

South East and Tablelands Regional Plan Actions

1	Direction 1: Leverage access to the global gateway of Canberra Airport				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
1.1	Protect Canberra Airport's current and future operations by maintaining restrictions on the location of nearby residential development.	Strategy	Council	DPE	Ongoing
1.2	Enhance data sharing on freight movements between the NSW and ACT Governments to improve freight planning and management.	Strategy	TfNSW	Council, ACT	Ongoing
1.3	Plan for compatible and complementary economic development opportunities around the region's airports, including in Moruya and Merimbula.	Strategy	Council	DPE, DPC	Ongoing

2	Direction 2: Enhance tourism and export opportunities through the Port of Eden				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
2.1	Promote business and industry development to attract visitors and cruise vessels to Eden.	Strategy	DPC	Council, DPC, DSNSW, DNSW, Port Authority NSW	Ongoing
2.2	Develop a strategy to encourage marine-based tourism along the South Coast and Illawarra-Shoalhaven.	Initiative	DPE	Council, DPC, DNSW, DSNSW	Immediate
2.3	Foster opportunities for embarkation and disembarkation facilities around wharf infrastructure to support marine-based tourism.	Strategy	DPC	Council	Ongoing
2.4	Protect port-related infrastructure at the Port of Eden from encroachment through local environmental plans.	Strategy	DPC	Council	Ongoing
2.5	Continue to implement actions and prioritise investment in boating infrastructure as identified in relevant regional boating plans to improve boating safety, boat storage and waterway access, including better launching facilities for marine-based tourism.	Strategy	TfNSW	Council	Ongoing

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6	Direction 6: Position the region as a hub of renewable energy excellence				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
6.1	Identify opportunities for renewable energy industries.	Strategy	DRG	OEH, DPE	Ongoing
6.2	Develop analytical tools to map large-scale renewable energy potential.	Initiative	DRG	Council	Medium Term
6.3	Encourage the co-location of renewable energy projects to maximise infrastructure, including corridors with access to the electricity network.	Strategy	Council	DPE, DRG	Ongoing
6.4	Promote best practice community engagement and maximise community benefits from renewable energy projects.	Strategy	Council, DPE	DRG	Ongoing
6.5	Promote appropriate smaller-scale renewable energy projects using bioenergy, solar, wind, small-scale hydro, geothermal or other innovative storage technologies.	Strategy	Council	DRG, OEH	Ongoing

7	Direction 7: Grow the South Coast's aquaculture industry				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
7.1	Facilitate the development of a shellfish hatchery to safeguard oysters and other shellfish production.	Initiative	DOI	Council	Short Term
7.2	Minimise the impacts of development on aquatic habitats in aquacultural estuaries.	Strategy	Council	OEH, DOI	Ongoing
7.3	Promote opportunities to better connect the aquaculture industry to export markets.	Strategy	DPC	DPE	Ongoing

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10	Direction 10: Strengthen the economic self-determination of Aboriginal communities				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
10.1	Work with the Local Aboriginal Land Councils to conduct a strategic assessment of their landholdings to identify priority sites with economic development potential.	Initiative	DPE	Council, LALC, NSW Aboriginal Affairs	Short Term
10.2	Identify priority sites that can create a pipeline of potential projects.	Initiative	DPE	Council, LALC, NSW Aboriginal Affairs	Short Term
10.3	Deliver opportunities to increase the economic independence of Aboriginal communities through training, employment and tourism.	Strategy	NSW Aboriginal Affairs	Council	Ongoing

11	Direction 11: Enhance strategic transport links to support economic growth				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
11.1	Improve the capacity of the regional freight network by investigating and prioritising upgrades to narrow bridges, culverts, alignment, and lane and shoulder width that constrain restricted access vehicles.	Strategy	TfNSW	Council	Ongoing
11.2	Deliver local and regional road projects that support the regional freight network.	Strategy	TfNSW, Council	-	Ongoing
11.3	Limit inappropriate adjoining development and direct access points along strategic transport links including the Hume, Federal, Illawarra, Barton and Kings highways.	Strategy	Council	DPE	Ongoing
11.4	Investigate options to improve heavy vehicle rest areas appropriate for the demand.	Strategy	TfNSW	Council	Ongoing
11.5	Work with the Australian Government to plan for future high-speed rail corridor.	Strategy	Council	DPE	Ongoing

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14	Direction 14: Protect important environmental assets				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
14.1	Develop and implement a comprehensive Koala Plan of Management for the Snowy Monaro and Wingecarribee local government areas.	Initiative	Council	OEH	Short Term
14.2	Protect the validated high environmental value lands in local environmental plans.	Strategy	Council	OEH, DPE, DOI	Ongoing
14.3	Minimise potential impacts arising from development on areas of high environmental value, including groundwater-dependent ecosystems and aquatic habitats, and implement the 'avoid, minimise and offset' hierarchy.	Strategy	Council	OEH, DOI	Ongoing
14.4	Improve the quality of and access to information relating to land with identified high environmental values.	Initiative	OEH	Council	Short Term
14.5	Support planning authorities to undertake strategic, landscape-scale assessments of biodiversity and areas of high environmental value.	Strategy	OEH	Council	Ongoing
14.6	Protect Travelling Stock Reserves in local strategies.	Strategy	Council	OEH, DPE	Ongoing

15	Direction 15: Enhance biodiversity connections				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
15.1	Protect and enhance the function and resilience of biodiversity corridors in local strategies.	Strategy	Council	OEH, DPE, DOI	Ongoing
15.2	Improve planning authority access to regional biodiversity corridor mapping and methodology.	Initiative	OEH	Council, DPE, DOI	Immediate
15.3	Confirm and validate the location and boundaries of regional biodiversity corridors.	Strategy	OEH	Council, DPE, DOI	Ongoing
15.4	Focus offsets from approved developments to regional biodiversity corridors, where possible.	Strategy	Council	OEH, DOI	Ongoing

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18	Direction 18: Secure water resources				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
18.1	Locate, design, construct and manage new developments to minimise impacts on water catchments, including downstream impacts and groundwater sources.	Strategy	Council	OEI, DOI	Ongoing
18.2	Finalise water resource plans for rivers and groundwater systems as part of the Murray-Darling Basin Plan and implement water sharing plans.	Initiative	DOI	Council, DPE	Medium Term
18.3	Prepare or review integrated water cycle management strategies to ascertain long-term infrastructure needs to accommodate population growth.	Strategy	Council	DOI	Ongoing
18.4	Incorporate water sensitive urban design into development that is likely to impact water catchments, water quality and flows.	Strategy	Council	OEI, DOI	Ongoing

19	Direction 19: Strengthen cross-border connectivity				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
19.1	Finalise a cross-border transport model that incorporates the ACT and the Queanbeyan-Palerang and Yass Valley local government areas.	Initiative	TfNSW	ACT	Medium Term
19.2	Prepare an issues and options paper on cross-border public transport that maps public transport services and demand, and addresses legal and contractual barriers.	Initiative	TfNSW	ACT	Immediate

20	Direction 20: Enhance access to goods and services by improving transport connections				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
20.1	Improve bus operations in centres and their connections with regional communities.	Strategy	TfNSW	Council	Ongoing
20.2	Work with community transport providers to meet future demand.	Strategy	TfNSW	Council	Ongoing
20.3	Integrate community transport services into the overall transport system to meet a broader range of needs.	Strategy	TfNSW	Council	Ongoing

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23	Direction 23: Protect the region's heritage				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
23.1	Undertake and implement heritage studies, including regional Aboriginal cultural heritage studies, to inform local strategies.	Strategy	Council	OEH	Ongoing
23.2	Consult with Aboriginal people and the broader community to identify heritage values at the strategic planning stage.	Strategy	Council	OEH	Ongoing
23.3	Conserve heritage assets during local strategic planning and development.	Strategy	Council	OEH	Ongoing
23.4	Provide resources for heritage advice to inform planning processes.	Initiative	OEH	Council	Short Term
23.5	Acknowledge cultural heritage assets where appropriate, and consider how these assets can add value to a development.	Strategy	Council	OEH	Ongoing
23.6	Enhance heritage data sharing between NSW and ACT to support joint conservation planning.	Strategy	OEH	ACT	Ongoing

24	Direction 24: Deliver greater housing supply and choice				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
24.1	Prepare guidelines for local housing strategies.	Initiative	DPE	Council, FACS	Immediate
24.2	Prepare local housing strategies consistent with the Settlement Planning Principles to provide a surplus supply of residential land to meet projected housing needs.	Strategy	Council	DPE	Ongoing
24.3	Promote increased housing choice, including townhouses, villas and apartments in strategic centres and locations close to existing services and jobs.	Strategy	Council	DPE	Ongoing
24.4	Promote opportunities for retirement villages, nursing homes and similar housing for seniors in local housing strategies.	Strategy	Council	DPE, FACS	Ongoing

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27	Direction 27: Deliver more opportunities for affordable housing				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
27.1	Deliver greater housing affordability by incorporating policies and tools into local housing strategies and local planning controls that will enable a greater variety of housing types and incentivise private investment in affordable housing.	Strategy	Council	DPE, FACS	Ongoing
27.2	Facilitate greater housing diversity, including studios and one- and two-bedroom dwellings, to match forecast changes in household sizes.	Strategy	Council	DPE, FACS	Ongoing

28	Direction 28: Manage rural lifestyles				
	Action	Initiative or Strategy	Governance		
			Responsibility ¹	Partner ²	Timing ³
28.1	Enable new rural residential development only where it has been identified in a local housing strategy prepared by council and approved by the Department of Planning and Environment.	Strategy	Council	DPE	Ongoing
28.2	Locate new rural residential areas: <ul style="list-style-type: none"> close to existing urban settlements to maximise the efficient use of existing infrastructure and services, including roads, water, sewer and waste services, and social and community infrastructure; to avoid and minimise the potential for land use conflicts with productive, zoned agricultural land and natural resources; and to avoid areas of high environmental, cultural and heritage significance, important agricultural land and areas affected by natural hazards. 	Strategy	Council	DPE, RFS, OEH	Ongoing
28.3	Manage land use conflict that can result from cumulative impacts of successive development decisions.	Strategy	Council	DPE	Ongoing

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10 WORKS AND OPERATIONS

The following items are submitted for consideration -

10.1	Works In Progress - Construction & Maintenance	160
10.2	Works In Progress - Technical & Managerial	164
10.3	Water Supply and Sewerage Services Update	175
10.4	Proposed Road Closure Under the Roads Act 1993 Lot 11, DP 837406 Grabben Gullen Road, Gunning	178
10.5	Proposed Road Closure under the Roads Act 1993 Lot 1 DP 1212759 Junction Point Road, Crooked Corner.	182

Works and Operations - 17 August 2017

ITEM 10.1 **Works In Progress - Construction & Maintenance**

FILE REFERENCE **I17/415**

AUTHOR **Manager of Works**

ISSUE

This Works and Operations Department report provides Council with details regarding the construction and maintenance work in progress.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

Nil

REPORT

Road service requests for grading maintenance, pothole repairs, drainage maintenance and vegetation maintenance are being received frequently. Works are being attended to in a priority order.

Details of the major current projects are set out below:-

1. MR54 Segment 600, Junction Point Road reconstruction and initial sealing, segment length 5.3km and Segment 610 "hairpin" improvements

Sealing of stage 3, a 1.05km section was completed on 13 July 2017 with line marking and guidepost delineation installed soon after.

Vegetation clearing on the remaining 1.93km has commenced and weather permitting earthworks on stage 4 will commence in mid August 2017.

Completion of segment 600 is still on schedule for December 2017.

2. MR256 Abercrombie Bridge Replacement Project

This timber bridge replacement project is co-funded by Infrastructure NSW Restart NSW programme and the Department of Infrastructure and Regional Development Bridges Renewal program.

As advised previously, Oberon Council met with OEH, National Parks and Wildlife Service on 28 June 2017 with the aim to finalise the wording around the acquisition of land involving the Abercrombie River National Park which is

Works and Operations

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

located in Oberon Council. Council has been actively working with Oberon Council to facilitate this action.

At the time of writing this report, the wording still has not been finalised and completion of the Review of Environmental Factors (REF) is dependent upon it being finalised. Oberon Council has advised a further update will be provided in early August 2017.

Due to delays with finalising the REF and the approaching winter period Council forwarded requests for an extension of time to both Infrastructure NSW Restart NSW programme and the Department of Infrastructure and Regional Development Bridges Renewal program.

At the time of writing this report the extension of time to the 30 June 2018 has been received from the Department of Infrastructure and Regional Development Bridges Renewal program but no formal response has been received from the Infrastructure NSW Restart NSW programme.

Routine Grading Maintenance

Council is receiving regular service requests for maintenance grading. Council's staff are actively reviewing the conditions of the unsealed road network and this program is subject to change depending on road conditions and weather.

Council's proposed maintenance grading program for the upcoming month is as follows:-

Works in Progress

1. Jerrong Road;
2. Grabine Road;
3. Peelwood Road, including side roads;
4. Collector Road.

Scheduled Works

1. Foggs Crossing and Reids Flat Roads;
2. Cuddiyong and Kangaloolah Roads;
3. Golspie Area;
4. Pudman Creek and Maryvale Roads.

Other Construction and Maintenance Works

Other Works in Progress/scheduled

1. Blackspot safety improvements on MR256 Taralga Road near" Myrtleville". Gravel placement well underway and sealing and crash barrier is scheduled for mid August 2017, weather permitting;
2. Gravel re-sheeting on Jerrong, Peelwood, Woodville, Lost River, Clarevale and Wheeo Roads;

Works and Operations

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

3. Pavement rehabilitation on Bevendale Road, near Clarevale Road;
4. Roadside drainage maintenance at selected locations on MR54;
5. Pavement rehabilitation of Woodhouselee Road (South), these works involve full pavement strengthening and rehabilitation of selected sections, totalling 4.3km from the Goulburn Road intersection to the Crookwell 2 access. The works are being undertaken by Crookwell 2 Developments and they have engaged BMD contractors to complete the works. Council will be surveilling the works to ensure compliance to Council's quality standards;
6. Currans Road causeway replacement with precast box culverts;
7. Storm restoration works on Aubyn Vale Road causeway.

Works Completed

In addition to the major projects as detailed above, Council has also completed:-

1. Line marking and crash barrier installations on Gundaroo Road;
2. Crash Barrier installations on Coats Creek Bridge and Goonoogla Creek Culvert on Reids Flat Road;
3. Blackspot safety improvements on Bigga Road, just northwest of Bigga Village, formation widening, signage and crash barrier installations. The sealing of the shoulders will occur during more favourable weather conditions;
4. Vegetation trimming on MR248 west between MR54 and Cotton Vale Creek, Redground Road near Barlow's and MR54 at selected locations;
5. Gravel re-sheeting on Greenmantle and Reids Flat Roads;
6. Footpath ramp construction in Pat Cullen Reserve;
7. Pavement rehabilitation and drainage improvements on Range Road near Bannister Lane;
8. Timber bridge maintenance on Peelwood and Diamond Creek Bridges;
9. Drainage maintenance at Bigga Village and Reids Flat Road including the replacement of a damaged culvert at Boiler Hill;
10. Segment 610 "hairpin" bends guardrail reinstatement and line marking.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive the report and note the information.

ATTACHMENTS

Nil

Works and Operations - 17 August 2017

ITEM 10.2 **Works In Progress - Technical & Managerial**

FILE REFERENCE **I17/419**

AUTHOR **Acting Director of Works & Operations**

ISSUE

This report advises Council in regard to the technical and managerial activities of the Works and Operations Department during the previous month.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

Rodney Wallace is Acting Director of Works and Operations from 17th July to the commencement of permanent Director Mr Mursaleen Shah on 14 August.

REPORT

Significant matters progressed/changed by the Acting Director of Works and Operations during this reporting period were as follows:

Risk Assessment on Council Roads

This function has been developing with several staff being involved in inspections and the responses were a little fragmented/incomplete. In the Acting Director of Works and Operations' opinion this is an aspect of Council's function which could be improved.

In the interim, Acting Director of Works and Operations has determined that Council's Road Asset Management System (Inspections) on all Council Roads should be progressed in 3 stages as follows, so that inspections/reporting/outcomes are better handled

1. Sealed Regional Roads
2. Unsealed Regional Roads and significant Local Roads
3. All Local Roads - Stage 2 will be progressed only when Manager of Works and Assets & Risks Co-ordinator agree that Stage 1 is reliable and sound.

Works and Operations

WORKS IN PROGRESS - TECHNICAL & MANAGERIAL cont'd

Local Traffic Committee

Attention is drawn to Local Traffic Committee minutes regarding Abercrombie Hill – Taralga to Oberon, and changes to disabled parking in Crookwell and Gunning.

Streetscape

The survey process for this project is underway with both online and hardcopy surveys available at Crookwell, Gunning and Taralga council sites and Crookwell and Gunning libraries. This survey is due to close on 21 August 2017.

Contact has been established with local communities and meetings have been scheduled as per the attached program.

The Schools' Ideas Competition has been launched with entries closing 25 August 2017. So far we have had six schools register their interest in participating in the school ideas competition: Crookwell High School, Crookwell Public School, St Mary's Primary School, Taralga Public School, Collector Public School and Laggan Public School.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

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ATTACHMENTS

1. ↓	Streetscape Survey online and hardcopy	Attachment
2. ↓	Community meetings for Streetscape Themes Guide project	Attachment
3. ↓	Streetscape -School competition - website images	Attachment

ULSC Streetscape Themes Project

Community Survey

Upper Lachlan Shire Council has engaged a consultant to develop a streetscape themes guide for the towns and villages of the shire. The guide will cover things commonly found in streets around the business areas such as paving, trees and other planting, seats, lights, bins and bollards. It will also look at the approaches to the towns and villages including town entry signs and tree planting.

We would like to hear from you about your ideas for improving the streetscapes of your town or village.

We value your time. This survey has six questions.

1. Which town or village do you want to tell us about?

☐ Crookwell

☒ Gunning

☐ Teralpa

☐ Rippe

☐ Rinde

☐ Collector

☐ Dalton

☐ Grabben Gulien

☐ Tuena

☐ Jemena

☐ Breadalbane

☐ Leggen

2. What do you particularly like about the main street and road entries of this town or village?


3. What do you think should be changed or added?

4. For the changes you have listed above, what two things do you think the community would see as the highest priorities?

5. Which community groups do you think we should be talking to about this project for your town or village?

6. Please provide your email address if you would like to receive email updates for this project.

Done

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See how easy it is to create a survey.



Community Survey

Upper Lachlan Shire Council Streetscape Themes Project

Upper Lachlan Shire Council has engaged a consultant to develop a streetscape themes guide for the towns and villages of the shire. The guide will cover things commonly found in streets around the business areas such as paving, trees and other planting, seats, lights, bins and bollards. It will also look at the approaches to the towns and villages including town entry signs and tree planting.

We would like to hear from you about your ideas for improving the streetscapes of your town or village.

You can also do this survey online by following the Streetscape Themes Project Community Survey link on the Council's home page (www.upperlachlan.nsw.gov.au)

1. Which town or village do you want to tell us about (choose one)?

- | | | |
|------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Crookwell | <input type="checkbox"/> Gunning | <input type="checkbox"/> Taralga |
| <input type="checkbox"/> Bigga | <input type="checkbox"/> Binda | <input type="checkbox"/> Collector |
| <input type="checkbox"/> Dalton | <input type="checkbox"/> Grabben Gullen | <input type="checkbox"/> Tuena |
| <input type="checkbox"/> Jerrawa | <input type="checkbox"/> Breadalbane | <input type="checkbox"/> Laggan |

2. What do you particularly like or value about the main street and entries of this town or village?

3. What do you think should be changed or added?

4. For the changes that you have listed above, what two things do you think **the community** would see as the highest priorities?

5. Which community groups do you think we should be talking to about this project for your town or village?

6. Please provide your email address if you would like to receive email updates for this project.

Please return your completed survey to Council staff by Monday 21 August 2017.

Thank you for your time and feedback. Your comments will be considered when we are developing the Streetscape Themes Guide and other projects to improve the streets in our towns and villages.

Community meetings for Streetscape Themes Guide project

Group	Time	Date	Location
Gunning Garden Club	9am-10am	Wednesday 9 August	Old Hume Café, Gunning
Grabben Gullen Community Progress Association	1pm-2pm	Wednesday 9 August	Albion Hotel, Grabben Gullen
Dalton community	2.30pm-4pm	Wednesday 9 August	Royal Hotel, Dalton
Collector community	4.30pm-6.30pm	Wednesday 9 August	Collector Memorial Hall, Collector
Bigga Progress Association	1.30pm-3.30pm	Friday 11 August	Bigga General Store, Bigga
Taralga Progress Association	2.3pm-4.30pm	Monday 14 August	The Taralga Hotel, Taralga
Breadalbane community	5.30pm-7.30pm	Monday 14 August	Breadalbane Community Hall, Breadalbane
Tuena community	3.30pm-5.30pm	Wednesday 16 August	Parsons General Store, Tuena
Laggan community	4pm-6pm	Friday 18 August	Laggan Memorial Hall, Laggan
Crookwell Progress Association	6.30pm-8.30pm	Friday 18 August	Crookwell Gazette, 120 Goulburn St
Binda time TBC	1pm - 3pm	Wednesday 16 August	Binda General Store
Gunning Progress Association	7.30 pm to 9pm	Wednesday 9 August	Tony Foley Centre, Warrataw Street Gunning
Unconfirmed			
Jerrawa	No willing contacts found yet		





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Schools' Ideas Competition

GET INVOLVED!

For students

1 Kindy to Year 2

What makes the centre of a town fun?

