cost - (see Plant Schedule)	01.59000.4210.004		\$785,000		\$7,000	\$792,000		
Workshop Plant and Tools	01.55122.4120.002	\$3,690	\$4,000			\$4,000	90%	
Domestic Waste Management (DWM)								
DWM Plant Net Replacement Cost - (see Plant Schedule)	06.59000.4210.004	-\$80,591						
Total Infrastructure Expenditure		\$4,962,905	\$10,846,728	\$3,728,209	\$892,851	\$15,467,888	32%	-\$115,488

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 31 December 2017 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures include creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revotes & Reserve Transfers	December Revotes & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
WATER SUPPLY FUND								
<i>Cookswell Water Supply Fund</i>								
Loan Principal Reduction (Former Cookswell Loan 163W - Finalised 24/4/2022)	02.02600.4900.002	\$25,753	\$52,500			\$52,500	48%	
Mains Replacement - General	02.02547.2194.002	\$2,201	\$150,000			\$150,000	1%	
Cookswell NEW DAFF Water Treatment Plant (Infrastructure NSW Grant 17/18 \$857k) (ULSC contribution 17/18 143k - Transfer from Reserve)	02.02562.4200.002	\$1,547,696	\$1,000,000	\$600,000		\$1,600,000	103%	-\$47,696
Computer Replacement Manager of Operations (Laptop)	02.02535.4135.002		\$2,000			\$2,000		
<i>Gunning Water Supply Fund</i>								
Mains Replacement	09.09511.2194.002		\$60,000			\$60,000		
<i>Dalton Water Supply Fund</i>								
Mains Replacements	11.11508.2194.002		\$30,000			\$30,000		
<i>Taraiga Water Supply Fund</i>								
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	12.12600.4900.002	\$5,767	\$11,600			\$11,600	50%	
Mains Replacements	12.12511.2194.002	\$24,733	\$50,000			\$50,000	49%	
Total Water Supply Services Expenditure		\$1,706,120	\$1,356,100	\$600,000		\$1,956,100	87%	-\$47,696

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2017/2018 as at 31 December 2017 Capital Expenditure - Acquisition/Renewal of Assets <i>*Actual expenditure figures include creditor commitments</i>								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2017/2018	September Revotes & Reserve Transfers	December Revotes & Reserve Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
SEWERAGE FUND								
<i>Crookwell Sewerage Fund</i>								
Loan Principal Reduction (Former Crookwell Loan 163S - Finalised 24/4/2022)	03.03600.4300.002	\$16,376	\$33,400			\$33,400	48%	
Sewerage Pumping Station Upgrades	03.03530.4300.002		\$10,000			\$10,000		
Sewer Main Rehabilitation / Renewal	03.03535.4300.002		\$50,000			\$50,000		
Mower Purchase	03.59000.4210.004		\$6,300			\$6,300		
STP Motor Gearbox repair	03.03532.4135.002	\$14,530		\$14,530		\$14,530	100%	
<i>Gunning Sewerage Fund</i>								
Sewer Main Rehabilitation / Renewal	10.10507.4300.002	\$19,546	\$40,000			\$40,000	48%	
<i>Teralga Sewerage Fund</i>								
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	13.13600.4900.002	\$1,347	\$2,700			\$2,700	50%	
Sewer Main Rehabilitation / Renewal	03.03535.4300.002		\$50,000			\$50,000		
Total Sewerage Services Expenditure		\$61,799	\$192,400	\$14,530		\$206,930	29%	
GENERAL FUND								
5. CIVIC LEADERSHIP								
<i>Real Estate Development</i>								
Total Civic Leadership Expenditure								
Total Capital Works Expenditure		\$7,821,749	\$12,993,228	\$4,650,089	\$1,837,587	\$19,380,904	40%	-\$182,693
Capital Works Funding by Fund:-								
General Fund Expenditure	88%	\$6,114,421	\$11,444,728	\$3,935,559	\$1,837,587	\$17,217,874	36%	-\$135,038
DWM Fund Expenditure		-\$50,591						
Water Supply Funds Expenditure	10%	\$1,706,129	\$1,356,100	\$600,000		\$1,956,100	87%	-\$47,656
Sewerage Funds Expenditure	1%	\$61,799	\$192,400	\$14,530		\$206,930	29%	
Total of All Funds Expenditure	100%	\$7,821,749	\$12,993,228	\$4,650,089	\$1,837,587	\$19,380,904	40%	-\$182,693

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 31 December 2017 Grants and Contributions Provided for Capital Purposes								
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
GENERAL FUND								
1. COMMUNITY								
<i>Emergency Services and Fire Protection</i>								
Bushfire Brigade Building Improvements - (\$94 fund)	01.38001.4250.999	\$9,088		\$6,461	\$9,683	\$16,144	56%	
Gurundah Bushfire Brigade Shed (Contribution for Solar from Gullen Range Farm)	01.38001.1750.483	\$4,160		\$4,160		\$4,160	100%	
<i>Animal Control</i>								
Crookwell Pound - Impounding Yard Improvements (Transfer from Sec. 94 Reserve)	01.45001.4250.999		\$3,000			\$3,000		
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>								
<i>Public Libraries</i>								
<i>Public Halls, Cultural Services, Community Centres and Museums</i>								
<i>Sporting Grounds and Parks and Gardens</i>								
Kiamma Creek/Pat Cullen Reserve Marsden Street Entrance Improvements (50% contribution from Kiamma Creek Landcare Group)	01.35301.1750.188		\$5,000			\$5,000		
Clifton Park - Outdoor Gym (Contribution from Crookwell Neighbourhood Centre)	01.35301.1700.952	\$6,203		\$6,203		\$6,203	100%	
<i>Swimming Pools</i>								
Total Community Income		\$19,449	\$8,000	\$16,824	\$9,683	\$34,507	56%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 31 December 2017 Grants and Contributions Provided for Capital Purposes								
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
GENERAL FUND								
2. ENVIRONMENT								
<i>Town Planning and Development Control</i>								
LEP Review & Section 94 Plan Review (\$75k Plan Administration Sec 94 Funded)	01.41001.1750.297		\$75,000			\$75,000		
<i>Section 94 - Development Contributions</i>								
Open Space	01.41001.1750.287	\$15,598	\$23,700			\$23,700	66%	
Bushfire	01.41001.1750.322	\$12,448	\$21,600			\$21,600	58%	
Community Facilities/Amenities	01.41001.1750.288	\$27,007	\$43,300			\$43,300	62%	
Roads/Traffic Construction	01.41001.1750.289	\$160,908	\$298,700			\$298,700	54%	
Extractive Industries	01.41001.1750.292	\$4,257	\$9,400			\$9,400	45%	
Plan Administration	01.41001.1750.295	\$3,382	\$6,200			\$6,200	68%	
<i>Environmental Systems and Protection</i>								
<i>Housing</i>								
<i>Noxious Weeds Control</i>								
<i>Building Control</i>								
Total Environment Income		\$223,625	\$476,900	-	-	\$476,900	47%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 31 December 2017 Grants and Contributions Provided for Capital Purposes								
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
<u>GENERAL FUND</u>								
3. ECONOMY								
Financial Services								
Administration and Corporate Support								
Information Technology								
Caravan Parks								
Tourism Promotion and Business								
Total Economy Income				=	=			

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 31 December 2017 Grants and Contributions Provided for Capital Purposes								
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
GENERAL FUND AND DWM FUND								
4. INFRASTRUCTURE								
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering								
Urban Local Roads								
Local Urban Roads Sealed - Additional Funding - (\$94 fund)	01.30001.4250.999	\$25,106			\$25,106	\$25,106	100%	
Rural Local Roads								
Grubine Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020) (17/18 \$200k, 18/19 \$200k, 19/20 \$200k)	01.30301.1700.970		\$400,000			\$400,000		
Bannister Lane Curve Realignment & Initial Seal (\$250k Gullen Solar Farm Sec 94A & \$100k Sec 94)	01.41001.1750.363		\$250,000			\$250,000		
Gravel Resheeting Roads (Transfer from Sec. 94 Reserve)	01.30301.4250.999	\$80,882	\$190,500			\$190,500	42%	
Black Spot Funding Taralga Rd Safety Improvements	01.30321.1700.975	\$175,600		\$175,600		\$175,600	100%	
Black Spot Funding - Brayton Road Safety Improvements	01.30321.1700.977			\$75,280		\$75,280		
Black Spot Funding - Binda Street, Bigga Safety Improvements	01.30321.1700.977			\$94,110		\$94,110		
Local Rural Roads Sealed - Additional Funding - (\$94 fund)	01.30201.4250.999	\$118,619			\$118,619	\$118,619	100%	
Regional Roads								
Regional Road Rehabilitation - Gundaroo Road MR52 (50% RMS REPAIR Grant Funded)	01.31001.1700.968		\$271,000			\$271,000		
Regional Road Rehabilitation - MR256 Taralga Road (100% Grant Funded) (Near Chapman's Lane Tarto 0 \$238,063 Black Spot Funding)	01.31001.1700.968		\$238,063			\$238,063		
Regional Road Rehabilitation - MR258 Wombeyan Caves Road (100% Grant Funded)	01.31001.1700.968		\$186,110			\$186,110		
Regional Road Rehabilitation - Devil's Elbow MR52 - \$193,500 Black Spot Grant Funding	01.31001.1700.969	\$193,500		\$193,500		\$193,500	100%	
- \$540,000 Fixing Country Roads Grant - State Govt. Transport for NSW	01.31001.1700.980			\$540,000		\$540,000		
- \$266,546 HVSP	01.31001.1700.982	\$239,891		\$266,546		\$266,546	90%	
Regional Roads Timber Bridge Replacement Program								
MR 248E - Timber Bridge Replacement - Kiamma Creek (50% RMS Grant & 50% Loan Funded)	01.31001.1700.960		\$1,062,500			\$1,062,500		
MR 256 - Timber Bridge Replacement - Abercrombie Bridge (Bridge Renewal Program)	01.31001.1700.978	\$156,011		\$762,000		\$762,000	20%	
MR 256 - Timber Bridge Replacement - Abercrombie Bridge (Fixing Country Roads NSW grant)	01.31001.1700.960			\$675,000		\$675,000		
Local Roads Bridge Program								
Footpaths and Cycleways								
Traffic & Transport Cycleway Program - Lorn Street Collector (Collector Public School) - (50% Grant Funded)	01.30801.1700.581		\$60,000			\$60,000		