Who do you like to take you to the centre of your town? How do you like to get there? What do you like to do when you get there? What do you like best? What would make the centre of your town the best in the world?

About the competition

We want you to dream up ideas for the best main street – or part of it – for your town and build or draw it for us. You might work on it by yourself or join up with some friends at school to come up with ideas together. Your teacher can help you.

Have heaps of fun being really imaginative. We can't wait to see your ideas.

Prizes

Each school participating will receive an advanced tree to plant at their school.

The winning entry from each school will receive a \$50 cash prize.

The overall winning entry will receive a \$200 cash prize.

Terms & conditions

2 Years 3 to 6

What makes the centre of a town fun?

What do you and your friends like to do when you go into the centre of your town? How do you like to get there? What are the adults doing? What do you like best? What would make the main street of your town the best in the world?

About the competition

We want you to:

- present your ideas for making your main street – or part of it – the best
- describe the things that you and other kids will smell, hear, taste, see and touch there

It could be your own idea that you work on by yourself or you could work on it with some of your classmates.

You can present your entry in any way that you like. You could make a poster or write a story. It could be an artwork, a model or a short video. The only rule is that your entry must show your idea and explain why it is amazing when you are not there to talk about it.

Have heaps of fun being really imaginative. We can't wait to see your ideas.

What the judges want to see

- Fabulous imagination – have you thought of an amazing idea?
- Amazing presentation – have you presented your ideas in ways that look good and are easy to understand?
- Great explanation – how well have you explained why your idea would make your main street a great place to be in?
- Awsome opportunities – does your idea include things that are fun for all sorts of kids?



3 Years 7 to 12

What makes the centre of a town vibrant and fun?

The street beautification project by Upper Lachlan Shire Council gives us a special opportunity to create awesome places in the centres of our towns by changing things in the main street. This is your chance to get involved. Work in a team to design a project for the centre of your town. What would make the main street of your town the best main street in the world in 10 years time?

About the competition

We want you to:

- Get a team together and write a plan for how you will work together. Which town will you work on? Who will do what? Who will be the leader? What will you do if someone is slacking? If you win a prize, how will it be shared?
- Get an aerial photo for your town's main street and decide where your project will be located. Google Maps is a good help for this. Don't forget to include the scale and know where North is.
- Design your dream project to change an aspect of the public realm in your main street. Explain what your idea is, why it would make your town centre the best and why your dream project should be supported by the community.

You can present your entry in any way that you like. You could make a poster or write a booklet. It could be an artwork, a model or a short video. The only rule is that your entry must show your idea and explain why it would help to make the centre of the town more vibrant and fun.

Have heaps of fun being really imaginative. We can't wait to see your ideas.


What the judges want to see

- Original and creative ideas – surprise us.
- Awsome opportunities – how does your design cater for the needs of people of different ages, backgrounds and abilities?
- Functional design – how your idea would work for the people it is designed for.
- Amazing presentation – have you presented your ideas in ways that look good and are easy to understand?
- Great explanation – how well have you explained why your idea would make your town centre a great place to be in?



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Schools' Ideas Competition

GET INVOLVED!

For schools

1 How you will make your town amazing

We need your students to help design the best main street in the world. We would like you to encourage them to be imaginative and free-thinking. Their ideas don't have to be completely realistic or feasible to be useful.

2 How it will work

Register your intention for your school to participate by Monday 7 August using the form below.

Ask your students to think about the centre of their town - what would make it vibrant and fun to be in. Get them to prepare an entry (there are different tasks for different year groups).

Select up to three entries from your school.

Deliver the entries along with the completed entry form to the Upper Lechlan Burre Council office at Crookwell, Gunning or Taraga by 5pm on Friday 25 August.

Winners will be announced on Monday 11 September and you and your winning students will be invited to an awards ceremony.

All the entries will be on public display after the judging.

Prizes

Each school participating will receive an advanced tree to plant at their school.

The winning entry from each school will receive a \$50 cash prize.

The overall winning entry will receive a \$200 cash prize.

Terms & conditions

SCHOOL REGISTRATION

Name of school

Email

Contact name

Phone


Subject

Message

Register

3 Student competition tasks

[Read more](#)

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Schools' Ideas Competition

GET INVOLVED!

About us



Upper Lachlan Shire Council has recently embarked on a project to develop a Streetscape Themes Guide for the towns and villages in the shire. This will guide future street beautification projects in the centres, main streets and entries of the towns and villages. Landscape architects Fresh Landscape Design have been engaged to consult with the community and prepare the guide. As part of this process we want to hear from school students about their ideas for how their town centres might become more vibrant, fun places.

It is important that young people have a real say in the future of their towns. This competition is a way of letting them engage and share their ideas. We want to encourage broad participation from your students and their community – their ideas will genuinely contribute to the plans for our main streets and town centres.

We look forward to working with you on this competition and sharing the amazing, creative ideas that we think your students will suggest.

The Fresh Landscape Design Team

[Students](#)

[Schools](#)

FOR MORE INFORMATION, QUESTIONS AND SUGGESTIONS...

Name

Email

Subject

Message

Send

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Schools' Ideas Competition

GET INVOLVED!

Ideas to make our towns the best

Terms & conditions

WE CAN'T WAIT TO SEE YOUR IDEAS BUT THERE ARE A FEW THINGS THAT YOU SHOULD KNOW FIRST

By entering the Our Towns competition, the entrant (or entrant's parent/legal guardian for minors) is deemed to have accepted the following terms and conditions.

Upper Lachlan Shire Council (the organiser) has developed this competition to engage the young people of the Shire in the process of planning their towns for the future.

To be eligible to enter, entrants must be students currently enrolled in a school located in the Upper Lachlan Shire Council local government area or a school outside the shire that has decided to participate in the competition.

Entries must be about a town or village in the shire. These towns and villages are: Tarrago, Luggan, Crookwell, Binn, Bigga, Tuena, Grabben Gulien, Jerrissa, Dalton, Collector, Gunning and Breadalsbane.

Entries must be submitted into the category matching the school year level of the oldest member of the team.

Schools may submit a maximum of three entries each. A student can only have participated in one of the entries submitted.

All entries must be accompanied by an entry form completed by the school and be received by 5pm on Friday 25 August 2017 at the Upper Lachlan Shire Council office in Crookwell, Tarrago or Gunning.

There is no entry fee.

Winning entries may be retained by the organisers for up to 6 months. All other entries will be returned to the schools within 3 months from the date when the winners are announced.

The decision of the judges in final and no correspondence will be entered into.

Details of prizes are given on the Our Towns competition website.

All entries must be the original work of the entrant and not infringe intellectual property rights of others.

The intellectual property rights of the entry remain the property of each respective entrant.

By entering the competition, the entrant grants the organiser an unrestricted and royalty-free licence to use the intellectual property.

All winners agree to take part in reasonable post event publicity and to the use by the organiser of their names and photographs in this publicity.

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Works and Operations - 17 August 2017

ITEM 10.3 **Water Supply and Sewerage Services Update**

FILE REFERENCE I17/418

AUTHOR **Manager of Operations**

ISSUE

Provide Council with an update on water supply and sewerage services.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

Water supply and sewerage services update.

REPORT

Water Treatment and Consumption

Water supply usage data for Council's four serviced towns is presented in the following table.

Table 1 Water Usage

June 2017

Town	Total Usage (ML)	Average Daily Usage (kL/day)	Trend (kL/day)	Storage Capacity %
Crookwell	18.1	603	-52	100
Gunning	10.5	350	-10	100
Dalton	1.7	56	-4	100
Taralga	4.6	153	-11	100

July 2017

Town	Total Usage (ML)	Average Daily Usage (kL/day)	Trend (kL/day)	Storage Capacity %
Crookwell	23.3	752	+149	100
Gunning	11.0	355	+5	100
Dalton	1.9	61	+5	100
Taralga	4.9	158	+5	100

Works and Operations

WATER SUPPLY AND SEWERAGE SERVICES UPDATE cont'd

Water consumption remains steady, consistent with winter conditions. All water storages remain full to capacity.

Routine bacteriological and chemical water tests undertaken at Crookwell, Gunning, Taralga and Dalton town water supplies are continuously meeting the requirements of the Australian Drinking Water Guidelines.

Water systems in the respective towns are operating well.

Wastewater Treatment and Production

Wastewater production data for Council's three serviced towns is presented in the following table.

Table 2 Wastewater Production

June 2017

Towns	Total Flow (ML)	Average Daily Production kL/day	Trend kL/day
Crookwell	20.7	691	-31
Gunning	3.6	120	-3
Taralga	3.1	103	-2

July 2017

Towns	Total Flow (ML)	Average Daily Production kL/day	Trend kL/day
Crookwell	21.6	698	+7
Gunning	3.9	126	+6
Taralga	3.4	110	+7

Wastewater flows are seasonally low, with low rainfall over the past 3 months.

The Gunning and Taralga Sewerage Treatment Plants are operating effectively with effluent quality produced at the respective plants complying with EPA requirements. Very cold conditions have interfered with the nitrification process at the Crookwell STP and some licence non-compliance has occurred. Staff are working with NSW Office of Water and NSW EPA specialists to address the problem.

Maintenance Activities

Maintenance tasks undertaken include mains flushing, the repair of leaking water services and maintaining and servicing treatment and pumping equipment.

Capital Projects

Crookwell Water Supply Upgrade

Construction of the Crookwell Water Treatment Plant is expected to be completed by late August. Recent works include the installation of electrical switchboard, emergency generator, chemical dosing pumps and continuation of mechanical and electrical fit-out.

Works and Operations

WATER SUPPLY AND SEWERAGE SERVICES UPDATE cont'd

The new water system remains on track for commissioning commencing September 2017.

The project remains within budget and in accordance with the project and funding programs. An official opening is proposed for November 2017 (subject to INSW availability).

These works are part of the \$7M Crookwell Water Supply Upgrade Project, funded by Council's Water Fund reserve and the NSW Governments Restart NSW Fund Water Security for Regions Program.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

In accordance with the 2017/2018 Operational Plan.

RECOMMENDATION That -

1. Council receive the report and note the information.

ATTACHMENTS

Nil

Works and Operations - 17 August 2017

ITEM 10.4 **Proposed Road Closure Under the Roads Act 1993
Lot 11, DP 837406 Grabben Gullen Road, Gunning**

FILE REFERENCE **I17/462**

AUTHOR **Acting Director of Works & Operations**

ISSUE

This report advises Council of a section of road reserve on Grabben Gullen Road, in the vicinity of the Main Southern Railway line located inside the fenced road boundary of a property. This section is highlighted pink on the attached diagram shown as Lot 11 DP 837406 with an area of 1.404 ha. It is intended to transfer this parcel to the adjoining land owner as compensation as part of a Road Closure application with the Department of Industry - Lands.

RECOMMENDATION That -

1. Council complete an application to close this parcel of public road shown as Lot 11 DP 837406 under the Roads Act 1993.
2. Council authorise the Mayor and General Manager to sign the documents relating to the transaction under seal or as required.

BACKGROUND

This work relates to road improvements by the former Gunning Shire Council as part of the road upgrade improvements of MR52.

REPORT

1. It will be necessary to close this parcel identified as Lot 11 DP 837406 as shown on the plan as attachment 1.
2. Council complete an application to close this parcel of public road shown as Lot 11 DP 837406 under the Roads Act 1993.
3. This application will be returned to Robert J McCarthy & Co who will lodge the application with the Department of Industry - Lands on behalf of Upper Lachlan Shire Council.

POLICY IMPACT

The recommendations are consistent with Council's Land Acquisition Policy.

Works and Operations

**PROPOSED ROAD CLOSURE UNDER THE ROADS ACT 1993
LOT 11, DP 837406 GRABBen GULLEN ROAD, GUNNING cont'd**

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Council will carry out this work as part of the MR52 improvements.

RECOMMENDATION That -

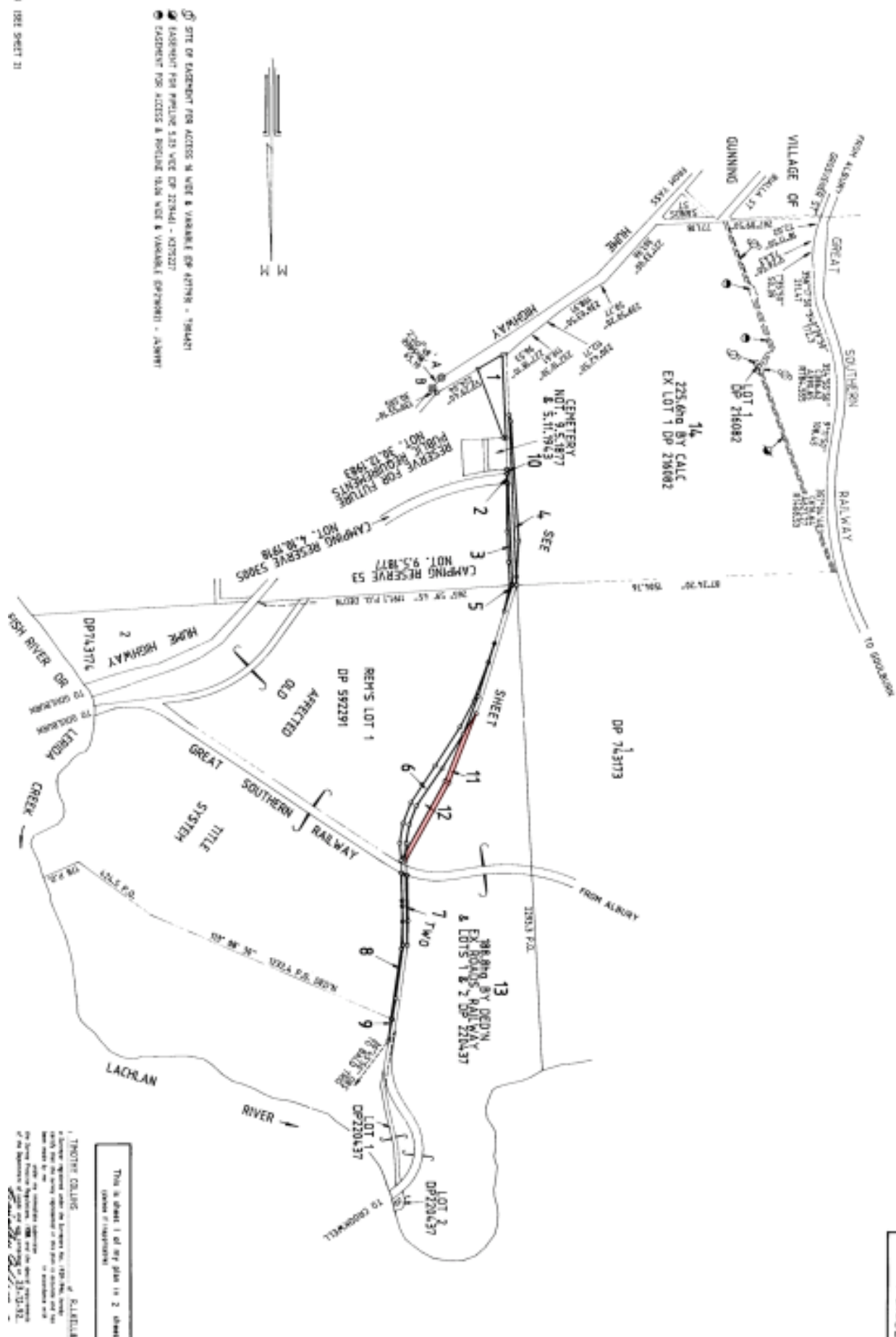
1. Council complete an application to close this parcel of public road shown as Lot 11 DP 837406 under the Roads Act 1993.
2. Council authorise the Mayor and General Manager to sign the documents relating to the transaction under seal or as required.

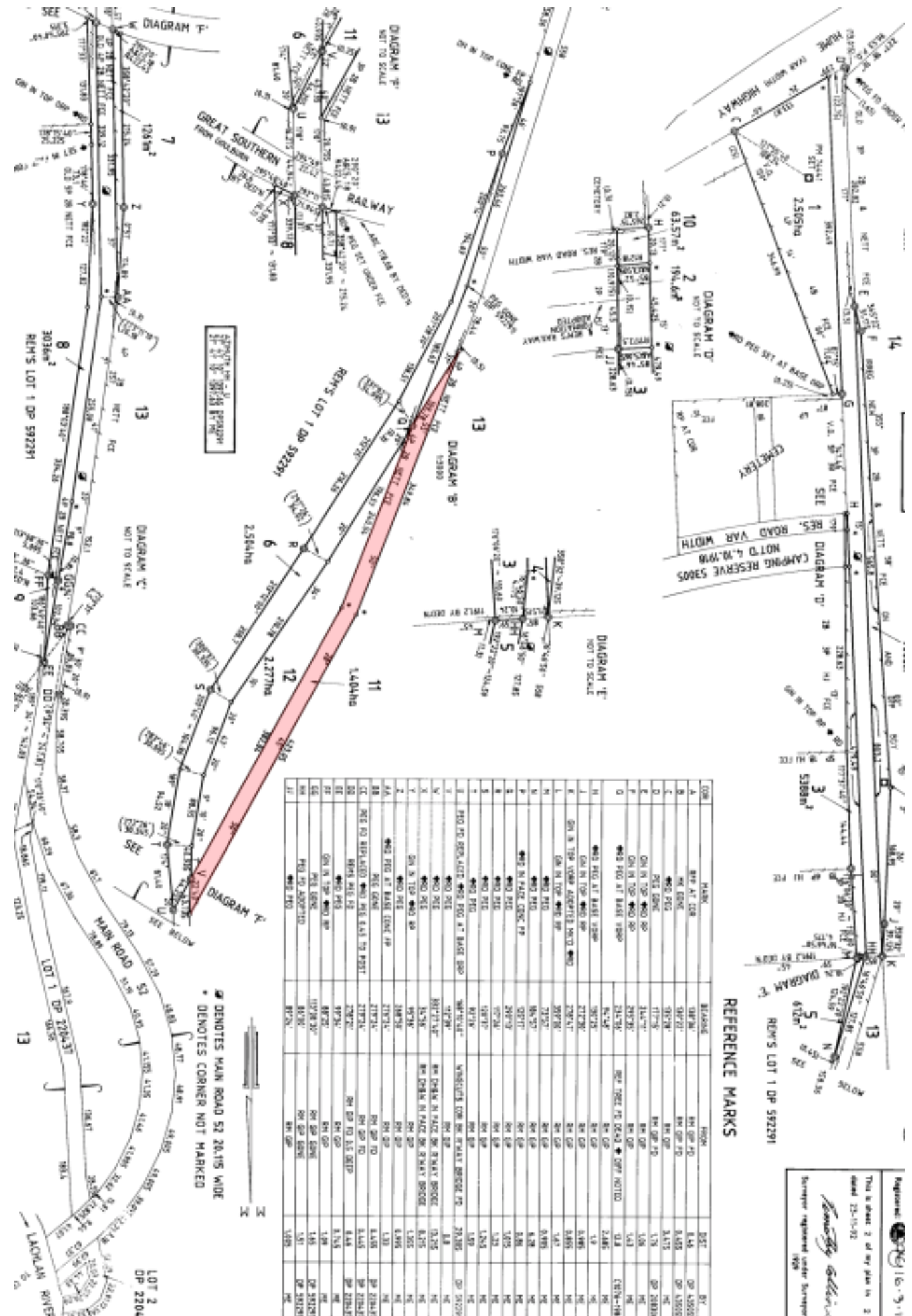
ATTACHMENTS

1. 	DP 837406	Attachment
--	-----------	------------

2 DISTRICT GOLDBURN SHIRL GUNNING

† Proposed fixed ... (54%) increase
based on the assumed (for year 1) 0.75, 1.2, 1.4, 1.6, 1.8, & 2
percent to be added 1.0×10^{-3}
based on the assumed to be a higher value 1.0×10^{-3}





Works and Operations - 17 August 2017

ITEM 10.5 **Proposed Road Closure under the Roads Act 1993**
Lot 1 DP 1212759 Junction Point Road, Crooked Corner

FILE REFERENCE I17/463

AUTHOR **Acting Director of Works & Operations**

ISSUE

This report advises Council of a section of road reserve on Junction Point Rd, in the vicinity of Segment 475 located inside the fenced road boundary of a property. This section is highlighted pink on the attached diagram shown as Lot 1 DP 1212759 with an area of 2159 m². It is intended to transfer this parcel to the adjoining land owner as compensation as part of a Road Closure application with the Department of Industry - Lands.

RECOMMENDATION That -

1. Council complete an application to close this parcel of public road shown as Lot 1 DP 1212759 under the Roads Act 1993.
2. Council authorise the Mayor and General Manager to sign and seal the documents relating to the transaction, as required.

BACKGROUND

This work is part of the Roads & Maritime Services funded road upgrade improvements of MR54 Junction Point Road in Segment 475.

REPORT

1. It will be necessary to close this parcel identified as Lot 1 DP 1212759 shown on the plan as attachment 1.
2. Council complete an application to close this parcel of public road shown as Lot 1 DP 1212759 under the Roads Act 1993.
3. This application will be returned to Robert J McCarthy & Co who will lodge the application with the Department of Industry - Lands on behalf of Upper Lachlan Shire Council.

POLICY IMPACT

The recommendations are consistent with Council's Land Acquisition Policy.

Works and Operations

**PROPOSED ROAD CLOSURE UNDER THE ROADS ACT 1993
LOT 1 DP 1212759 JUNCTION POINT ROAD, CROOKED CORNER. cont'd**

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

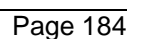
Council has budgeted to carry out this work as part of the MR54 upgrade of Segment 475.

RECOMMENDATION That -

1. Council complete an application to close this parcel of public road shown as Lot 1 DP 1212759 under the Roads Act 1993.
2. Council authorise the Mayor and General Manager to sign and seal the documents relating to the transaction, as required.

ATTACHMENTS

1. ↓	Map DP 1212759	Attachment
----------------------	----------------	------------



11 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

11.1	Investments for the month of July 2017	186
11.2	Bank Balance and Reconciliation - 31 July 2017	190
11.3	Rates and Charges Outstanding for the month of July 2017	192
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Finance and Administration - 17 August 2017

ITEM 11.1 **Investments for the month of July 2017**

FILE REFERENCE **I17/406**

AUTHOR **Manager of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 31 July 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A schedule of the investment portfolio register and summary of available cash by fund as at 31 July 2017 is provided as information to Council.

REPORT

Investments to 31 July 2017

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$800,000	1.45%	N/A	31-07-17	\$1,660.55
Bank of Qld	TD	\$800,000	2.50%	89	21-08-17	\$4,876.71
Bank of Qld	TD	\$1,200,000	2.50%	91	06-09-17	\$7,479.45
Bank of Qld	TD	\$900,000	2.65%	215	18-10-17	\$14,048.63
Bank of Qld	TD	\$1,000,000	2.65%	229	25-10-17	\$16,626.03
Bank of Qld	TD	\$600,000	2.55%	154	03-01-18	\$6,455.34
Bank of Qld	TD	\$1,000,000	2.75%	364	31-01-18	\$27,424.66
Bankwest	TD	\$1,500,000	2.50%	84	23-08-17	\$8,630.14
Bankwest	TD	\$700,000	2.45%	98	27-09-17	\$4,604.66
Bankwest	TD	\$800,000	2.41%	83	04-10-17	\$4,384.22
Bankwest	TD	\$800,000	2.40%	119	15-11-17	\$6,259.73
Bankwest	TD	\$900,000	2.45%	168	06-12-17	\$10,149.04
Bendigo Bank	TD	\$1,200,000	2.70%	364	16-08-17	\$32,311.23
Bendigo Bank	TD	\$1,000,000	2.50%	182	23-08-17	\$12,465.75

Finance and Administration**INVESTMENTS FOR THE MONTH OF JULY 2017 cont'd**

Bendigo Bank	TD	\$700,000	2.75%	364	30-08-17	\$19,197.26
Bendigo Bank	TD	\$800,000	2.70%	364	20-09-17	\$21,540.82
Bendigo Bank	TD	\$600,000	2.50%	189	01-11-17	\$7,767.12
Bendigo Bank	TD	\$500,000	2.70%	364	29-11-17	\$13,463.01
CBA	TD	\$1,000,000	2.53%	307	06-06-18	\$21,279.73
IMB	TD	\$1,300,000	2.55%	84	23-08-17	\$7,629.04
IMB	TD	\$500,000	2.60%	182	30-08-17	\$6,482.19
IMB	TD	\$500,000	2.60%	180	30-08-17	\$6,410.96
IMB	TD	\$900,000	2.55%	91	13-09-17	\$5,721.78
IMB	TD	\$1,000,000	2.50%	126	08-11-17	\$8,630.14
NAB	TD	\$1,400,000	2.46%	84	09-08-17	\$7,925.92
NAB	TD	\$800,000	2.59%	182	11-10-17	\$10,331.62
NAB	TD	\$500,000	2.80%	366	10-11-17	\$14,038.36
NAB	TD	\$1,100,000	2.80%	364	22-11-17	\$30,715.62
NAB	TD	\$1,500,000	2.53%	362	06-06-18	\$37,638.08
NAB	TD	\$500,000	2.53%	364	27-06-18	\$12,615.34
Westpac	TD	\$400,000	2.47%	364	18-08-17	\$9,852.93
Westpac	TD	\$800,000	2.50%	182	20-09-17	\$9,972.60
Westpac	TD	\$500,000	2.51%	365	27-04-18	\$12,550.00
		\$28,500,000				\$421,138.66

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 31 JULY 2017**

Interest on Investments Received YTD	\$62,733
Annual budgeted amount for all funds	\$581,500
Percentage of Interest Received YTD	10.79%
Percentage of Year Elapsed	8.49%

BBSW COMPARISON TO 31 JULY 2017

Average market interest rate (90 day BBSW)	1.75%
Average return on all investments	2.66%

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.

Council has commenced investing in term deposits with the Commonwealth Bank of Australia as they are currently offering competitive term deposit interest rates. If their

Finance and Administration

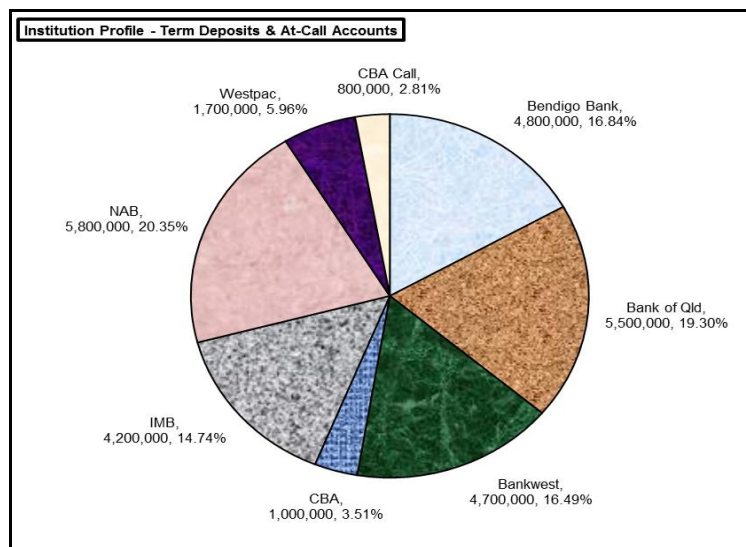
INVESTMENTS FOR THE MONTH OF JULY 2017 cont'd

interest rates remain comparable with other financial institutions it is anticipated that further term deposits will be lodged.

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 31 JULY 2017

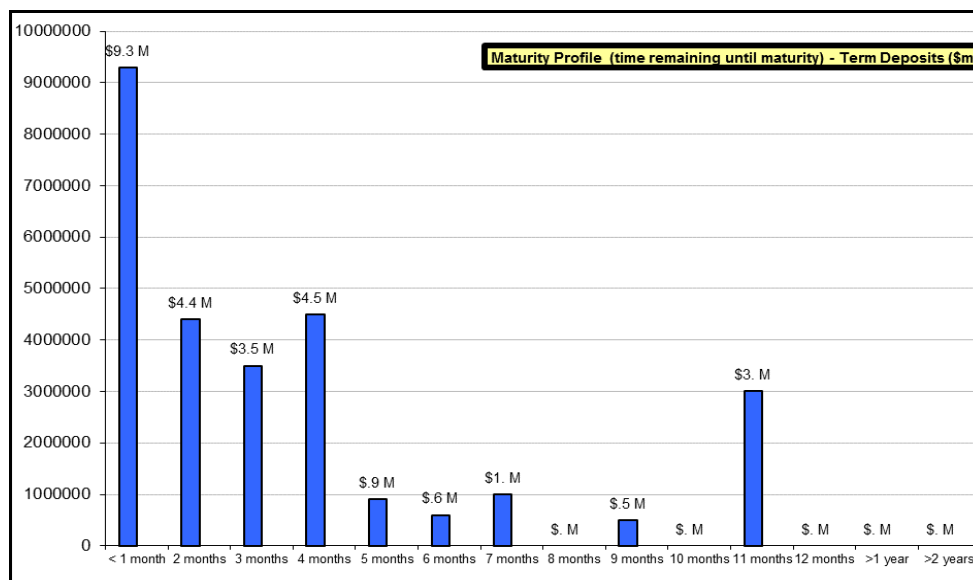
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

"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 JULY 2017

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.



INVESTMENTS FOR THE MONTH OF JULY 2017 cont'd

TOTAL INVESTMENTS: -

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

POLICY IMPACT

OPTIONS

FINANCIAL IMPACT OF RECOMMENDATIONS

RECOMMENDATION That -

- ## ATTACHMENTS

Nil

Finance and Administration - 17 August 2017

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

FILE REFERENCE **I17/408**

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation – 31 July 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

31 July 2017

<u>STATEMENT OF BANK BALANCE & RECONCILIATION</u>	\$
General Ledger balance brought forward 30 June 2017	920,658.80
Add: Receipts for July 2017	<u>4,638,843.84</u>
	5,559,502.64
Deduct: Payments for July 2017	<u>4,151,755.13</u>
Balance as at 31 July 2017	<u>1,407,747.51</u>
Balance as per Bank Statement 31 July 2017	1,599,427.11
Add: Outstanding Deposits	<u>17,563.69</u>
	1,616,990.80
Deduct: Unpresented Cheques / EFTs	<u>209,243.29</u>
Balance as at 31 July 2017	<u>1,407,747.51</u>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

Finance and Administration

BANK BALANCE AND RECONCILIATION - 31 JULY 2017 cont'd

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Finance and Administration - 17 August 2017

ITEM 11.3 **Rates and Charges Outstanding for the month of July 2017**

FILE REFERENCE **I17/409**

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges 2017/2018 Outstanding Report as at 31 July 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at 31 July 2017 is detailed.

REPORT

The 2017/2018 financial year comparison to previous financial years for the rates and charges outstanding is highlighted in the below table as at 31 July 2017:-

Description	31/07/2017	31/07/2016	31/07/2015
Total % Rates and Charges Outstanding	89.81%	85.65%	93.31%
Total \$ Amount Rates and Charges Outstanding	\$10,334,178	\$9,306,970	\$9,853,584

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 - August 2017	Attachment
----------------------	------------------------------------	------------

Rate Collection 2018 Year

Rating Categories	Levy Raised to date	Rates Received to 31 July 2017	Rates Outstanding to 31 July 2017	% Rates Outstanding 31 July 2017
Farmland	4,776,105.98	489,592.97	4,286,513.01	89.75%
Residential	1,175,497.84	147,027.75	1,028,470.09	87.49%
Rural Residential	638,568.48	94,930.98	543,637.50	85.13%
Business	515,983.54	11,924.31	504,059.23	97.69%
Mining	1,767.10	-	1,767.10	100.00%
Water	867,762.00	96,745.02	771,016.98	88.85%
Sewerage	1,386,540.55	131,781.31	1,254,759.24	90.50%
Domestic & Comm Waste	1,104,098.14	126,198.55	977,899.59	88.57%
Rural Waste	596,530.00	46,092.24	550,437.76	92.27%
Storm Water	46,048.90	25,326.71	20,722.19	45.00%
**Arrears	397,399.09	2,503.84	394,895.25	99.37%
Overall Total Rates	11,506,301.62	1,172,123.68	10,334,177.94	89.81%

Prepared by PlowleyDate 4/8/17Authorised by Andrew G. CarrDate 7/8/2017

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Finance and Administration - 17 August 2017

ITEM 11.4 **2016/2017 Budget Revotes of uncompleted works to internal restricted reserve**

FILE REFERENCE **I17/411**

AUTHOR **Director of Finance and Administration**

ISSUE

Revote to carry forward 2016/2017 expenditure allocations into Council's internally restricted reserve fund.

RECOMMENDATION That -

1. Council receives the report and approves the 2016/2017 revote of uncompleted capital works expenditure projects totalling \$1,957,950 to the internal restricted reserve fund.
2. Council approves the transfer to internal restricted reserve fund the NSW Grants Commission prepayment of two quarters of the 2017/2018 Financial Assistance Grant income allocation totalling \$2,198,157.

BACKGROUND

Nil

REPORT

The uncompleted works allocations from 2016/2017 Operational Plan budget expenditure are required to be carried forward to Council's internally restricted reserve. Also, Council are to restrict the Financial Assistance Grant (FAGS) payment in advance for the first two quarters of the 2017/2018 allocation for use in that year.

The following revotes do not include specific tied grant fund cash allocations which are required to be acquitted to external funding bodies and have been externally restricted by Council for their specified purpose, i.e. Roads to Recovery, RMS Block Grant, and other grant programs. Also excluded are Section 94 and Section 64 development contributions, stormwater levy, water supply fund, sewerage fund and domestic waste management externally restricted funds.

Finance and Administration**2016/2017 BUDGET REVOTES OF UNCOMPLETED WORKS TO INTERNAL RESTRICTED RESERVE cont'd**

The following are new internally restricted revotes to the reserve fund relating to 2016/2017 uncompleted works to be funded by Council:-

Description	GL Number	Revote \$
Transfer to MR54 works contingency reserve	1.35418.5101	120,800
Ageing Strategy - Footpath Improvements	1.55463.2899	10,000
E&P - State of Environment Report	1.41010.2899	15,000
E&P - Flood Risk Management Study and Plan	1.41015.2899	120,000
E&P - Consultancies for Strategic Planning	1.41000.2814	100,000
E&P - Building Control Inspections	1.41100.2814	48,000
E&P - ED area promotion and marketing	1.41016.2815	5,000
Crookwell Swimming Pool Paint Building Facade	1.55276.4155	15,000
Binda Hall - exterior painting	1.55267.4103	20,000
Tony Foley Centre - roof replacement and painting	1.55242.4103	65,000
Bigga Recreation Area - public amenities upgrade	1.55465.4103	5,850
Taralga Community Service Centre – building awning replacement	1.55467.4103	10,000
Goulburn Street, Crookwell – public amenities upgrade	1.55439.4103	10,000
Tuena - public amenities replacement	1.55510.4103	16,000
Urban Unsealed Road - Road Reconstruct and Sealing	1.55494.2605	40,000
Rural Local Sealed Roads - Bitumen Resealing	1.55162.5101	105,000
Urban Sealed Road - Road Pavement Rehabilitation	1.55163.5103	40,000
Rural Local Road – Currans Road causeway replaced	1.55558.9010	150,000
PAMP – program review	1.55291.1681	5,000
Kiamma Creek - Footpath, BBQ, Stormwater drainage	1.55564.1681	22,000
Waste Centre - Crookwell Landfill Remediation	1.55257.4103	100,000
Church Street, Collector - Stormwater Drainage	1.55567.4159	80,000
Goodhew Park, Taralga - Stormwater Drainage	1.55466.4159	20,000
Land Purchase - Heffernan's Gravel Pit / Quarry	1.55575.9402	171,000
Transfer to Land Reserve - Martyn Street Taralga	1.10101.4122	66,000
Transfer to IT Replacement Reserve	1.55118.4130	116,300
Transfer to Plant Replacement Reserve	1.59000.4210	339,000
Transfer to Building Reserve	1.23000.4251	143,000
Financial Assistance Grant 2017/2018 prepayment	1.23501.1700	2,198,157
Total internal restrictions carried forward to reserve		\$4,156,107

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

All above mentioned internal restricted transfer to reserves shall be included in Note 6 (c) of the 2016/2017 Financial Statements.

RECOMMENDATION That -

1. Council receives the report and approves the 2016/2017 revote of uncompleted capital works expenditure projects totalling \$1,957,950 to the internal restricted reserve fund.
2. Council approves the transfer to internal restricted reserve fund the NSW Grants Commission prepayment of two quarters of the 2017/2018 Financial Assistance Grant income allocation totalling \$2,198,157.

ATTACHMENTS

Nil

Finance and Administration - 17 August 2017

ITEM 11.5 **Review of GIPA Agency Information Guide**

FILE REFERENCE **I17/412**

AUTHOR **Director of Finance and Administration**

ISSUE

Review and adoption of Council's Government Information Public Access (GIPA) Agency Information Guide.

RECOMMENDATION That -

1. Council adopt the reviewed Government Information Public Access (GIPA) Agency Information Guide.

BACKGROUND

It is a requirement under the *Government Information (Public Access) Act (GIPA) 2009* for all public agencies to prepare a GIPA Agency Information Guide and publish it on Council's website.

REPORT

Upper Lachlan Shire Council **Agency Information Guide**

Prepared in accordance with the provisions of Section 20, of the NSW Government Information (Public Access) Act 2009 (GIPA).

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STRUCTURE AND FUNCTIONS OF COUNCIL

Upper Lachlan Shire Council is constituted under the Local Government Act 1993 and was proclaimed on 11 February 2004. Upper Lachlan Shire Council is located in the Southern Tablelands of New South Wales and the centre of population is Crookwell. There are three towns including Crookwell, Gunning and Taralga and ten villages with the local government area.

Elected Council

Upper Lachlan Shire Council is an elected body from the residents and ratepayers in the Shire and is not divided into wards. The elected Council is comprised of nine Councillors. Council elections are held every four years. Councillors **biennially** elect a Mayor and **each year elect a** Deputy Mayor.

The current Councillors were elected in September **2016**. The Mayor presides at meetings of the Council and carries out the civic functions of the office.

The elected Councillors are available to represent the community views. The elected Councillors are detailed as follows:-

Mayor: **Clr Brian McCormack OAM**

Deputy Mayor: **Clr John Stafford**

Councillors: Clr James Wheelwright

Clr John Searl

Clr Paul Culhane

Clr Darren O'Brien

Clr Ron Cummins

Clr Pam Kensit

Clr Richard Opie

The Council's Ordinary Meetings are held on the 3rd Thursday of each month from 6.00pm at the Crookwell Chambers at 44 Spring Street, Crookwell. The November Council meeting each year is held in Gunning Council Chambers at 123 Yass Street, Gunning.

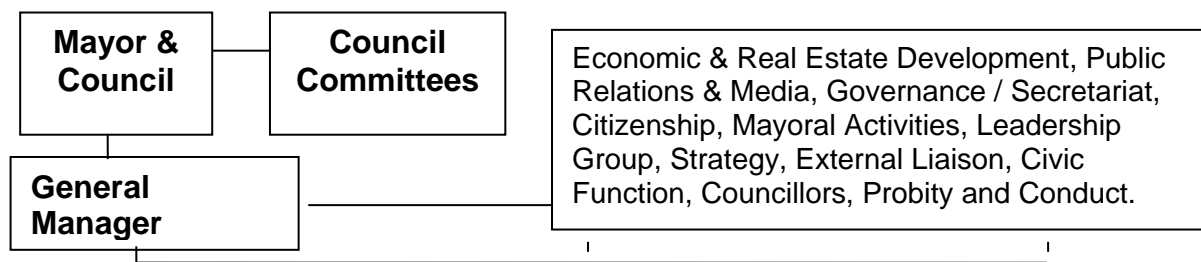
If the meeting scheduled is varied an advertisement is placed in the Public Notices section of the Crookwell Gazette and Goulburn Post newspapers. A public notice is also placed in the Gunning Lions Club Noticeboard (printing schedule permitting).

Organisational Structure

As Council's principal senior staff officer, the General Manager exercises overall management responsibilities for Council's operation and ensures implementation of Council Resolutions. The General Manager is responsible for the day to day management of the Council and reviewing the Upper Lachlan Shire Council's organisation structure. The organisation structure is set out in Appendix A.

There are three Departments of Council. These Departments include Works and Operations, Finance and Administration and Environment and Planning. Council employs 133 full-time equivalent employees.