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 31 December 2017 Grants and Contributions Provided for Capital Purposes								
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
<i>Kerb and Guttering</i>								
Kerb and Guttering - Corner of Bourke Street and Brennan Street (50% contribution from Collector Memorial Hall)	01.30811.1750.932		\$11,277			\$11,277		
Kerb and Guttering - Laggan Road	01.30811.1750.933	\$19,322		\$19,322		\$19,322	100%	
<i>Other Infrastructure</i>								
School - Rural Bus Stops (Transfer from Sec 94 Reserves)	01.32501.4250.999		\$15,000			\$15,000		
<i>Waste Centres, Rubbish Tips and Street Cleaning</i>								
<i>Public Cemeteries</i>								
Lawn Cemeteries Columbariums (Transfer from Sec. 94 Reserve)	01.32001.4250.999		\$10,000			\$10,000		
<i>Stormwater and Drainage</i>								
Robertson Lane Crookwell - Stormwater Drainage (Davey Motors) (Transfer from Reserves)	01.39701.4250.999	\$693	\$160,000			\$160,000	0%	
<i>Public Conveniences and Amenities</i>								
Goodhew Park - Amenities Upgrade (Transfer from Sec. 94 Reserve)	01.35301.4205.999	\$3,014	\$100,000			\$100,000	3%	
Clifton Park Toilet Block - Dept Infrast	01.32101.1700.559	\$20,000			\$20,000	\$20,000	100%	
<i>Engineering, Purchasing and Works Supervision</i>								
<i>Plant and Equipment Operations</i>								
<i>Domestic Waste Management (DWM)</i>								
Section 94 Contribution - Garbage Disposal and Facilities	06.06011.1750.290	\$9,880	\$15,500			\$15,500	64%	
Crookwell Landfill Upgrade/Remediation - EPA Requirement (Transfer from Sec 94)	06.06011.1750.290		\$270,000			\$270,000		
Total Infrastructure Income		\$1,043,027	\$3,439,560	\$2,801,388	\$163,725	\$6,405,030	18%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 31 December 2017 Grants and Contributions Provided for Capital Purposes								
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
WATER SUPPLY FUND								
<i>Crookwell Water Supply Fund</i>								
Water Section 64 Development Contributions	02.02001.1750.285	\$4,708	\$25,800			\$25,800	18%	
Crookwell NEW DAFF Water Treatment Plant (Infrastructure NSW Grant)	02.02001.1700.571	\$841,886	\$857,000			\$857,000	98%	
Crookwell NEW DAFF Water Treatment Plant - Transfer from Reserve	02.02001.4250.999	\$143,000	\$143,000			\$143,000	100%	
<i>Gunning Water Supply Fund</i>								
Water Section 64 Development Contributions	09.09001.1750.285	\$3,823	\$15,200			\$15,200	25%	
<i>Dalton Water Supply Fund</i>								
Water Section 64 Development Contributions	11.11001.1750.285		\$2,100			\$2,100		
<i>Taratga Water Supply Fund</i>								
Water Section 64 Development Contributions	12.12001.1750.285	\$7,846	\$9,300			\$9,300	84%	
Total Water Supply Services Income		\$1,001,162	\$1,052,400	-	-	\$1,052,400	95%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2017/2018 as at 31 December 2017 Grants and Contributions Provided for Capital Purposes								
Job Description	Ledger No.	Actual Income	Original Budget Estimate 2017/2018	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variance
SEWERAGE FUND								
<i>Crookwell Sewerage Fund</i> Sewerage Section 64 Development Contributions	03.03011.1750.285	\$4,180	\$20,800			\$20,800	20%	
<i>Gunning Sewerage Fund</i> Sewerage Section 64 Development Contributions	10.10001.1750.285	\$4,180	\$8,200			\$8,200	51%	
<i>Taratga Sewerage Fund</i> Sewerage Section 64 Development Contributions	13.13001.1750.285	\$8,360	\$5,400			\$5,400	155%	-\$2,960
Total Sewerage Services Income		\$16,720	\$34,200	-	-	\$34,200	49%	-\$2,960
GENERAL FUND								
5. CIVIC LEADERSHIP								
<i>Real Estate Development</i>								
Total Civic Leadership Income								
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans		\$2,303,983	\$5,011,450	\$2,818,182	\$173,408	\$8,000,040	29%	-\$2,960
Total Transfers from Reserves		\$143,693	\$303,000			\$303,000	47%	
Total Section 94/64 Transfers from Reserves		\$236,716	\$1,502,500	\$6,461	\$153,408	\$1,662,368	14%	
Total Loans			\$531,250			\$531,250		
Total Capital Grants and Contributions		\$1,923,574	\$2,674,700	\$2,811,721	\$20,000	\$5,506,421	35%	-\$2,960
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans		\$2,303,983	\$5,011,450	\$2,818,182	\$173,408	\$8,000,040	29%	-\$2,960
Capital Income by Fund:-								
General Fund		\$1,275,527	\$2,219,600	\$2,818,182	\$173,408	\$5,211,190	24%	
DWM Fund		\$9,880	\$15,500			\$15,500	64%	
Water Supply Funds		\$858,162	\$909,400			\$909,400	94%	
Sewerage Funds		\$16,720	\$34,200			\$34,200	49%	-\$2,960
Total of All Funds Capital Grants and Contributions Income		\$2,160,290	\$3,178,700	\$2,818,182	\$173,408	\$6,170,290	35%	-\$2,960

UPPER LACHLAN SHIRE COUNCIL



2ND QUARTER REVIEW OPERATIONAL PLAN – KEY PERFORMANCE INDICATORS **2017/2018**

31 DECEMBER 2017

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI)

<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
COMMUNITY	
Health Services, Medical Centres, Community Services, Aged and Disabled Services	4
Public Halls, Cultural Services, Community Centres and Museums	4
Animal Control	5
Swimming Pools	6
Sporting Grounds and Parks and Gardens	7
Public Libraries	7
Emergency Services and Fire Protection	8
ENVIRONMENT	
Town Planning and Development Control	9
Building Control	9
Environmental Systems and Protection	10
Housing	10
Noxious Weeds Control	11
Food Control and Inspections	12
ECONOMY	
Financial Services	13
Administration and Corporate Support	14
General Purpose Revenue and Rates	15
Information Technology	15
Workforce (Human Resources and Work, Health and Safety)	16
Caravan Parks	18
Tourism Promotion and Business (Private Works, RMS State Road and Service NSW)	19
INFRASTRUCTURE	
Roads, Bridges, Footpaths, Cycleways, and Kerb and Guttering	20 - 21
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PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI) continued

<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
Public Conveniences and Amenities	24
Public Cemeteries	24
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Domestic Waste Management (DWM)	27
Water Supply Services	28
Sewerage Services	29
CIVIC LEADERSHIP	
Governance	30 - 31

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - HEALTH SERVICES, MEDICAL CENTRES, AGED, DISABLED AND COMMUNITY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Liaise with health care service providers within the Shire.	Maintain lease for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Achieved - Council owned building utilised for health care services in Crookwell and Gunning.
Support the Youth Council to promote youth engagement.	Report each year in the Annual Report.	1.4 - Retain the youth population demographic and provide appropriate facilities.	Achieved.
Support the NSW Government rollout of the National Disability Insurance Scheme (NDIS).	Council adopts a Disability Inclusion Action Plan by July 2017.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved - the Disability Inclusion Action Plan, adopted after public exhibition, by Council on 15 June 2017.
Maintain a web based community directory.	Review annually.	1.7 - Social inclusion for all disparate communities.	Achieved - Annual review completed in October 2017.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC HALLS, CULTURAL SERVICES, COMMUNITY CENTRES AND MUSEUMS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Social and Community Plan for Council.	Report every year in the Annual Report.	1.2 - Support provision of ageing population services and aged accommodation.	Achieved.
Implement Cultural Plan for Council.	Review every two years. Complete review by December 2017.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved - Cultural Plan 2017-2020 adopted by Council on 15 June 2017.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
		1.6 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Achieved - Heritage grants endorsed by Council in October 2017.
Maintenance and management of Council public facilities.	Annual AGM and audits for Committees.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved - as per budget commitments.
	Review Plan of Management for public buildings every five years.	1.8 - Manage and upgrade Council's public buildings and community centres.	Achieved - Plan of Managements are reviewed and completed, subsequent reviews are ongoing and reported to Council for endorsement.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - ANIMAL CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Registration of companion animals.	Monthly report to Office of Local Government.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - monthly reports submitted to the Office of Local Government.
Maintain a Complaint Handling Register.	Complaints closed out within two weeks.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – not all complaints can be finalised within 2 weeks.
Maintain an Impounding Register.	Statistics reported in Annual Report.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SWIMMING POOLS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Swimming pool guidelines.	Annual review of guidelines.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Council's Swimming Pool Operational Plan is updated prior to commencement of the season. This document is provided as part of the booking process. Bookings are accepted from local schools, Department of Education, Swim Club, NSW Sport & Recreation and special interest groups to utilise Council's pools at Gunning and Crookwell. Safety systems reviewed in accordance with Practice Note 15 prior to pools opening.
Water quality testing.	Daily testing and water sample compliance.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Water quality testing is undertaken prior to opening and during pool opening hours. 4 tests are completed at two hour intervals. Results are recorded, and corrective action taken, in compliance with Department of Health guidelines. All results are filed in Council Records Management System.
Swimming pool patronage numbers.	Report annually to Council.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Ongoing – daily attendance records are maintained for both Swimming Pools. Income and expenditure reports, as well as patronage reports, are provided at the conclusion of season.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SPORTING GROUNDS AND PARKS AND GARDENS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – After the meeting was organised for December 2017, it appears the committee structure needs a review. In the meantime a review of the sporting grounds is underway to be reported to the Council in the absence of a Council wide Committee.
Prepare Plans of Management for land where Council is the trustee.	Review Plans every five years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved – no progress to date.
Towns and villages streetscape improvement program.	Implement main street streetscape plans.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved – Brief is finalised along with the documentation from the consultant. These documents are being reported to the Streetscape Committee scheduled 23 February 2018.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities on weekends of special or community events.	Implement town beautification initiatives.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – townspersons working in towns and village including, Bigga, Gunning and Taralga.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC LIBRARIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Quarterly Reports for library services to Council.	Report to Council by deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Quarterly Reports for both branch libraries are prepared within a month of the end of the quarter.
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – Library Return forwarded to NSW State Library in November 2017.
Increase membership and number of library loans.	Increase by 1% per annum.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – statistics prepared by Library Manager for the 2016/2017 Annual Report.
Design and development of the new Upper Lachlan library services website.	Operational in 2017/2018.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – new Council library website launched in August 2017. New library membership cards being implemented.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - EMERGENCY SERVICES AND FIRE PROTECTION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain Section 94 Register for each individual Bushfire Brigade.	Annual Audit of Section 94 Register.	1.8 - Manage and upgrade Council's public buildings and community centres.	Achieved – Section 94 Register audit completed for 2016/2017 and provided a copy of the register to RFS in August 2017.
Complete review of DISPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.9 - Encourage recreational and leisure activities while	Being achieved – Consequences Management Guide are prepared and

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
		maintaining public safety standards.	signed by Council LEMO. Waiting for signed copies to arrive back from REMO.
Complete review of RFS Service Level Agreement.	Report to Council by June 2018.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved – discussion started with RFS and yet to be finalised.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY – TOWN PLANNING AND DEVELOPMENT CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare LEP amendments and submit to Department of Planning.	LEP Amendments submitted to Department of Planning and Infrastructure for gazettal in a timely manner.	2.2 - Promote environmentally sustainable developments (ESD).	Being achieved - amended as required.
Review and implementation of Section 94 and Section 94A Development Contributions Plans.	Implement amended Section 94 Plans by December 2017; and Annual audit of Section 94 Register.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Being achieved – Consultant engaged and review expected to be finalised in April 2018.
Section 355 Committees of Council commence operations to facilitate the Community Enhancement Fund (CEF).	CEF agreements signed. Funds distributed annually. Committees resourced to benefit target communities.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Being achieved – Gullen Range Wind Farm, Cullerin Range Wind Farm and Taralga Windfarm CEP project funding has been allocated for 2017/2018.
Completion and issue of Section 149 Certificates.	Complete within 7 days.	2.2 - Promote environmentally sustainable developments (ESD)	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - BUILDING CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Ensure ongoing accreditation of Building Surveyors is maintained.	Minimum CPD points are obtained annually.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Construction Certificate (CC) assessment and determination	Determine 80% of CC's within 30 days.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved - 80% of CC's were determined within 30 days for the period of 1 October 2017 to 31 December 2017.
Development Application (DA) assessment and determination.	Determine 80% of DA's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved - 65% of DA's were determined within 40 days for the period of 1 October 2017 to 31 December 2017.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - ENVIRONMENTAL SYSTEMS AND PROTECTION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
State of Environment Reporting.	Complete and include in Council Annual Report.	2.3 - Promote use of green and renewable energy.	Achieved.
Investigate and report environmental complaints in accordance with legislation.	Deal with complaints in accordance with Service Delivery Policy.	2.1 - Address environmental degradation issues; i.e. noxious weeds control.	Being achieved – not all compliance action can be finalised within the 30 day timeframe.
Assist community groups to seek grant funding for environmental initiatives for Council land and waterways.	Number of grants per annum.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being achieved - Ongoing liaison with relevant government agencies in seeking funding for environmental initiatives.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - HOUSING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Regular inspection of housing by independent management agent.	House inspections twice a year.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Annual house maintenance and repair program derived from inspections.	Repairs completed within 30 days of notification.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - NOXIOUS WEEDS CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Property inspections - the type and density of noxious weed infestations to be recorded and reported to Council.	Inspection statistics reported to Council monthly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Works in progress – 174 property inspections have been undertaken during the period of 1 October 2017 to 31 December 2017.
Suppression of noxious plants on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved - monthly updates are included in the Council Business Paper.
Regular education programs (field days and press releases) for landowners on the most effective control methods.	3 programs per year.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being achieved - regular government and non-government meetings attended. Weed control information included in Councils information page and newsletters.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - FOOD CONTROL AND INSPECTIONS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Conduct food premise inspections of retailers and service providers.	Annual inspection of all food premises.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved – inspections are scheduled for April 2018.
Re-inspection of food retailers issued with infringement notices.	Follow up within 90 days of notice.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - None identified for the period of the 1 October 2017 to 31 December 2017.
Swimming Pool register and inspection program.	Ensure Swimming Pool register is maintained.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – compliant and ongoing.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - FINANCIAL SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Investment Policy and Investment Strategy.	Review biennially.	3.2 - Prudent financial management.	Achieved – Investment Policy was reviewed and adopted by Audit, Risk and Improvement Committee on 21 June 2017.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	Minimum 35% cash reserve of total ELE expense.	3.1 - Ensure financial viability of Council.	Achieved – Council ELE cash reserve is 45% of total ELE expense as at 30 June 2017 based on age profile and accumulated leave entitlements accrued.
Implementation of Council's Strategic Internal Audit Plan and report actions to Audit, Risk and Improvement Committee.	Complete 2 internal audits annually.	3.2 - Prudent financial management.	Pending – Grant Thornton internal audit contractor will conduct internal audit program. There are two internal audits scheduled on 12-15 February 2018 for procurement and contract management, and Stores and Accounts Payable.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Being achieved – water supply and sewerage asset classes were revalued at "fair value" on 30 June 2017. Buildings, operational land, property, plant and equipment asset classes will be re-valued by 30 June 2018.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Long Term Financial Plan was reviewed and adopted by Council on 15 June 2017.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.2 - Prudent financial management.	Being achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter within 2 months of end of the quarter.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - ADMINISTRATION AND CORPORATE SUPPORT**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Manage Councils Accounts Payable and Purchasing systems.	90% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Achieved – 97% of tax invoices were paid by Council in accordance with credit terms in the second quarter of 2017/2018.
Manage Councils Accounts Receivable system.	90% of payments recovered within sixty days.	3.1 - Ensure financial viability of Council.	Achieved – 92.10% of sundry debtor invoices were recovered within 60 days of tax invoice date in the second quarter of 2017/2018.
Council electronic document records management system complies with State Records requirements.	Monthly records task assignee action report to management.	3.1 - Ensure financial viability of Council.	Achieved – Software Version update of EDM to HP Content management installed in March 2017. Monthly reports to management for outstanding task actions.
Participate in CBRJO advocacy and resource sharing projects.	Report annually to Council.	3.2 - Prudent financial management.	Being achieved – Council are participating in on-line training services program, internal audit, electricity program and water supply best practice program with CENTROC. Council are participating in procurement and tendering programs, GMAC, human resources, tourism and ED, infrastructure and IT working groups in CBRJO.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - GENERAL PURPOSE REVENUE AND RATES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.2 - Prudent financial management.	Achieved – 3.35% rates and charges outstanding percentage as at 30 June 2017.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 92.70% completed within timeframe for the second quarter of 2017/2018. 96 Section 603 Certificate applications processed in second quarter.
Completion and audit of Special Schedule 8 - Permissible Rates Income Calculation.	Annual Completion by due date free of error.	3.2 - Prudent financial management.	Achieved – audit completed by the statutory deadline of 30 October 2017.
Process land revaluations and supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.2 - Prudent financial management.	Achieved – all reconciliations signed and authorised in second quarter of 2017/2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - INFORMATION TECHNOLOGY**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Information Technology Strategic Plan and Business Continuity Plan to be reviewed and updated.	Implement actions within specified timeframes.	3.1 - Ensure financial viability of Council.	Not achieved – IT Strategic Plan and Disaster Recovery Plan review is to be completed by March 2018.
Implement Council PC (computers) replacement program on a four year rotational basis.	Annually install 100% of PC's scheduled.	3.1 - Ensure financial viability of Council.	Being achieved – computer replacement program commenced.

Review, upgrade and update Council's Website and FaceBook page information.	Updated on a weekly basis.	3.1 - Ensure financial viability of Council.	Achieved – Council website and FaceBook page updated each week, timely media releases and e-newsletter being publicised.
Implementation of new servers, software and databases, including telecommunication systems and Customer Request Management System upgrade.	Complete each year within budget estimate.	3.1 - Ensure financial viability of Council.	Being achieved – unified telecommunication system project commences May 2018. CRM training and project implementation in February/March 2018. Microwave communication project completion by 30 April 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - WORKFORCE (HUMAN RESOURCES AND WORK HEALTH AND SAFETY)**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review and implement Council Succession Plan.	Review biennially.	3.4 - Assist facilitation of employment opportunities.	Not achieved – Succession Plan to be reviewed and adopted by Council in April 2018.
Proportion of Council employee turnover per year.	Less than 10%.	5.4 - Ensure the retention and attraction of quality staff.	Achieved – 9% employee turnover rate in 2016/2017.
Conduct annual performance reviews, reissue and sign-off for all employee's position descriptions and training plans.	Complete by 31 May each year.	3.4 - Assist facilitation of employment opportunities.	Being achieved – 2017/2018 performance reviews will commence in February/March 2018.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Achieved – the reviewed Workforce Plan was adopted by Council at June 2017 meeting.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Conduct on-site work safety inspections of works sites and offices. Information provided to Council WH&S Committee and management.	80% of worksites are audited each year by WH&S Committee.	3.4 - Assist facilitation of employment opportunities.	Not achieved - currently worksite inspection rate at 50% each year.
All new employees to attend Corporate and WH&S Induction.	Within 2 months of commencing employment.	3.4 - Assist facilitation of employment opportunities.	Achieved in the second quarter of 2017/2018.
Maintain a database of hazards and risk management of all Council activities.	Quarterly updated by Section Managers and reported annually by WH&S Coordinator.	5.4 - Ensure the retention and attraction of quality staff.	Being achieved - SWMS procedure developed and approved, investigating means of further integrating into Council's systems.
Identification of need for and implementation of safe work method statements (SWMS) for specific worksites.	80% of WH&S corrective actions will be completed within agreed timeframes.	3.4 - Assist facilitation of employment opportunities.	Achieved - training is provided, reduction in the number of days lost due to work related injuries.
Increase awareness training of back and manual handling injuries such as sprains and strains for all staff.	Training provided every two years.	3.4 - Assist facilitation of employment opportunities.	Being achieved – educating staff on reporting requirements via new staff induction, site inductions and staff meetings. Minimised workers compensation claims in recent history.
Establish corporate safety management objectives, strategies and targets in the WH&S section. Minimisation of lost time incidents, injuries and workers compensation claims.	Incident reporting by employee within 2 days to senior management.	3.4 - Assist facilitation of employment opportunities.	Achieved - safety inspection results, incidents and injuries reported to Manex and the WHS Committee bi-monthly. Toolbox talks being routinely completed by outdoor works crews.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Identify and address WH&S issues identified as critical to ensure a safe worksite. Identify "Hotspots" within work groups and concentrate training programs on identified problem areas.	Quarterly reporting to WH&S Committee and management.	3.4 - Assist facilitation of employment opportunities.	Being achieved – construction crews, Works Depot and Parks and Gardens workshop review was completed in second quarter of 2017/2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - CARAVAN PARKS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.5 - Encourage and support viable local businesses.	Achieved – in 2016/2017 Council operated the facility with a minor profit, also an increase in overnight visitation and bookings each year for the past 5 years.
Implement Plans of Management for all Council controlled caravan parks and camping areas.	Review and update every 2 years.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Not achieved – review of the Plan is pending.
Provide improvements to Crookwell caravan park facilities.	Continue to promote facility and seek external grant funding.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Achieved – Crookwell caravan park promotion ongoing and toilet amenities upgrade completed.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - TOURISM PROMOTION AND BUSINESS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Upper Lachlan Tourist Association review Tourism Strategic Plan and implement actions.	Review annually.	3.5 - Encourage and support viable local businesses.	Achieved – Action Plan and projects identified, review of the 2020 Strategic Plan completed by the Tourist Association in August 2017.
Coordinate the Crookwell Potato Festival event.	Provide annual event summary.	3.6 - Promote tourism opportunities and community events.	Pending – the event is scheduled for May 2018.
Presentation of tourism function statistics each quarter.	Present to Tourist Association.	3.6 - Promote tourism opportunities and community events.	Achieved – audited Financial Statements were presented to the Tourist Association AGM in December 2017.
In conjunction with CBRJO prepare the Destination Management Plan for Southern NSW RTO to Destination NSW.	Development commences in 2017/2018.	3.5 - Encourage and support viable local businesses.	Being achieved – in conjunction with Southern NSW RTO the Destination Management Plan consultation meeting was held with councils in October 2017, the draft Plan for public exhibition was distributed to the CBRJO in December 2017. Final plan to be adopted in February 2018 by CBRJO.
Annually coordinate the tourism grants, events and cultural funding programs.	Increase visitation and \$ spend in the Shire each year.	3.6 - Promote tourism opportunities and community events.	Achieved – the 2017/2018 Cultural Funding Program and Events Funding program have been completed.
Prepare and distribute tourism publications; i.e. Destination Guide.	Distribution within program deadlines.	3.6 - Promote tourism opportunities and community events.	Being achieved – media publications are ongoing and a new Upper Lachlan Destination Guide to be printed by September 2018.
Business activity of the State Road MR54 RMCC contract and work orders to retain RMS accreditation.	Generate profit in accordance with contract limits.	3.2 - Prudent financial management.	Being Achieved - RMS works orders and new road construction and sealing works of unsealed sections well advanced. Satisfactory contractor performance report issued by RMS.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ROADS, BRIDGES, FOOTPATHS, CYCLEWAYS, AND KERB AND GUTTERING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.3 – Bitumen sealing all urban streets in towns.	Being achieved – Roads Hierarchy has been developed.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 80% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – 32% of Infrastructure General Fund capital works program is completed year to date at 2nd Quarter of 2017/2018.
Reconstruction and upgrade of Grabine Road as part of the Special Grant program with RMS and Transport for NSW (8 year program commenced 2013).	Complete Stages 4 and 5 within budget allocation in 2017/2018.	4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Being achieved – Stage 4 of program commenced. Stage 5 yet to commence. Reconstruction scheduled in April 2018.
Call and evaluate tenders for civil works contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and regional road transport networks.	Being achieved – tenders called and completed for Truck and Plant Hire. Bitumen Sealing Contract extended to June 2018. Tenders for selected pavement rehabilitation projects has been awarded and works to commence in February 2018.
Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and regional road transport networks.	Being achieved – the gravel resheeting program adopted by Council is underway and expected to be completed by June 2018.

Number of kilometres per year cost per kilometre for road maintenance, dissecting bitumen and gravel roads.	Provide cost report to Council annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Council started to use age and condition together to develop the 10 years program. Council is developing capability to undertake condition rating of assets and using this data to prepare Asset Management Plan.
Continuation of footpath replacement program in accordance with Footpath Policy.	Complete within budget allocation.	4.9 - Develop new and upgrade existing footpaths and cycleway networks.	Being achieved - ongoing projects being completed. Council has applied for grant funding for PAMP priority projects for footpaths and cycleway.
Bridge Replacement and maintenance program update and review.	To review program every two years.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – priority program has been prepared and included in 4 year Delivery Program.
Complete the replacement of the Abercrombie River timber bridge on MR256 Taralga to Oberon Road.	Complete by June 2018.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – funding contract signed, Review of Environment Factors approved. Aboriginal Heritage Impact Permit (AHIP) application has been received. Manufacture of the precast concrete components is complete. Waiting for National Parks approval to commence works.
Regional road repair and pavement reconstruction program on MR52 Gundaroo to Gunning Road.	Complete within budget by June 2018 and finalisation report completed to RMS.	4.14 – Progressively bitumen seal all classified roads.	Being achieved - Stage 3 of MR52 Gundaroo Road reconstruction project has commenced.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - STORMWATER AND DRAINAGE**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Stormwater Levy for all towns to assist in funding capital improvements.	Maintain an external restricted cash reserve.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved – works program is included in Operational Plan.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Creation of Floodplain Risk Management Study and Plans.	Completion of Study and Plan by January 2018.	4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Achieved.
Implement Stormwater Management Plan.	Implement Stormwater works outlined in Plan.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved – recent completion of Laggan Road Kerb and Guttering and stormwater near Oram street

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - QUARRIES AND GRAVEL PITS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved - gravel management system is in place and working well. Gravel stocks have been reduced to target value and approval of Council's auditors.
Maintain a gravel pit rehabilitation cash reserve in accordance with gravel restoration liability requirements.	Review cash reserve annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – rehabilitation reserve created and funds being credited to reserve.
Review gravel royalty payment pricing model and internal charge rate and procedures.	Review and update gravel royalty payment annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – internal gravel charge reviewed and updated 28 July 2017.
Erect signage as warning of potential hazard at quarries	Installation of signage as remote supervision.	4.2 – Infrastructure Plan is implemented for new	Achieved – signs erected.

KPI	Performance Measure	Delivery Program Actions	Performance Status
where Council have Quarry Management agreements.		capital works, asset renewal and upgrades covering a 10 year period.	