Structure of Council – Appendix A



Director of Finance and Administration	Director of Works and Operations	Director of Environmental and Planning
Customer Service Payroll Administration Financial Services Accounting Information Technology Telephone/Switchboard Records Management Human Resources Management Insurances Rates and Annual Charges Creditors and Debtors Business Papers Privacy Management Staff Training Plans Audit and Risk Committee Loans/Borrowings Investments Revenue Policy Community Strategic Plan Delivery Program Operational Plan Long Term Financial Planning Workforce Plan Annual Report Community Technology Centres Library Services (2 Branches) Regional Arts (STARTS) Tourism Services and ULTA Committee Events Web Page/Internet Taralga Community Service Centre	Water Supply Services Sewerage Services Waste and Recycling Collection Waste Management Centres/Tips Parks and Gardens/Sportsgrounds Swimming Pools (2 Pools) Works Depots (2 Depots) Plant (Workshop) Maintenance (roads, bridges, footpaths and kerb and guttering) Construction (roads, bridges) Contract Management PAMP Design Works/Engineering Services State Emergency Services (SES) Rural Fire Service (RFS) Aerodrome Infrastructure Plan and Asset Management Project Management Forward Planning - Recreation - Infrastructure Traffic Management Subdivision Design and Construction Recreational Planning Road Safety Cemeteries Public Conveniences Drainage and Stormwater services Private Works RMCC RMS Roads Contract	Urban/Rural Planning (Land use) Building Control Health Environmental Planning Control (LEP) Pollution Control Development Control Plans (DCP) Rangers Stock Impounding Heritage and Conservation Regulatory Functions Animal Control Halls Management Companion Animals Food and Health Inspections State of Environment Septic Tank Town Planning - Community Survey - Corporate Strategic Planning - Land use planning - Subdivision Town Planning Council Housing Management Ordinance Control Licence Monitoring Section 94 and Section 94A Development Contributions Voluntary Planning Agreements Community Enhancement Program (CEP) Pye Cottage Museum Floodplain management

Finance and Administration**REVIEW OF GIPA AGENCY INFORMATION GUIDE cont'd**

Australia Post Services – Taralga Service NSW Agency – Crookwell Taxation Compliance Cultural Planning	Roads to Recovery works Domestic Waste Management Purchasing Stores Risk Management Compliance Framework Work Health and Safety (WH&S) WH&S Committee Consultative Committee Caravan Parks Gravel Pits Compliance Framework Geographic Information Systems (GIS) Section 64 Development Contribution Plans	Social and Community Planning Disability Inclusion Action Plan Noxious Weeds Control Medical Centres Buildings and Offices Maintenance Rural Addressing
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Council Functions

SERVICE FUNCTIONS	REGULATORY FUNCTIONS	ANCILLARY FUNCTIONS	REVENUE FUNCTIONS	ADMINISTRATIVE FUNCTIONS	ENFORCEMENT FUNCTIONS
<p>Including:</p> <p>Provision of community health, recreation, education and information services</p> <p>Environmental protection</p> <p>Waste removal and disposal</p> <p>Land and property</p> <p>Industry and Tourism development services</p> <p>Infrastructure Planning and civil works</p> <p>Infrastructure Maintenance and Construction</p> <p>Water Supply and Sewerage Services</p> <p>Private works and contracted works</p>	<p>Including:</p> <p>Approvals</p> <p>Orders</p> <p>Building and Planning Certificates</p> <p>Town Planning and Zoning</p> <p>Food Premises Inspections</p> <p>Governance and civic leadership</p>	<p>Including:</p> <p>Resumption of land</p> <p>Powers of entry and inspection</p> <p>Asset Management</p> <p>Animal Control</p> <p>Engineering supervision</p>	<p>Including:</p> <p>Revenue Policy</p> <p>Rates and Annual Charges</p> <p>User Charges</p> <p>Fees</p> <p>Borrowings</p> <p>Investments</p> <p>Bank Reconciliation</p>	<p>Including:</p> <p>Workforce Planning - employment of staff</p> <p>Integrated Planning - Strategic and Operational Plans</p> <p>Financial Reporting</p> <p>Annual Reports</p> <p>Accounts Payable</p> <p>Inventory Control</p> <p>Financial Management</p> <p>Records Management</p>	<p>Including:</p> <p>Proceedings for breaches of the Local Government Act & Regulations and other Acts & Regulations</p> <p>Prosecution of offences</p> <p>Recovery of rates and charges</p> <p>Noxious Weeds control and inspections</p> <p>Land and Environment Court proceedings</p> <p>Enforce development consent conditions</p> <p>Enforce public and environmental safety requirements</p>

HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

Impact of Council functions on the public

- Council functions are outlined above. The Upper Lachlan Shire Council performs many functions in which it directly interacts with the community.
- As a customer service organisation the majority of activities undertaken by Upper Lachlan Shire Council have an impact on the public/community. The functions that have wide public effect are as follows:-
 - Council has the power to propose zonings for individual properties;
 - Community Planning and Development;
 - The development of land is controlled by Council;
 - Council will classify the way in which public land for which it is responsible is used;
 - Council does undertake to construct and/or provide infrastructure for the community e.g. public buildings, recreational facilities, roads, car parks, footpaths and drainage, water, sewer and waste facilities;
 - Council may make orders concerning certain public nuisances and other matters;
 - Council may enter into private land and/or cause certain works to be done in certain circumstances;
 - Council will provide and maintain the provision of public facilities;
 - Council shall levy rates and collect certain charges;
 - Council may regulate behaviour in certain public places;
 - Council may regulate certain matters relating to public health;
 - In certain circumstances a Council may seek to acquire private properties; and
 - Council may regulate traffic and parking within its area of control.

Council's Finance and Administration Department provides statutory, administrative, revenue, service and executive support functions to the community, Councillors and Council's other Departments.

Council's Works and Operations Department provides a broad range of services to construct, maintain and improve Council's assets and civil infrastructure and ancillary functions.

Council's Environment and Planning Department provides statutory, regulatory, ancillary and enforcement functions and services to the community and have regard to sustainability, economic growth and heritage.

PUBLIC PARTICIPATION IN COUNCIL POLICY DEVELOPMENT

Representation

Local Government is based on the principle of representative democracy. This means that the elected Councillors represent the entire community and make decisions on their behalf. All residents of the local government area who are on the electoral roll are eligible to vote. Residents are able to raise issues with and make representation to the elected Councillors.

Eligibility for inclusion on the local government area electoral roll is available to non resident land owners, and land occupiers and rate paying lessees within Upper Lachlan Shire Council. For inclusion on the electoral roll an application or claim form is to be completed within designated timeframes before the local government election.

Council and Committee Meetings

In accordance with Chapter Four, of the Local Government Act 1993, Council has adopted a policy outlining ways in which members of the public may become involved in the policy making function of Council.

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

Notice of Meetings

Ordinary Meetings of Council are conducted on the third Thursday of the month at Crookwell. **There is one meeting each year in the Gunning Council Chambers.** Council will continue to hold community outreach meetings in towns and villages including: **Crookwell, Gunning**, Taralga, Bigga, Collector and Big Hill, to facilitate community engagement, involvement and dialogue with Council. Notices of Extraordinary Council Meetings are advertised in the Crookwell Gazette, Goulburn Post and the Gunning Lions Club Noticeboard in the week prior to the meeting.

Agendas

Meeting agendas, with confidential items excluded, are made available to the public for perusal on the Friday preceding the meeting at the Administration offices in Crookwell, Gunning, as well as at the Taralga Community Service Centre. All meeting business paper agendas and related business paper correspondence, as well as the adopted Council Minutes are published and available on Council's website at www.upperlachlan.nsw.gov.au.

Access by the Public at Council Meetings

All meetings of Council and Committees are open to the public except where the Council or Committee resolves to commence a Closed Session.

Confidential Matters

Upper Lachlan Shire Council is committed to, and has fostered the practice of open local governance. Some matters, however, are of a sensitive nature and must be dealt with in the Closed Committee of Council.

Whilst Section 10 (1), of the Local Government Act 1993, requires that Council and Committee meetings be held open to the press and public, the Council or Committee is able to resolve that any item of business be dealt with in Closed Session, pursuant to Section 10A (2), of the Local Government Act 1993.

Section 10A (2), of the Local Government Act 1993, also specifies the grounds on which a meeting is closed to the public. This must be specified in the decision to close the meeting and recorded in the minutes of the meeting. The items considered to be of a confidential nature include the following:-

- (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, prejudices 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; and
- (i) Alleged contraventions of any code of conduct requirements applicable under Section 440.

Any reports, correspondence or documentation relating to such matters will be withheld from the press and public. The General Manager reports to the open Council meeting those resolutions made by the Council in Closed Session and such decisions are recorded in the Minutes of the Council Meeting. All members of the press and public are asked if they object to Council convening to the Closed Committee and state their reasons for the objection.

Contacting Residents Involved

Every endeavour is made to inform persons who have a direct involvement in a matter, when the matter is to be considered by the Council. These persons are also advised of their right to peruse the meeting agenda, attend the meeting and apply to address the Council Meeting.

Addressing Council

Upper Lachlan Shire Council is always willing to provide access to Councillors for the public, but must maintain the rules and conventions set down in the Local Government Act 1993 and Regulations. Accordingly, the following information is provided:-

- (a) The Mayor (or Chairperson of the Meeting) has control of the meeting and of public access. The Mayor will provide directions for the person to address Council. Such directions may include the varying of any part of this policy and any part of the guidelines for public access to enable persons with a disability to make an effective presentation to the Council. The presentation will end when the Mayor so directs.
- (b) The Mayor retains the right to interrupt or close a presentation if it is believed that to continue would impinge on the laws of libel or defamation; if the matter is outside the guidelines, or if the matter contravenes the Local Government Act or Regulations. Accusations or allegations of wrong doing against Council members or staff will not be allowed in the presentation section. These matters are to be addressed formally in writing to the Mayor, to the General Manager, or to the other appropriate bodies.
- (c) The Mayor has the right to limit the number of presentations in total or the number of presentations on any one issue so that the presentation section does not unduly impinge on Council business or is not used for unnecessary repetition or duplication of points of view.
- (d) In relation to a specific development application any applicants (or their representatives) and any persons who have made a submission (or their representatives) shall be entitled to seek approval to address Council when that development application is reported. Persons who have not made a submission and who wish to raise matters after the report to Council has been finalised shall be advised of their rights to make representations to individual Councillors but shall not be eligible for a public presentation.

Committees of Council

There are avenues for members of the public to personally participate in the policy development and functions of Council. Many of Council's committees have considerable community and group representation. Committee membership is reviewed by Council on an annual basis. A full list of Council Committees is provided in Council's Annual Report.

Consultation and Representation

During the development of policies, plans and strategies, members of the community are encouraged to contribute. Opportunities for input include focus groups, surveys, public meetings and any methods appropriate to the topic. Council utilises strategies outlined in its Community Engagement **Strategy and Communications Plan**.

There are avenues for members of the public to personally participate in the policy and procedures development of the Council. Several Council Committees comprise or include members of the public. Expressions of interest calling for members of the

public to participate in and to join various Committees are publicly advertised annually.

Some of these Committees include:-

- Audit, Risk and Improvement Committee;
- Australia Day Committee;
- Traffic Committee;
- Access Committee;
- Upper Lachlan Tourist Association (ULTA);
- Crookwell and District Art Gallery;
- Gunning Golf Club Committee;
- YaMad (Youth) Council Committee;
- Crookwell Memorial Hall Management Committee;
- Community Technology Centre (CTC) Committee; and
- Various Public Hall, Showground and Public Cemetery Committees.

Submissions

Members of the public may influence Council decisions concerning matters such as the terms of Council's Operational Plan and Delivery Program, the granting of development and building approvals etc., by making submissions, including comments on, or objections to, proposals relating to those matters.

FOUR WAYS TO ACCESS GOVERNMENT INFORMATION

The Government Information (Public Access) Act 2009 establishes four ways for the public to access government information from Upper Lachlan Shire Council. The means to access information include:-

1. Open Access Information

Council must publish open access information on its website, free of charge. Where it is not practical for Council to provide open access information on the website, the information will be made available free of charge in at least one other format. Please contact Council on (02) 4845 4108 to access information that is not currently available on Council's website.

Open access information such as Council policies, code of conduct, strategic plans and disclosure log are all available on our website.

2. Proactive Release of Information

Apart from open access information, Council will release as much other available information as possible either free of charge or at the lowest possible cost. There is a Mandatory Proactive Release and an Authorised Proactive Release of information.

Council has developed a Proactive Release Program for information it holds. This program is conducted once a year and a list of information proactively released is included in the Council Annual Report each year.

3. Informal Release of Information

Members of the public may contact Council and ask for information. This is known as an informal request. Council may release information informally, subject to reasonable conditions. Information may be disclosed through informal release where there is no third party personal information and consent involved.

4. Formal GIPA Act Access Application for Release of Information

If information cannot be accessed through any of the above ways, a formal GIPA Act Access Application may be necessary. This is generally a last resort under the GIPA Act 2009, and only necessary if the public are asking for a large volume of information, if providing access would involve an extensive search, or if the information you seek involves personal or business information about third parties who must be consulted before the information can be released.

GIPA Act Access Applications must be in writing, and accompanied by a \$30 fee. Processing charges of \$30 per hour may also be levied, depending on the type and amount of information sought. To make a formal GIPA Act Access Application please contact Council's Right to Information Officer on (02) 4845 4108.

DOCUMENTS OPEN ACCESS INFORMATION HELD BY COUNCIL

Types of Information held by Council

Upper Lachlan Shire Council holds information which relate to a number of varying issues. This information includes; policy documents, general information, registers, files, guidelines, plans, reports and other information.

There are a number of documents that are available for inspection free of charge and/or available on Council's Website www.upperlachlan.nsw.gov.au.

Council holds documents in both hard copy and electronic form that relate to a number of different issues concerning the Upper Lachlan Shire area. The documents included below may be available to the public upon request unless there is an overriding public interest not to do so.

Council has a register of Policy documents which is maintained by Council's Executive Assistant to the General Manager. The Government Information (Public Access) Regulation 2009, Schedule 1, requires the following open access information to be mandatorily disclosed on Council's website:-

1. Open Access Information about Council

- The model Code of Conduct prescribed under Section 440(1), of the Local Government Act 1993;
- Council's adopted Code of Conduct under Section 440(3), of the Local Government Act 1993;
- Code of Meeting Practice;
- Annual Report;
- Annual Financial Statements;
- Auditor's Report;
- Council Integrated Plans; including the Community Strategic Plan, Delivery Program, Operational Plan and Resource Strategy;
- Equal Employment Opportunity (EEO) Management Plan;
- Policy concerning the Payment of Expenses and Provision of Facilities to the Mayor and Councillors;
- Annual Reports of Bodies Exercising Functions Delegated by Council (e.g. Section 355/377 Committees);
- Any Codes referred to in the Local Government Act 1993;
- Returns of the Interests of Councillors, Designated Persons and Delegates;
- Agendas, Business Papers and Minutes of Council/Committee Meetings (except meetings that are closed to the public);
- **Office** of Local Government, NSW Department of Premier and Cabinet Representative Reports presented at a meeting of Council in accordance with Section 433, of the Local Government Act 1993;
- Land Register;
- Register of Investments;
- Register of Delegations;
- Register of Graffiti removal works;
- Register of current Declarations of Disclosures of Political Donations;
- Register of Voting on Planning Matters kept in accordance with Section 375A, of the Local Government Act 1993.

2. *Plans and Policies*

- Local Policies adopted by Council concerning approvals and orders;
- Plans of Management for Community Land; and
- Environmental Planning Instruments, Development Control Plans and Contribution Plans made under the Environmental Planning and Assessment Act 1979 applying to land in the local authority's area.

3. *Information about Development Applications (Environmental Planning and Assessment Act 1979) and any associated documents received in relation to a proposed development*

- Home Warranty Insurance documents;
- Construction Certificates;
- Occupation Certificates;
- Structural Certification Documents;
- Town Planner Reports;
- Submissions received on Development Applications;
- Heritage Consultant Reports;
- Tree Inspection Consultant Reports;
- Acoustics Consultant Reports;
- Land Contamination Consultant Reports;
- Records of decisions on Development Applications including decisions on appeals; and
- Records describing the general nature of documents that Council decides to exclude from public view after application of public interest test considerations.

4. *Approvals, Orders and Other Documents*

- Applications for Approvals under Part 1 of Chapter 7, of the Local Government Act 1993 and any associated documents received in relation to such an application;
- Applications for Approvals under any other Act and any associated documents received in relation to such an application;
- Records of Approvals granted or refused, any variation from Council Policies with reasons for the variation, and decisions made on appeals concerning Approvals;
- Orders given under Part 2 of Chapter 7, of the Local Government Act 1993, and any reasons given under Section 136, of the Local Government Act 1993;
- Orders given under the Authority of any other Act;
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979;
- Plans of land proposed to be compulsorily acquired by Council;
- Compulsory Acquisition Notices; and
- Leases and Licenses for use of Public Land classified as Community Land.

In addition, from time to time Council will make as much other information as possible publicly available in an appropriate manner, including on their website. The information will be available free of charge or at the lowest reasonable cost. Such other information includes frequently requested information or information of public interest that has been released as a result of other requests.

Council will require a formal 'GIPA Access Application' form to be submitted where the information sought:-

- Is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure, or
- Contains personal or confidential information about a third party that requires consultation, or
- Would involve an unreasonable amount of time and resources to produce.

Under the GIPA Act 2009 when deciding whether or not to release information, Upper Lachlan Shire Council shall consider whether there is an overriding public interest against releasing the information. Access to some documents and information held by Council may be restricted where it is determined that there is an overriding public interest against releasing the information or document.

HOW MEMBERS OF THE PUBLIC MAY ACCESS AND AMEND COUNCIL DOCUMENTS CONCERNING THEIR PERSONAL AFFAIRS

As far as practicable, Council documents will be accessible to members of the public during office hours. Persons interested in obtaining access to documents or who wish to seek an amendment to the Council records concerning their personal affairs should contact Council's Public Officer/Right to Information Officer.

The Public Officer – Right to Information Officer

The functions of the Public Officer/Right to Information Officer, are appointed by the General Manager in accordance with Section 342, of the Local Government Act 1993, are outlined in Section 343, of the Local Government Act 1993, as follows:

- May deal with requests from the public concerning the Council's affairs;
- Has the responsibility of assisting people to gain access to public documents of the Council;
- May receive submissions made to the Council;
- May accept service of documents on behalf of the Council;
- May represent the Council in any legal or other proceedings;
- Have such other functions as may be conferred or imposed on the Public Officer by the General Manager or by or under the Act.

In addition to the above responsibilities the Public Officer/Right to Information Officer is responsible for ensuring Council compliance with the GIPA Act. The role includes responsibility for receiving, registering and co-ordinating the review of all GIPA Access Applications and maintaining a disclosure log of GIPA Access applications.

At Upper Lachlan Shire Council the role of Public Officer/Right to Information Officer is the responsibility of the **Senior Records Officer, Mrs Emily Brooker**, located in the Administration Office at 123 Yass Street, Gunning NSW 2581.

If an applicant wishes to obtain information held by Council please contact the Right to Information Officer on (02) 4845 4108 during normal office hours. The Right to Information Officer is responsible for determining applications for access to information or for the amendment of Council held records. If you have any difficulty in obtaining access to Council documents please refer your enquiry to the Public Officer/Right to Information Officer.

To make a formal request for access to information under GIPA Act, the 'GIPA Access Application' form is to be completed **and the application fee of \$30.00 is to be paid. In addition**, processing charges may be applicable (there is no GST in relation to these charges). An acknowledgement of such application will be provided by Council within five working days.

If a fee for photocopies and postage of documents provided under the GIPA Act is payable, it will be listed in Council's annual adopted Operational Plan Schedule of Fees and Charges, and is GST inclusive.

GIPA ACCESS APPLICATION REVIEW

Firstly, all applicants should try to resolve a complaint with Council. An applicant for access to information should contact Council directly to find out how to make a complaint.

If you are dissatisfied with the Council's decision with regard to a GIPA Access Application, there are a number of options available. These include:-

- Seek an internal review through the agency (Council) which you originally applied for the information,
- Approach the NSW Information Commissioner for an external review of the Council's decision,
- Request a review through NSW Civil and Administrative Tribunal (NCAT).

CONTACTING THE INFORMATION AND PRIVACY COMMISSION OFFICE

If you require any advice or assistance about access to information or information regarding the GIPA Act and GIPA Regulations you may contact the Information and Privacy Commission as follows:-

Information and Privacy Commission

Postal Address: GPO Box 7011
SYDNEY NSW 2001

Street Address: Level 11, 1 Castlereagh Street
SYDNEY NSW 2000

Telephone Number: 1800 472 679 (free call)

Facsimile Number: (02) 8114 3756

Email: ipcinfo@ipc.nsw.gov.au

Website: www.ipc.nsw.gov.au

Hours of Business: 9am to 5pm, Monday to Friday

POLICY IMPACT

Review of existing Council Agency Information Guide.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the reviewed Government Information Public Access (GIPA) Agency Information Guide.

ATTACHMENTS

Nil

Finance and Administration - 17 August 2017

ITEM 11.6 **GIPA Policy Review**

FILE REFERENCE **I17/413**

AUTHOR **Director of Finance and Administration**

ISSUE

Review of Council's Government Information Public Access (GIPA) Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Government Information Public Access (GIPA) Policy.

BACKGROUND

Nil

REPORT

POLICY:-	
Policy Title:	Government Information (Public Access) Policy (GIPA)
File Reference:	F10/618-05
Date Policy was adopted by Council initially:	15 July 2010
Resolution Number:	274/10
Other Review Dates:	20 January 2011, 21 July 2011, 19 July 2012 and 20 August 2015
Resolution Number:	20/11, 259/11, 234/12 and 222/15
Current Policy adopted by Council:	17 August 2017
Resolution Number:	XX/17
Next Policy Review Date:	2018

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	15 July 2010

Finance and Administration
GIPA POLICY REVIEW cont'd

Procedure/guideline number:	reference N/A
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RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Director of Finance and Administration

Objective

The objective of this policy is to describe principles regarding public access to information held by Upper Lachlan Shire Council and to facilitate the processing of requests for such access. This policy is to be read in conjunction with the Access to Information Guidelines for Local Government.

Scope

This policy applies to all staff of Upper Lachlan Shire Council who are responsible for managing requests for access to information from members of the public, legal firms, and government and non-government agencies.

Principles

Upper Lachlan Shire Council is committed to the following principles regarding public access to documents and information:-

- Open and transparent government;
- Consideration of the overriding public interest in relation to access requests;
- Proactive disclosure and dissemination of information; and
- Respect for the privacy of individuals.

Implementation

Upper Lachlan Shire Council publishes specific open access information on our website, free of charge unless to do so would impose unreasonable additional costs to Council. Council will facilitate public access through this and other appropriate mediums.

Council publishes, for inspection, documents listed Section 18, of the Government Information (Public Access) Act 2009, and Schedule 1, of the Government Information (Public Access) Regulation 2009, and held by it, unless there is an overriding public interest not to do so. Council will keep a record of all open access information that is not published because of an overriding public interest against disclosure.

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GIPA POLICY REVIEW cont'd

Council also makes as much other information as possible publicly available in an appropriate manner, including on the Council website. Such information is also available free of charge or at the lowest reasonable cost.

The 'Access to Information Guidelines' document associated with this policy identifies the documents and types of information that are available for public access and any restrictions that may apply.

Some documents may require a formal access application in accordance with the *Government Information (Public Access) Act 2009 (GIPA)*. Council will assess all requests for access to documents and information in a timely manner and in accordance with the 'Access to Information Guidelines' and relevant legislation.

Depending upon the nature of the request, and the form of access requested, charges may be applied in accordance with Council's adopted Operational Plan including the Schedule of Fees and Charges in accordance with relevant legislation.