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WASTE CENTRES, RUBBISH TIPS AND STREET CLEANING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Crookwell Waste Centre landfill upgrade project including detailed design and construction activities over 2 year period.	Remediation works project in accordance with EPA requirement and consultants design.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – consultant currently completing design plans for Crookwell Landfill Upgrade.
Waste transfer station design development and construction over 4 years. Upgraded waste transfer stations for Taralga and Collector, new waste transfer stations for Tuena and Bigga, including closure plans for existing landfills.	Remediation works project in accordance with EPA requirement. Transfer stations constructed to service standard.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Some upgrade works have been carried out at Taralga Transfer Station and Transfer Stations have been established at Collector and Gunning. Collector landfill was closed in November 2016. All waste from these facilities is transferred to Crookwell Landfill. Future planning is to establish transfer stations at Bigga and Tuena.
Review and re-measurement of remediation and restoration provisions and determine of the useful lives of Councils waste centres.	To be completed by 30 June 2018.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved - Crookwell landfill upgrade includes a significant remediation component and will also define future requirements. Remediation of small sites to be undertaken in conjunction with conversion to transfer stations.
Ensure compliance with DECCW licence for rubbish tips (landfill).	No non-compliance incidents.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – DECCW annual return for Crookwell landfill completed on time and submitted.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CONVENIENCES AND AMENITIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain public toilet facilities according to health requirements.	Weekly maintenance schedule undertaken.	4.4 - Develop town main street and CBD beautification programs.	Achieved – weekly maintenance and cleaning.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CEMETERIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Plans of Management for all Council controlled cemeteries.	Review every five years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - pending
Gunning cemetery expansion of existing site to cater for future requirements.	Negotiate land acquisition with surrounding land owner.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - negotiations are underway to purchase additional land for the expansion of Gunning Cemetery awaiting response from the land owners.
Stonequarry Cemetery in Taralga has new public toilet amenities constructed.	Complete project by September 2017.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved.
Undertake maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – maintenance activities according to annual program and budget allocation. Ongoing monitoring of expenditure is occurring.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ENGINEERING, PURCHASING AND WORKS SUPERVISION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implementation and review of Asset Management Plan. Special Schedule 7 audit compliance. Annual asset inspection and condition reporting program.	Assets reporting in accordance with OLG requirements.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being Achieved - Finance Statements are reporting asset condition in Special Schedule 7. Regional Road awaiting trial of electronic inspection and maintenance system in 3rd quarter. Works to review capability document for asset condition surveying using camera data capture.
Six monthly Stores Stocktakes with a proportion and value of Stores stock control bin errors being minimised.	Less than \$500 stock write down from a stocktake.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending - general stores re-organisation being considered as a part of the realignment of resources. Stores stocktakes are conducted in December and June each year.
Implementation of Risk Management Action Plan (RAMP) to meet Statewide Mutual Public Liability audit verification requirements.	Complete annually within allocated deadline.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being Achieved – 2017/2018 RAMP submitted, with benchmarking of 2 liability infrastructure risk and two improvement items in-process.
Implement Risk Management Assessment Plan and Risk Management Policy.	Review and update.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not Achieved – Risk Management Policy is implemented. Works and Operations to develop draft risk framework to control infrastructure liability risks in 3rd quarter. Basic process started and currently being used, however, it is not fully documented.
Review Council Underground Petroleum Storage (UPS) systems; including diesel and petrol bowsers.	No environmental impact.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - testing indicates that losses from the system are detected. UPS tank outside Crookwell office to be removed or treated on site to comply with environmental requirements.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PLANT AND EQUIPMENT OPERATIONS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare a plant and equipment 10 year forward plan.	Review and update annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – plant policy has been prepared and approved with replacements being undertaken in accordance with the policy and within the limitation of the budget.
Annual Plant Replacement schedule.	Replacement cost is within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being Achieved - plant replacements for 2017/2018 are underway.
Maintain a plant replacement cash reserve and achieve plant hire surplus each year.	Review annually adopted plant hire rates.	4.1 - Improve local road and regional road transport networks.	Achieved – Plant Hire rates were reviewed and were not increased for 2017/2018.
Management of Council employee motor vehicle leaseback program.	Review annually.	4.1 - Improve local road and regional road transport networks.	Being achieved – leaseback program and lease fees are reviewed annually and were increased in July 2017.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - DOMESTIC WASTE MANAGEMENT (DWM)**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
DWM service charge includes a disposal cost as a costed entity.	Establish Fund and review annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – DWM makes a disposal cost contribution to landfill generally in accordance with volume of waste disposed.
Average number of garbage bin service collections missed per month and number of complaints received.	Less than 2% of weekly pickups.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – experienced staff and reliable trucks have assisted in a significant reduction in missed bin complaints.
Complete the DWM reasonable cost calculation.	Externally audited annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – calculation and methodology was included in the 2017/2018 Operational Plan.
Prepare and review DWM long-term plant replacement schedule.	Reviewed annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council's Waste and Recycle collection fleet consisting of two side loading compactor trucks being replaced on a staggered rotation. Council purchased a new truck in June 2017. The second truck is due to be replaced 2018/2019.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WATER SUPPLY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Carry out weekly water quality standard testing.	Complying water quality test samples.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – daily water quality testing undertaken for the Crookwell, Taralga, Gunning and Dalton systems.
Implement user pay best practice pricing water charges in accordance with State Government Guidelines.	50% water supply income from user pay charges.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – user pay water charges implemented. Greater than 50% of total water revenue is from water usage consumption charges.
Integrated Water Cycle Management (IWCM) Strategy for the town water supplies.	Complete IWCM strategy by 30 June 2018.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Section 64 Register maintained and audited annually.
Construction of the Crookwell water supply treatment plant upgrade project per Restart NSW - Water Security for Regions Program.	Project initiation in 2016/2017. Completion of project in 2017/2018.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved - \$6M secured from Restart NSW towards the \$7M Water Treatment Plant project (\$1M balance from Council). Construction commenced October 2016, new system commissioned in November 2017.
Surplus Water Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – water supply fund in 2016/2017 had an operating surplus to fund infrastructure replacement requirements.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - SEWERAGE SERVICES**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Number of sewer chokes per month per five kilometres of mains.	Less than 5 per month.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – problem sewer main areas in Crookwell and Gunning have been relined as part of the CEEP program.
Implement Trade Waste Charges.	Consider charges for 2018/2019.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Integrated Water Cycle Management (IWCM) Plan is completed. Strategic Business Plan also completed.
Surplus Sewerage Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – operating result surplus in 2016/2017 provides for future infrastructure replacement needs.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – Section 64 Register updated and reconciled each month and audited annually.
Sewerage Treatment Plants comply with EPA conditions.	Satisfactory report from NSW EPA.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – EPA Annual Return completed on time. NSW Office of Water regional inspector provided satisfactory report for Crookwell, Gunning and Taralga Sewerage Treatment Plants.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR – CIVIC LEADERSHIP:
PRINCIPAL ACTIVITY – GOVERNANCE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement organisation structure in accordance with Local Government Act requirements.	Reviewed regularly, after local government elections.	5.4 - Ensure the retention and attraction of quality staff.	Achieved.
Council Policy Development and review.	Continual policy review and upgrade each year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – KPI achieved in second quarter continual policy development and reviews undertaken.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – Provision of iPads to Councillors, agenda distribution within required timeframes.
Complaint handling and service delivery.	Complete service requests within 15 business days.	5.2 - Lobby other levels of Government for increased share of funding distribution.	Achieved - accomplishing the target of 15 days.
Complete Council Annual Report.	Completed and sent to OLG by 30 November every year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – completed and forwarded to Office of Local Government in November 2017.
Implement the Office of Local Government (OLG) “Fit for the Future” Council Improvement Proposal and Action Plan.	4 year Action Plan incorporated in Delivery Program.	5.1 - Participate in resource sharing initiatives.	Achieved – actions reported to Council as part of Delivery Program six monthly review report in December 2017.
Compliance with Office of Local Government Circulars and compliance with legislative and statutory amendments.	Circulars to be reviewed monthly.	5.2 - Lobby other levels of Government for increased share of funding distribution.	Achieved – circulars complied with and placed before Council as requested by the Office of Local Government.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Upper Lachlan Shire Council to remain sustainable in the long term.	Meet all seven Fit for the Future benchmarks.	3.1 Ensure financial viability of Council.	Being achieved - in 2016/2017 six benchmarks were attained.

12 GENERAL MANAGER

The following items are submitted for consideration -

12.1	Staffing Matters	302
12.2	Consultative Committee Meeting Minutes	304
12.3	WHS Committee Minutes	307
12.4	Draft Model Code of Meeting Practice for Local Councils in NSW	311
12.5	Proposed Councillor Induction and Professional Development Guidelines	389
12.6	Grants Report	457
12.7	Action Summary - Council Decisions	463

General Manager - 15 February 2018

ITEM 12.1 **Staffing Matters**

FILE REFERENCE I18/1

AUTHOR **General Manager**

ISSUE

Providing details in relation to current staffing matters for Councillors' information.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Providing information to Councillors in relation to current staffing matters, including recent resignations and appointments.

REPORT

The vacant Administration Officer - Gunning (Maternity Relief) position was advertised externally on Monday, 6 November 2017 closing on Friday, 17 November 2017. Ms Danica Cole was offered the position as Administration Officer - Gunning (Maternity Relief) with Council and she commenced duties on Friday, 19 January 2018.

On Thursday, 4 January 2018 Council's Part-Time Senior Strategic Planner, Mrs Jacqueline Impey resigned from Council effective from Friday, 9 February 2018. The vacant Strategic Planner's position was advertised externally on Thursday, 15 February 2018 closing on Monday, 26 February 2018. Council will be advised of the results of the applications and interviews in due course.

On Thursday, 18 January 2018 Council's Manager of Environment and Planning, Roland Wong resigned from Council effective from Friday, 2 March 2018. The vacant Manager of Environment and Planning's position was advertised externally on Thursday, 15 February 2018 closing on Monday, 26 February 2018. Council will be advised of the results of the applications and interviews in due course.

On Wednesday, 31 January 2018 Council's Plant Operator – Truck Driver, Keith McIntosh resigned from Council effective from Thursday, 5 April 2018. The vacant Plant Operator - Truck Driver's position was advertised internally on Wednesday, 7 February 2018 closing on Friday, 23 February 2018. Council will be advised of the results of the applications and interviews in due course.

The vacant Building Surveyor's position was advertised externally on Thursday, 15 February 2018 closing on Monday, 26 February 2018. Council will be advised of the results of the applications and interviews in due course.

General Manager
STAFFING MATTERS cont'd

The vacant Building Maintenance Officer's position was advertised externally on Thursday, 15 February 2018 closing on Monday, 26 February 2018. Council will be advised of the results of the applications and interviews in due course.

Performance review forms and position descriptions have been forwarded to all staff members for the 2017/2018 performance reviews.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

General Manager - 15 February 2018

ITEM 12.2 **Consultative Committee Meeting Minutes**

FILE REFERENCE I18/3

AUTHOR **General Manager**

ISSUE

Minutes from the February meeting of the Consultative Committee.

RECOMMENDATION That -

1. Council receives and notes the Consultative Committee Meeting Minutes as information.

BACKGROUND

The minutes from the Consultative Committee meeting that was held on 5 February 2018 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

REPORT

Attached for Councillors information are the Minutes from the Consultative Committee meeting that was held on 5 February 2018.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the Consultative Committee Meeting Minutes as information.

ATTACHMENTS

1. ↓	Consultative Committee - 2018-02-05 - Minutes - Attachments	Attachment
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PRESENT: Mr D Scott, Mr J Bell (General Manager), Mrs T Dodson (Director of Environment & Planning), Mr B Johnston (Manager of Finance and Administration), Mr K Kara, Mr R Stephenson, Ms S Pearman, Mr C Wray, Mr M Shah (Director of Works and Operations), Clr J Searl (Observer status only)

Also present: Clr Cummins.

THE CHAIR DECLARED THE MEETING OPEN AT 10.50AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received for the absence of Mr B Smithers and Mr M Wilson.

RESOLVED by J Bell and R Stephenson

That the apologies be received and leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mrs Dodson and Mr Stephenson

That the minutes of the Consultative Committee Meeting held on 4 December 2017 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 **ENVIRONMENT AND PLANNING DEPARTMENT - PROPOSED CHANGES TO THE COUNCIL ORGANISATION STRUCTURE**

RESOLVED by Mrs Dodson and Ms Pearman

1. The Committee recommend the following changes:
 - Strategic Planner Position becomes a full time position.

- Trainee Building Surveyor position becomes a Building Surveyor position.
2. The Committee endorses the position descriptions for the Building Maintenance Officer, Strategic Planner and the Building Surveyor.

- CARRIED

ITEM 4.2

HUMAN RESOURCE COORDINATORS REPORT

RESOLVED by Mr Kara and Mr Wray

1. The Human Resource activity report information is received and noted.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

After trialling 10.30am commencement the Committee decided to return to the 11.00am commencement as of 9 April 2018.

THE MEETING CLOSED AT 11.20AM

Minutes confirmed 9 APRIL 2018

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Mayor

General Manager - 15 February 2018

ITEM 12.3 **WHS Committee Minutes**

FILE REFERENCE I18/4

AUTHOR **General Manager**

ISSUE

Minutes from the February meeting of the WHS Committee.

RECOMMENDATION That -

1. Council receives and notes the WHS Committee Meeting Minutes as information.

BACKGROUND

The minutes from the WHS Committee meeting that was held on 5 February 2018 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

REPORT

Attached for Councillors information are the Minutes from the WHS Committee meeting that was held on 5 February 2018.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the WHS Committee Meeting Minutes as information.

ATTACHMENTS

1. ↓	Work Health and Safety Committee - 2018-02-05 - Minutes - Attachments	Attachment
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PRESENT: Mr S Bill, Mr P Cramp, Mr S Poidevin, Mr T Besley, Mr S Roberts, Mr B Churchill, Mr J Bell (General Manager), Mr G Anable (Manager of Works), Mr K Kara, Mr M Shah (Director of Works and Operations), Clr R Cummins (Observation Status only).

**THE DEPUTY CHAIR DECLARED THE MEETING OPEN AT
9.30am**

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received for the absence of Mr M Wilson and Mrs S Hassett.

RESOLVED by T Besley and J Bell

That the apologies be received and leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mr Bill and Mr Roberts

That the minutes of the Work Health and Safety Committee Meeting held on 4 December 2017 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 INCIDENT REPORT

RESOLVED by Mr Roberts and Mr Besley

1. Mitigating actions/suggestions be discussed by the Committee, and be passed onto senior management for consideration; and
2. Committee members discuss/review current work practices within their work group/s to ensure that reasonable, practicable controls are in place to prevent / minimise the risk of these incidents from re-occurring.

- CARRIED

ITEM 4.2 ADEQUACY OF GRADING CREWS LIGHT TRUCKS AND COMMUNICATIONS

RESOLVED by Mr Churchill and Mr Poidevin

1. The Plant and Fleet Coordinator will organise a meeting with all stakeholders, carry out a Risk Assessment on the suitability of the existing vehicles and make a recommendation to MANEX for consideration including any financial impact.
2. All Sections of Council will carry out a Risk Assessment addressing working alone and/or in remote areas and the WHS Coordinator will make a written recommendation to MANEX for consideration including any financial impact.
3. The WHS Coordinator will advise the affected staff of the outcome of the decision of the Council.

- CARRIED

ITEM 4.3 NHVR - CHAIN OF RESPONSIBILITY

RESOLVED by Mr Anable and Mr Roberts

1. The WHS Committee note CoR report as a whole of organisation responsibility;
2. Council consider implementation of the HVNL – Chain of Responsibility into Council's Work Health and Safety

Systems as a part of the Council System Management Plan (CSMP);

3. Council's WHS safety Coordinator makes presentation about CoR presentation to the staff.

- CARRIED

ITEM 4.4 ACTION LIST

RESOLVED by Mr Churchill and Mr Roberts

1. The Committee receive and note the report as information.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 10.40AM

Minutes confirmed 9 APRIL 2018

.....

Mayor

General Manager - 15 February 2018

ITEM 12.4 **Draft Model Code of Meeting Practice for Local Councils in NSW**

FILE REFERENCE **I18/56**

AUTHOR **General Manager**

ISSUE

Providing details regarding consultation by the Office of Local Government on the draft Model Code of Meeting Practice for Local Councils in NSW.

RECOMMENDATION That -

1. Councillors provided the General Manager with their individual feedback as to whether or not the proposed non-mandatory provisions, within the draft Model Code of Meeting Practice for Local Councils in NSW, should be mandated, by Friday, 2 March 2018.
2. Council forwards a submission to the Office of Local Government with respect to the draft Model Code of Meeting Practice for Local Councils in NSW by Friday, 16 March 2018.

BACKGROUND

Amendments made to the Local Government Act 1993 (the Act) in August 2017 by the Local Government Amendment (Governance and Planning) Act 2016 provide for a model Code of Meeting Practice to be prescribed by regulation.

The Office of Local Government (OLG), in consultation with councils, prepared a consultation draft of the proposed model Code of Meeting Practice.

Once this Code of Meeting Practice is finalised, it will replace the meeting rules currently prescribed in the Local Government (General) Regulation 2005.

When the model Code of Meeting Practice is finalised, councils will be given a period of 6 months in which to adopt a code of meeting practice based on the model Code of Meeting Practice.

REPORT

The model Code of Meeting Practice is attached as an annexure for Councillors information. The model Code of Meeting Practice has two elements:

- i. It contains mandatory provisions (indicated in black font) that reflect the existing meetings provisions of the Act and adapt those currently contained in the Regulation. The existing meetings provisions of the Regulation have been updated and supplemented to reflect contemporary meetings practice by councils

General Manager

DRAFT MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW cont'd

and to address ambiguities and areas of confusion in the existing provisions based on feedback from councils.

- ii. It contains non-mandatory provisions (indicated in red font) that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions will also operate to set a benchmark based on what OLG sees as being best practice for the relevant area of practice.

In making submissions on the draft Model Meeting Code, OLG has noted that it will welcome feedback from all councils on whether any of the proposed non-mandatory provisions should be mandated.

If there is a sufficient body of support for these from councils, these provisions may be made mandatory in the final version of the model Code of Meeting Practice.

POLICY IMPACT

Adoption of a Code of Meeting Practice is mandatory.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Councillors provided the General Manager with their individual feedback as to whether or not the proposed non-mandatory provisions, within the draft Model Code of Meeting Practice for Local Councils in NSW, should be mandated, by Friday, 2 March 2018.
2. Council forwards a submission to the Office of Local Government with respect to the draft Model Code of Meeting Practice for Local Councils in NSW by Friday, 16 March 2018.

ATTACHMENTS

1. Download	Model Code of Meeting Practice for Local Councils NSW - 2018	Attachment
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MODEL CODE OF MEETING PRACTICE

for Local Councils
in NSW

December 2017



CONSULTATION DRAFT

CONSULTATION DRAFT

MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

December 2017

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December 2017

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CONSULTATION DRAFT

3

Model Code Of Meeting Practice for Local Councils in NSW

1 Introduction

December 2017

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993 (the Act)* and the *Local Government (General) Regulation 2005 (the Regulation)*.

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in red font.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2 Meeting Principles

December 2017

2.1 Council and committee meetings should be:

Transparent	Decisions are made in a way that is open and accountable.
Informed	Decisions are made based on relevant, quality information.
Inclusive	Decisions respect the diverse needs and interests of the local community.
Principled	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
Respectful	Councillors, staff and meeting attendees treat each other with respect.
Effective	Meetings are well organised, effectively run and skilfully chaired.
Orderly	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 Before the Meeting

Timing of ordinary council meetings

- 3.1** The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

- 3.2** If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3** The mayor or the general manager, in consultation with the mayor, may call an extraordinary meeting without the need to obtain the signature of two councillors to consider urgent business.
- 3.4** For the purpose of clause 3.3, urgent business is any matter that, in the opinion of the mayor or the general manager, requires a decision by the council before the next scheduled ordinary meeting of the council.

Notice to the public of council meetings

- 3.5** The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.5 reflects section 9(1) of the Act.

- 3.6** For the purposes of clause 3.5, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be:
- a) published on the council's website, and
 - b) published:
 - i) where practicable, in a local newspaper or in a newspaper circulating throughout the state (or both), as determined by the council, or
 - ii) in such other manner as is determined by the council, with the object of bringing notice of the meeting to the attention of as many people as possible.
- 3.7** For the purposes of clause 3.5, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.8** The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.8 reflects section 367(1) of the Act.

- 3.9** The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.9 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.10** Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.10 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.11** A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **[council to specify notice period required]** business days before the meeting is to be held.

- 3.12** A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

- 3.13** A councillor may submit no more than **[number to be specified by the council]** notices of motion to be considered at each ordinary meeting of the council.

- 3.14** If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may either:

- (a)** prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b)** by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such

a date specified in the notice,
pending the preparation of such a
report.

- 3.15** A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted; or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.16** A councillor may, by way of a notice submitted under clause 3.11, ask a question for response by the general manager about the performance or operations of the council.
- 3.17** A councillor is not permitted to ask a question with notice under clause 3.16 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.18** The general manager or their nominee may respond to a question with notice submitted under clause 3.16 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.19** The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.20** The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.11.
- 3.21** Nothing in clause 3.20 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.22** The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.23 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.23 reflects section 9(2A)(a) of the Act.

3.24 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of agenda and business papers to the public

3.25 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.25 reflects section 9(2) and (4) of the Act.

3.26 Clause 3.25 does not apply to the business papers for items of business that the general manager has identified under clause 3.23 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.26 reflects section 9(2A)(b) of the Act.

3.27 For the purposes of clause 3.25, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.27 reflects section 9(3) of the Act.

3.28 A copy of an agenda, or of an associated business paper made available under clause 3.25, may in addition be given or made available in electronic form.

Note: Clause 3.28 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.29** The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.30** Despite clause 3.29, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency.
- 3.31** A motion moved under clause 3.30(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.32** Despite clauses 10.19-10.27, only the mover of a motion moved under clause 3.30(a) can speak to the motion before it is put.
- 3.33** A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.30(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.34** Prior to each ordinary meeting of the council, the general manager will arrange a pre-meeting briefing session to brief councillors on the items of business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.35** Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.36** The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37** Councillors (including the mayor) are to make all reasonable efforts to attend pre-meeting briefing sessions.
- 3.38** Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.39** Councillors (including the mayor) must disclose and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do at a council or committee meeting.

Model Code Of Meeting Practice for Local Councils in NSW

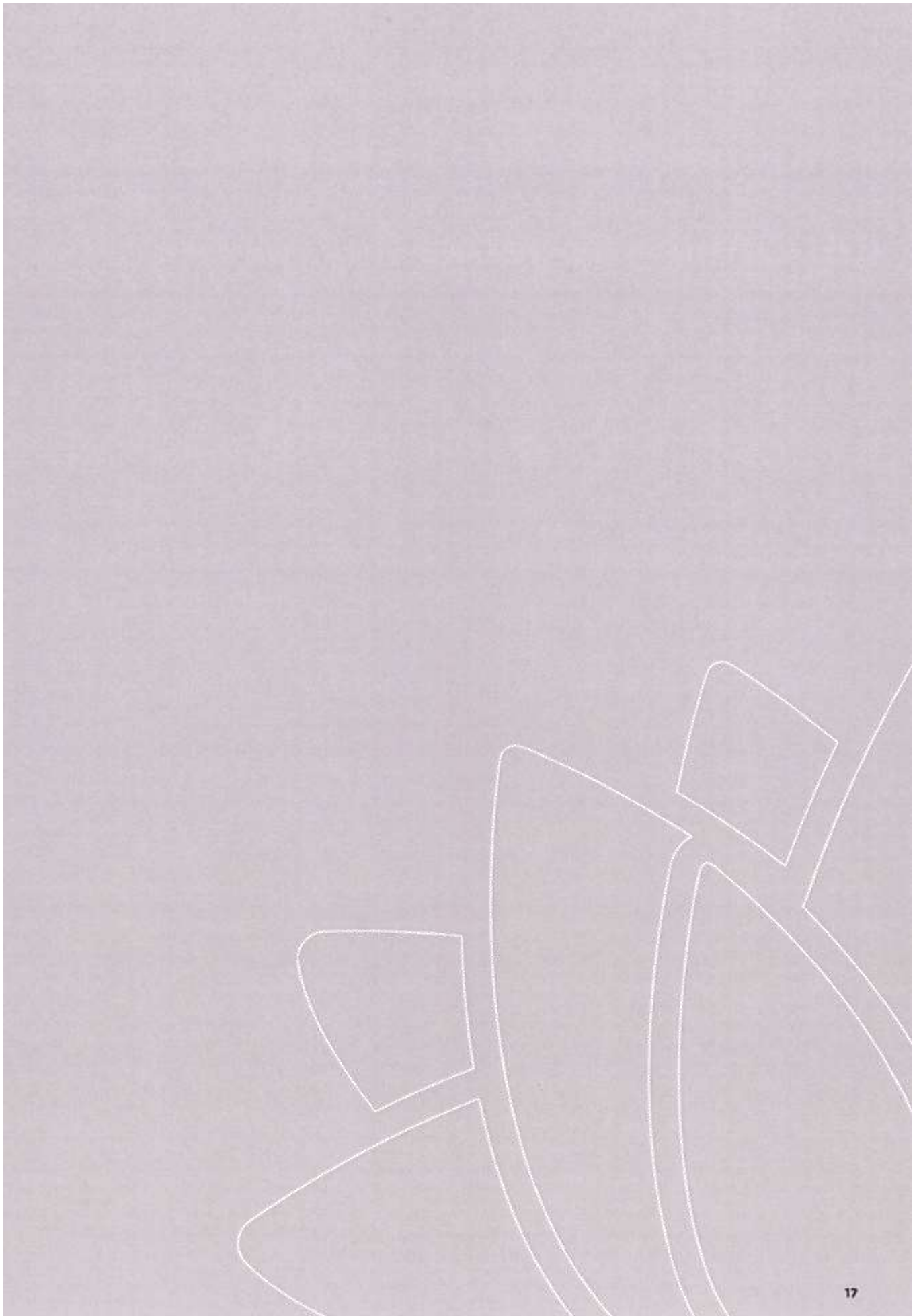
4 Public Forums

- 4.1** The council will hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2** Public forums are to be chaired by the mayor or their nominee.
- 4.3** To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4** A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.
- 4.5** Nominated candidates at federal, state or local government elections and serving councillors are not permitted to speak at a public forum.
- 4.6** Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7** The general manager or their delegate may refuse an application to speak at a public forum.
- 4.8** No more than **[number to be specified by the council]** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9** If more than the permitted number of speakers applies to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10** Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.11** The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.12** Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.13** Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to so digress. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14** A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

Model Code Of Meeting Practice for Local Councils in NSW

- 4.15** Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.
- 4.16** Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.17** The general manager or his or her nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18** Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19** When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.20** If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.21** Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.22** Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.23** Councillors (including the mayor) must disclose and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do at a council or committee meeting.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council.