Broad requests for access to a large number of unspecified documents which, if processed, would divert substantial Council resources from dealing with other requests or from performing other Council functions may be refused on the grounds that such a diversion of resources is contrary to the public interest. Council will endeavour to assist in defining the request to a more manageable one.

Council also endeavours to release other information in response to an informal request, subject to any reasonable conditions Council may impose having regard to the circumstances of the case.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in a disclosure log for inspection by the public.

The General Manager has authority to approve "Access to Information Guidelines", which is to be available to members of the public.

Distribution of Information to the Public

Council has prepared an "Access to Information Guidelines for Local Government" and "Frequently Asked Questions for Public Access to Documents". Alternatively, further GIPA Act information can be accessed from the Information and Privacy Commission (IPC).

The contact details for the NSW Information Commissioner are as follows:-

Postal Address: GPO Box 7011
SYDNEY NSW 2001

Street Address: Level 11, 1 Castlereagh Street
SYDNEY NSW 2000

Telephone Number: 1800 472 679 (free call)
Facsimile Number: (02) 8114 3756
Email: ipcinfo@ipc.nsw.gov.au .
Website: www.ipc.nsw.gov.au

GIPA Access Applications

There is a right of public access to certain documents held by Council unless there is an overriding public interest not to do so. A GIPA Access Application will be processed in accordance with the GIPA Act's requirements and a determination made to release the documents or refuse access on the basis of the relevant considerations under that Act.

The GIPA Act Access Applications are required by law to be completed in 20 working days. If consultation with a third party is required, a further 15 working days extension is allowed. The applicant will receive a formal determination letter with the requested documents or reasons why a document has been withheld.

There will be a statutory \$30 application fee for all formal GIPA Act Access Applications. In some circumstances photocopying, postage and processing fees may also be applied. The GIPA Act Access Application form is provided as an attachment to this policy.

Responsibilities of the Right to Information Officer

The Public Officer within Council, (the Senior Records Officer), is assigned the role of the Right to Information Officer.

In order to ensure compliance with the GIPA Act, the Right to Information Officer will receive, register and coordinate the review of all GIPA Access Applications and ensure that Council is in compliance with the GIPA requirements. Amongst other duties the Right to Information Officer has the responsibility of assisting people to gain access to public documents of the Council.

The General Manager may assign an alternate designated Council Officer as the "Internal Review Officer" to assess a specific GIPA Access Application.

An applicant may appeal against the initial determination by the Right to Information Officer by completing a Request for Review Application and paying a \$40 internal review fee. This form together with any supporting documentation shall be forwarded to Council's General Manager to review the Right to Information Officer's determination.

What happens if the complainant is dissatisfied?

If the complainant remains dissatisfied, he/she may appeal to the NSW Information Commissioner or request a review through the NSW Civil and Administrative Tribunal (NCAT). Right to Information legislation only allows appeal to these bodies, if you have made an initial formal GIPA Act Access Application and sought a request for review of a determination.

Agency Information Guide

Council is responsible for preparing an Agency Information Guide in accordance with the provisions of Section 20, of the Government Information (Public Access) Act 2009.

The Agency Information Guide outlines four ways for the public to access government information from Upper Lachlan Shire Council. The means in which the public may obtain Council information includes:-

1. Open Access to Information;
2. Proactive Release of Information;
3. Informal Release of Information; and
4. Formal GIPA Access Application for Release of Information.

An Agency Information Guide is a summary of what an agency does, how it does it, and the type of information it holds and generates through the exercise of its functions, with a particular focus on how those functions affect members of the public. Council reviews the Agency Information Guide each year.

Copyright

There is information held by Council which relates to third parties and is the subject of copyright. Such information may include; building plans, contracts, licences, agreements, and other reports. Section 6 (6), of the GIPA Act 2009, provides that nothing under Section 6 requires or permits Council to make open access information available (in any way) that would constitute an infringement of copyright laws.

Relevant Legislation

Council will assess requests for access to information with reference to:-

- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Regulation 2009;
- Government Information (Public Access) Amendment Act 2012;
- Privacy and Personal Information Protection Act 1998;
- NSW State Records Act 1998;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Environmental Planning and Assessment (EPA) Act 1979;
- Companion Animals Act 1998;
- Local Government (State) Award 2017;
- Fair Work Act 2009;
- Work Health and Safety Act 2011 and Regulations;
- Independent Commission against Corruption Act 1988;
- Code of Conduct for Councillors, staff and delegates of Council;
- Privacy Management Plan;
- Complaints Management Policy;
- Grievance Policy;
- Disciplinary Policy;
- Service Delivery Policy;

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GIPA POLICY REVIEW cont'd

- Fraud and Corruption Prevention Policy; and
- Any other relevant legislation and guidelines as applicable.

VARIATION

Council reserves the right to vary or revoke this policy.



Government Information (Public Access) Act
2009
ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact Council's Right to Information Officer, **Emily Brooker**, on telephone (02) **4845 4108** or visit our website at www.upperlachlan.nsw.gov.au.

Your details

Surname: **Title:** Mr / Ms
Other names:
Postal address: **Postcode:**
Day-time telephone: **Facsimile:**
Email:

Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:

- ☐ ☐ Australian driver's licence with photograph, signature and current address
- ☐ ☐ Current Australian passport
- ☐ ☐ Other proof of signature and current address details

Government information

Are you seeking personal information? **Yes / No** (circle one)

Please describe the information you would like to access in enough detail to allow us to identify it. **Note:** If you do not give enough details about the information, the agency may refuse to process your application.

.....
.....
.....

Property Information:

Street Address
Town:.....Postcode:.....
Lot No:..... DP:.....

Form of access

How do you wish to access the information?

- ☐ Inspect the document(s) ☐ A copy of the document(s)
- ☐ Access in another way (please specify)

.....

Application Fee and Advance Deposit

You will need to complete a Formal Information Access Application form and pay the \$30.00 application fee. In some cases an Advance Deposit may be requested, where the work required to produce the documents will take many hours.

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes / No** (circle one)

Applicant's Signature:

Date:

Please post this form:-

Upper Lachlan Shire Council
PO Box 42, GUNNING NSW 2581

Alternatively please lodge the form at:-

Upper Lachlan Shire Council
Gunning Office
123 Yass Street, GUNNING NSW 2581

E-mail address: council@upperlachlan.nsw.gov.au

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 (free call) or at its website: www.ipc.nsw.gov.au.

Office use only

Date application received:

File Reference:

POLICY IMPACT

Review of existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

Finance and Administration
GIPA POLICY REVIEW cont'd

RECOMMENDATION That -

1. Council adopts the reviewed Government Information Public Access (GIPA) Policy.

ATTACHMENTS

Nil

Finance and Administration - 17 August 2017

ITEM 11.7 **Panel of Conduct Reviewers for Council**

FILE REFERENCE **I17/441**

AUTHOR **Director of Finance and Administration**

ISSUE

Establishment of a Panel of Conduct Reviewers for Upper Lachlan Shire Council.

RECOMMENDATION That –

1. Council in accordance Clause 6.2 (b) of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW utilise the NSW Procurement Prequalification Scheme – Performance and Management Services (Sub-category 4e Investigation Services) suppliers list as the appointed new panel of conduct reviewers.

BACKGROUND

In accordance with the Division of Local Government March 2013 “Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW”, Council must by resolution establish a panel of conduct reviewers. Council may by resolution, enter into an arrangement with one or more other Councils to share a panel of conduct reviewers. A panel of conduct reviewers is to be established following a public expression of interest process.

In 2013 the South East Regional Organisation of Councils (SEROC) called for expressions of interest from eligible persons to be appointed to a Regional Panel of Conduct Reviewers. The SEROC Executive endorsed a panel of ten (10) conduct reviewers for a four year term which expires 30 September 2017.

At the Upper Lachlan Shire Council Ordinary Meeting in Closed Confidential Session held on 18 July 2013, there was a Council Resolution 230/13 as follows:-
“That

1. Council enter into an arrangement with SEROC member Councils to share a panel of conduct reviewers.
2. Council adopt the recommended SEROC Regional Panel of Conduct Reviewers as its Panel of Conduct Reviewers effective from 30 September 2013.”

The Panel of Conduct Reviewers included; Robert Ball of Blackadder Associates, Graham Evans of O’Connell Workplace Relations, John Kleem, Lorraine Lopich of Mediate Today Pty Ltd, Robert Lopich of Mediate Today Pty Ltd, Peter Mulhall of Investigation Associates, Linda Pettersson, Kath Roach of SINC Solutions, Kathy Thane of Train Reaction Consultancy and Pete Tumpey of TressCox Lawyers.

REPORT

The establishment of a panel of conduct reviewers is a requirement under the Office of Local Government "Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW."

However, on 31 March 2016, the Office of Local Government (OLG) released Circular 16-08, attachment to this report, approving the use of the Investigation Services suppliers list under the NSW Procurement Prequalification Scheme – Performance and Management Services (Sub-category 4e Investigation Services).

The matter was reported to the Canberra Region Joint Organisation (CBRJO) GMAC Meeting on 3 February 2017. CBRJO determined after reviewing suitability of suppliers on the NSW Procurement Scheme that Councils will use this scheme as an alternative to establishing a CBRJO regional panel of conduct reviewers from an Expression of Interest (EOI) process.

The NSW Procurement Scheme supplier list is an attachment to this report. The NSW Procurement Scheme lists 161 providers, of that a total of 108 providers are EARL (basic providers) registered suitable for reviews not exceeding \$50,000 with a flow on engagement within a further 10%. There are 53 providers (advanced providers) registered for unlimited values of engagement.

The existing Upper Lachlan Shire Council Conduct Reviewer Panel was endorsed for a four year term which expires 30 September 2017. Four (4) of the existing panel of conduct reviewers are prequalified under the NSW Procurement Scheme; including Graham Evans of O'Connell Workplace Relations, Peter Mulhall of Investigation Associates, Kath Roach of SINC Solutions and Kathy Thane of Train Reaction Consultancy.

It is recommended that Council utilise the NSW Procurement Prequalification Scheme – Performance and Management Services (Sub-category 4e Investigation Services) as its panel of conduct reviewer suppliers to meet the OLG requirement for establishment of a panel of conduct reviewers.

POLICY IMPACT

Nil

OPTIONS

Nil



FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council in accordance Clause 6.2 (b) of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW utilise the NSW Procurement Prequalification Scheme – Performance and Management Services (Sub-category 4e Investigation Services) suppliers list as the appointed new panel of conduct reviewers.

ATTACHMENTS

1. 	Attachment A 16_08 OLG Circular - NSW Procurement Prequal	Attachment
2. 	NSW Procurement Conduct of Conduct Review Investigation supplier listing	Attachment



Office of
Local Government

Circular to Councils

Circular Details	Circular No 16-08 / 31 March 2016 / A459248
Previous Circular	14-02 – Approval of the Internal Audit Bureau as an alternative provider of conduct reviewers
Who should read this	General Managers / Complaints Coordinators
Contact	Council Governance Team, 4428 4100
Action required	Complaints Coordinators to implement

Approval of investigation services suppliers specified under NSW Procurement's Performance and Management Services Prequalification Scheme for referrals of councils' code of conduct complaints

What's new or changing

- The Internal Audit Bureau (IAB) ceased operations in December 2015. It was previously approved as an alternative provider of conduct reviewers under clause 6.2(b) of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (Procedures).
- As an alternative provider of conduct reviewers, as Acting Chief Executive of the Office of Local Government, and in accordance with clause 6.2(b) of the Procedures, I have approved the investigation services suppliers list specified under the Performance and Management Services Prequalification Scheme administered by NSW Procurement, a business unit of the NSW Department of Finance, Services and Innovation.

What this will mean for your council

- General managers should bring this circular to the attention of their council's complaints coordinator and any alternate complaints coordinators.
- Complaints coordinators may refer code of conduct complaints about councillors or the general manager to a supplier of investigation services specified under NSW Procurement's Performance and Management Services Prequalification Scheme as an alternative to referring the complaint to a conduct reviewer selected from the council's panel.

Key points

- Clause 6.2(b) of the Procedures allows complaints coordinators to refer code of conduct complaints to a conduct reviewer selected from a panel of conduct reviewers established by an organisation approved by the Chief Executive, as an alternative to referral to the panel established by the council.
- The Chief Executive's decision to give approval to NSW Procurement's Performance and Management Services Prequalification Scheme under clause 6.2(b) provides all councils with access to an alternative pool of conduct reviewers.

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046

- In engaging an investigator under the scheme for referral of code of conduct matters, complaints coordinators should ensure that:
 - they comply with the scheme guidelines; and
 - investigators engaged under the scheme also meet the eligibility requirements for conduct reviewers as outlined in Part 3 of the Procedures.

Where to go for further information

- For further information about the use of NSW Procurement's Performance and Management Services Prequalification Scheme, go to the Procurepoint website at www.procurepoint.nsw.gov.au or contact the NSW Procurement Client Support Centre on 1800 679 289 or nswbuy@finance.nsw.gov.au



Tim Hurst
Acting Chief Executive

NSW Procurement Conduct of Conduct Review Investigation supplier listing

2M005 - Prequalification Scheme: Performance and Management Services						
Qualification	Capability	Legal Name	Trading Name	Contact Name	Contact Phone	Contact Email
1RL (Base)	4e INVESTIGATION SERVICES	Forrester Switzerland GmbH	Forrester Switzerland GmbH	Steve Smith	02 9006 3329	apedr oso@forrester.com
1RL (Base)	4e INVESTIGATION SERVICES	Thrive Workplace Consulting & Legal		Amanda Harvey	1300892529	aharvey@twclaw.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Civintal PTY LTD		Troy Whitford	02 69331 447	troy.whitford@civintal.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Moore Stephens Sydney West Pty Ltd ATF Moore Stephens Sydney West Unit Trust	Moore Stephens Sydney West	Jay Chander	298901111	jchander@moorestephens.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Armrts Pty Ltd	Pinnacle Integrity	Belinda Nolan	1300789433	enquiries@pinnacleintegrity.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Rob Livingstone Advisory Pty Limited	Rob Livingstone Advisory Pty Limited	Rob Livingstone	280051972	rob@rob-livingstone.com
1RL (Base)	4e INVESTIGATION SERVICES	gvyk consulting pty ltd	gvyk consulting	Gwendolyn (Wendy) Klaassen	02 991 85244	wendyklaassen@bigpond.com
1RL (Base)	4e INVESTIGATION SERVICES	Alice Parsons		Alice Parsons	61 420947355	alice@aliceparsons.com.au
1RL (Base)	4e INVESTIGATION SERVICES	JJ Whelan Dispute Resolution	JJ Whelan	John J Whelan	1300557262	jjohn@jwhelan.com.au
1RL (Base)	4e INVESTIGATION SERVICES	InterMEDiate Dispute Management Pty Ltd	InterMEDiate Dispute Management Pty Ltd	Naomi Holtring	1300367330	naomi@interMEDiate.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Nemesi's Consultancy Group Pty Ltd		Peter Moroney	1300 1 63637	pmoroney@nemesiconsultancy.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Andras Varadi	Sun Services	Andras Varadi	448537773	andras.varadi.au@gmail.com
1RL (Base)	4e INVESTIGATION SERVICES	Jocelyn Sparks	Jocelyn Sparks	Jocelyn Sparks	0424 908 877	jocelynsparks1@gmail.com
1RL (Base)	4e INVESTIGATION SERVICES	Clarke HR Consulting	Clarke HR Consulting	Kristie Clarke	409525709	kristie@clarkehrconsulting.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Rolls Printing Pty Ltd trustee for The Rolls Printing Unit Trust	Rolls Filing Systems	Sam Gentile	03 8770 1111	sam@rollsfiling.com.au
1RL (Base)	4e INVESTIGATION SERVICES	paula bruce		paula bruce	41 5491100	paulabruce@optusnet.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Jan McClelland and Associates Pty Ltd	Jan McClelland and Associates Pty Ltd	Jan McClelland	61 2981 71 710	jammcl@bigpond.net.au

2M005 - Prequalification Scheme: Performance and Management Services						
Qualification	Capability	Legal Name	Trading Name	Contact Name	Contact Phone	Contact Email
1RL (Base)	4e INVESTIGATION SERVICES	Aurora Workplace Law Pty Limited		Sarah Nicita	(02) 99582 516	sarah.nicita@auroraworkplacelaw.com.au
1RL (Base)	4e INVESTIGATION SERVICES	SNA Consulting Pty Ltd	SNA Consulting	Simon Tesson	280342084	business@snaconsulting.com.au
1RL (Base)	4e INVESTIGATION SERVICES	THR Consulting		Hugh Rees	1300943760	hugh@thrconsulting.com.au
1RL (Base)	4e INVESTIGATION SERVICES	IHR ASIA PTY. LTD.	IHR Australia	Eileen Walsh	398540001	ewalsh@ihraustralia.com
1RL (Base)	4e INVESTIGATION SERVICES	michael brian silk	silk strategic services	Michael Silk	412332691	surfersilk@gmail.com
1RL (Base)	4e INVESTIGATION SERVICES	JW Advisory Group Pty Ltd		James Wynn	02 47348138	jwadvisor@gmail.com
1RL (Base)	4e INVESTIGATION SERVICES	Creative Consequences Pty Ltd	Creative Consequences	Tahlia Gordon	02 8041 0607	tahlia@creativeconsequences.com.au
1RL (Base)	4e INVESTIGATION SERVICES	University of Technology Sydney		Roula Christodoulides	295149752	Roula.Christodoulides@uts.edu.au
1RL (Base)	4e INVESTIGATION SERVICES	Bridgside Pty Ltd	Bridgside Business Solutions	Chris Allwood	298748355	nswwriter@bridgside.com
1RL (Base)	4e INVESTIGATION SERVICES	Promontory Australasia (Sydney) Pty Ltd	Promontory Financial Group Australasia, Promontory	George Efsthakis	02 9275 8833	gefsthakis@promontory.com
1RL (Base)	4e INVESTIGATION SERVICES	Pitcher Partners	Pitcher Partners NSW Pty Ltd	Andrew Castleman	292212099	jim.harris@pitcher.com.au
1RL (Base)	4e INVESTIGATION SERVICES	National Surveillance and Intelligence Pty Ltd		Navid Sobbi	290451811	info@nsintel.com.au
1RL (Base)	4e INVESTIGATION SERVICES	J. M. Karira and C.L. Sams	Capital Workplace Investigations	Craig Sams	61262310065	craig@capitalinvestigations.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Intelligent Outcomes Group Pty Ltd	Intelligent Outcomes Group Pty Ltd	Michael Dunn	883983481	mike.dunn@iog.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Lockford Consulting Pty Ltd		Noel Ford	298021830	noelford@ozemail.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Liquid Pacific Holdings Pty Ltd ATF Verrill Family Trust	Liquid Pacific	Martin Burns	290253788	solutions@liquidpacific.com
1RL (Base)	4e INVESTIGATION SERVICES	Micromex Systems P/L	Micromex Research	Stuart Reeve	243522388	stu@micromex.com.au

2M005 - Prequalification Scheme: Performance and Management Services						
Qualification	Capability	Legal Name	Trading Name	Contact Name	Contact Phone	Contact Email
1RL (Base)	4e INVESTIGATION SERVICES	Getex Pty Ltd		Kris Narayan	298892488	help@getex.com.au
1RL (Base)	4e INVESTIGATION SERVICES	explorations pty ltd	explorations	Robyn Bailey	419435546	rbailey@explorations.com.au
1RL (Base)	4e INVESTIGATION SERVICES	MCLEAY, JANICE	Janice Mcleay Consulting	Janice Mcleay	408485926	j.mcleay@bigpond.com
1RL (Base)	4e INVESTIGATION SERVICES	LINDA FISHER & ASSOCIATES PTY LIMITED	LINDA FISHER & ASSOCIATES PTY LIMITED	LINDA FISHER	(02) 9906 8886	linda@lfisher.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Steve Landken Conflict Management Pty Ltd	Nagodo Resolutions	Stephen Landken	290360333	mediator@negocio.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Raymond Brazil	Raymond Brazil	Raymond Brazil	02 9873769	rmbrazil@bigpond.com
1RL (Base)	4e INVESTIGATION SERVICES	Salli Browning	Salli Browning/Workplace Mediation Pathways	Salli Browning	295600298	sbrowning@optusnet.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Michael Muir & Associates Pty Ltd	DC Workplace Consulting	Susan Whillas	02 997 41943	susi@dcworkplaceconsulting.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Joy Woodhouse Consultancy Service		Joy Woodhouse	402042720	joyw@jw@acorn.com.au
1RL (Base)	4e INVESTIGATION SERVICES	FUEltrac Pty Ltd ATF The TEK Trust	FUEltrac Pty Ltd	Chris Kahle	3219-4466	chris@fueltrac.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Econotech Pty Ltd		Helen Colbey	468462921	colbeyhelen@gmail.com
1RL (Base)	4e INVESTIGATION SERVICES	Roan Holdings Pty Limited ARF Roan Trust	Strategic Risk Solutions	Rob Ryan	02 92335282	rob.ryan@strategicrisksolutions.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Dom Independent Consultants Pty Ltd	Dom Independent Consultants	David Madden	0410 434 114	dma25869@bigpond.net.au
1RL (Base)	4e INVESTIGATION SERVICES	Insync International Pty Ltd	Insync Workplace Solutions	Deanne Boules	6.1 2085E+11	deanne@insyncworkplacesolutions.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Applied Integrity Solutions	Applied Integrity Solutions	Shayne Sherman	4331 541 75	shayne@appliedintegrity.com.au
1RL (Base)	4e INVESTIGATION SERVICES	RiskTech Pty Ltd	RiskTech	Greg Harradine	02-8745-2018	gharradine@wcdcomp.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Agilient Pty Ltd	Agilient	Konrad Buczynski	297510112	konrad@agilient.com.au