Model Code Of Meeting Practice for Local Councils in NSW

5 Coming Together

Attendance by councillors at meetings

- 5.1** All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.
- 5.2** A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 5.3** Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4** A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5** The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6** A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because he or she has been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

- 5.7** A councillor who intends to attend a meeting of the council despite having been granted leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.8** The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

- 5.9** Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

- 5.10** A meeting of the council must be adjourned if a quorum is not present:
 - (a) within half an hour after the time designated for the holding of the meeting, or
 - (b) at any time during the meeting.
- 5.11** In either case, the meeting must be adjourned to a time, date and place fixed:
 - (a) by the chairperson, or
 - (b) in his or her absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and using such other means as will bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered at an extraordinary meeting called under clause 3.3.

Entitlement of the public to attend council meetings

5.15 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.15 reflects section 10(1) of the Act.

5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.17 reflects section 10(2) of the Act.

Note: If adopted, clauses 5.13 and 5.14 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 5.13 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 5.14 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

- 5.18** All meetings of the council and committees of the council are to be webcast.
- 5.19** Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.20** At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

Audio recording of meetings

- 5.21** Audio recordings are to be made of all meetings of the council and committees of the council for the dominant purpose of assisting with the preparation of the minutes for meetings.

Attendance of the general manager and other staff at meetings

- 5.22** The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.22 reflects section 376(1) of the Act.

- 5.23** The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.23 reflects section 376(2) of the Act.

- 5.24** The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.24 reflects section 376(3) of the Act.

- 5.25** The attendance of other council staff at a meeting, (other than as members of public) shall be with the approval of the general manager.

6 The Chairperson

The chairperson at meetings

- 6.1** The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2** If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3** If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4** The election of chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5** If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6** For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7** The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8** Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9** When the chairperson rises or speaks during a meeting of the council:

- (a) any councillor then speaking or seeking to speak must, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

Model Code Of Meeting Practice for Local Councils in NSW

7 Modes of Address

December 2017

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation.

Model Code Of Meeting Practice for Local Councils in NSW

8 Order of Business for Ordinary Council Meetings

December 2017

- 8.1** At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2** The general order of business for an ordinary meeting of the council shall be: **[councils may adapt the following order of business to meet their needs]**
- 01 Opening meeting
 - 02 Acknowledgement of country
 - 03 Prayer
 - 04 Apologies and applications for leave of absence by councillors
 - 05 Confirmation of minutes
 - 06 Disclosures of interests
 - 07 Mayoral minute(s)
 - 08 Reports of committees
 - 09 Reports to council
 - 10 Notices of motions/questions with notice
 - 11 Confidential matters
 - 12 Conclusion of the meeting

Note: Councils must use either clause 8.1 or 8.2.

- 8.3** The order of business as fixed under clause [8.1/8.2] **[delete whichever is not applicable]** may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

- 8.4** Despite clauses 10.19-10.27, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

Model Code Of Meeting Practice for Local Councils in NSW

9 Consideration of Business at Council Meetings

December 2017

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

- (a) unless a councillor has given notice of the business, as required by clause 3.11, and
- (b) unless notice of the business has been sent to the councillors in accordance with clause 3.8 in the case of an ordinary meeting and clause 3.10 in the case of an extraordinary meeting.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

- (a) is already before, or directly relates to, a matter that is already before the council, or
- (b) is the election of a chairperson to preside at the meeting, or
- (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
- (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.19-10.27, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

9.6 If the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of council, or of which the council has official knowledge.

9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

9.8 A recommendation made in a mayoral minute put by the mayor is, insofar as it is adopted by the council, a resolution of the council.

9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity.

Staff reports

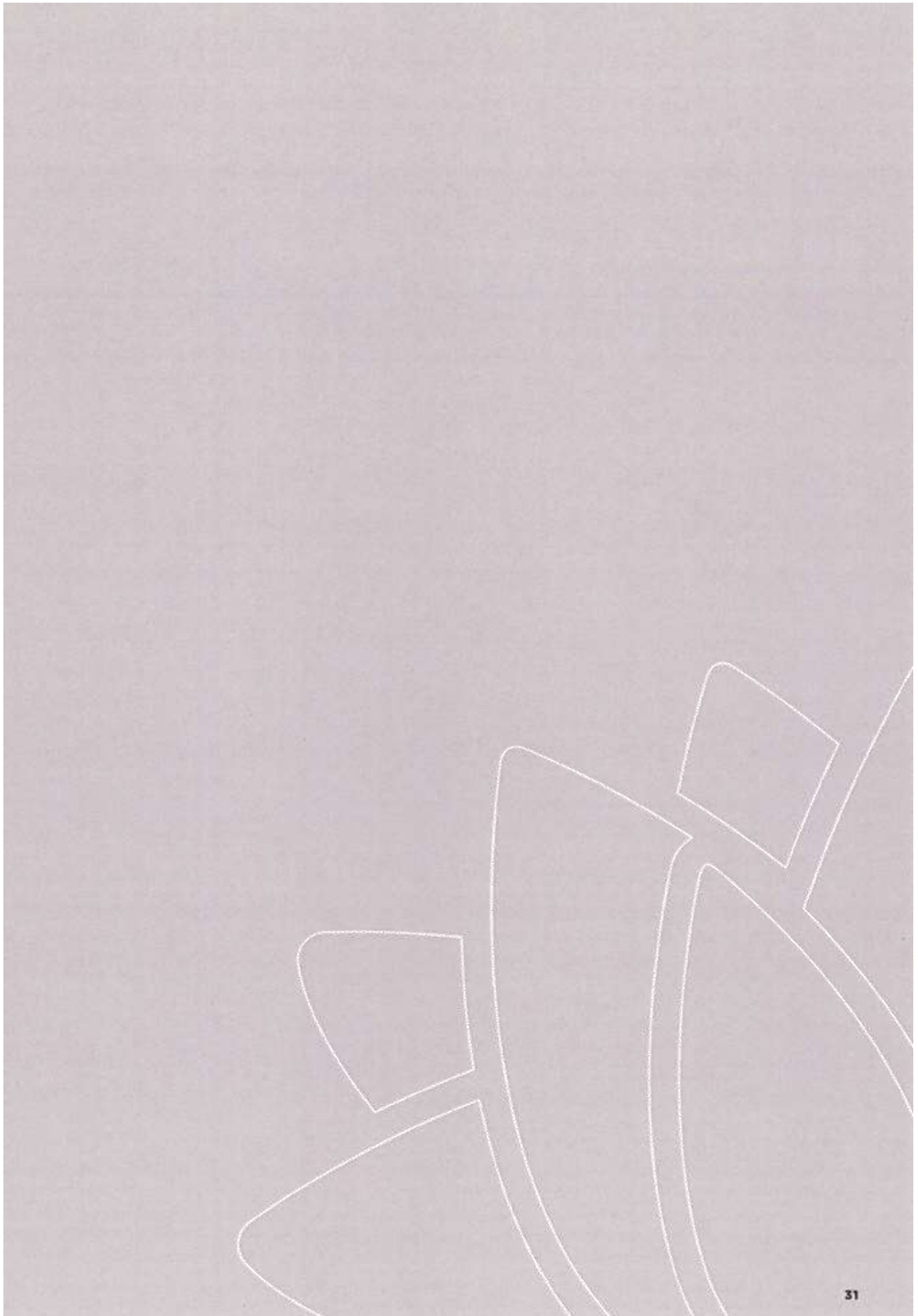
- 9.10** A recommendation made in a staff report is, insofar as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.11** The recommendations of a committee of the council are, insofar as they are adopted by the council, resolutions of the council.
- 9.12** If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.13** A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.11 and 3.16.
- 9.14** A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.15** A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.16** A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17** The councillor must put every such question directly, succinctly and without argument.
- 9.18** The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.



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10 Rules of Debate

Motions to be seconded

- 10.1** Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2** A councillor who has submitted a notice of motion under clause 3.11 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3** If a councillor who has submitted a notice of motion under clause 3.11 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4** In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a)** any other councillor may move the motion at the meeting, or
 - (b)** the chairperson may defer the motion until the next meeting of the council at which the motion can be considered.

Chairperson's duties with respect to motions

- 10.5** It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6** The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7** Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8** Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.

Motions requiring the expenditure of funds

- 10.9** A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10** An amendment to a motion must be moved and seconded before it can be debated.
- 10.11** An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12** The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13** If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14** While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15** If the amendment is carried, it becomes the motion and is to be debated. If the amendment is rejected, debate is to resume on the original motion.

Foreshadowed motions

- 10.16** A councillor may propose a foreshadowed motion without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.17** Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.18** Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.19** A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and to any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.20** A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.21** A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.22** Despite clauses 10.19 and 10.20, a councillor may move that a motion or an amendment be now put:
- (a)** if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b)** if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.23** The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.22. A seconder is not required for such a motion.
- 10.24** If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.19.
- 10.25** If a motion that the original motion or an amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.26** All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.27** Once the debate on a matter is closed and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 Voting

Voting entitlements of councillors

- 11.1** Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2** The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3** Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

- 11.4** A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.5** If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.6** The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.7** When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.8** When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

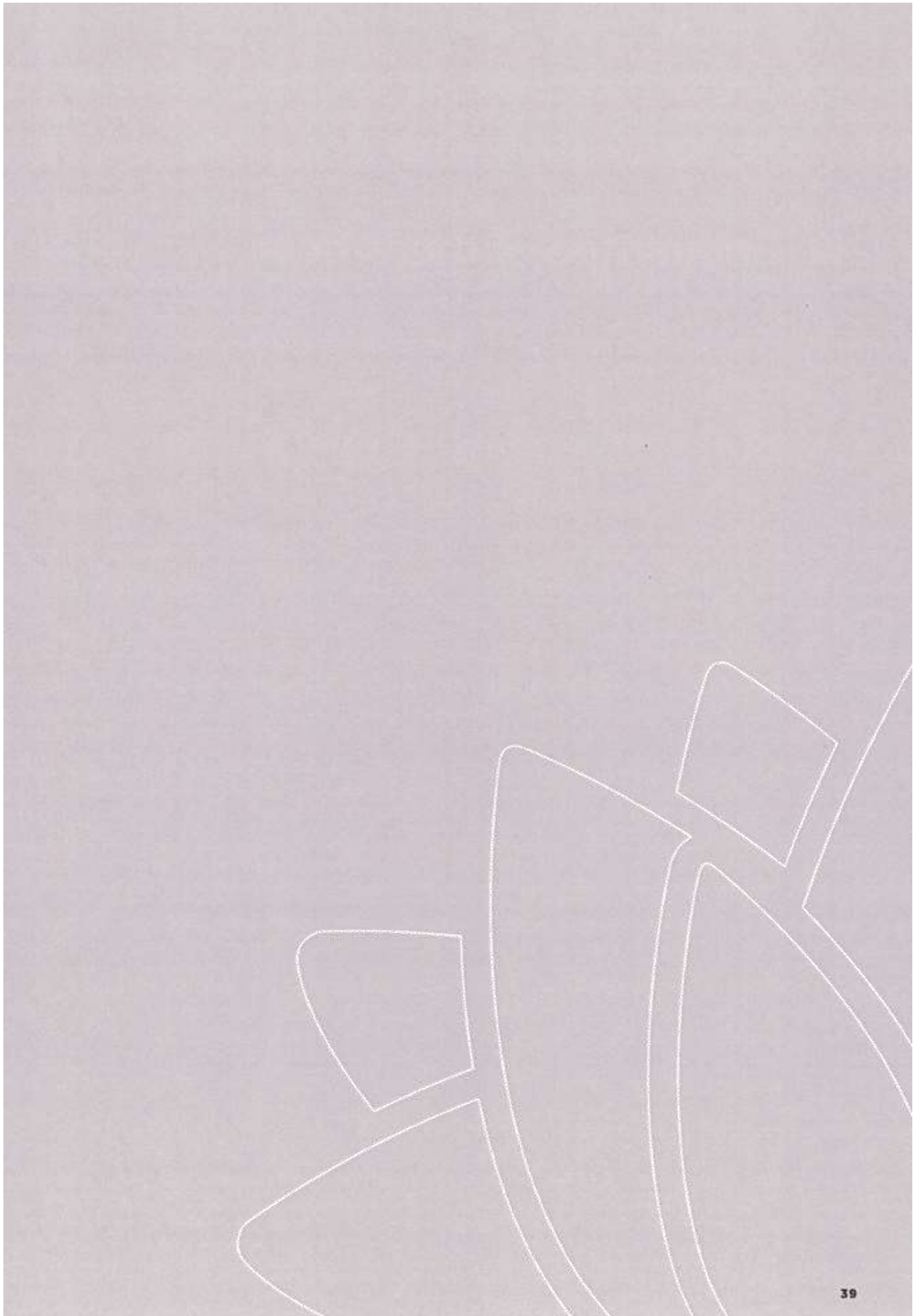
- 11.9** Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

- 11.10** All voting at council meetings must be recorded in the minutes of the meeting with the names of councillors who voted for or against a motion or amendment being recorded as if a division had been called under clause 11.6.