2M0005 - Prequalification Scheme: Performance and Management Services						
Qualification	Capability	Legal Name	Trading Name	Contact Name	Contact Phone	Contact Email
1RL (Base)	4e INVESTIGATION SERVICES	PSW HR Solutions Pty Ltd	PSW HR and Training Solutions	Philippa Woolf	41 345757	philippa@pswhrsolutions.com.au
1RL (Base)	4e INVESTIGATION SERVICES	R Bignell and G Rooney	People Strengths	Gerard Rooney	41 8490208	gerard.rooney@peoplenstrengths.com.au
1RL (Base)	4e INVESTIGATION SERVICES	BusinessBasics Australia Pty Ltd	Businessbasics Australia	Anthony Flintham	02 49262245	anthony@businessbasics.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Professional Investigations Pty Ltd	ACIM Solutions	Philippa Woolf	249623377	philippa@acimsolutions.com.au
1RL (Base)	4e INVESTIGATION SERVICES	OmniSafe International	OmniSafe International	mark lilliey	299851600	mlilliey@omnisafeintl.com
1RL (Base)	4e INVESTIGATION SERVICES	Dispute Resolution Associates	DisputeResolvers	Derek Minus	292326000	derek@disputeresolvers.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Michael Nest		Michael Nest	286684395	info@michaelnest.com
1RL (Base)	4e INVESTIGATION SERVICES	Intertus Pty Limited	Intertus Chartered Accountants	John O'Malley	263625100	john.omalley@intertus.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Anti Corruption Consultants Australia Pty Ltd	Anti Corruption Consultants Australia	Michael SIMONS	61 438888651	mick@acca-aus.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Integroe Partners Pty Ltd	Integroe Partners Pty Ltd	Kerry Brettell	02 8065 4188	kerrybrettell@integroe.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Weir Consulting Pty Ltd	WEIR	Elaine Brus	41 7280470	Christa.Ludlow@weirconsult.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Workplace Outcomes Pty Ltd	Workplace Outcomes Pty Ltd	Tracy Swinley	41 7243475	wplacoutcomes@optusnet.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Enterprise Risk Solutions	Enterprise Risk Solutions	Mark Loves	41 2288262	markloves@bigpond.com
1RL (Base)	4e INVESTIGATION SERVICES	Russell Kennedy Lawyers		Neil Kafer	396091555	nkafer@rk.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Birchland Consulting		Timothy Bye	488578162	timothy@birchland.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Workforce Resolutions	Workforce Resolutions Pty Ltd	Peter Harvey	0488 414 644	peter.harvey@workforceresolutions.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Ruth Levy	Trading as Ruth Levy Consulting	Ruth Levy	266846426	ruth@ruthlevyconsulting.com.au

2M0005 - Prequalification Scheme: Performance and Management Services						
Qualification	Capability	Legal Name	Trading Name	Contact Name	Contact Phone	Contact Email
1RL (Base)	4e INVESTIGATION SERVICES	Centium Group Pty Ltd	Centium	Phil O'Toole	423024951	info@centium.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Risk-e-Business Consultants Pty Ltd	Risk-e-Business Consultants Pty Ltd	Dave Owens	295245853	dave@riskbusiness.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Australasian Transport Risk Solutions Pty Ltd	ATRS	Mel Saunders	243444638	mel.saunders@atrs.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Terrace Rail Pty Limited	Terrace Rail Pty Limited	Brett Doak	02 9518 6780	bdoak@terracerail.com.au
1RL (Base)	4e INVESTIGATION SERVICES	IPP Consulting Pty Ltd	IPP Consulting	John Curtis	02 9247 6811	gcurney@ipp.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Claire Alder	Claire Alder	Claire Alder	415544918	clairaalderwork@yahoo.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Train Reaction Pty Ltd	Train Reaction	Kathy Thane	427559965	kathy@trainreaction.net.au
1RL (Base)	4e INVESTIGATION SERVICES	Working Knowledge Pty Ltd	Working Knowledge	Christa Ludlow	294602211	christa@workingknowledge.com.au
1RL (Base)	4e INVESTIGATION SERVICES	DE Consulting	DE Consulting	David Elliot	0414 648 393	deconsulting36@gmail.com
1RL (Base)	4e INVESTIGATION SERVICES	Murphy Davis Management	Murphy Davis Management	Paul Davis	411147848	paul@murphydavismanagement.com
1RL (Base)	4e INVESTIGATION SERVICES	Asset Technologies Pacific Pty Ltd	Asset Technologies Pacific Pty Ltd	John Moore	02 9251 8788	jmoore@atpacific.com.au
1RL (Base)	4e INVESTIGATION SERVICES	InConsult Pty Ltd	InConsult	Tony Harb	292411344	info@inconsult.com.au
1RL (Base)	4e INVESTIGATION SERVICES	H & L WICKERS HOLDINGS PTY LTD		Helen Wickers	418219295	helenwickers@ymail.com
1RL (Base)	4e INVESTIGATION SERVICES	Brown, Louise Catherine	Louise Catherine Brown	Louise Brown	433098855	mlbrown@aapt.net.au
1RL (Base)	4e INVESTIGATION SERVICES	KTPeHm		Kieran PeHm	(02)96647480	ktpehm@outlook.com
1RL (Base)	4e INVESTIGATION SERVICES	Workplace Investigation Services Pty Ltd as trustee for Workplace Investigation Services	Wise Workplace	Harriet Stacey	1300580685	harriet@wiseworkplace.com.au
1RL (Base)	4e INVESTIGATION SERVICES	CPM Reviews Pty Ltd	CPM Reviews	Trevor Van Dam	261754500	trevor.vandam@cpmreviews.com.au

2M0005 - Prequalification Scheme: Performance and Management Services						
Qualification	Capability	Legal Name	Trading Name	Contact Name	Contact Phone	Contact Email
1RL (Base)	4e INVESTIGATION SERVICES	Mathias Holding Pty Ltd	Blueprint Consulting	Bryan Mathias	4001 96465	bryan@blueprintconsultancy.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Meehan & Meehan Pty Ltd		Lloyd Meehan	410988808	lloyd@meehan.consulting
1RL (Base)	4e INVESTIGATION SERVICES	Grant Thornton Forensics Pty Ltd	Grant Thornton Forensics Pty Ltd	Shane MacDonald	03 8320 2296	wayne.gladman@au.gtl.com
1RL (Base)	4e INVESTIGATION SERVICES	Alex Newton		Alex Newton	402322276	alex@alexnewton.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Triumph Australia Pty Ltd		Shane Johnson	1300 776 873	SHANE@triumphaustralia.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Kasey Murnford	Kasey Murnford HR Consulting	Kasey Murnford	411132793	triumfky@tpg.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Parlett Investigations Pty Ltd		Jenny Parlett	407468233	jenny@jennyparlett.com
1RL (Base)	4e INVESTIGATION SERVICES	Kathryn Lydia Tetu	Coaching Conflict Management Mediation Services	Kathy Tetu	249609881	kathy@cmmservices.com.au
1RL (Base)	4e INVESTIGATION SERVICES	Judith Neville		Judith Neville	291468452	judith@judithnevilleconsulting.com
1RL (Base)	4e INVESTIGATION SERVICES	Warfield & Associates Pty Ltd		Brett Warfield	02 9231 7588	brett@warfield.com.au
1RL (Advanced)	4e INVESTIGATION SERVICES	Kordamentha Pty Ltd as the Trustee for KM Unit Trust	333 Performance Management	David Merryweather	02 8257 3000	jnettleton@kordamentha.com
1RL (Advanced)	4e INVESTIGATION SERVICES	Adams Consulting & Training Pty Ltd		Neil Adams	02 9569 7310	neil.adams@bigpond.com
1RL (Advanced)	4e INVESTIGATION SERVICES	A Busutti & P Murray	KPMG	Paul Costa	02 9455 9283	plcosta@kpmg.com.au
1RL (Advanced)	4e INVESTIGATION SERVICES	PricewaterhouseCoopers		Frances Maguire	02 8266 8119	msw.ovtender@au.pwc.com
1RL (Advanced)	4e INVESTIGATION SERVICES	Sinc Solutions Pty Ltd		Kath Roach	0414193 755	kath.roach@sincsolutions.com.au
1RL (Advanced)	4e INVESTIGATION SERVICES	Maddocks		Patrick Ibbotson	02 8223 4169	sarah.judlow@maddocks.com.au
1RL (Advanced)	4e INVESTIGATION SERVICES	Goal Professional Services Pty Ltd:		Alan Rankins	02 4967 4500	arankins@goalgroup.com.au

2M005 - Prequalification Scheme: Performance and Management Services						
Qualification	Capability	Legal Name	Trading Name	Contact Name	Contact Phone	Contact Email
Nil (Advanced)	4e INVESTIGATION SERVICES	Ernst & Young		Oliver Jones	02 9248 4525	nswover@au.ey.com
Nil (Advanced)	4e INVESTIGATION SERVICES	Certitude Pty Ltd	Certitude Technology Risk Services	Jason Plumridge	02 9994 8981	eric.kesser@certitude.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Mal Brammer APV	Integrity Risk Solutions	Mal Brammer	02 9634 4146	mj.brammer@bigpond.com
Nil (Advanced)	4e INVESTIGATION SERVICES	LKA Group Pty Ltd	LKA Group	Andrew Hedges	280904504	ahedges@lkgroup.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Hawk Information Technology Services Pty Ltd		Andrew Forster	419631249	amf@hawkinfo.tech.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	RISQ Group Pty Ltd		Guy Underwood	02 9248 8900	viv.mercer@risqgroup.com
Nil (Advanced)	4e INVESTIGATION SERVICES	IC Independent Consulting Pty Ltd	IC Independent Consulting	Stephen Dunn	438403362	steve.dunn@ic.net.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Emerald Security Management (Asia/Pacific) Pty Ltd	The Emerald Group International Security Management	John Sharp	299593370	emerald@bigpond.net.au
Nil (Advanced)	4e INVESTIGATION SERVICES	BDO East Coast Partnership	BDO East Coast Partnership	Sean Pascoe	02 8221 2225	steve.kent@bdo.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	MCAA Australia Pty Ltd as Trustee for the Coulthart Family Trust		Gary Coulthart	02 8003 3295	gary@mcaa.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Stephen Hanna & Associates Pty Ltd	Stephen Hanna & Associates Pty Ltd	Stephen Hanna	414596912	stephen.hanna@hotmail.com
Nil (Advanced)	4e INVESTIGATION SERVICES	IRIQ Pty Ltd		Theresa Moltoni	730776767	tenders@irq.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Crowe Horwath Sydney		Karl Adolfsson	+61 2 9619 1752	SV.DT.enderse@crowehorwath.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Promontory Australasia (Sydney) Pty Ltd	Promontory Financial Group Australasia, Promontory	George Efstrathiakis	02 9275 8833	gefstrathakis@promontory.com
Nil (Advanced)	4e INVESTIGATION SERVICES	BUSINESS RISKS INTERNATIONAL PTY. LIMITED	BUSINESS RISKS INTERNATIONAL	Myrth Jeffrey	61281984750	jeff@businessrisksinternational.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Klein & Co. Computer Forensics Pty Ltd		Nick Klein	02 9233 3400	arck@kleinco.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Econotech Pty Ltd	Colbey Investigations and HR	Helen Colbey	468462921	colbeyhelen@gmail.com

2M0005 - Prequalification Scheme: Performance and Management Services						
Qualification	Capability	Legal Name	Trading Name	Contact Name	Contact Phone	Contact Email
Nil (Advanced)	4e INVESTIGATION SERVICES	Jan McClelland and Associates Pty Ltd	Jan McClelland and Associates Pty Ltd	Jan McClelland	{02}98171710	jammcc@bigpond.net.au
Nil (Advanced)	4e INVESTIGATION SERVICES	VCA Services Pty Ltd	Vincent's Chartered Accountants	Ian McKinnon	07 3228 4000	imckinnon@vincent's.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Nemesis Consultancy Group Pty Ltd		Peter Moroney	1300 1 63637	pmoroney@nemesisconsultancy.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Agilient Pty Ltd	Agilient	Konrad Buczynski	297510112	konrad@agilient.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Velconsult International Pty Ltd		Gerard Velayuthan	61 299883382	gvelayuthan@gmail.com
Nil (Advanced)	4e INVESTIGATION SERVICES	Gadens	Gadens Lawyers Sydney Pty. Ltd.	Kym Martin	299314999	SF-D-BD-Bids-&-Tenders@dentons.com
Nil (Advanced)	4e INVESTIGATION SERVICES	HATAMOTO HOLDINGS PTY LTD	HATAMOTO	Peter Shepherd	02 8437 3536	pshepherd@HATAMOTO.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Asset Risk Control Pty Ltd	Asset Risk Control Pty Ltd	Tanya Maier	293434300	taijama@bigpond.net.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Roan Holdings	Strategic Risk Solutions	Rob Ryan	02 92335282	rob.ryan@strategicrisksolutions.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Risk-e Business Consultants Pty Ltd	Risk-e Business Consultants Pty Ltd	David Owens	295245853	dave@riskebusiness.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Procure Group Pty Ltd		Warrick Smith	02 1300 559 385	info@procuregroup.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Plan Plus Consulting Pty Ltd	Workplace Investigations Australia	Rhonda Sten	02 981 71 717	rhonda@planplus.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	O'Connell Workplace Relations Pty Limited		Graham Evans	02 1300 851 720	graham@oconnellgroup.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	AusSafe Consulting Pty Ltd	AusSafe Consulting	Ralph Willson	+61 7 3369 2155	s.stee@aussafe.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Armit's Pty Ltd	Pinnacle Integrity	Shane White	02 8448 8126	enquiries@pinnacleintegrity.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	Allygroup Pty Limited	Allygroup	Joe Howard	92169800	lucy.manning@allygroup.com.au
Nil (Advanced)	4e INVESTIGATION SERVICES	The Trustee For Birdanco Practice Trust	RSM	Tim Pittaway	282264806	tim.pittaway@rsm.com.au

2M0005 - Prequalification Scheme: Performance and Management Services						
Qualification	Capability	Legal Name	Trading Name	Contact Name	Contact Phone	Contact Email
III (Advanced)	4e INVESTIGATION SERVICES	InConsult Pty Ltd	InConsult	Tony Harb	292411344	Info@inconsult.com.au
III (Advanced)	4e INVESTIGATION SERVICES	Russell Kennedy Lawyers		Neil Kafer	396091555	nkafer@rk.com.au
III (Advanced)	4e INVESTIGATION SERVICES	Peel HR Consulting & Mediation	Peel HR Consulting & Mediation	Danielle Carney	1300 665 144	dcarney@peelhr.com.au
III (Advanced)	4e INVESTIGATION SERVICES	O'Connor Marsden & Associates Pty Ltd		Pamela Robertson-Gregg	02 9252 2565	oconnoradmin@oom.net.au
III (Advanced)	4e INVESTIGATION SERVICES	Deloitte Touche Tohmatsu		Ursula Brennan	02 9322 5573	NSWPSTender@deloitte.com.au
III (Advanced)	4e INVESTIGATION SERVICES	Davidson Trahair Corp Pty Limited	Davidson Trahair Corp Pty Limited (DTC)	Tracy Souter	02 82952293	TSouter@daycorp.com
III (Advanced)	4e INVESTIGATION SERVICES	KordaMentha Pty Ltd a/f KM Unit Trust	KordaMentha Pty Ltd	Jason Cheung	282573041	jcheung@kordamentha.com
III (Advanced)	4e INVESTIGATION SERVICES	Centium Group Pty Ltd	Centium	Phil O'Toole	423024951	info@centium.com.au
III (Advanced)	4e INVESTIGATION SERVICES	PricewaterhouseCoopers Consulting (Australia) Pty Limited		Jeremy Thorpe	02 8266 4611	nswgovtenders@au.pwc.com
III (Advanced)	4e INVESTIGATION SERVICES	FTI Consulting Technology (Sydney) Pty Ltd	FTI Consulting	Peter Andersen	292359312	peter.andersen@fticonsulting.com
III (Advanced)	4e INVESTIGATION SERVICES	PPB Pty Limited as Trustee of PPB Unit Trust	PPB Advisory	Adrian Renouf	02 8116 3034	arenouf@ppbadvisory.com

12 GENERAL MANAGER

The following items are submitted for consideration -

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General Manager - 17 August 2017

ITEM 12.1 **Staffing Matters**

FILE REFERENCE **I17/416**

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 position of Director of Works and Operations was advertised externally with applications closing on Monday, 19 June 2017. Interviews were undertaken on Monday, 3 July 2017. Mursaleen Shah was offered and has accepted the position as Director of Works and Operations with Council, and he commenced duties on Monday, 14 August 2017.

The vacant position of Health & Building Surveyor - Maternity Relief, based in Crookwell, was advertised externally on Monday, 12 June 2017 with applications closed on Thursday, 6 July 2017. Nil applications were received, accordingly, Council have engaged the services of Building and Environmental Services Today (BEST) to supply a Building Surveyor for 3 days per week over a 5 month timeframe, commencing 14 August 2017.

The vacant position of Student Development Control Planner - Maternity Relief, based in Crookwell, was advertised externally on Monday, 3 July 2017 with applications closing on Friday, 28 July 2017. Council will be advised of the successful applicant in due course.

The vacant position of Plant Operator- Truck Driver/Water Cart, based in Gunning, was advertised internally on Friday, 28 July 2017 with applications closing on Friday, 11 August 2017. Council will be advised of the successful applicant in due course.

The vacant position of Skilled Labourer – Bridge Gang, based in Crookwell, was advertised internally on Friday, 28 July 2017 with applications closing on Friday, 11 August 2017. Council will be advised of the successful applicant in due course.

General Manager
STAFFING MATTERS cont'd

Performance reviews for all staff members for 2016/2017 have commenced with 68% of staff completed as at 4 August 2017.

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 - 17 August 2017

ITEM 12.2 **WHS Committee Meeting Minutes**

FILE REFERENCE I17/420

AUTHOR **General Manager**

ISSUE

Minutes from the August meeting of the WHS Committee.

RECOMMENDATION That -

1. Council receives and notes the WHS Committee Meeting Minutes as information.
2. Council adopt the Work Health & Safety Policy.

BACKGROUND

The minutes from the WHS Committee meeting that was held on 7 August 2017 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 7 August 2017.

POLICY IMPACT

Nil

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the WHS Committee Meeting Minutes as information.
2. Council adopt the Work Health & Safety Policy.

ATTACHMENTS

1. 	Work Health and Safety Committee - 2017-08-07 - Minutes - Attachments	Attachment
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PRESENT: Mr M Wilson, Mr J Bell (General Manager), Mr K Kara, Mr P Cramp, Mr S Bill, Mr S Poidevin, Mr B Churchill, Mr S Roberts, Mr T Besley, Mrs S Hassett, Clr J Searl (Observer) and Mrs H Peterson (Executive Assistant).

THE CHAIRMAN DECLARED THE MEETING OPEN AT 9.30AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received for the absence of Mr G Anable.

RESOLVED by Mr J Bell and Mr T Besley that the apology be accepted and leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mr Churchill and Mr Poidevin

That the minutes of the Work Health and Safety Committee Meeting held on 5 June 2017 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 CORRESPONDENCE

RESOLVED by Mr Churchill and Mr Roberts

1. The Correspondence/Information listed be received:

- CARRIED

ITEM 4.2**INCIDENT REPORT****RESOLVED** by Mr Churchill and Mr Bill

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 4.3**WHS POLICY REVIEW****RESOLVED** by Mr Cramp and Mr Roberts

1. The WHS Committee endorse the updated WHS Policy;
2. The General Manager and WHS Committee Chairperson endorse the updated WHS Policy;
3. Council adopt the WHS Policy;
4. The updated WHS Policy be placed in prominent areas throughout Council.

POLICY:-	
Policy Title:	Work Health and Safety Policy Statement
File reference:	
Date Policy was adopted by Council initially:	
Resolution Number:	
Other Review Dates:	
Resolution Number:	
Current Policy adopted by Council:	2015
Resolution Number:	
PROCEDURES/GUIDELINES:-	

Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	WHS Coordinator
Committee/s (if any) consulted in the development of this policy::	WHS Committee
Responsibility for implementation:	General Manager

Upper Lachlan Shire Council (ULSC) has a moral and legal duty to provide a safe working environment for all persons including Council Workers, Contractors, Labour Hire Employees, Volunteers and Visitors affected by ULSC undertakings.

ULSC is committed to making our workplace's Safer and Healthier by:

- Managing risk – elimination before minimisation through early intervention in planning and design.
- Ensuring compliance with legislation codes and standards wherever possible, whilst striving towards industry best practice and a safe working environment.
- Creating a just and fair culture that encourages the reporting of hazards and occurrences – near misses, incidents and accidents – to enable organisational learning.
- Empowering workers to participate in creating and maintaining a safe and healthy workplace.
- Undertaking effective consultation with council workers to ensure they are included in the design making process, changes to work methods, workplace design, and purchase of new plant or equipment across the entire organisation on health and safety matters.
- All levels of Management and Staff taking responsibility, ownership and being accountable for the management of Workplace Health and Safety.
- All levels of Management and Staff taking responsibility, ownership and being accountable for the management of Workplace Health and Safety.
- Ensuring plant, equipment and materials are safe and without risk to health when properly used; and that safe systems of work are provided for the handling, storage and transportation of such items.
- ULSC providing appropriate information, training and resources to support safety.

- Planning, measuring and reviewing ULSC performance against its objectives.
- Ensuring those injured return to duties in a safe and timely manner.
- ULSC committing to the continuous improvement processes.