Voting on planning decisions

- 11.11** The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.12** For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.13** Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.14** Clauses 11.11–11.13 apply also to meetings that are closed to the public.

Note: Clauses 11.11–11.14 reflect section 375A of the Act.



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12 Committee of the Whole

December 2017

- 12.1** The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2** All the provisions of this code relating to meetings of the council, insofar as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.19–10.27 limit the number and duration of speeches.

- 12.3** The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

- 12.4** The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

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13 Dealing with Items by Exception

December 2017

- 13.1** The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2** Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson is to list the items of business to be adopted and ask councillors to identify any of the individual items of business listed by the chairperson that they wish to speak on.
- 13.3** The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they wish to speak on.
- 13.4** Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5** A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6** Items of business adopted under clause 13.1 are to be taken as having been unanimously adopted.
- 13.7** Councillors must ensure that they disclose and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 Closure of Council Meetings to the Public

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,

(i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under section 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **[date and time to be specified by the council]** before the meeting at which the matter is to be considered.

14.12 The general manager (or their delegate) may refuse an application made under clause 14.11.

14.13 No more than **[number to be specified by the council]** speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers applies to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

14.15 The general manager (or their delegate) is to determine the order of speakers.

14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **[number to be specified by the council]** speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed **[number to be specified by the council]** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers are to confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to so digress. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the person from that place and, if necessary restrain that person from re-entering that place.

Information to be disclosed in resolutions closing meetings to the public

14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,

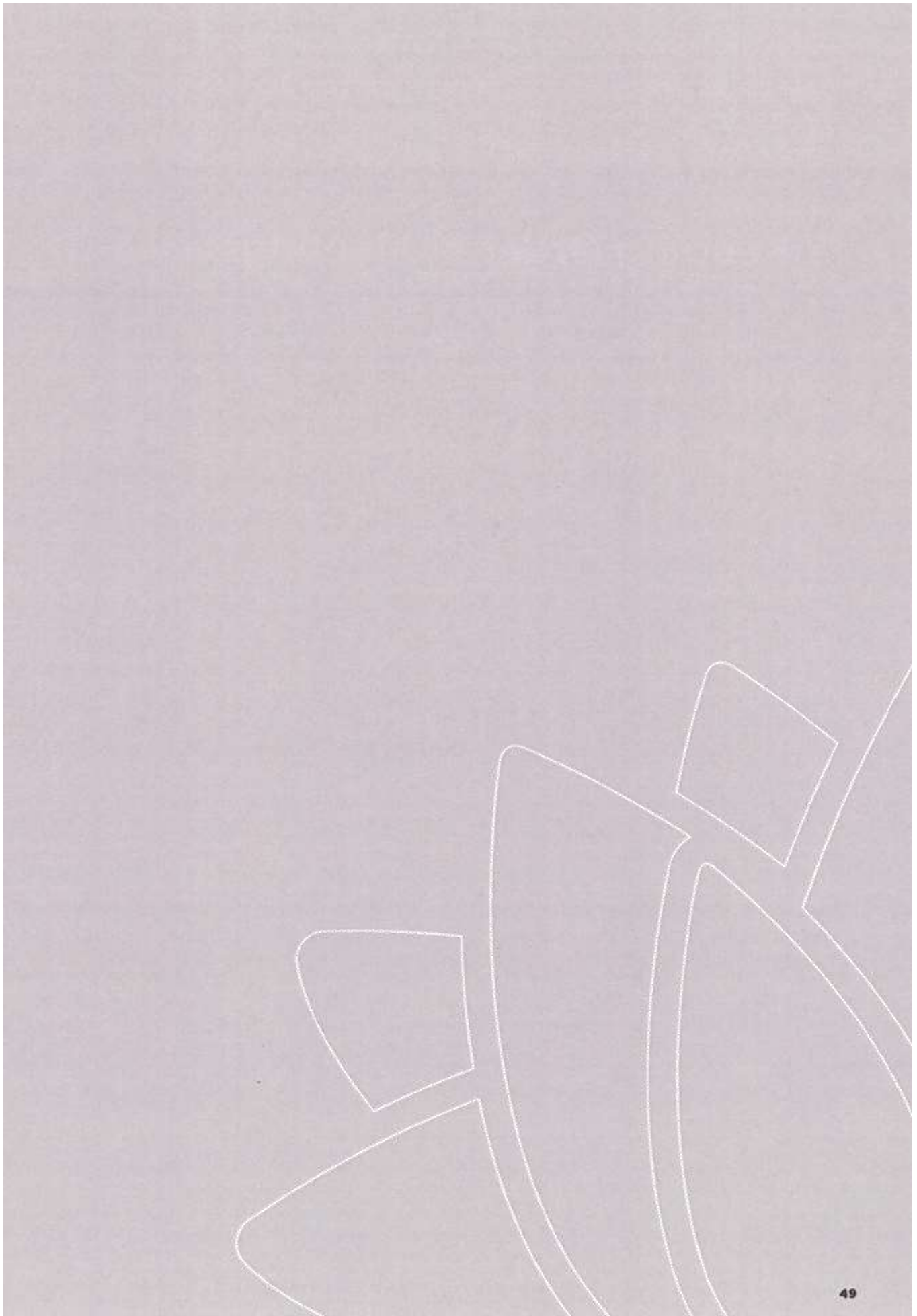
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.



15 Keeping Order at Meetings

Points of order

- 15.1** A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2** A point of order must be taken immediately it is raised. The chairperson must suspend business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.3** The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.4** A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.5** The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.6** The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.7** A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8** If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9** Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act or any regulation in force under the Act or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into contempt.

15.11 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a) or (b), or
- (b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.10(d) and (e).

How disorder at a meeting may be dealt with

15.12 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.13 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.13 or clause 15.14.

15.15 Clause [15.13/5.14] ~~[delete whichever is not applicable]~~, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

- 15.16** A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
- 15.17** A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18** Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19** If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place.

Use of mobile phones and the unauthorised recording of meetings

- 15.20** Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.21** A person must not use a tape recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.22** Any person who makes a recording or attempts to make a recording of a meeting of the council or a committee of the council in contravention of clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.23** If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.

16 Conflicts of Interest

December 2017

- 16.1** All councillors and, where applicable, all other persons, must disclose and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct.

17 Decisions of the Council

Council decisions

- 17.1** A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act.

- 17.2** Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3** A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.11.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4** If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5** If a motion has been rejected by the council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.11.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6** A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been rejected by the council, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was rejected.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7** If a motion to alter or rescind a resolution has been rejected, or if a motion which has the same effect as a previously rejected motion is rejected, no similar motion may be brought forward within three (3) months of the meeting at which it was rejected. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8** The provisions of clauses 17.5-17.7 concerning rejected motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9** A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.12 with the consent of all signatories to the notice of motion.

- 17.10** A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than [council to specify the period of time] after the meeting at which the resolution was adopted.

- 17.11** A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12** Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency.

- 17.13** A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

- 17.14** A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15** Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting to correct any error, ambiguity or imprecision in the council's resolution.

- 17.16** In seeking the leave of the chairperson under clause 17.15 to move to recommit a resolution adopted at the same meeting, the councillor is to propose alternative wording for the resolution.

- 17.17** The chairperson must not grant leave under clause 17.15, unless he or she is satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

- 17.18** A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

- 17.19** A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

- 17.20** A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.



Model Code Of Meeting Practice for Local Councils in NSW

18 Time Limits on Council Meetings

December 2017

- 18.1** Meetings of the council and committees of the council are to conclude no later than **[council to specify the time]**.
- 18.2** If the business of the meeting is unfinished at **[council to specify the time]**, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3** If the business of the meeting is unfinished at **[council to specify the time]**, and the council does not resolve to extend the meeting, the chairperson must adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4** Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5** Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a)** individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b)** publish the time, date and place at which the meeting will reconvene:
 - (i)** on the council's website, and
 - (ii)** by using such other means that will bring notice of the time, date and place at which the meeting will reconvene to the attention of as many people as possible.

19 After the Meeting

Minutes of meetings

- 19.1** The council is to keep full and accurate minutes of the proceedings of meetings of the council.
- Note: Clause 19.1 reflects section 375(1) of the Act.**
- 19.2** At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
- (a) details of each motion moved at a council meeting and of any amendments moved to it,
 - (b) the names of the mover and seconder of the motion or amendment,
 - (c) whether the motion or amendment was passed or lost, and
 - (d) such other matters specifically required under this code.
- 19.3** The minutes of a council meeting must be confirmed at a subsequent meeting of the council.
- Note: Clause 19.3 reflects section 375(2) of the Act.**
- 19.4** Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5** When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- Note: Clause 19.5 reflects section 375(2) of the Act.**
- 19.6** The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed.

- 19.7** The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8** The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9** Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10** Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

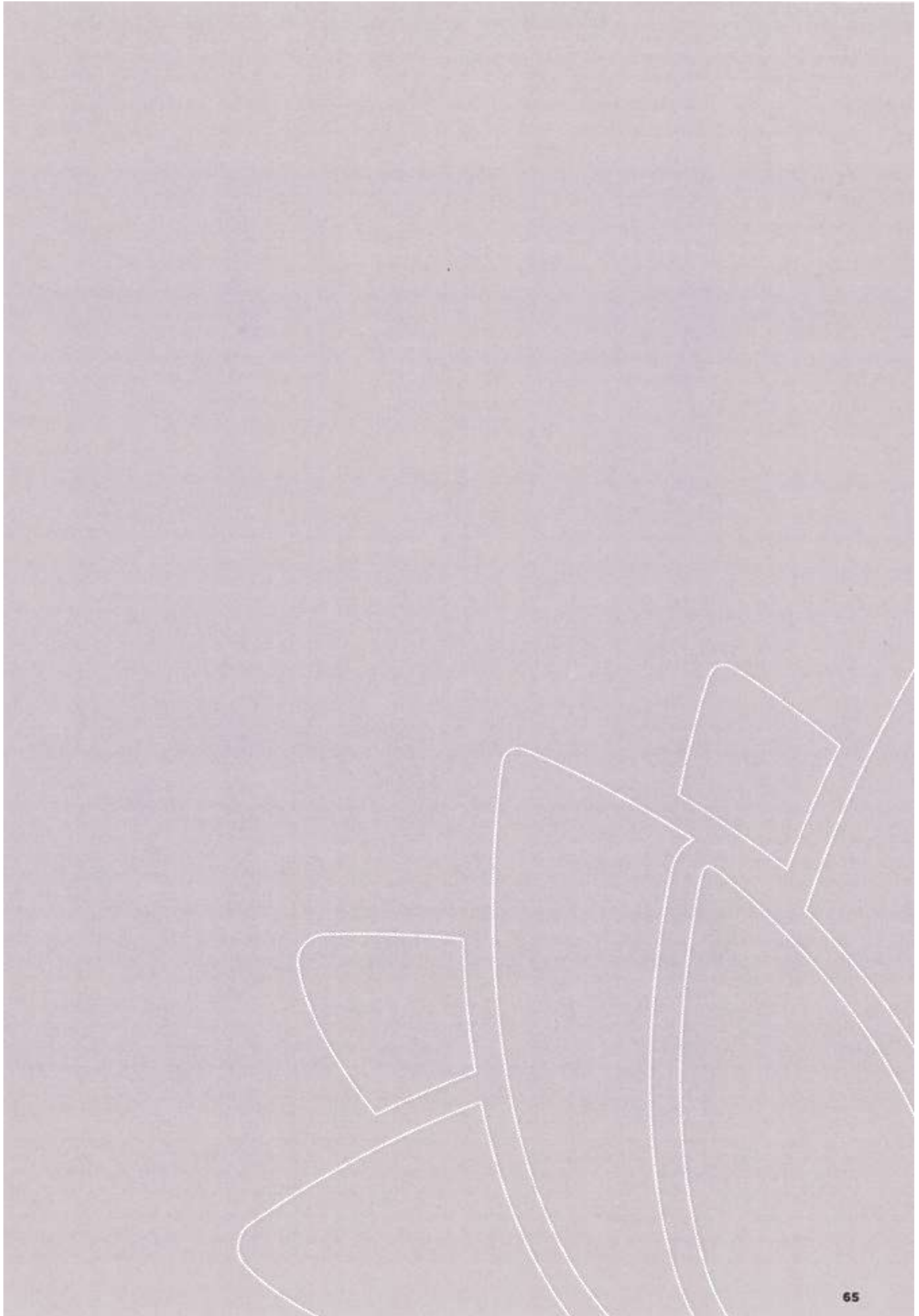
Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11** Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12** The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.



Model Code Of Meeting Practice for Local Councils in NSW

20 Council Committees

Application of this Part

- 20.1** This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2** The council may, by resolution, establish such committees as it considers necessary.
- 20.3** A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4** The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number - a majority of the members of the committee.

Functions of committees

- 20.5** The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

- 20.6** The general manager must send to each councillor regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

- 20.7** Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8** A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

- 20.9** Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise.

20.16 Without limiting clause 20.15, whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote.

20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) details of each motion moved at a meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

20.23 All voting at meetings of committees of the council must be recorded in the minutes of the meetings with the names of councillors who voted for or against a motion or amendment being recorded as if a division had been called under clause 11.6.

20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed.

20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 Irregularities

December 2017

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to disclose a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

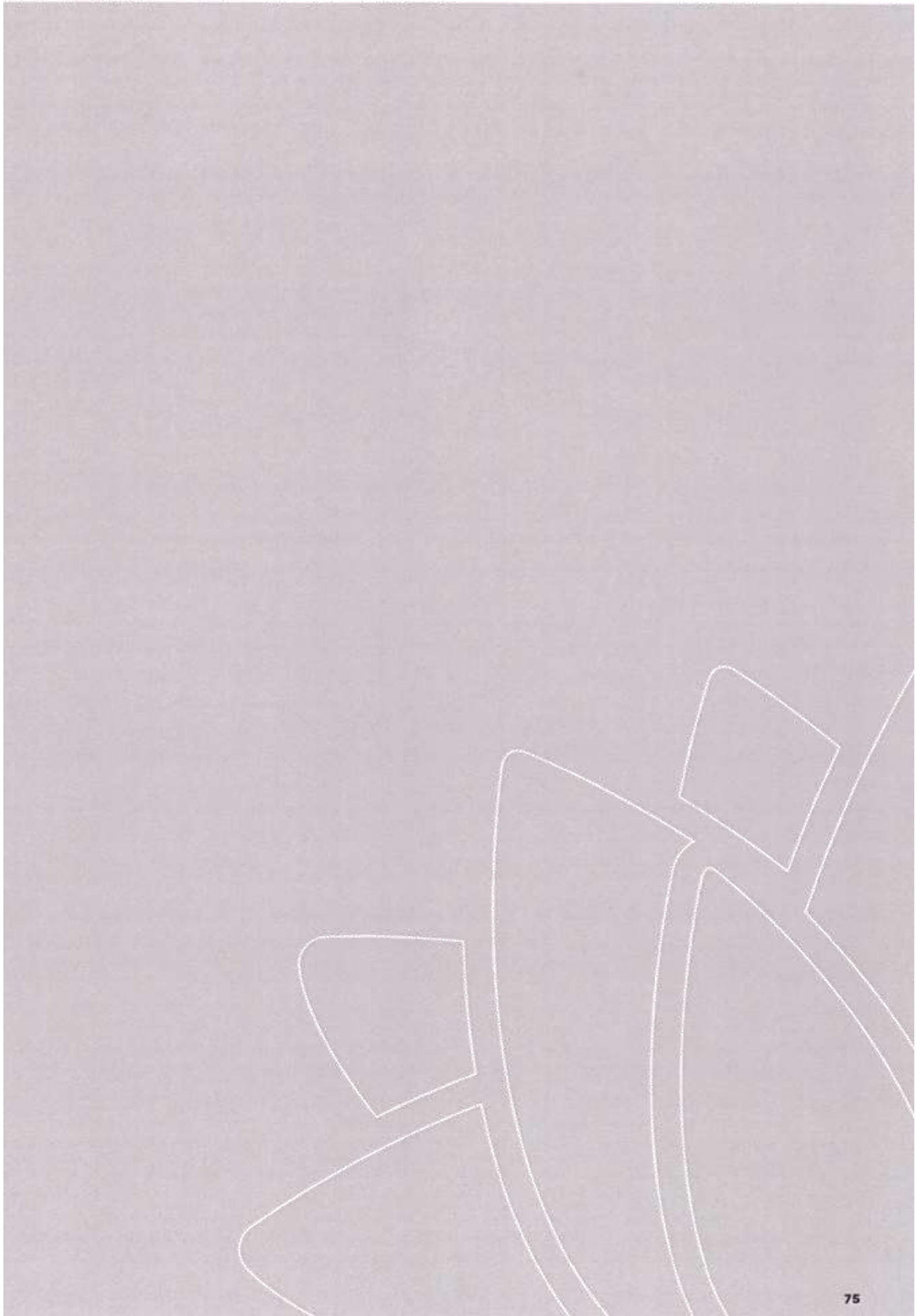
21 Definitions

December 2017

the Act	means the <i>Local Government Act 1993</i> .
act of disorder	means an act of disorder as defined in clause 15.10 of this code.
amendment	in relation to an original motion, means a motion moving an amendment to that motion.
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales.
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code; and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code.
this code	means the council's adopted code of meeting practice
committee of council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1.
council official	has the same meaning as in the Model Code of Conduct for Local Councils in NSW and includes councillors, administrators, council staff, council committee members and delegates of the council.
day	means calendar day.
division	means a request by two councillors under clause 11.6 of this code requiring the recording of the names of the councillors who voted both for and against a motion.
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.17 of this code during debate on the first amendment.
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.16 of this code during debate on an original motion.
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means.
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 2A of Part 6 of that Act.

Model Code Of Meeting Practice for Local Councils in NSW

performance improvement order	means an order issued under section 438A of the Act.
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting.
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
tape recorder	includes a video camera and any electronic device capable of recording speech, whether a magnetic tape is used to record or not.
year	means the period beginning 1 July and ending the following 30 June.





General Manager - 15 February 2018

ITEM 12.5 **Proposed Councillor Induction and Professional Development Guidelines**

FILE REFERENCE **I18/57**

AUTHOR **General Manager**

ISSUE

Providing details regarding Office of Local Government consultation on the proposed Councillor Induction and Professional Development Guidelines.

RECOMMENDATION That -

1. Council receives and endorses the Councillor Induction and Professional Development Guidelines.

BACKGROUND

Amendments made to the Local Government Act 1993 by the Local Government Amendment (Governance and Planning) Act 2016 in August 2016 saw the inclusion in the prescribed role of councillors under section 232 a responsibility “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor”.

In support of this, the amendments allow regulations to be made for induction and other professional development for mayors and councillors.

The Office of Local Government (OLG) has prepared guidelines to assist councils to develop and deliver induction and ongoing professional development activities for their mayor and councillors in compliance with the proposed regulations. These guidelines will be issued under section 23A of the Local Government Act 1993.

OLG has issued a consultation draft of the proposed guidelines for comment prior to the guidelines being finalised.

REPORT

Under the guidelines, Councils’ induction and professional development programs are to consist of three elements:

- i. Pre-election candidate sessions – these are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged);
- ii. Induction program – this aims to equip mayors and councillors with the information they need to perform their role effectively over the first few months

General Manager

PROPOSED COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDELINES cont'd

- and has a particular focus on building positive, collaborative relationships between councillors and with staff;
- iii. Professional development program – this is to be developed in consultation with all councillors and delivered over the term of the council to build the skills, knowledge and personal attributes necessary to be an effective mayor or councillor.

All councils will be required to report to the Council on the induction and ongoing professional development activities offered to the mayor and each councillor and whether they participated in them and to make this information publicly available on their websites.

The OLG is inviting submissions from councils and other stakeholders on the consultation draft of the Councillor Induction and Professional Development Guidelines. Submissions are to be made by Friday, 16 March 2018.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and endorses the Councillor Induction and Professional Development Guidelines.

ATTACHMENTS

1. Download	Councillor Induction and Professional Development Guidelines - OLG - December 2017	Attachment
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Councillor Induction and Professional Development Guidelines

December 2017



CONSULTATION DRAFT

CONSULTATION DRAFT

About these guidelines

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

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

THESE GUIDELINES ARE DIVIDED INTO FIVE PARTS:

Part 1 introduction

Part 2 explains the statutory requirements for **induction and professional development programs** for mayors and councillors in NSW.

Part 3 guides councils on how to develop and deliver **information sessions** to potential candidates considering nominating for election.

Part 4 guides councils on how to develop and deliver **induction programs** for newly elected and returning mayors and councillors.

Part 5 guides councils on how to develop and deliver **ongoing professional development programs** that ensure mayors and councillors continue to develop their skills and knowledge throughout their terms in office.

Part 6 outlines how councils are to **report** on the induction and professional development activities offered to mayors and councillors and their participation in those activities.

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

These Guidelines include:

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

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Part 1: Introduction

Background

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

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

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

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

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

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

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

Statutory requirements

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

To assist mayors and councillors to meet this obligation, the Regulation requires general managers to deliver induction and professional development programs that will help mayors and councillors to acquire and maintain the knowledge and skills necessary to perform their roles. Mayors and councillors have a reciprocal obligation to participate in these programs.

Part 2 of these Guidelines further explains what is required of councils, mayors and councillors under the Regulation.

Each council is required to publicly report on the activities offered to the mayor and councillors as part of council's induction and professional development programs, and their participation in those activities. **Part 6** of these Guidelines outlines these reporting requirements.

Induction and professional development – an overview

Pre-election candidate information sessions

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

These sessions should be designed to ensure potential candidates are fully aware and informed of what will be expected of them if they are elected. **Part 3** of these Guidelines provides more information about how each council should develop and deliver candidate information sessions.

Induction programs

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

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

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

Part 4 of these Guidelines outlines how each council should develop its councillor induction program.

Professional development programs

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

In local government, an effective professional development program can ensure mayors and councillors fill any skills or knowledge gaps they have that may otherwise prevent them from making the best possible contributions to their communities. **Part 5** of these Guidelines outlines how each council should develop its councillor professional development program.



Part 2: Statutory Context

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

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

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

Under the Regulation, mayors and councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or professional development program.

Principles, roles and responsibilities under the Act

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

The Act also prescribes the roles and responsibilities of mayors and councillors, both collectively as the governing body of the council, and individually as members of the governing body (these are outlined in

Appendix B). Mayors and councillors must have a strong understanding of their prescribed roles and responsibilities under the Act in order to be able to fulfil them.

Councils must design their induction and professional development programs to ensure that mayors and councillors have the knowledge and skills needed to apply the guiding principles, and to undertake their roles and responsibilities prescribed under the Act.

Reporting requirements

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

To facilitate this accountability, the general manager is required under clause x of the Regulation to report to the first council meeting held after the induction program is delivered:

- the activities offered to the mayor and each councillor as part of the induction program, and
- whether or not the mayor and each councillor participated in them.

The general manager is also required to report to the first council meeting held after 30 June each year:

- the ongoing professional development activities that were offered to the mayor and each councillor in the year to 30 June, and
- whether or not the mayor and each councillor participated in these activities.

The general manager is also required to ensure these reports are published on the council's website.

The Chief Executive of the Office of Local Government may, at the request of the general manager, exempt the council from the requirement to publish details of induction and ongoing professional development activities offered to the mayor or an individual councillor where he or she is satisfied that there are exceptional circumstances.

Part 3:

Pre-election Information Sessions for Potential Candidates