ULSC WHS policies, practices and systems will be continually monitored and reviewed to ensure they are maintained to the highest standard of safety possible.

It is through the commitment to affective consultation, cooperation and understanding that ULSC will be able to create a safe and healthy working environment.

This WHS Policy is authorised by:

John Bell
General Manager

Michael Wilson
Chair of Councils WHS
Committee

Signed

Signed

Date

Date

Variation

Council reserves the right to vary or revoke this policy.

- CARRIED

ITEM 4.4

HAZARDOUS NOISE PROCEDURE

RESOLVED by Mr Churchill and Mr Bell

1. The reviewed Hazardous Noise Procedure be forwarded to MANEX for adoption.

- CARRIED

ITEM 4.5

SUMMARY OF WHS STATISTICS

RESOLVED by Mr Churchill and Mr Poidevin

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

- CARRIED

ITEM 4.6 CROOKWELL WORKSHOP

RESOLVED by Mr Cramp and Mr Roberts

1. The issues raised in the report be forwarded to Manex for action as soon as possible.

- CARRIED

ITEM 4.7 PALLET RACKING CROOKWELL STORE

RESOLVED by Mr Besley and Mr Bill

1. Issues outlined in attached report be forwarded to Manex for rectification as soon as possible.

- CARRIED

ITEM 4.8 ACTION LIST

RESOLVED by Mr Churchill and Mr Besley

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

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

THE MEETING CLOSED AT 10.15AM

Minutes confirmed 3 OCTOBER 2017

.....

Mayor

General Manager - 17 August 2017

ITEM 12.3 **Consultative Committee Meeting Minutes**

FILE REFERENCE **I17/421**

AUTHOR **General Manager**

ISSUE

Minutes from the August meeting of the Consultative Committee.

RECOMMENDATION That -

1. Council receives and notes the Consultative Committee Meeting Minutes as information.
2. Council adopt the Time in Lieu of Overtime Policy.
3. Council adopt the Training Policy.
4. Council adopt the Employee Annual Performance Review Policy.

BACKGROUND

The minutes from the Consultative Committee meeting that was held on 7 August 2017 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 7 August 2017.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -


1. Council receives and notes the Consultative Committee Meeting Minutes as information.
2. Council adopt the Time in Lieu of Overtime Policy.

General Manager

CONSULTATIVE COMMITTEE MEETING MINUTES cont'd

3. Council adopt the Training Policy.
4. Council adopt the Employee Annual Performance Review Policy.

ATTACHMENTS

1. 	Consultative Committee - 2017-08-07 - Minutes - Attachments	Attachment
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PRESENT: Mr J Bell (General Manager), Mrs T Dodson (Director of Environment and Planning), Mr R Wallace (Acting Director of Works and Operation), Mr B Johnston, Mr K Kara, Mr R Stephenson, Ms S Pearman, Mr M Wilson, Mr C Wray, Clr J Searl (Observer) and Mrs H Peterson (Executive Assistant),

THE CHAIRMAN DECLARED THE MEETING OPEN AT 11.00AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received for the absence of Mr D Scott and Mr B Smithers.

RESOLVED by J Bell and S Pearman that the apologies be accepted and leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 RESOLVED by Ms Pearman and Mrs Dodson

That the minutes of the Consultative Committee Meeting held on 5 June 2017 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 HUMAN RESOURCE COORDINATORS REPORT

RESOLVED by Mr Kara and Mr Wray

1. The Human Resource activity report information is received and noted.
2. The Time in Lieu of Overtime Policy be forwarded to Council for adoption.
3. The Training Policy be forwarded to Council for adoption and
4. The Employee Performance Review Policy be forwarded to Council for adoption.

- CARRIED

POLICY:-	
Policy Title:	Time in Lieu of Overtime Policy
File reference:	F10/618-04
Date Policy was adopted by Council initially:	22 September 2005
Resolution Number:	288/05
Other Review Dates:	21 April 2011
Resolution Number:	143/11
Current Policy adopted by Council:	21 August 2014
Resolution Number:	XX/14
Next Policy Review Date:	2017

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Co-ordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	Human Resources Co-ordinator
Responsibility for review of Policy:	Human Resources Co-ordinator

OBJECTIVES:

The aim of this procedure is to define the process for arranging and recording Time In Lieu of Overtime.

To enable the consistent application of arrangements for Time in Lieu of Overtime the following procedure is to be followed:

1. Prior to working additional hours, “agreement” needs to be reached between the staff member and their supervisor on whether any time worked is to be paid at overtime rates or as Time in Lieu.
2. Where arrangements have been made for Time in Lieu to apply a record of same is to apply and is to be recorded as follows:
 - the attached form “Application for Time In Lieu of Overtime” is to be completed, approved and forwarded to the Payroll Officer.
 - the Payroll Officer will record the relevant information on Councils’ payroll system (as part of leave balances).
3. Requests to take Time in Lieu hours are to be applied for and approved via the leave application process.
4. Employees that are on a Workers Compensation Return To Work Plan cannot accrue Time in Lieu.
5. Time in Lieu due is to be taken prior to any annual leave that has been accumulated.
6. Time in Lieu due is to be taken prior and in conjunction with any long service leave that has been approved.
7. Employees who have accumulated 7 weeks annual leave cannot accrue Time in Lieu unless authorised by the General Manager
8. The accumulation of Time in Lieu hours is to be monitored by the Payroll Officer and no more than 34 hours are to be accrued at any one time.
9. Time in Lieu must be claimed within the current fortnight being worked or if not claimed then forfeited.

Note: Time in Lieu cannot be accumulated whilst staffs are undertaking higher duties relief work.

RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include:

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;

- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth)
- Fraud and Corruption Prevention Policy
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award
- Local Government (General) Regulations 2005;
- Loss of Drivers License
- Mobile Phone Policy
- NSW Long Service Leave Act
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth)
- Performance & Misconduct Policy
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998.
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Trade Practices Act 1974;
- Trustees Act 1925;
- Workers Compensation Act 1987
- Work Health & Safety Policy
- Work Health & Safety Regulations 2011

Variation:

Council reserves the right to vary or revoke this policy.

APPLICATION FOR TIME IN LIEU OF OVERTIME**File: Personnel****UPPER LACHLAN SHIRE COUNCIL
APPLICATION FOR TIME IN LIEU OF OVERTIME****File -
Personnel**

DATE	START TIME	FINISH TIME	HOURS	REASON FOR WORKING UP TIME	ALLOCATION
Total					

NAME

SIGNATURE

EMPLOYEE NO

DATE

APPROVED Yes

No

General Manager

Director of Finance & Administration

Director of Works

Director of Environment and
Planning

Supervisor

POLICY:-	
Policy Title:	Staff Training
File reference:	
Date Policy was adopted by Council initially:	14 December 2006
Resolution Number:	390/06
Other Review Dates:	28 June 2007, 20 October 2011
Resolution Number:	194/07, 411/11
Current Policy adopted by Council:	21 August 2014
Resolution Number:	XX/14
Next Policy Review Date:	2017
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	
RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Coordinator
Committee/s (if any) consulted in the development of this policy::	Consultative Committee
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

AIM:

Upper Lachlan Shire Council's Staff Training Policy is primarily designed to satisfy and maintain its needs for a workplace, which has the knowledge, skills and potential necessary for the effective and efficient functioning of the organisation. This policy is designed to assist Council to develop the competency of its people and to develop a more highly skilled and flexible workforce.

Competency is defined as the employee's skills, knowledge and attitudes and the fit of those to the requirements of the job. Both personal competence and job requirements are viewed as dynamic – they will evolve over time.

OBJECTIVES:

- * To encourage employees in their personal and professional development and to assist them where necessary to maintain high levels of competence in their respective positions and vocations.
- * To provide development opportunities via a range of sources including training conducted by recognised private providers, training/coaching in specific skills areas provided by designated staff, on the job training by managers and team leaders, and approved tertiary studies.
- * To provide assistance to employees where a course of study can be demonstrated to enhance their competence, and is of demonstrable benefit to the Council's service provision, and the employee's ability to fulfil their position requirements.
- * To facilitate the development of a Training Plan that will match training and development processes to the current and future skill requirements of Council and the career development needs of employees.
- * To ensure that expenditure in training matters is used in an effective manner.
- * To comply with Local Government (State) Award and other legislative and regulative provisions related to Council.

POLICY:**1. Council Commitment**

- 1.1 Council shall develop a Training Plan consistent with the current and future skills relevant to Councils activities.
- 1.2 Council shall provide for training and development purposes each year an amount equivalent to a minimum of 1.5% of its payroll (as adopted in the annual budget).
- 1.3 The individual training needs will be reviewed in conjunction with the annual performance review / appraisal process.

2. Employees Responsibility

- 2.1 Participation of employees in skills training activities is not always compulsory; however employees are expected to maintain their standard of competence in all areas, which form part of their current role.
- 2.2 Employees participating in skills training activities are to display a high degree of commitment.
- 2.3 Employees are expected to participate in and comply with training requirements in regard to **Work** Health and Safety and Risk Management training and the like. It is a requirement of the **Work** Health and Safety Regulation 2011 that employees must co-operate with employers in their efforts to comply with **work** health and safety requirements.

3. Types of Training/Levels of Assistance

Council shall provide assistance to employees engaged in training at varying levels subject to the type of training being undertaken.

The various degrees of assistance shall reflect not only the benefit to Council of such training but also the benefit to staff in that the training enhances their promotional aspects, job security, and value to an employer both within Council and/or the industry generally.

In the case of tertiary studies (leading to professional qualifications) and attendance of staff at annual conferences conducted by organisations of which they are members, specific assistance arrangements will be determined between Council and the employee prior to each stage of such studies/attendance at conferences. In that respect the levels of assistance outlined in this policy will be used as a guideline and factors such as the “balance” between applicability of the studies to Upper Lachlan Shire Council and / or the career development of the employee will be taken into account.

3.1 Level 1 Training

This applies to those areas of training where an employee is required by Council to participate. It would generally include but not be limited to such training matters as:

- i. *Achievement of a specific formal qualification as may be required by the Position Description.*
- ii. *Be related to a **“Work”** Health and Safety” matter and the like (e.g. First Aid).*
- iii. *Be considered a necessary “professional development” type training action to enable the employee to maintain competency in the position.*
- iv. *Be a “corporate” requirement such as induction training, familiarisation of relevant Council policies etc.*

Level of Assistance

Council to meet in general terms all costs associated with this type of training.

These costs include but are not limited to such matters as: -

1. Salary/Wages

- a. Where off the job instruction is required as part of the structured program then paid leave shall be granted subject to:-
 - Such time being within ordinary working hours.
 - A maximum of twenty (20) days off the job component over a twelve (12) month period. This covers the following areas only;
 - Leave with pay for examinations on the basis of one day of leave for each day of an examination.
 - For employees to undertake their final unit examination in a given semester to complete the subject
 - Where compulsory attendance at excursions is a course requirement and formal notification of such is received by the Manager from the University / College/TAFE involved, time off with pay may be granted.
 - A maximum of five (5) working days per semester will be available to attend Residential Schools or to undertake a Work Placement. Any further leave requested will be considered, and if approved by the Manager may be taken from the Apprentices, Trainees or Cadets leave entitlement.

Individual circumstances in excess of the above are to be determined by the General Manager and /or Director on an individual basis. Consideration will also be given to flexible work and study arrangements on a case-by-case basis.

It should be acknowledged that training is of mutual benefit to both Council and the employee. In recognition of this fact it is reasonable that both parties make a contribution towards achieving this goal.

Where time is involved outside of ordinary working hours then the following circumstances apply:-

- a. Travelling Time (this is the time required to travel to the destination from your normal place of work)
 - Ordinary working day; time in lieu equivalent to the time outside normal working hours will be granted.
 - Other than ordinary working day; time in lieu equivalent to actual travel time will be granted.
- b. Attendance Time (this is the time when the structural format may extend beyond an employee's ordinary number of hours for that day, or occur on a day other than an ordinary working day).

- Ordinary working day; time in lieu equivalent to the time outside normal working hours will be granted.
- Other than ordinary working day; time in lieu equivalent to actual course time will be granted.

2. Fees

All registration fees, course fees, cost of permits etc to be paid by Council. This does not include drivers' licence or similar which require a regular payment to keep current.

Council's financial support is conditional on satisfactory completion of stages and subjects of the course. Repeats of subjects shall be carried out at the employee's cost.

A report or Course Documentation Results must be provided to Council at the end of each year by the employee detailing their progress in the course.

3. Travelling Cost

Council to either provide transport or reimburse in accordance with Council's Policy on "Payment of Expenses and Provision of Facilities".

4. Sustenance Costs

Where not included in training course fees and are required, Council shall meet the costs of accommodation and meals in accordance with Councils "Payment of Expenses and Provision of Facilities" Policy.

3.2 Level 2 Training

This applies to training matters where an employee may wish to undertake training generally consistent with a career path but not as a requirement of Council.

It may include such matters as:-

- i. Achieving a "desirable or preferred" qualification as included in the Position Description.*
- ii. Participation in training closely related to current position requirements, areas where "relief duties" may be reasonably expected.*

Level of Assistance

Council recognises that an employee may wish to undertake training closely associated with but not a requirement of Council.

A reduced level of assistance may be available in these instances and applies to permanent employees of Council only.

1. Salary/Wages

- i. Where off the job attendance is required as part of a structured program then:-
 - a. Paid Leave shall be granted for:-
 - 1. Examination time including reasonable travel time to and from the examination centre.
 - 2. A maximum of ten (10) days off the job component over a twelve (12) month period.
 - b. No payment for any hours worked (attendance or travelling) in excess of ordinary hours and/or on days other than ordinary workdays.
 - c. In the event that attendance is required on a Rostered Day off (RDO) then no payment or replacement will be made for this day. It will not however count towards the maximum ten (10) days component in clause (a) 2 above.
 - d. Leave without pay will be approved for any specific period in excess of (a) above.
 - e. Consideration will be given to flexible work and study arrangements on a case-by-case basis. E.g. one day training course attendance.

2. Fees

Council to pay 50% of course fees only (excludes accommodation and sustenance) upon confirmation and documentation of successful completion. This may be on a subject-by-subject and / or module basis for a staged qualification.

3. Travelling Costs

Council to either provide transport or reimburse in accordance with Council's "Payment of Expenses and Provision of Facilities" Policy when attending a training course within the maximum ten (10) days per annum period (see clause 1(i) (a) 2 above).

No other travel costs to be reimbursed.

4. Sustenance Costs

Council to meet the cost of accommodation in accordance with Council's "Payment of Expenses to Provisions of Facilities" Policy within the maximum ten (10) days per annum period (see Clause 1(i)(a) 2 above).

3.3 Level 3 Training

This applies to areas of training that:-

- i. *Are not directly related to a position but may be of general benefit to both the employee and Council.*
- ii. *Are determined to have an imprecise connection to the requirements of Council (eg employee personal interest or ambition).*
- iii. *Are adequately covered by other personnel who are either qualified or “in-training” (eg. plant operators etc).*

Levels of Assistance

Council assistance for training in this area will be considered on a case-by-case basis.

It will in general terms be limited to consideration of such matters as: -

- i. Course fee, attendance time for mutually beneficial training.
- ii. Examination leave – paid for time of exam only.
- iii. Leave without pay – approval for leave without pay for attendance at the course.
- iv. Access to plant or equipment only at Council's discretion.
- v. Flexible work and study arrangements only at Council's discretion.

3.4 Repeat Training

When an employee is repeating a subject to obtain a pass then none of the levels of assistance as outlined in Clauses 3.1 to 3.3 inclusive apply unless so determined by the General Manager and / or Director.

4. Training Arrangements

Note: Training/Development – indicates attendance at public course, seminars, and conferences like training.

1. Attendance at training is to be authorised by the respective Director and / or Manager (or in the case of Directors authorisation to be given by the General Manager) prior to training being arranged. The Staff Training Authority/Record form is to be used for this purpose and is to identify the level of training that is applicable. Priority is to be given to Level 1 training.
2. Travel arrangements are to be part of the approval process and are to be within the following guidelines:
 - * Wherever possible Council vehicles shall be supplied and used for travelling purposes by the employee(s);
 - * If Council vehicles are unavailable then an alternative means of transport such as private vehicle use and / or use of public transport is permissible and reimbursable. The payment of travel and sustenance expenses and the provision of facilities will be in accordance with Council's policy on the same;

- * When a conference/seminar/course commences after 10.00am and is within two and a half hours travel to the destination then Council will not recognise the previous night's accommodation for reimbursement;
 - * When a conference/seminar/course commences after 8.30am and is within one and a half hours travel to the destination then Council will not meet the accommodation expenses for the night prior where it can be reasonably assumed that the employee(s) would not have to leave their home(s) prior to 7am;
 - * When a conference/seminar/course is held over more than one-day (i.e. consecutive days or more), travelling to and from the venue on a daily basis may be considered a safety issue. Under these circumstances the General Manager and / or Director may instruct the employee(s) that overnight accommodation be taken at Council's expense;
 - * Other factors such as the course nature and travel route will also be considered. The determination of whether accommodation costs will be met will be made by the General Manager and / or Director in each circumstance.
3. Accommodation (when approved) and travelling arrangements are the responsibility of the employee and supervisor who is attending or arranging the training.

5. Roles and Responsibilities

5.1 Consultative Committee:-

- i. To be consulted in the process of establishment of Council's Training Plan.
- ii. To advise of areas of training they consider are needed within Councils' workforce in consultation with Human Resource Coordinator and Senior Management.

5.2 Human Resources/Management:-

- i. To identify areas of training needs especially in response to legislative and regulation changes.
- ii. To investigate appropriate means by which training may be accomplished.
- iii. Management to release wherever possible the staff to participate in training programs.
- iv. To prepare annual budgets in regard to training requirements as part of Council's Training Plan.
- v. To advise Council of training needs and the resources required to meet these needs.
- vi. To determine the category of training – Level 1, 2 or 3.
- vii. In conjunction with employees:-
 - preview the training and development objectives prior to attendance.
 - review the outcomes following attendance and at the next annual performance review.

5.3 Employees:-

- i. To participate in creation of their individual training plan.

- ii To demonstrate a level of personal responsibility in regard to training matters.
- iii To be aware of the increasing number of skills and competences being required in their position descriptions.
- vi To advise the employer should any change occur to the status of any licence, permit, certificate and accreditation held by the employee and arrange for the same to be placed on their personnel file.
- v To participate in previews and review of development training and where required provide a written summary of attendance.

6. Training Plan

The employees' training plan, developed as part of the annual performance review process, will identify immediate and medium term development needs (including renewal of competency certificates etc). Individual training plans will be aggregated into Council's organisational Training Plan for budgeting and scheduling purposes.

Whilst it is ideal that all training and development needs be programmed into individual training plans, there will still be a need for ad-hoc or "spontaneous" training requirements.

The development of Councils' Training Plan each year will include amounts allocated for Departmental training needs and individual training needs.

7. RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include:

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;

- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award;
- Local Government (General) Regulations 2005;
- Loss of Drivers License;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth);
- Performance & Misconduct Policy;
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Trade Practices Act 1974;
- Trustees Act 1925;
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Regulations 2011.

8. Variation

Council reserves the right to vary or revoke this policy.

POLICY:-	
Policy Title:	Employee Annual Performance Review Policy & Procedure
File reference:	F10/618-06
Date Policy was adopted by Council initially:	19 December 2013
Resolution Number:	410/13
Other Review Dates:	N/A
Resolution Number:	N/A

Current Policy adopted by Council:	19 December 2013
Resolution Number:	410/13
Next Policy Review Date:	2015

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resource Coordinator
Committee/s (if any) consulted in the development of this policy::	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

POLICY

OBJECTIVE

The Objective of the annual performance review is to provide managers/supervisors and staff with the opportunity to:

- Mutually and openly discuss skills acquisition and application; to conduct assessments, and to provide feedback.
- Review and update position descriptions and to redesign/re-evaluate positions, as necessary.
- Develop work plans, as necessary.
- Mutually explore methods of improving performance, and overcoming or removing barriers in the use of skills.
- Discuss career progression and training and development needs.
- Acknowledge good performance.

UNDERLYING PRINCIPLES

- The spirit in which this policy is carried out is vital. It is important to emphasise open, constructive relationships between staff at all levels, encouraging them to work together and to understand the effect their actions have on others and the organisation. Without leadership from management and appropriate training, employees are unlikely to be successful in maintaining such spirit.
- This policy acknowledges that formal performance reviews are only of real benefit when a solid foundation for them has been laid through regular discussions throughout the evaluation period. A formal evaluation should contain no surprises. It is not possible to make up for twelve months of inadequate communication in one interview.

SCOPE OF POLICY

This Policy extends to all employees of Council regardless of their employment status with the exception of:

- Employees whose position is designated as Senior Staff as required under provisions of the Local Government Act, 1993.
- Employees participating in an employment program initiative for which specific remuneration levels and conditions of employment have been set.
- Temporary and casual employees.

USE OF THE EMPLOYEE ANNUAL PERFORMANCE REVIEW

The Employee Annual Performance Review will be used to:

- Facilitate the decision making process in relation to determining eligibility to a Salary Step/s progression.
- Identify and record training needs and priorities.
- Facilitate the decision making process in relation to attendance at training courses and the priority of such attendance.
- Design/redesign of work and jobs.
- Revised Position Descriptions.
- Review any specific, plans/programs in place e.g. performance issues.

PROCEDURE

Who are the Assessors?

- Unless otherwise determined, the responsible managers/immediate supervisors will carry out performance assessments.
- The Directors will be responsible for controlling the process, and ensuring that the assessors have a detailed knowledge of the work and the staff members being assessed and also training in the process to be followed.

The Review Criteria/Standards

- The salary progression criteria contained in the position descriptions for each position has been developed with input from position holders/managers/supervisors/consultative committee.
- Additional agreed skills based salary progression criteria and work plans will be developed jointly by the responsible managers and staff, and approved by the relevant Director.
- The review process is for the performance of the individual over the previous 12 months and is to encompass all the step processors within the position holders' position description, and not just the step the incumbent is trying to achieve.

When will the Reviews Take Place?

- Annual review interviews will be carried out in March to May each year. However, managers/supervisors will monitor performance on an ongoing basis and provide feedback to employees as necessary. In specific circumstances, at the discretion of the Director/ General Manager, additional assessment reviews may be undertaken.

- Completed reviews are to be forwarded for processing by the responsible Manager/Supervisor to the Director within 14 days and same to General Manager within a further 14 days.
- Any salary increase resulting from the annual assessment will be effective from the first full pay period in the next financial year.

How Objective Will the Process be?

- The process is designed to be as fair as possible, with the focus being on job related assessment criteria for the application (use) of the required skills/performance on-the-job, and not personalities. Documentation for assessments will include details/evidence of reasons for determinations made.

What happens if Agreement is not reached on the Reviews?

- In the event that the manager/supervisor and the staff member are unable to reach agreement on assessments in relation to the acquisition and application of skills/performance, the matter shall be referred to the responsible Director (or when the assessor is the Director it is to be referred to the General Manager) who will hold a meeting as soon as possible to resolve the disagreement. A written notice from the employee concerned shall initiate any appeal; the notice shall set out the details of the appeal indicating areas of disagreement and evidence to support need for review.
- If the matter remains unresolved it will be referred to the General Manager who will provide a written response to the employee outlining the reasons for the assessment.
- The employee may have access to the grievance and dispute procedure at any point of the appeal process (Clause 31 of Award refers).

What Happens in the Case of a Substandard Assessment?

- It is important for supervisors/managers to monitor performance, and to provide feedback to staff on an ongoing basis. An early assessment and response to substandard performance will help staff in improving levels of performance.
- Where disciplinary action is the appropriate course of action the disciplinary procedures contained in Clause 32 of the Award and Councils' Disciplinary Policy are to be followed.

Confidentiality of the Review Process and Maintenance of Records

- All elements of the review and assessment processes shall remain confidential between the parties involved, including any facilitation in reaching agreement on assessments. Completed review records will be placed on the Personnel Files of employees. The proposed format of the annual Performance Review process is shown in Attachment C.

Annual Performance Review Agreement Form

- Where employees would like to participate in their annual performance review process with their immediate Supervisor and or Overseer without a certified assessor, they must fill in the Annual Performance Review Agreement Form (Attachment B)

Reference Documents:

Relevant Legislation

The following Legislation affects the operation of this Plan:-

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- **Local Government (State) Award;**
- Work Health and Safety Act 2011 and Regulations;
- Anti Discrimination Act 1977;
- Industrial Relations Act 1996;
- Independent Commission against Corruption Act 1988;
- Workplace Relations Act 2008;
- Fair Work Act 2009;
- Equal Employment Opportunity Act 1987;
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998;
- NSW State Records Act 1998;
- Trade Practices Act 1974;
- Public Interest Disclosures Act 1994; and
- Crimes Act 1900.

Related Council Policies and Procedures

The following Council Policies and documents that are relevant to this Policy include:-

- Code of Conduct for Councillors, staff, contractors and delegates of Council;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Human Resource Training Plan;
- Staff Training Policy;
- Human Resource Succession Plan;
- Equal Employment Opportunity (EEO) Management Plan;
- Public Interest Disclosures Policy;
- Recruitment and Selection Policy;
- Complaints Management Policy;
- Grievance Policy;
- Disciplinary Policy;
- Harassment Policy;
- Interaction between Councillors and Staff Policy;

- Bribes, Gifts and Benefits Policy;
- Fraud and Corruption Prevention Policy;
- Drug and Alcohol Policy;
- Rehabilitation Procedure and Practice Policy;
- Time in Lieu of Overtime Policy;
- Manual Handling Policy;
- Child Protection Policy;
- Employee Assistance Program (EAP) Policy;
- Trauma Management Policy;
- Employment and Retention Policy;
- Work Health and Safety Policy;
- Injury Incident Management Procedures;
- Protective Clothing and Equipment Policy;
- Mobile Telephone Policy;
- Smoking in the Workplace Policy;
- Salary Sacrificing Policy;
- Private Use of Council Motor Vehicles Policy;
- Performance and Misconduct Policy;
- Volunteers Policy; and
- Payment of Expenses and Provision of Facilities Policy.

VARIATION

- Council reserves the right to vary or revoke this policy.

The policies and procedures at Upper Lachlan Shire Council are a management tool developed to assist in operational requirements. This policy may be varied or revoked according to these requirements.

The Local Government (State) Award continues to constitute the conditions of employment for all employees at Council.

Attachment A



UPPER LACHLAN SHIRE COUNCIL

STAFF REVIEW

PERSONAL AND CONFIDENTIAL

Name _____

Position _____

Date _____

The Review consists of	Part A	Employee Self Review
	Part B	Supervisor's Review
	Part C	Interview Process
	Part D	Managers/Directors Review

The employee and supervisor will complete part A and B separately. The two parts will then be reviewed at an interview process. The result of the interview process will be then reviewed by the Manager/Director and be finalised by the General Manager.

Please tick the appropriate box and give as much detail as possible in your comments

Name _____

Job Position _____

Band/Level OR Grade/ Step _____

Part A. Self Review

1. Does your position description adequately cover your job?

Yes	No
-----	----

If no what other things need to be covered?

2. Do you understand the progression process and skill step requirements?

Yes	No
-----	----

If no what would you like clarified?

3. Have you implemented a process or acquired additional skills that enabled your work group to be more efficient /productive?

Yes	No
-----	----

If yes please give examples.

4. Do you think your job can be improved and what improvements would you make?

List below how your job can be improved.

5. Have you obtained additional qualifications or undertaken training since the last review?

Yes	No
-----	----

If yes please give examples.

6. Are you fully aware of Council's Work Health and Safety (WHS) & Risks procedures/ standards and the dangers involved with carrying out your job?

Yes	No
-----	----

Comments:

7. Job Satisfaction rating – if low job satisfaction has been indicated, comment on how you think this could be improved (e.g more autonomy or improved working conditions).

LOW		MEDIUM		HIGH	

Comments:

8. Are there any work accomplishments or achievements in the last 12 months that you you would like to highlight?

Comments:

Pleas add any additional suggestions or comments you would like to make in relation to your employment with Council:

Employee's Signature_____

Date_____

Blank Page

Employee's name _____

Part B. Supervisor's Review

1. Does the employee do all his/her tasks as required?

Yes	No
-----	----

If no please give examples.

2. Does the employee need additional instruction to complete his/her assigned jobs?

Always	Mostly	Sometimes	Not at all
--------	--------	-----------	------------

Please give examples.

3. Does he/she comply with Council Work, Health and Safety procedures and standards?

Yes	No
-----	----

If no please give examples.

4. Has he/she made useful suggestions on improving how jobs are done?

Yes	No
-----	----

If yes please give examples

5. Is the employee punctual?

Always	Mostly	Sometimes	Not at all
--------	--------	-----------	------------

What improvements are required?

6. Does the employee have a good attendance record?

Yes	No
-----	----

If no what improvements needs to be implemented?

7. Does the employee co-operate and work positively with workmates and other staff?

Always	Mostly	Sometimes	Not at all
--------	--------	-----------	------------

Please give examples

8. Does the employee show desire towards skills acquisition?

Yes	No
-----	----

If yes please give examples.

Comments

9. Planning, Organising and Controlling: is the employee able to plan and organise tasks, set goals and control resources in an efficient manner:

- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Unsatisfactory (must be justified in comments)

Comments

10. Teamwork and Disposition: Does the employee appreciate the wider role of the organisation and co-operate with other Sections/Departments to further Council objectives? Is the employee cooperative in working with others and dependable in carrying out assignments or tasks allocated?

- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Unsatisfactory (must be justified in comments)

Comments

Supervisor's Signature

 Date

Employee's Name _____

Part C, Interview Process

Date: _____

In Attendance:

1. Objectives and tasks of position: Have they changed/need review?

Yes	No
-----	----

Comments:

2. Skills/qualifications acquired since last review:

Some	None
------	------

Comments:

3. Higher Duties (assessment of regular higher duties to be undertaken)

Some	None
------	------

Comments:

4. Training needs required for this position:

Some	None
------	------

Comments:

Results of Assessment

1. Acquisition of skills and knowledge:

Has the employee acquired all the skills, knowledge and qualifications for step progression?

Yes	No
-----	----

2. Application (use) of skills:

Has the employee used existing and newly acquired skills to meet set objectives?

Yes	No
-----	----

3. General Work Performance:

Has the employee's performance throughout the assessment period met the requirements of the position?

Yes	No
-----	----

4. Behavioral Performance:

Has the employee's conduct throughout the assessment period met the requirements of the organisation?

Yes	No
-----	----

Recommendation by Assessor(s): (please circle)

Remain at existing Salary Step:

Yes	No
-----	----

Progress Salary Step/s:

Yes	No
-----	----

Progress to:

Grade:		Step:	
--------	--	-------	--

Comments: _____

Employee Comments/Concurrence:

Does the employee agree with
the assessment
results/recommendation

Yes	No
-----	----

Comments:

Do you wish to have an
interview with your
Department Director
(If the Director is your
supervisor do you wish to
have an interview with the
General Manager)

Yes	No
-----	----

Comments:

Employee Signature:

Signed: _____ Date: _____

Supervisor/Manager Signature:

Signed: _____ Date: _____

Employee's Name _____

Part D. Manager's/ Directors/General Managers Review

Comments _____

Recommendations _____

Managers/Directors Signature _____ Date _____

General Manager's Comments _____

General Manager _____ Date _____

Attachment B

Upper Lachlan Shire Council



Annual Performance Review Agreement Form

Objective:

To assist the annual performance review process Council has agreed to allow the immediate Supervisors and/or the Overseers to undertake the Annual Performance Reviews without a certified assessor in attendance on the proviso, this provision is agreed to and signed off by the supervisor undertaking the assessment and employee who is to be assessed.

Employee Name: _____ Date: _____

Department: _____

Employers input:

I agree to undertake the performance review process for the above employee in a fair and equitable approach, and in accordance with Council's Annual Performance Review Policy and Procedure, Equal Employment Opportunities Act, WH&S Act, and Council Code of Conduct.

Supervisor/Overseer Signature: _____

Employees input:

I agree to participate in my 2017/2018 Annual Performance Review undertaken by the Supervisor/Overseer in charge of our workgroup

Employees Signature: _____

Placed on Annual Performance Review file?

Yes

No

Is there to be a follow up review?

Yes

No

Employee Signed: _____ Date: _____

Supervisor Signed: _____ Date: _____

Witness Signed: _____ Date: _____

SECTION 5: ITEMS FOR DISCUSSION**1. Chainsaw and Fork lift training**

Chainsaw and Fork lift training to be organised for appropriate staff by Human Resources Coordinator and Manager of Works.

2. The Consultative Committee meeting time

The Consultative Committee will commence at 10.30am for a trial period commencing 3 October 2017.

3. Council Shut down over Christmas

The matter of the Council shut down over the Christmas period was raised and the Committee agreed that the annual shut down has been a condition of employment since the amalgamation in 2004 and that it is not debatable.

THE MEETING CLOSED AT 11.23am

Minutes confirmed 3 OCTOBER 2017

.....
Mayor

General Manager - 17 August 2017

ITEM 12.4 **Payment of Expenses and Provision of Facilities Policy Review**

FILE REFERENCE I17/371

AUTHOR **General Manager**

ISSUE

Review of the Council's Payment of Expenses and Provision of Facilities Policy.

RECOMMENDATION That -

1. Council, in accordance with Section 253, of the Local Government Act 1993, places the Payment of Expenses and Provision of Facilities Policy on public exhibition for 28 days.

BACKGROUND

Providing details of a review of the Payment of Expenses and Provision of Facilities Policy.

REPORT

Section 252 (1), of the *Local Government Act 1993*, requires the following "Within the first 12 months of each term of a Council, the Council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor (if there is one) and the other Councillors in relation to discharging the functions of civic office."

The Office of Local Government issued Circular Number 17-17 (see attachment to this report) on 27 June 2017 which provides a Councillor Expenses and Facilities Policy – Better Practice Template which is made available for use by all Councils.

The Policy template has been prepared to be consistent with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation) and the Office of Local Government's (OLG) *Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors in NSW* (the Guidelines).

Section 253 (1), of the *Local Government Act 1993* provides that "a Council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions."

General Manager

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY REVIEW
cont'd

Upper Lachlan Shire Council has utilised the best practice template format and provides the attached amended Payment of Expenses and Provision of Facilities Policy to be placed on public exhibition.

POLICY IMPACT

Review of existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council, in accordance with Section 253, of the Local Government Act 1993, places the Payment of Expenses and Provision of Facilities Policy on public exhibition for 28 days.

ATTACHMENTS

1. ↓	Office of Local Government - Circular 17-17 - Councillor Expenses and Facilities Policy - Best Practice Template	Attachment
2. ↓	Model Payment of Expenses and Provision of Facilities - Review August 2017 - Resolution Number ***/17	Attachment



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Council Circular

27 June 2017

17-17 Councillor Expenses and Facilities Policy – Better Practice Template

Circular Details	17-17 / 27 June 2017 / A548300
Previous Circular	n/a
Who should read this	Councillors / General Managers / Governance Staff
Contact	Council Governance Team / 02 4428 4100
Action Required	Information
PDF version of Circular	 17-17 Councillor Expenses and Facilities Policy – Better Practice Template
Attachment/s	Councillor Expenses and Facilities Policy Template

What's new or changing

- A better practice Councillor Expenses and Facilities Policy template (the Policy template) has been developed and is being made available for use by all councils.

What this will mean for your council

- The Policy template is provided as a suggested format for councils.
- The Policy template has been prepared to be consistent with the Local Government Act 1993 (the Act) and Local Government (General) Regulation 2005 (the Regulation) and the Office of Local Government's (OLG) Guidelines for the payment of expenses and provision of facilities for mayors and councillors in NSW (the Guidelines).
- If there are any inconsistencies, the Act, Regulations and Guidelines take precedence.

Key points

- The Policy template has been designed to be amended to suit local needs and circumstances. It is recognised that the provisions in the Policy template will not all be appropriate for every council.
- Areas where councils will need to incorporate specific direction are highlighted in yellow and indicated in [square brackets]. The note to users and all highlighted sections should be deleted during preparation of the draft policy
- Councils using the Policy template will need to include maximum expenditure limits for specific expenses and facilities. Councils should tailor these limits to their own context and community expectations. Councils may wish to benchmark against similar councils to determine these limits.
- Under section 252 of the Act, councillor expenses and facilities policies must be adopted within 12 months of the commencement of the new council term.
- Once exhibited and adopted, the policy must be made publicly available on the council website.
- Copies of the policy are no longer required to be provided to OLG.

Where to go for further information

- A Word version of the Policy template is available under 'Related Downloads' on the Councillor Expenses and Facilities page in the Directory of Policy Advice for Councils section of OLG's website www.olg.nsw.gov.au
- For further information, contact OLG's Council Governance Team on 02 4428 4100 or by email to olg@olg.nsw.gov.au

Tim Hurst
Acting Chief Executive

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Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541

Locked Bag 3015 NOWRA NSW 2541

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209

E olg@olg.nsw.gov.au | W www.olg.nsw.gov.au | ABN 44 913 630 046

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POLICY:-	
Policy Title:	Payment of Expenses and Provision of Facilities Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	24 March 2005
Resolution Number:	67/05
Other Review Dates:	25 August 2005; 24 August 2006; 23 August 2007; 28 August 2008; 20 August 2009; 19 August 2010; 16 August 2011; 20 September 2012; 18 July 2013; 21 August 2014; 20 August 2015; 18 August 2017
Resolution Number:	231/05; 237/06; 258/07, 259/08; 334/09; 313/10; 315/11; 318/12; 226/13; 247/14; 227/15; 255/16
Current Policy adopted by Council:	17 August 2017
Resolution Number:	***/17
Next Policy Review Date:	2018

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

Contents

Policy summary

Part A – Introduction

1. Introduction
2. Policy objectives
3. Principles
4. Private or political benefit

Part B – Expenses

5. General expenses
6. Specific expenses
7. Insurances
8. Legal assistance

Part C – Facilities

9. General facilities for Councillors
10. Additional facilities for the Mayor

Part D – Processes

11. Approval, payment and reimbursement arrangements
12. Disputes
13. Return or retention of facilities
14. Publication
15. Reporting
16. Auditing
17. Breaches

Part E – Appendix

Appendix I – Related legislation, guidance and policies

Appendix II – Definitions

Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	Councillors: Vehicles under 2.5 litres - \$0.65 per/km Vehicles over 2.5 litres - \$0.74 per/km As calculated on a per kilometre basis by the rate set by the Local Government (State) Award.	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	
Sustenance (Meals) associated	\$100	Per day
Sustenance within Shire	\$90	Per day
Professional development	\$2000 per councillor	Per year
Conferences and seminars	\$100 per councillor	Per day
ICT expenses	\$80 per councillor	Per month
ICT expenses Mayor	\$80	Per month

Expense or facility	Maximum amount	Frequency
Access to facilities in the Council Chambers	Provided to all councillors	Not relevant
Council vehicle and fuel card	Provided to the mayor	Not relevant
Reserved parking space at Council offices	Provided to the mayor	Not relevant
Furnished office (when available)	Provided to the mayor	Not relevant
Executive Assistant to support Mayor and Councillors	Provided to the mayor and councillors	Not relevant

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every twelve months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

Part A - Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Upper Lachlan Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
 - enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties
 - ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
 - ensure facilities and expenses provided to councillors meet community expectations
 - support a diversity of representation
 - fulfil the council's statutory responsibilities.

3. Principles

- 3.1. Council commits to the following principles:
 - **Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
 - **Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor

- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
- **Equity:** there must be equitable access to expenses and facilities for all councillors
- **Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, councillors must reimburse the council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material
 - use of council resources and equipment for campaigning
 - use of official council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events

Part B - Expenses

5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific expenses

General travel arrangements and expenses

- 6.1. All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each councillor may be reimbursed in accordance with their authorised expenditure per year, and the mayor may be reimbursed in accordance with his/her authorised expenditure per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares
 - for the use of a private vehicle or hire car
 - for parking costs for Council and other meetings
 - for tolls
 - by Cabcharge card or equivalent
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 6.5. Given Council's location near an interstate border, travel to the Australian Capital Territory will be considered as general travel.

Arrangements and expenses for this travel will be governed by Clauses 6.1 - 6.4.

- 6.6. In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.
- 6.7. Total interstate, overseas and long distance intrastate travel expenses for all councillors will be reimbursed by a resolution of Council only per year. An amount will be set aside in Council's annual budget.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the general manager prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.
- 6.10. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties
 - who is to take part in the travel
 - duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.11. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.12. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.13. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.14. Bookings for approved air travel are to be made through the general manager's office.
- 6.15. For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.16. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.17. In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later than 9.00pm or starts earlier than

7.00am and the councillor lives more than 50 kilometres from the meeting location.

- 6.18. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside the Upper Lachlan Shire Council local government area.
- 6.19. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.20. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the general manager, being mindful of Clause 6.19.
- 6.21. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

- 6.22. Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the general manager.
- 6.23. As an indicative guide for the standard of refreshments to be provided at council related meetings, the general manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 6.24. Council will set aside \$2000.00 per councillor annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.
- 6.25. In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.26. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.27. Approval for professional development activities is subject to a prior written request to the general manager outlining the:
 - details of the proposed professional development
 - relevance to council priorities and business
 - relevance to the exercise of the councillor's civic duties.
- 6.28. In assessing a councillor request for a professional development activity, the general manager must consider the factors set out in Clause 6.27, as

well as the cost of the professional development in relation to the councillor's remaining budget.

Conferences and seminars

- 6.29. Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 6.30. Council will set aside a total amount of \$1000 annually, in its budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. The general manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.31. Approval to attend a conference or seminar is subject to a written request to the general manager. In assessing a councillor request, the general manager must consider factors including the:
 - relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties
 - cost of the conference or seminar in relation to the total remaining budget.
- 6.32. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the general manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18 - 6.21.

Information and communications technology (ICT) expenses

- 6.33. Council will provide or reimburse councillors for expenses associated with appropriate ICT devices and services up to a limit of \$960 per annum for each councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs.
- 6.34. Reimbursements will be made only for communications devices and services used for councillors to undertake their civic duties, such as:
 - receiving and reading council business papers
 - relevant phone calls and correspondence
 - diary and appointment management.
- 6.35. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a councillor, within the maximum limit.

Special requirement and carer expenses

- 6.36. Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.

- 6.37. Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.
- 6.38. In addition to the provisions above, the general manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.
- 6.39. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of reasonable carer's expenses for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.40. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.41. In the event of caring for an adult person, councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 6.42. Each councillor may be provided with minor items of consumable stationery for the maintenance of a home office, such as a ream of plain paper, on request and approval by the general manager.

7. Insurances

- 7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2. Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3. Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.
- 7.4. Appropriate travel insurances will be provided for any councillors travelling on approved interstate and overseas travel on council business.

8. Legal assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor
 - a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor