ORDINARY MEETING AGENDA

27 SEPTEMBER 2017

To commence at 5.30pm, Wednesday, 27 September 2017
Hilltops Council, Young Chambers, 189 Boorowa Street, Young
BUSINESS

1. OPENING OF THE MEETING

- May I firstly acknowledge the traditional owners of land we meet on today – I humbly pay my respects to the people of the Wiradjuri nation, their past, future and present elders.

- I note there are a number of people in attendance. If you are asked to evacuate, the emergency procedure is to:
  - Exit via the door leading out of the building directly outside the Council Chambers; and proceed to the footpath opposite the Council Chambers.

2. LIVE STREAMING, RECORDING AND PUBLISHING OF COUNCIL MEETINGS

- This Council Meeting is being streamed live, recorded and published in accordance with Council’s Live Streaming in Council Meetings Policy.

- To those present in the gallery today, by attending a public meeting of the Council you are consenting to your image, voice and comments being recorded and published.

- Anyone who is invited to speak will be recorded and their voice, image and comments will form part of the live stream and recording.

- The Chair and/or the General Manager have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

- Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour and/or comments.

- Today’s Meeting is being streamed live as well as recorded and published on Council’s website.

3. PUBLIC FORUM

- Persons interested in addressing Council are to be in the Meeting room fifteen (15) minutes prior to the commencement of the Council Meeting, and must convey to the General Manager their desire to address Council, and on what particular issue they wish to address;

- Should there be more than one (1) person wishing to address Council on an issue, then those persons are to nominate one (1) person to represent the group;

- Those presenting in public forum have five (5) minutes to address Council. During this time, no direct discussion will take place; all communication should be put through the Mayor.
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

4. APOLOGIES
5. SYMPATHY EXPRESSIONS
6. CONFIRMATION OF MINUTES
7. BUSINESS ARISING FROM MINUTES
8. DECLARATIONS OF INTEREST
9. MAYORAL MINUTE (IF ANY)
10. NOTICES OF MOTION (IF ANY)
11. NOTICES OF RECISSION (IF ANY)
12. REPORTS
   • General Manager
13. QUESTIONS WITH NOTICE
14. CORRESPONDENCE REPORT
15. COUNCIL COMMITTEE REPORTS
16. CLOSED COUNCIL
17. PROPOSED NEXT
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

CONTENTS
SYMPATHY EXPRESSIONS ................................................................. 6
CONFIRMATION OF MINUTES ......................................................... 7
CONFIRMATION OF MINUTES ......................................................... 8
GENERAL MANAGERS REPORT ....................................................... 9
17/155 - UPDATE ON TRANSITION TO THE NEW HILLTOPS COUNCIL ................................................................. 9
17/156 - MERGER TRANSITION COSTS ......................................... 14
17/157 - ADOPTION OF COUNCIL POLICIES ................................ 16
17/158 - SALE OF LAND CORCORAN COURT .................................. 18
17/159 - STRONGER COMMUNITIES MAJOR PROJECTS - TRINITY CENTRE, HARDEN ........................................ 19
17/160 - GRANT FUNDING ............................................................... 21
17/161 - ACTION SUMMARY REPORT ......................................... 28
17/162 - COMMUNITY STRATEGIC PLAN ..................................... 29
17/163 - ANNUAL GOVERNMENT INFORMATION PUBLIC ACCESS (GIPA) RETURN .................................................... 31
17/164 - CASH AND INVESTMENTS AS AT 31 AUGUST 2017 ....... 33
17/165 - FINANCIAL STATEMENTS - FORMER SOUTHERN SLOPES COUNTY COUNCIL ........................................... 35
17/166 - DEVELOPMENT APPLICATION STATISTICS FOR AUGUST 2017 ................................................................. 37
17/167 - ENFORCEABLE UNDERTAKING ..................................... 39
17/168 - 2016/DA-00061 REV02 - INDUSTRIAL SHED - 41 ROCKDALE ROAD, YOUNG .................................................. 42
17/169 - DA031/2017: DEMOLITION OF CANTEEN AND AMENITIES BLOCK AND ERECTION OF A SPORTING FACILITIES BUILDING AND ASSOCIATED SERVICES, ACCESS AND CAR PARK AT ‘BOOROWA SHOWGROUND’ BALLYRYAN ROAD, BOOROWA ............................................ 51
17/170 - 2015/DA-000166 REV01 and REV02 - MULTIPLE RESIDENTIAL DEVELOPMENT AND SUBDIVISION - 15 GIUGNI PLACE, YOUNG ..................................................... 71
17/171 - PROPOSED ROAD RENAMING - ANDERSON AVENUE, YOUNG ................................................................. 85
17/172 - DRAFT SUBMISSION - PROPOSAL FOR MINIMUM STANDARDS IN THE SCRAP METAL INDUSTRY ................................................................. 90
CORRESPONDENCE FOR ATTENTION .......................................... 92
COUNCIL COMMITTEE REPORTS ..................................................... 93
CLOSED COUNCIL .......................................................................... 99
17/173 - EXCLUSION OF THE PRESS AND PUBLIC ........................ 99
17/174 - CBRJ O RFT3/17 PROVISION FOR LOCAL LEGAL SERVICES ................................................................. 102
17/175 - SELECTION OF LGIS PLATFORM ...................................... 107
17/176 - TENDER 344 OF 2017, SUPPLY AND DISPOSAL OF ONE BACKHOE LOADER CCF CLASS 5.5-6 ................................................................. 113
17/177 - TENDER 336 OF 2017, SUPPLY AND DISPOSAL OF ONE SMOOTH DRUM ROLLER CCF CLASS 12.5 ..................................................... 116
ORDINARY MEETING AGENDA

27 September 2017

Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

17/178 - TENDER 337 OF 2017, SUPPLY AND DISPOSAL OF THREE (3) SMOOTH DRUM ROLLER CCF CLASS 15-17.5 ................................................................................................................................. 119
17/179 - TENDER 340 OF 2017, SUPPLY EXCAVATOR, CCF CLASS 10................................................................................................................................. 123
17/180 - TENDER 348 OF 2017, SUPPLY AND DISPOSAL OF ONE (1) WHEEL LOADER .............................................. 126
17/181 - RFT 339 OF 2017 TENDER ASSESSMENT REPORT: BOOROWA SHOWGROUND AMENITIES BUILDING ................................................................................................................. 129
17/182 - UNDERGROUND PETROLEUM STORAGE SYSTEM (UPSS) DECOMMISSIONING, SITE REMEDIATION AND VALIDATION .................................................................................................................. 131
17/183 - WASTE SERVICES TENDER - INVESTIGATION OF ALLEGATIONS OF COLLUSIVE BEHAVIOUR.......................................................................................................................... 134
MOTION:

That staff and members of the public be upstanding for a minutes’ silence to express our sympathy on the passing of;

Joan Bullen; Christopher Home; Peter Lang; Alexander Watson; Charlie Tubey Landan-Levi Rodger; Cyril Wells; Rodney Walsh; Hugh Wales; Mary Sullivan; Robert Edgar; Thomas Steele; Catharina Kuster; Barry Elkins; Robert Evans; John Arthur; Eric Smith; Olive Smith; Maureen McCann; Mavis Spackman; Rose Adams; Desmond Shannon; June Gordon; Mavis Benson; Ahmed Chmait; Elizabeth Preston; Colin Duggan; Margaret Killick; Ruby Schalk

Moved: Mayor Brian Ingram
CONFIRMATION OF MINUTES

It is recommended that the minutes of the Ordinary Council meeting held 23 August 2017, be endorsed.
HILLTOPS COUNCIL ORDINARY MEETING MINUTES
23 August 2017, commencing at 5.30 PM
Held in the Hilltops Council, Harden Chamber, 3 East Street, Harden

ATTENDANCE
Administrator W Tuckerman

STAFF
A McMahon General Manager
J Jordan Chief Financial Officer
D Wymer Director Infrastructure Services
S Langman Director Sustainable Growth

PUBLIC FORUM
Nil

APOLOGIES
L Furness Executive Director Corporate and Community

17/216 RESOLVED:
That the apology be accepted.
Moved and declared carried by: Administrator W Tuckerman

SYMPATHY EXPRESSIONS

17/217 RESOLVED:
That Council staff and members of the public be upstanding for a minute silence to express our sympathy on the passing of:
Mavis Spackman; Rose Adams; Desmond Shannon; June Gordon; Bodhi Brown; Mavis Benson; Patrick Smith; Edward Arthur; Walter Watts; Alan Holding; Nola McMahon; Roy Wood; Leslie Marks; Joseph Oldfield; Phyllis Giedhill; Ivy Lavender; Josephine Basham
Moved and declared carried by: Administrator W Tuckerman

CONFIRMATION OF MINUTES

17/218 RESOLVED:
That the minutes of the Ordinary Meeting of Council held on 26 July 2017, be confirmed as a true and accurate record.
Moved and declared carried by: Administrator W Tuckerman

17/219 RESOLVED:
That the minutes of the Extraordinary Meeting of Council held on 9 August 2017, be confirmed as a true and accurate record.
Moved and declared carried by: Administrator W Tuckerman
BUSINESS ARISING - MINUTES
Noted in the General Manager - Action Report

DECLARATIONS OF INTEREST - CONFLICT OF INTEREST
Administrator Wendy Tuckerman declared no pecuniary or conflict of interest.

17/220 RESOLVED:

That the Administrator Report be noted

Moved and declared carried by: Administrator W Tuckerman

17/150 - END OF ADMINISTRATION PERIOD REPORT

17/221 RESOLVED: That;

1. the report be noted;
2. a copy be made available on Council’s website; and
3. the report be forwarded to the Office of Local Government

Moved and declared carried by: Administrator W Tuckerman

GENERAL MANAGER’S REPORT

17/151 - DRAFT HILLTOPS COUNCIL UNREASONABLE COMPLAINANT CONDUCT POLICY

17/222 RESOLVED: that Council;

1. Approve the Draft Hilltops Council Unreasonable Complainant Conduct Policy be placed on Public Exhibition for 28 Days; and
2. If there are no submissions received adopt the Hilltops Council Unreasonable Complainant Conduct Policy at the completion of the 28-day exhibition period.

Moved and declared carried by: Administrator W Tuckerman

17/152 - ACTION SUMMARY REPORT

17/223 RESOLVED: That Council;

1. note the status of Council resolutions from the Action Plan; and
2. endorse the removal of completed items from the Action Plan

Moved and declared carried by: Administrator W Tuckerman
17/153 - CASH AND INVESTMENTS AS AT 31 JULY 2017

17/224 RESOLVED:

That the Statement of cash and investments as at 31 July 2017 be received.

Moved and declared carried by: Administrator W Tuckerman

17/154 – DEVELOPMENT APPLICATION STATISTICS FOR JULY 2017

17/225 RESOLVED:

That Council, receive and note the status and processing times for development applications, as at 31 July 2017.

Moved and declared carried by: Administrator W Tuckerman

CORRESPONDENCE FOR ATTENTION

17/226 RESOLVED:

That the balance of correspondence be noted.

Moved and declared carried by: Administrator W Tuckerman

COUNCIL COMMITTEE REPORTS

♦ Galong Progress Association - 29 June 2017

17/227 RESOLVED:

That Council approves the VPA Steering Committee recommendations;

1. Heating of the Hall;
2. Shade cover over playground; and
3. Engage consultant to assist in development of a long-term plan

Moved and declared carried by: Administrator W Tuckerman
HILLTOPS COUNCIL ORDINARY MEETING MINUTES
23 August 2017, commencing at 5.30 PM
Held in the Hilltops Council, Harden Chamber, 3 East Street, Harden

♦ Local Traffic Committee - Electronic Meeting - 30 July 2017

17/228 RESOLVED:

That Council approves the following street closures for Irish Woolfest;

1. The temporary road closures and regulatory traffic control required on Saturday 30th September and Sunday 1st October for the Irish Woolfest Special Event;
2. The Traffic and Transport Management of Special Events application for the Irish Woolfest received with required supporting information;
3. Temporary road closures are in accordance with Traffic Control Plans (TCP) submitted;
4. Council to advertise temporary road closures in two consecutive editions of the local newspaper prior to the event;
5. Council staff to install temporary road closures in accordance with TCPs and assist with detouring traffic;
6. Notify NSW Ambulance and NSW Fire and Rescue;
7. RMS and NSW Police Force approval conditions form part of Council approval; and
8. Adhere to Police directions.

Moved and declared carried by: Administrator W Tuckerman

♦ Hilltops Access Committee - 9 August 2017

17/229 RESOLVED:

That an options paper be developed to determine the most appropriate way of providing clear, consistent urban house numbering to assist emergency services and be presented to a future meeting of the Access Committee.

Moved and declared carried by: Administrator W Tuckerman

17/230 RESOLVED: That;

1. the transport needs, including community transport bus operation, of the elderly, non-ambulant and mobility restricted be recognised and incorporated into the planning for the proposed new library in Campbell Street; and
2. the provision of a bus stop in, or close to, the main street be considered as part of the transport planning process required for the proposed new library.

Moved and declared carried by: Administrator W Tuckerman

General Manager
Administrator
17/231 RESOLVED:

That Council write to the NSW Electoral Commission advising of the access issues with the building currently being used requesting that in future they be mindful of the needs of people with mobility issues when selecting premises.

Moved and declared carried by: Administrator W Tuckerman

17/232 RESOLVED: That;

1. An audit be undertaken of all Council’s facilities to assess accessibility and provide a programme that includes priority listing and timeframe for the upgrading, where necessary, of facilities;
2. The Disability Inclusion Action Plan be updated to reflect the programme identified by the audit; and
3. The Disability Inclusion Action Plan be included as a permanent item on the agenda of this committee.

Moved and declared carried by: Administrator W Tuckerman

♦ Galong Limestone Mine VPA Steering Committee - 3 August 2017

17/233 RESOLVED:

That the attached be provided to the successful consultant for the preparation of the Galong Strategic Plan.

Moved and declared carried by: Administrator W Tuckerman

17/234 RESOLVED:

That the list of items for consideration of funding prepared by Harden Regional Development Corporation tabled at the meeting be noted.

Moved and declared carried by: Administrator W Tuckerman
SIBELCO VPA Section 4 - Projects that qualify for consideration

Concept:
Council could consider procuring loans to enable infrastructure projects and use the VPA funds to pay back the principal and the interest.

Part 3
Road Infrastructure in Harden:

If the bridges at the top of Dromartel Hill in Harden and the Railway Bridge on the southern side of Galong have not been placed on the road infrastructure list for the VPA we would like to recommend these projects as urgent, critical and basic improvements that need to be addressed in the very short term. They are a priority for trucking movements in the region. Harden has a Road Productivity Group who would be a key group to consult for VPA Road Infrastructure projects going forward.

Part 4
Other Community Infrastructure in Harden:

In order of preference our main priorities for infrastructure in Harden- Murrumburrah would be:-

These are long term projects that Sibelco may be interested in supporting in stages over the next few years that would bring increased economic growth and sustainability to the Harden Murrumburrah community. We would get these happening very quickly if Sibelco and the VPA group indicate their interest.

Major Economic Commercial Infrastructure Projects in Harden:-

- Truck Change Over Development: Toilet and Showers block built in preparation for a Truck Change Over Station planned for the future. It is envisaged that this site will eventually be used as a service center with food, petrol and one man cabins to facilitate the known increase in truck movements from 30 to 70 a day, through the Burley Griffin Way, as a result of Badia’s increased kill capacity to 10 mill chickens per day. These truck will need a driver exchange spot and Harden is ideally suited to this opportunity. Additionally this site could also be used as a holding spot for trucks awaiting the restricted time access to Galong mine. These trucks currently wait on Limestone Rd and are causing safety issues on this road for other traffic users.
- Harden Council works depot Moving of current works depot to new designated industrial area and redevelopment of the current site in Murrumburrah to a landscaped garden with parking for tourist Precinct.
- Main Street upgrade - back entrance to shops and access for visitation from Burley Griffin Way, closing of driveways in main street with redevelopment of Ambulance Station site into landscaped parking to increase access to Main St Businesses.
- Harden Show Ground: Long term project: Upgrade to showground: VPA could assist with this project over several years to establish new buildings, maintenance of buildings, new portable cattle yards, toilet and shower blocks male and female. Cover for existing arena and sprinkler system. Covered kitchen BBQ areas, leveling and landscaping. +++ (some of these have been quoted ie: cover for horse arena: $140,000.)

list of possible items which are smaller and ready to be completed now are:- in no particular order

Smaller Community Based infrastructure projects:-

- Harden Murrumburrah Community: Double sided portable Electronic board for advertising events $45,000
- McLean Oval Caravan at $80,000
- Roberts Park Toilet and change room block both male and female with grand stand costing $200,000
- Hardrock Gym. Non for profit Organisation: Heating and internal doors to enclose a space. External and internal Signage and facade upgrade $30,000
- Landscaping and flattening of ground at Race Course for the marquee section for races and stall section for Kite Festival- $20,000
- Soera Board for Tim Doolan oval used by Cricket and League $16,000
- Arts Council Building Stage 2 - Floor replacement $105,000

School items - unsure if these fit the criteria but...

- Trinity School Outdoor Fitness circuit for use by community: adults and children $30,000
- Trinity: Upgrade to Computers: $1,000 per unit - $5,000 to $20,000
- Murphys Public: Upgrade to Computers: $1,000 per unit - $5,000 to $20,000
- Murrumburrah High: basketball court surface upgrade: $25,000
Healthy Shires Committee - 15 August 2017

17/235 RESOLVED:

That Council maintenance, asset management and infrastructure staff undertake fall prevention training to raise educational awareness of how to prevent falls in and around public areas and facilities.

Moved and declared carried by: Administrator W Tuckerman

17/236 RESOLVED:

That the balance of the committee reports be noted.

NEXT MEETING
TBA

TERMINATION
There being no further business the meeting closed 5.52pm
CONFIRMATION OF MINUTES

It is recommended that the minutes of the Extraordinary Council meeting held 20 September 2017, be confirmed as a true and accurate record.
HILLTOPS COUNCIL EXTRAORDINARY MEETING MINUTES
20 September 2017, commencing at 5.30 PM
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

ATTENDANCE

COUNCILLORS
Gregory Armstrong
Tony Flanery
John Horton
Brian Ingram
Christopher Manchester
Rita O’Connor
Margaret Roles
Matthew Stadtmiller
Wendy Tuckerman
John Walker
Anthony Wallace

STAFF
A McMahon General Manager
L Furness Executive Director Corporate and Community
S Langman Director Sustainable Growth
D Wymer Director Infrastructure Services

EOM 17/12 – OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS

17/12 RESOLVED: That;

1. all newly elected Councillors take the oath or affirmation of office; and
2. sign the statement of oath or affirmation.

Antony Wallace - Oath
Margaret Roles - Affirmation
Matthew Stadtmiller - Oath
Greg Armstrong - Oath
John Horton - Oath
John Walker - Oath
Tony Flanery - Oath
Christopher Manchester - Oath
Brian Ingram - Oath
Rita O’Connor - Oath
Wendy Tuckerman - Oath

APOLOGIES
Nil

EOM 17/13 - ELECTION OF MAYOR

Cr Brian Ingram; nominated by; Cr Roles/Cr Armstrong
As there were no further nominations; Cr Ingram is elected.
EOM 17/14 - ELECTION OF DEPUTY MAYOR

17/13 RESOLVED:
That Council; elect a Deputy Mayor for a term of twelve months.
Councillors: O’Connor/Armstrong

17/14 RESOLVED:
That the method of electing the Deputy Mayor in accordance with Schedule 7, the Local Government (General) Regulation 2005 be by Ordinary Ballot.
Councillors: Flanery/Tuckerman

Cr Tony Wallace; nominated by; Cr Manchester/Cr Roles
Cr Chris Manchester; nominated by; Cr Flanery/Cr O’Connor

Ordinary ballot took place - 7/4
That Councillor Tony Wallace be elected Deputy Mayor.

EOM 17/15 - MEETING DATES AND TIMES FOR THE ORDINARY MEETING OF COUNCIL

17/15 RESOLVED: That Council;

1. Hold eleven (11) ordinary meetings over the 2017/18 term in each month with the exception of January, as listed; and
2. Endorse the meeting schedule for the 2017/18 term, with exact dates and locations to be further considered.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>27 September 2017</td>
<td>Former Young Shire Area</td>
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<tr>
<td>25 October 2017</td>
<td>Former Harden Shire Area</td>
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<td>22 November 2017</td>
<td>Former Boorowa Shire Area</td>
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<td>20 December 2017</td>
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<td>28 February 2018</td>
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<td>28 March 2018</td>
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<td>24 April 2018</td>
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<td>27 June 2018</td>
<td>Former Boorowa Shire Area</td>
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<td>25 July 2018</td>
<td>Former Young Shire Area</td>
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<tr>
<td>22 August 2018</td>
<td>Former Harden Chambers</td>
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<tr>
<td>26 September 2018</td>
<td>Former Boorowa Shire Area</td>
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</tbody>
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Councillors: Manchester/Walker

General Manager
Mayor
17/16 RESOLVED:

That the next Council meeting will be 27 September 2017 in the Young Chambers commencing at 5.30pm.

Councillors: Flanery/Manchester

EO M 17/16 - LIVE STREAMING OF COUNCIL MEETINGS POLICY

17/17 RESOLVED:

That Council; adopt the Draft Live Streaming of Council Meetings Policy with a 6 month trial period for Live streaming.

Councillors: Walker/Horton

TERMINATION

There being no further business the meeting closed 6.13pm
GENERAL MANAGERS REPORT

17/155 – UPDATE ON TRANSITION TO THE NEW HILLTOPS COUNCIL

Reference:   File No. F23.00
Responsible Officer: General Manager

PURPOSE

The purpose of this report is to update the new Hilltops Council on the work undertaken to transition from the three former Councils of Young, Harden and Boorowa to the new Hilltops Council.

REPORT

As part of the transition to the new Hilltops Council, the Department of Premier and Cabinet provided guidance on activities to be undertaken to transition to a new Council organization. Ten areas of work were identified with Council preparing a transition plan to undertake those activities. The following is a high level update of the activities that have been undertaken with some information on activities still yet to be undertaken.

1 Service Continuity with Smart Service improvements

Completed Work:

The majority of these items are complete, Hilltops has a single business identity with all the required registrations for ABN, GST, PAYG, superannuation etc. Banking services were put out to tender and consolidated under a single provider with some local arrangements to transfer funds. There were savings in general insurance premiums through the consolidation of policies. Assets have all been transferred and review is taking place on a rolling basis. Payments from customers can be processed at every site, via B-Pay and B-Point and via credit card over the telephone. The new Hilltops Tourism and Visitor Guides were launched.

Incomplete Work:

There are still some internal issues with information transfer due to the need for a single Local Government Information System (LGIS) across the three administrative sites. The delay of a single Hilltops Domain is awaiting the completion of the Microwave WAN and new servers which is due for completion by the end of September. Further Smart Service improvements such as DA tracking and customer request lodgement are not possible until the LGIS is implemented.

The implementation of the LGIS is fundamental to the council being able to provide seamless services to the community.

Council currently has a grant submission to the Federal Governments Smart Cities and Suburbs Program which will be the subject of a further future report to Council.
The application included a component on smart sensors and broader civic applications of the Microwave Wan that is currently being installed.

2 Robust Governance that Delivers Confidence to Communities

Completed Work:

- Council staff have completed two end of financial years including finalisation of statements and the completion of the Audit. The 2016/17 audit is about to commence. Council instituted a Governance, Risk and Audit Committee in line with the new arrangements which have included the new role for the Committee with oversight from the Auditor General. Investment management is operating under the adopted Hilltops Policy. A number of new regional committees have been established with the aim of ensuring broader community involvement in understanding and guiding decisions in what are considered areas of strategic priority including:
  - Economic Development
  - Tourism
  - Arts and Culture
  - Youth Initiatives
  - Environmental Initiatives
  - Access
  - Traffic

Budgets have been combined for the current year under a single chart of accounts. Delegations continued under previous arrangements while a full-scale review took place in conjunction with an organisational restructure, now complete and almost fully implemented. The Southern Slopes Weeds County Council was dissolved and is being incorporated into the Hilltops Council. This has added a layer of complexity which was not anticipated at the commencement of the transition.

The Privacy Management Plan is in place and the draft Related Parties Disclosure is ready for adoption.

Incomplete Work:

Work has commenced on data validation for Asset management plans but work is not complete in developing asset management plans. The Land register is currently being consolidated, this will include all leases and real estate owned by Council.

A number of policies and procedures have been developed with a further detailed report to be provided to Council relating to policies.
3 Easy to do Business With, in Person and On Line

Completed Work:

Fees and charges are able to be paid in person at any office and via B-Pay and B-Point and via credit card over the telephone. There is an ability to book facilities, lodge customer service request, through manual processes at each office. Phone calls can be transferred manually from each site. An interim website is operating with a new Hilltops Website almost completed.

There has been development and introduction of staff values which are:

- **Customer Centric Services** – the community are our customers that deserve the best from us in every interaction we have and every action we take.
- **Collaboration** – we are a team and will always achieve more as a team than as individuals – communication is the key.
- **Continuous Improvement** – we may never reach perfection but that will always be our target.

Incomplete Work:

On line services are largely non-existent with progress in this area being hampered by two factors:

- Internet; the unavailability of fast or cost-effective internet has forced council to develop its own microwave WAN, this is scheduled for completion in October which will enable progress on issues such as phones, website.
- LGIS; A single integrated LGIS platform with online service delivery is the major factor in delivering improvements in this area.

4 Engaged Staff Who Understand their roles and how they contribute to the new council.

Completed Work:

A Consultative Committee made up of staff from the three sites has been operating since the first month of the new Council and has been an important engagement tool for moving ahead in this area. A staff newsletter has been in place and is evolving. A new salary system was approved by unions and is in place. Senior Staff were congratulated by the USU on the way in which Council staff consulted with staff and unions over the restructuring and salary system. The Rural Management Challenge saw the Hilltops Team win the technology and innovation part of the challenge which resulted in the team presenting their winning project to the Civica Local Government IT Conference in Sydney.

The organization structure has been completed and new roles have been filled largely by existing staff. External recruiting has taken place only when no internal staff were available for positions in accordance with the provisions of the Local Government Act. All but one of the existing staff got their first preference for a position in the new organization structure with that individual undertaking the role they were undertaking prior to merger.
Incomplete Work:

Staff who have not changed roles are still in the process of moving across to the new salary system. This can only be done on voluntary basis so takes more individual consultation.

5 Involved Communities who have their say

Completed Work:

An Implementation Advisory Group and Local Representation Committees operated throughout administration period. A number of community meetings, forums information sessions held for stronger communities’ grants, budget, stronger community fund projects. Council meetings rotated across three major centres. Community newsletters published regularly. Pop up stalls were held in the main townships to seek community feedback. Numerous community based organisation meetings and presentations undertaken. Numerous section 355 committees in place and regularly meeting as mentioned previously.

Incomplete Work:

Service level documentation not completed however, reviews have commenced on water (via integrated water cycle management plan), waste, IT and swimming pools. Further work will be carried out in conjunction with LGIS implementation which will inform and drive service levels.

6 Communities can readily Identify with new Council

Completed Work:

Logo, business and domain names registered. Branding of buildings, plant & equipment, village signs has been completed. New staff uniforms adopted and policy in place. Interim website launched 1 month after amalgamation, new comprehensive website almost complete.

Incomplete Work:

New website to be launched

7 A Shared Vision and Direction for Whole Community

Completed Work:

Community forums conducted for major issues including, grants, budgets, and development of key strategic initiatives such as the economic development strategy. A range of Section 355 committees have been instigated with staff attending meetings where possible. As previously stated there are a number of regional committees in place which act as an avenue for the community to provide direction and create a shared vision for the community. Pre-planning for development of Community Strategic Plan in place and subject of separate report to Council.
Incomplete Work:
A consolidated LEP for the new Council was listed in the implementation plan for the Hilltops Council. Under direction from NSW Government, Council was not allowed to progress this until an elected Council is in place.

8 Rates Maintained under existing Pathways and resources used wisely to serve the entire council area

Completed Work:
Rates charges have continued in accordance with government guidelines, notices issued on Hilltops letterheads. Land crossing old boundaries now charged as single property with lowest rating value applied.

Issues: the data required for rating is still held on three separate LGIS platforms and needs to be combined on single LGIS.

9 Expected benefits which are clear measurable and on target

Completed Work:
Actions which are completed include Integrated budget, utilising specialist staff across whole of council in preference to contractors, creditors and debtors only dealing with single Hilltops entity, consolidation of tenders for several services including waste management and road sealing services, aligning payroll for tax, workers compensation. Completion of tender selection process for LGIS platform. Identifying and approving community grants for stronger community grants and stronger Community Fund projects.

Incomplete Work:
Modelling for the LTFP is not compete and will require input from new council and community. It is envisaged that a financial sustainability strategy will be developed. Combined radio network has not been verified for benefits and has not yet proceeded. Customer request and service is not fully integrated.

10 A newly elected Council working for the whole community.

The election was successfully run and administered by Electoral Commission and an induction plan has been developed. Planning is underway for community consultation to develop Community Strategic Plan.

STATUTORY PROVISIONS

- Local Government Act 1993
- Privacy and Personal Information Protection Act 1998
- Hilltops Council Code of Conduct

RECOMMENDATION

It is recommended that Council; note the report.
17/156 - MERGER TRANSITION COSTS

Reference: File No. F23.00
Responsible Officer: General Manager

PURPOSE

The purpose of this report is to brief Council in relation to the merger transition costs associated with the formation of Hilltops Council, advocacy undertaken to date and to recommend further advocacy.

REPORT

As Council would be aware, at the time of merger to form the Hilltops Council the NSW Government allocated $5m to Hilltops Council to fund the costs associated with merging the former Councils of Harden, Young and Boorowa.

An allocation of $5m was provided to all regional and rural merged Council’s irrespective of number of Council’s merging, size, complexity or individual circumstances whilst all metropolitan merger Councils received $10m towards merger costs.

During the early stages post amalgamation, initial cost estimates were developed which indicated that the funding allocated to Council towards the merger costs were not adequate to cover forecast expenses of approximately $6.4m. Initial advocacy was undertaken with the former Local Government Minister with no formal response being received prior to the NSW Government Cabinet reshuffle which resulted in a new Local Government Minister being appointed. A copy of initial correspondence to the Minister is attached to this report for reference.

As the transition process progressed, further refinement of cost estimates indicate that the full merger cost is more likely to be in the vicinity of $7.3m. With the lack of response from the previous Minister and the refinement of cost estimates, further advocacy was undertaken with copies of correspondence attached for reference. To date no written response has been received from the NSW Government.

As the merger process has progressed further rural and regional Councils have also found that the cost of merger has exceeded the funding allocated. As a consequence, consolidated representation has recently been made to the NSW Local Government Minister on behalf of the merged regional and rural Councils with a copy of correspondence attached.

Council may be aware that the NSW Government has recently indicated they will not be progressing with several previously proposed mergers across NSW. As a consequence of this change in policy position the NSW Government will save expenditure of what is estimated between $150M - $200M relative to original merger contributions across the State (combining merger cost and infrastructure allocations).
Obviously, the financial impacts of not receiving further funding from the NSW Government towards the cost of merger will need to be borne by the community and it is recommended that Council continue to advocate that it is unreasonable of the NSW Government to place that financial burden on the Hilltops Community.

**ATTACHMENTS**

- Attachment 1 - Correspondence to Minister Toole
- Attachment 2 - Correspondence from Council to various Ministers
- Attachment 3 - Correspondence from Edward River Council on behalf of merged Rural and Regional Councils to Minister Upton

**RECOMMENDATION**

It is recommended that Council:

1. Note the report and endorse the advocacy undertaken to date in relation to merger transition costs
2. Further advocate for the full merger transition costs to be funded by the NSW Government
25 October 2016

The Hon. Paul Toole MP
Minister for Local Government Parliament
House 6 Macquarie Street
SYDNEY NSW 2000

Dear Minister Toole

**Implementation Costs Hilltops Council**

Council has recently completed the costing of the Implementation Plan to transition the three former Councils of Harden, Boorowa and Young into the new Hilltops Council. Council staff have estimated the cost of the transition to be $6,447,900, which obviously exceeds the $5 million allocated by the State Government. As the Administrator, I do not believe that the community should be paying for the transition costs.

Amongst the major costs to Council are IT and communications infrastructure between the three centres, and a major increase in worker’s compensation insurance costs to name a few. I am committed to ensuring that the amalgamation process is smooth and that the Hilltops Council is successful. The Council will need to rely on IT and communications infrastructure to do this.

As you are aware I have already raised with you the disparity of the allocation to regional councils versus the allocation to Metropolitan Councils. Metropolitan Councils have far greater capacity and less complexity. For example, Hilltops is combining three Councils all with different IT systems, with poor communications between the three sites. Metropolitan Councils do not have responsibility for sewer or water whereas Hilltops has responsibility for three sewer and water schemes adding a further layer of complexity to the transition.

I, along with Council’s senior management are committed to making the transition as smooth and painless as possible giving the community access to far better services than they previously had. If Council is not funded for the difference of $1.44 million, then the Council will need scale back on some of the transition activities which may see a less than optimum outcome for the Hilltops community and the State Government.

I look forward to discussing these issues with you at our next meeting.

Yours sincerely

Wendy M Tuckerman
Administrator
HILLTOPS COUNCIL
17 July 2017

The Hon. Angus Taylor MP
Federal Member for Hume
PO Box 700
Goulburn NSW 2580

Dear Mr Taylor

I am writing on behalf the Hilltops Council and Community seeking to have the significant transition cost of merger funding shortfall addressed. In October 2017, I wrote to the then Local Government Minister, the Honourable Paul Toole, raising the same issue, however at no time has Council received a response.

The letter referred to above which I have attached relates to the disparity between the cost associated with establishing (or transitioning) the Hilltops Council and the funds allocated by the NSW Government for the establishment.

As you would be aware the Hilltops Council was created by amalgamating the former Councils of Young, Boorowa and Harden. As you would also be aware, regardless of the number or complexity of Councils involved in the merger, rural Councils received $5million to cover the cost of merger whilst metropolitan Councils received $10million. I am not aware that any evidence base was used to assess the cost associated with individual mergers which can vary greatly dependent on a range of factors. Several of these factors include but are not limited to:

- the relative geography and distance between administration sites which impacts factors such as communication between sites
- relative alignment of existing systems such as ICT (including software and connectivity) in the former Councils
- the range and complexity of services undertaken by the Councils (for example we are merging three water and sewerage utilities which are complex Council services not undertaken by metropolitan Councils)
- Legislative limitations imposed on some Councils and not others (for example we one of only two merged Council in NSW’s with Snowy Monaro being the other where Section 218CA of the Local Government Act applies to more than one of the former Councils)
- The number of Councils actually being merged, i.e. two versus three
You may be aware that the cost to merge Hilltops Council has recently received media attention and this is expected to continue and potentially escalate post-election in September. Council's original estimated cost of merger was $6.4m, however a significant unknown in that estimate was the cost of Information and Communication Technology integration and more specifically the cost of establishing an integrated local government information system (LGIS) which underpins Council's ability to service the community. Based on a comprehensive public tender process for the LGIS Council now has a far more accurate quantum of the total merger transition cost. Taking into consideration the refined ICT and LGIS costs the total cost expected to modestly finalise the merger of Hilltops is $7.45 million, or $2.45 million more than Council was provided to complete the transition. I should also note that this figure does not allow any contingency.

The above issue coincides with Council already forecasting a significant operating deficit in the 2017/18 financial year (predominantly due to timing of FAG's payments, increased street lighting costs and further grant payment impacts), however a lack of further contribution from the Government to the merger costs would result in a further "real" $2.45m unfunded and unbudgeted operating deficit. Council is able to explain to the community issues around timing of payments which has resulted in the originally budgeted deficit, however this is not the case for genuine lack of funds to offset necessary expenditure.

Quite frankly, the cost of the transition is not something the community should have to fund and I expect that once the community is made further aware of the gap between the cost of merger and the funding provided by the NSW Government further scrutiny of the local government amalgamations could be expected.

As you are aware, the Government's recent announcement to discontinue with further non-metropolitan mergers provides the opportunity to reconsider the allocation of funds to secure the success of those merged Councils where financial support required is evidence based such as Hilltops.

Further to the above, you would be aware the Government recently dissolved the Southern Slopes County Council (trading as the Southern Slopes Noxious Plants Authority) which was constituted under the Local Government Act. As a result, the former SSCC is now being integrated back into Hilltops Council in accordance with the terms of the proclamation. The dissolution will enhance governance and have long term service delivery benefits and improved environmental outcomes. Again, ensuring a smooth and effective transition through adequate availability and allocation of resources is critical and Hilltops Council would hope this be further considered in line with the context of this letter.

In conclusion, I strongly reinforce that the Hilltops Council will be a success and other than the obvious funding shortfall to successfully complete the transition to the new Council the community has generally accepted the change. It is critical however, that we are afforded the necessary resources by the Government to deliver on the long term positive benefits intended through the Governments reform program.
urge you to reconsider providing Hilltops Council a further $5m transition cost grant to provide equity with our metropolitan counterparts, ensure the future success of the Hilltops Council and recognise the additional costs associated with including a fourth merged entity being the SSNPA. I request that the Government rectify the situation as a matter of urgency.

Our community is aware of the funding shortfall and have been awaiting a response from Council on the Governments position on financial assistance. I am more than happy to work with you closely to reach an outcome that is in the best interest of the State and the Hilltops Community.

I look forward to your response. Should you wish to contact me for further discussion or clarification of the above issues, please contact my office on (02) 6380 1200.

Yours Sincerely

Wendy Tuckerman
Administrator
Hilltops Council

Enclosed: Past correspondence to the former Local Government Minister
OFFICE OF THE ADMINISTRATOR

17 July 2017

The Hon. Gladys Berejiklian MP
Premier NSW
GPO Box 5341
Sydney NSW 2001

Dear Ms Berejiklian

I am writing on behalf the Hilltops Council and Community seeking to have the significant transition cost of merger funding shortfall addressed. In October 2017, I wrote to the then Local Government Minister, the Honourable Paul Toole, raising the same issue, however at no time has Council received a response.

The letter referred to above which I have attached relates to the disparity between the cost associated with establishing (or transitioning) the Hilltops Council and the funds allocated by the NSW Government for the establishment.

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- the range and complexity of services undertaken by the Councils (for example we are merging three water and sewerage utilities which are complex Council services not undertaken by metropolitan Councils)

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Our community is aware of the funding shortfall and have been awaiting a response from Council on the Governments position on financial assistance. I am more than happy to work with you closely to reach an outcome that is in the best interest of the State and the Hilltops Community.

I look forward to your response. Should you wish to contact me for further discussion or clarification of the above issues, please contact my office on (02) 6380 1200.

Yours Sincerely

Wendy Tuckerman
Administrator
Hilltops Council

Enclosed: Past correspondence to the former Local Government Minister
Dear Ms Goward

I am writing on behalf the Hilltops Council and Community seeking to have the significant transition cost of merger funding shortfall addressed. In October 2017, I wrote to the then Local Government Minister, the Honourable Paul Toole, raising the same issue, however at no time has Council received a response.

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Yours Sincerely

Wendy Tuckerman
Administrator
Hilltops Council

Enclosed: Past correspondence to the former Local Government Minister
OFFICE OF THE ADMINISTRATOR

17 July 2017

Ref: Y245995
Contact: W Tuckerman

The Hon. Katrina Hodgkinson MP
Member for Cootamundra
PO Box 350
Young NSW 2620

Dear Ms Hodgkinson

I am writing on behalf the Hilltops Council and Community seeking to have the significant transition cost of merger funding shortfall addressed. In October 2017, I wrote to the then Local Government Minister, the Honourable Paul Toole, raising the same issue, however at no time has Council received a response.

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Wendy Tuckerman
Administrator
Hilltops Council

Enclosed: Past correspondence to the former Local Government Minister
17 July 2017

The Hon. Gabrielle Upton MP
Minister for Local Government
GPO Box 5341
Sydney NSW 2001

Dear Ms Upton

I am writing on behalf the Hilltops Council and Community seeking to have the significant transition cost of merger funding shortfall addressed. In October 2017, I wrote to the then Local Government Minister, the Honourable Paul Toole, raising the same issue, however at no time has Council received a response.

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Yours Sincerely

Wendy Tuckerman
Administrator
Hilltops Council

Enclosed: Past correspondence to the former Local Government Minister
Dear Mr Barilaro

I am writing on behalf the Hilltops Council and Community seeking to have the significant transition cost of merger funding shortfall addressed. In October 2017, I wrote to the then Local Government Minister, the Honourable Paul Toole, raising the same issue, however at no time has Council received a response.

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- Legislative limitations imposed on some Councils and not others (for example we one of only two merged Council in NSW’s with Snowy Monaro being the other where Section 218CA of the Local Government Act applies to more than one of the former Councils)
- The number of Councils actually being merged, i.e. two versus three
You may be aware that the cost to merge Hilltops Council has recently received media attention and this is expected to continue and potentially escalate post-election in September. Councils original estimated cost of merger was $6.4m, however a significant unknown in that estimate was the cost of Information and Communication Technology integration and more specifically the cost of establishing an integrated local government information system (LGIS) which underpins Councils ability to service the community. Based on a comprehensive public tender process for the LGIS Council now has a far more accurate quantum of the total merger transition cost. Taking into consideration the refined ICT and LGIS costs the total cost expected to modestly finalise the merger of Hilltops is $7.45 million, or $2.45 million more than Council was provided to complete the transition. I should also note that this figure does not allow any contingency.

The above issue coincides with Council already forecasting a significant operating deficit in the 2017/18 financial year (predominantly due to timing of FAG’s payments, increased street lighting costs and further grant payment impacts), however a lack of further contribution from the Government to the merger costs would result in a further “real” $2.45m unfunded and unbudgeted operating deficit. Council is able to explain to the community issues around timing of payments which has resulted in the originally budgeted deficit, however this is not the case for genuine lack of funds to offset necessary expenditure.

Quite frankly, the cost of the transition is not something the community should have to fund and I expect that once the community is made further aware of the gap between the cost of merger and the funding provided by the NSW Government further scrutiny of the local government amalgamations could be expected.

As you are aware, the Government’s recent announcement to discontinue with further non-metropolitan mergers provides the opportunity to reconsider the allocation of funds to secure the success of those merged Councils where financial support required is evidence based such as Hilltops.

Further to the above, you would be aware the Government recently dissolved the Southern Slopes County Council (trading as the Southern Slopes Noxious Plants Authority) which was constituted under the Local Government Act. As a result, the former SSCC is now being integrated back into Hilltops Council in accordance with the terms of the proclamation. The dissolution will enhance governance and have long term service delivery benefits and improved environmental outcomes. Again, ensuring a smooth and effective transition through adequate availability and allocation of resources is critical and Hilltops Council would hope this be further considered in line with the context of this letter.

In conclusion, I strongly reinforce that the Hilltops Council will be a success and other than the obvious funding shortfall to successfully complete the transition to the new Council the community has generally accepted the change. It is critical however, that we are afforded the necessary resources by the Government to deliver on the long term positive benefits intended through the Governments reform program. I
urge you to reconsider providing Hilltops Council a further $5m transition cost grant to provide equity with our metropolitan counterparts, ensure the future success of the Hilltops Council and recognise the additional costs associated with including a fourth merged entity being the SSNPA. I request that the Government rectify the situation as a matter of urgency.

Our community is aware of the funding shortfall and have been awaiting a response from Council on the Governments position on financial assistance. I am more than happy to work with you closely to reach an outcome that is in the best interest of the State and the Hilltops Community.

I look forward to your response. Should you wish to contact me for further discussion or clarification of the above issues, please contact my office on (02) 6380 1200.

Yours Sincerely

Wendy Tuckerman
Administrator
Hilltops Council

Enclosed: Past correspondence to the former Local Government Minister
19 September 2017

The Hon. Gabrielle Upton MP
Minister for the Environment
Minister for Local Government
Minister for Heritage
52 Martin Place
SYDNEY NSW 2000

Via email: office@upton.minister.nsw.gov.au

Dear Minister Upton,

RE: REQUEST FOR ADDITIONAL MERGER IMPLEMENTATION FUNDING

I am writing on behalf of the Regional Councils Forum to seek additional support from the NSW Government for regional merged councils to meet the costs of merger implementation. As you would be aware, the Regional Councils Forum includes all regional merged councils, namely the Armidale, Dubbo, Cootamundra-Gundagai, Edward River, Federation, Hilltops, Mid-Coast, Murray River, Murrumbidgee, Queanbeyan-Palerang, Snowy Monaro and Snowy Valleys councils.

While the Forum and its member councils are grateful for the financial and non-financial support the NSW Government has provided to date; regional merged councils have increasingly found that the merger implementation funds provided have been inadequate in terms of enabling councils to meet the costs of merging two or more organisations, particularly in the area of Information Technology.

The Forum’s member councils have found that harmonising Information Technology systems has been an expensive exercise, with the costs of combining two or more business systems - or in many cases implementing an entirely new business system – using up a significant portion of the merger implementation funds provided by the NSW Government.

Considerable progress has been made by the Forum’s member councils in meeting the costs associated with the mergers and delivering on the targets set by the NSW Government. However, when the significant expenditure required for establishing or combining business systems is considered in the context of all other merger costs, including new branding and websites, service reviews, governance improvements, office consolidation, redundancy costs, mobile network and connectivity improvements and signage upgrades to name a few, the difficulty in covering all required costs is apparent.

To ensure transparency and accountability for the additional funding sought, each regional merged council will submit a letter to your Department providing greater detail on the support required. Included in each letter will be a costed list outlining the items that the support is required for, and an explanation for why it is required.
Once again, I thank the NSW Government for the support it has provided to regional councils to date. I hope that you will favourably consider this request and look forward to your response.

Yours faithfully,

Ashley Hall
Administrator & Chair, Regional Councils Forum
ORDINARY MEETING AGENDA

27 September 2017

Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

17/157 – ADOPTION OF COUNCIL POLICIES

Reference:   File No. F23.00
Responsible Officer:   General Manager

PURPOSE

The purpose of this report is to recommend that Council adopt a number of policies which were put on public exhibition for a period of 28 days in July and August. The policies include:

- Draft Activities Approvals Policy;
- Draft Code of Meeting Practice;
- Draft Complaints Management Policy;
- Draft Councillor Expenses and Facilities Policy;
- Draft Customer Service Policy & Charter;
- Draft Enforcement Policy;
- Draft On-Site Sewerage Management Policy;
- Draft Planning Agreement Policy;
- Draft Plumbing and Drainage Policy;
- Draft Related Party Disclosures Policy;
- Draft Sponsorship Policy;
- Draft Subdivision Work Agreement Policy;
- Draft Swimming Pools Inspection Program Policy;
- Draft Fees & Charges Policy.

REPORT

Prior to the recent election, a number of draft policies were presented to Council for consideration and subsequently placed on exhibition. The resolutions relating to the policies stated that they be placed on public exhibition for 28 days and if there were no submissions received, the policies were to be adopted.

During the exhibition period, one submission was received resulting in the need for a further report to be presented to Council for consideration of the policies.

A copy of the submission made is attached to this report for reference. It should be noted that the submission did not suggest any modification to the content of the policy, rather raised concerns over the process in Council adopting the policy.

The submission objected to the policy based on the understanding that “each policy will need to be rescinded if the new Council disagrees with any of the components of any of the proposed policies”. Council has the opportunity at any time (by following due process) to review adopted policies of Council and to make alterations to those policies.

Based on the fact the policies had previously been endorsed for public exhibition, they were placed on exhibition for a period of 28 days during which time no public submissions were received proposing policy changes, it is recommended that Council adopt the policies.
CONSULTATION

The draft Policies were placed on public exhibition for 28 days with one submission received during that period as referred to above in this report.

ATTACHMENTS

Attachment 1 - Submission received referring to the draft policies
Attachment 2 - Previous reports on policies referred to under purpose.

RECOMMENDATION

It is recommended that Council adopt the following draft policies:

- Draft Activities Approvals Policy;
- Draft Code of Meeting Practice;
- Draft Complaints Management Policy;
- Draft Councillor Expenses and Facilities Policy;
- Draft Customer Service Policy & Charter;
- Draft Enforcement Policy;
- Draft On-Site Sewerage Management Policy;
- Draft Planning Agreement Policy;
- Draft Plumbing and Drainage Policy;
- Draft Related Party Disclosures Policy;
- Draft Sponsorship Policy;
- Draft Subdivision Work Agreement Policy;
- Draft Swimming Pools Inspection Program Policy;
- Draft Fees & Charges Policy.
Sent: Thursday, 24 August 2017 1:41 AM
To: Hilltops Mall <mail@hilltops.nsw.gov.au>
Subject: Draft policies

Dear Hilltops Council,

I would like to object to the following policies being implemented before a newly elected Council is put in place after the September 9 Hilltops local government elections.


My objection is based on my understanding that each policy will need to be rescinded if the new Council disagrees with any of the components of any of the proposed policies.

Your Sincerely,
The purpose of this report is to present Council with a draft Code of Meeting Practice (the Code) and request that the Code be placed on exhibition for a period of 28 days.

The primary purpose of a council meeting is to make transparent decisions in a public forum – a cornerstone of local democracy.

To streamline and ensure uniformity of proceedings, meetings at Council are conducted under certain guidelines and regulations. These are known as the Code of Meeting Practice and incorporate the meeting procedure requirements set out in the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The Code covers the convening and conduct of meetings of Hilltops Council and of Committees of Council. As well as conforming with accepted protocols and benchmarks, the Code of Meeting Practice facilitates the smooth running of meetings, and the creation of an environment where the public interest can be upheld.

Under section 360 (2) of the Act, Council may establish a Code of Meeting Practice. The Code must incorporate meeting procedures set out in the Local Government Act 1993 and Local Government (General) Regulation 2005 and can incorporate local provisions. However, in adopting local provisions, the Code must be consistent with the relevant legislative provisions. Council and Committee meetings must operate in accordance with the adopted Code of Meeting Practice.

The primary objective of meeting procedures in the Code is for the conduct of orderly, efficient and professional Council meetings. Orderly meeting processes contribute to responsible and transparent public decision-making and increase Council’s accountability to the community.

The objectives of this Code of Meeting Practice are:

- to ensure that all meetings of Council and its Committees are conducted in an orderly and proper manner;
- to ensure that all meetings of Council and its Committees are conducted according to the principles of procedural fairness and due process;
- to ensure Council and Committee meetings display open government and allow access and participation by the community;
- to assist with the conduct of discussion and debate during Council and Committee meetings;
• to increase Council’s professionalism, transparency and accountability to the community;
• to ensure that all Councillors understand their rights and obligations during Council and Committee meetings;
• to ensure that all Councillors have an equal opportunity to participate fully in the meeting;
• to ensure that Councillors participate in meetings that engender a positive meeting environment that is without malice and avoids insulting, improper or defamatory statements; and
• to be an effective aid to good governance by ensuring Council adheres to standards which promote and contribute to the democratic process.

The Office of Local Government provided all local councils with guiding principles to help new councils improve council and committee meetings and this document was used in conjunction with legislation in the finalising of this draft Code.

Specific objectives were considered throughout the preparation of the draft Code;
• support the Chair before, during and after the meeting;
• focus on meetings as public decision-making forums;
• keep meetings open and transparent;
• optimise the structure of council and committee meetings;
• rethink agendas and business papers;
• improve communications before meetings;
• reconsider your room set up;
• use technology to improve access and transparency;
• close the loop.

These objectives mostly focus on the preparation which occurs prior to the Council meeting. Experience has shown that careful preparation is one of the keys to successful council and committee meetings - and an area in which council staff and councillors can work together to improve.

The General Manager, Business and Governance Manager and relevant Directors are key supports for council and committee meeting Chairs. They should work closely with Chairs to understand the Code of Meeting Practice, as well as the agenda and business papers for each meeting.

The process of final adoption of a new Code of Meeting Practice includes placing the draft Code on public exhibition for a period of 28 days. Council must consider all submissions from the public exhibition period prior to the final adoption of the Code.
This Code of Meeting Practice has been developed in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005, Office of Local Government’s Meetings Practice Note No 16 (August 2009), and the Office of Local Government’s Lifting the Bar.

This Code is made pursuant to Section 360 (2) of the Act. It incorporates relevant provisions of the Act and the Regulation. In the event of any inconsistency between the Code and the Act or the Regulation, the Act or the Regulation (as the case may be) prevails to the extent of the inconsistency.

This Code may be cited as the Council Code of Meeting Practice.

The Code shall be interpreted in a manner which is consistent with the Act, Regulations, and objectives of this Code.

Consultation will be undertaken through public exhibition of the draft Code of Meeting Practice and calling for public submissions.

This report contributes to the delivery of the Hilltops Council Operational Plan 2017/18 objective 4.4 ‘Governance.’

It specifically delivers on core business activities as detailed by:

4.4.1 Provide Support for Council and Committee meetings in keeping with the requirements of the Code of Meeting Practice and statutory requirements.

4.4.3 Review and improve governance structures, policies and decision-making processes on a regular basis.

Attachment 1 - Draft Hilltops Council Code of Meeting Practice

It is recommended that Council;

1. Approve the Draft Code of Meeting Practice be placed on Public Exhibition for 28 Days; and
2. If there are no submissions received adopt the Hilltops Council Code of Meeting Practice at the completion of the 28-day exhibition period.
Draft
Code of Meeting Practice Policy
TABLE OF CONTENTS

PART 1 - PRELIMINARY

1. Objectives ................................................................. 5
2. Principles ........................................................................ 5
3. Relevant Legislation & Guidelines ................................... 5
4. Definitions ........................................................................ 6
5. Application of the Code .................................................. 7

PART 2 - BEFORE COUNCIL MEETINGS ............................................ 8

2.1 Frequency of the Meetings of Council (Section 365 of the Act) .................................................. 8
2.2 Extraordinary Meetings of Council (Section 366 of the Act) .............................................................. 8
2.3 Notice of Meetings to Councillors (Section 367 of the Act) ................................................................. 9
2.4 Order of Business (Clause 239 of the Regulation) .............................................................................. 9
2.5 Giving Notice of Business (Clause 241 of the Regulation) ................................................................. 10
2.6 Mayoral Minutes (Clause 243 of the Regulation) .................................................................................. 10
2.7 Agenda for Extraordinary Meeting (Clause 242 of the Regulation) ................................................... 11
2.8 Notice of Motion- Lodgement ........................................ 11
2.9 Public Notice of Meetings (Section 9(1) of the Act) (Clause 232 of the Regulation) ......................... 11
2.10 Application for Leave of Absence (Section 234 of the Act) ............................................................... 12
2.11 Agendas and Business Papers for Council Meetings (Clause 240 of the Regulation) ................... 12
2.12 Supplementary or Late Reports ...................................... 13

PART 3 - PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS ................................................. 13

3.1 Quorum and Attendance ................................................. 13
3.2 Councillor Presence at Council Meetings (Clause 235 of the Regulation) ........................................ 13
3.3 What Happens When a Quorum is Not Present (Clause 233 of the Regulation) ............................. 14
3.4 Councillor Attendance at Council Meetings (Section 234 of the Act) .................................................. 14
3.5 Councillor Departure from Meeting ..................................... 14
3.6 Who is entitled to attend Council Meetings (Section 10 of the Act) .................................................... 14
3.7 Attendance of General Manager (Section 376 of the Act) ................................................................. 15
3.8 Attendance of Council Employees ...................................... 15
3.9 Chairperson of Council Meetings (Section 369 of the Act) (Clause 236 of the Regulation) .... 15
3.10 Chairperson to Have Precedence (Clause 237 of the Regulation) ......................................................... 16
3.11 Chairperson’s Duty with Respect to Motions (Clause 238 of the Regulation) ............................... 16
3.12 Recognition of Chairperson ................................................................. 16
3.13 Mode of Address................................................................................... 16
3.14 Report of an Office of Local Government’s Representative to be Tabled at Council Meeting (Clause 244 of the Regulation) ......................................................... 16
3.15 Notice of Motion - Absence of Mover (Clause 245 of the Regulation) ................................................................. 17
3.16 Motions to be Seconded (Clause 246 of the Regulation) ......................... 17
3.17 How Subsequent Amendments May be Moved (Clause 247 of the Regulation) ................................................................. 17
3.18 Procedural Motions.............................................................................. 17
3.19 Motions of Dissent (Clause 248 of the Regulation) ................................. 18
3.20 Petitions May be Presented to the Council ........................................... 18
3.21 Tabled Documents.............................................................................. 18
3.22 Questions May be Put to Councillors and Council Employees concerning matters on the Council Business Paper (Clause 249 of the Regulation) ........................................... 19
3.23 Limitation as to Number of Speeches (Clause 250 of the Regulation) .... 19
3.24 Motions Put Without Debate.............................................................. 20
3.25 Voting at Council Meetings (Section 370 of the Act) ................................ 20
3.26 Recording of Voting on Planning Matters (Section 375A of the Act) .... 21
3.27 Which Parts of a Meeting Can Be Closed to the Public? ....................... 21
3.28 Further Limitations Relating to Closure of Parts of Meetings to Public (Section 10B of the Act) ................................................................. 22
3.29 Notice of Likelihood of Closure Not Required in Urgent Cases (Section 10C of the Act) ................................................................. 23
3.30 Grounds for Closing Part of Meeting to be Specified (Section 10D of the Act) ................................................................. 23
3.31 Representation by Members of the Public - Closure of Part of Meeting (Clause 252 and 264 of the Regulation) ................................................................. 23
3.32 Resolutions Passed at Closed Meetings to be Made Public (Clause 253 of the Regulation) ................................................................. 24
3.33 What constitutes a decision of the Council (Section 371 of the Act) .......... 24
3.34 Rescinding or Altering Resolutions (Section 372 of the Act) .................. 24
3.35 Motions of Adjournment................................................................. 25
3.36 Adjournment of Council Meetings .................................................. 25

PART 4 - KEEPING ORDER AT MEETINGS .................................................. 26
4.1 Questions of Order (Clause 255 of the Regulation) .............................. 26
4.2 Acts of Disorder (Clause 256 of the Regulation) ..................................... 26
4.3 How Disorder at a Meeting may be Dealt With (Clause 257 of the Regulation) ................................................................. 27
4.4 Power to Remove Persons from Meeting after Expulsion Resolution (Clause 258 of the Regulation) ................................................................. 27
4.5 Relevance in Debate........................................................................... 27

PART 5 - COUNCIL COMMITTEES ........................................................... 27
5.1 Committee of the Whole (Section 373 of the Act and Clause 259 of the Regulation) ................................................................. 27
5.2 Council may establish Committees (Clause 260 of the Regulation) ........................................ 28
5.3 Functions of Committees (Clause 261 of the Regulation) .......................................................... 28
5.4 Notice of Committee Meetings to be Given (Clause 262 of the Regulation) ............................ 28
5.5 Non-members Entitled to Attend Committee Meetings (Clause 263 of the Regulation) .............. 28
5.6 Representations by the Members of the Public - Closure of Part of Meeting (Clauses 252 and 264 of the Regulation) ........................................................... 29
5.7 Procedure in Committees (Clause 265) ...................................................................................... 29
5.8 Committee to Keep Minutes (Clause 266 of the Regulation) ................................................... 29
5.9 Chairperson and Deputy Chairperson of Committee (Clause 267 of the Regulation) ............... 29
5.10 Absence from Committee Meetings (Clause 268 of the Regulation) ....................................... 30
5.11 Reports of Committees (Clause 269 of the Regulation) ........................................................... 30
5.12 Disorder in Committee Meetings (Clause 270 of the Regulation) .......................................... 30
5.13 Committee May Expel Certain Persons from its Meetings (Clause 271 of the Regulation) ....... 30

PART 6 - TASK GROUPS AND ADVISORY COMMITTEES ................................................................. 31
6.1 Task Groups .............................................................................................................................. 31
6.2 Advisory Committees ............................................................................................................... 31
6.3 Workshops ............................................................................................................................... 31

PART 7 - DEALING WITH CONFLICTS OF INTERESTS .................................................................... 32
Pecuniary Interests .............................................................................................................................. 32
7.1 Pecuniary interest (Section 442 of the Act) ............................................................................... 32
7.2 Persons who have a Pecuniary Interest .................................................................................... 32
7.3 Interests that Need Not be Declared (Section 443 of the Act) .................................................. 32
7.4 Disclosure and Participation in Meetings (Section 451 of the Act) .......................................... 34
7.5 Disclosure by Advisers (Section 456 of the Act) ...................................................................... 34
7.6 Circumstances where Disclosure Rules are not breached (Section 457 of the Act) ................. 34
7.7 Disclosures to be Recorded (Section 453 of the Act) .............................................................. 35
7.8 Powers of the Council in Relation to Meetings (Section 10 of the Act) .................................... 35
7.9 Office of Local Government - Power of Minister in relation to meetings (Section 458 of the Act) 35
Non-Pecuniary Interests .................................................................................................................. 35
7.10 Special duty of a Councillor, member of staff and delegate .................................................... 35
7.11 Non-Pecuniary Interest ......................................................................................................... 35
7.12 Conflict of Interest .................................................................................................................. 35
7.13 Disclosures and Participation in Meetings – Non-Pecuniary (Section 454 of the Act) ............... 36

PART 8 - PRESS AND PUBLIC ....................................................................................................... 36
8.1 Public Forum ............................................................................................................................. 36
8.2 Committee Interviews – Public Forum ..................................................................................... 37
8.3 Public Access to Correspondence and Reports (Section 11 of the Act) ..................................... 37

Draft Code of Meeting Practice Policy
PART 9 - RECORD OF MEETINGS

9.1 Minutes of Meetings (Section 375 of the Act) ................................................................. 38
9.2 Minutes – Matters Required to be Recorded ................................................................. 38

PART 10 - MISCELLANEOUS

10.1 DISCLOSURE AND MISUSE OF INFORMATION ......................................................... 39
10.2 Inspection of the Minutes of the Council or a Committee ........................................... 40
10.3 Access to Records ....................................................................................................... 40
10.4 Recording of Meeting of the Council or a Committee Prohibited Without Permission (Clause 273 of the Regulation) ................................................................. 40
10.5 Audio Recording of Meetings by Council Staff ............................................................ 41
10.6 Live Streaming of Meetings by Council Staff ............................................................... 41
10.7 Certain Circumstances do not invalidate Council Decisions (Section 374 of the Act) .... 42
10.8 Council Seal (Clause 400 of the Regulation) ............................................................... 42
This policy shall be reviewed: -

- This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.
- Subject to the provisions of the Local Government Act and/or Regulation, this policy may be amended or cancelled by council at any time without prior notice or obligation to any person.

### Document History

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PART 1 PRELIMINARY

1 Objectives

This Code is intended to provide support to Councillors and staff to enhance decision making processes, as well as the experience of attending Council and Committee meetings for Councillors, Council staff and community members.

This Code has the following objectives:

- To ensure that Council and Committee Meetings are conducted expeditiously in an orderly, efficient and equitable manner;
- To ensure that Council and Committee Meetings promote open government and maximise community access and participation;
- To ensure that all meetings of Council and its Committees are conducted according to the principles of procedural fairness and due process;
- To ensure that all Councillors have an equal opportunity to participate in the meeting to the fullest extent possible, with respect being accorded to the expression of differing views during discussion and debate;
- To ensure that proceedings are professional, accountable, transparent and understandable to all persons participating in and observing meetings of Council and its Committees, as well as to the community as a whole;
- To ensure that Councillors understand their rights and obligations during Council and Committee meetings and ensure that they engender a positive meeting environment that is without malice and avoids insulting, improper or defamatory statements; and
- To ensure that Council Meetings restrict themselves to matters of policy, direction, resource allocation and statutory decisions.

2 Principles

The following principles have been prepared to support councils to improve council and committee meetings. These principles are built on the foundations provided by the Act, Regulation and OLG guidance documents, as well as the Stronger Councils Framework.

- **Transparent**  Councillors are supported to make decisions in a way that is open and accountable
- **Informed**  Councillors are supported to make decisions based on careful consideration of quality information
- **Inclusive**  Councillors are supported to understand the diverse needs and interests of their community
- **Trusted**  Communities have confidence that Councillors will act ethically and make decisions in the interests of the entire community

3 Relevant Legislation & Guidelines

This Code of Meeting Practice has been developed in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005, Office of Local Government’s Meetings Practice Note No 16 (August 2009), and the Office of Local Government’s Lifting the Bar.
This Code is made pursuant to Section 360 (2) of the Act. It incorporates relevant provisions of the Act and the Regulation. In the event of any inconsistency between the Code and the Act or the Regulation, the Act or the Regulation (as the case may be) prevails to the extent of the inconsistency.

This Code may be cited as the Council Code of Meeting Practice.

The Code shall be interpreted in a manner which is consistent with the Act, Regulations, and objectives of this Code.

1. Definitions

In this Code;

Advisory Committee

in relation to Council, means a Committee established under Clause 6.2 of the Code.

Amendment

in relation to an original motion, means a motion moving an amendment to that motion. Amendments may be in the form of additional words to a motion and/or the removal of words from a motion. Any amendment to a motion must not alter the motion to the extent that it effectively reverses the motion. If more than one amendment has been moved against the motion, subsequent amendments are Foreshadowed Amendments and are only considered after the original amendment is defeated. Each amendment is separately considered and voted on.

Chairperson

- in relation to a meeting of the Council – means, for a meeting of Council, the Mayor; and
- in relation to a meeting of a Committee of a Council - means the person presiding at the meeting as provided by Clause 5.9 of this Code.

Committee

in relation to a Council means a Committee established under Clause 5.2 or the Council when it has resolved itself into a Committee of the Whole.

Office of Local Government

means the Office of Local Government, Department of Premier and Cabinet and its successors.

Late Report

means a report which is not listed on the published agenda for the meeting but is considered by the General Manager, in view of the importance or urgency of the issue, to be a report which must be submitted to the meeting of the Council, provided the statutory notice is given.

Motion

is a proposal put forward by a Councillor or Committee member calling for action to be taken or a decision to be made on a particular matter under consideration. A motion should be specific. If possible, it should be qualified by referring to a timetable, amounts of money involved, who is to take the necessary action and so on. It should be simple, clearly expressed and easy to understand so that there is no doubt as to its meaning. It should be well structured and if it involves a number of different aspects then there should be different parts to the motion or a series of separate motions. A motion needs to be seconded to become a motion for consideration at the meeting. Any amendments to a motion put forward by a Councillor need to be seconded but it cannot be accepted if it is a direct rebuttal of the motion it seeks to amend (see definition of amendment).
Record means a document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee of the Council and, in particular, includes the minutes of meetings of the Council or of a Committee of the Council.

Relative in relation to a person, means any of the following:
- the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse;
- the spouse or the de facto partner of the person or of a person referred to in paragraph (a).

Supplementary Report means a report which adds to or amends a report which is included on the agenda for a meeting of Council.

Task Group means a group established under Clause 6.1 of the Code.

the Act means the Local Government Act 1993;

the Code means Council's Code of Meeting Practice; and

the Regulation means the Local Government (General) Regulation 2005.

Except as otherwise provided, expressions used in this Code which are defined in the dictionary at the end of the Act have the meanings set out in the dictionary.

5 Application of the Code

1.5.1 Application of the Code - Conduct of Meetings of Council and Committees (Section 360 of the Act)

1.5.1.1 The regulations may make provision with respect to the conduct of meetings of Councils and Committees of Councils of which all the members are Councillors.

1.5.1.2 A Council may adopt a Code that incorporates the regulations made for the purposes of this section and supplement those regulations with provisions that are not inconsistent with them.

1.5.1.3 A Council and a Committee of Council of which all the members are Councillors must conduct its meetings in accordance with the Code adopted.

1.5.2 Preparation of the Code of Meeting Practice - Preparation, public notice and exhibition of draft Code (Section 361 of the Act)

1.5.2.1 Before adopting the Code, Council must prepare a draft.

1.5.2.2 The Council must give public notice of the Draft Code after it is prepared.

1.5.2.3 The period of public exhibition must be not less than 28 days.

1.5.2.4 The public notice must also specify a period of not less than 42 days after the date on which the draft code is placed on public exhibition during which submissions may be made to Council.

1.5.2.5 The Council must publicly exhibit the draft Code in accordance with this notice.
1.5.3 **Adoption and Amendment of the Code - Adoption of Draft Code (Section 362 and Section 363 of the Act)**

1.5.3.1 After considering all submissions received by it concerning the draft code, the Council may decide:
- To amend those provisions of its draft Code that supplement regulations made for the purposes of Section 360 of the Act; or
- Adopt the draft Code as its Code.

1.5.3.2 If the Council decides to amend its draft Code, it may publicly exhibit the amended draft in accordance with this Division, or, if the Council is of the opinion that the amendments are not substantial, it may adopt the amended draft Code without public exhibition as its Code.

1.5.3.3 A Council may amend a Code adopted under this Part by means only of a Code so adopted (Section 363 of the Act).

1.5.4 **Revision of the Code**

1.5.4.1 Changes to the Local Government Act and Regulations automatically change the Code. Automatic amendment of the Code by the Act and/or Regulation does not require public notification under Sections 361 to 363 of the Local Government Act 1993.

1.5.4.2 The Council authorises the General Manager to reissue the Code without public exhibition to incorporate any amendments to relevant Acts, Regulations or formal advices from the Office of Local Government. The General Manager shall cause Councillors to be informed of such amendments to the Code.

1.5.5 **Availability of the Code (Section 364 of the Act) - Public Availability of the Code**

1.5.5.1 The Code under this Division adopted by a Council must be available for public inspection free of charge at the office of the Council during ordinary working hours.

1.5.5.2 Copies of the Code must be available free of charge or, if the Council determines, on payment of the approved fee.

1.5.5.3 A copy of the Code will also be available on Council’s website.

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**PART 2 - BEFORE COUNCIL MEETINGS**

**2.1 Frequency of the Meetings of Council (Section 365 of the Act)**

The Council is required to meet at least 10 times each year, each time in a different month.

The Council meets ordinarily, on the fourth Wednesday of each month commencing at 5:30 pm rotationally in either the Young, Harden and Boorowa Council Chambers, as determined by the Council and indicated in the Notices of Meeting.

**2.2 Extraordinary Meetings of Council (Section 366 of the Act)**

The Mayor may call Extraordinary Meetings of the Council on any matter or matters considered necessary.
If the Mayor receives a request in writing signed by at least 2 Councillors, the Mayor must call an Extraordinary Meeting of the Council to be held as soon as practicable but in any event within 7 days after the receipt of the request.

If the Mayor refuses or delays to call an Extraordinary Meeting after receiving a request, signed by at least 2 Councillors, those Councillors, may, in writing, request the General Manager to call the Extraordinary Meeting. The General Manager shall call the meeting as soon as practicable.

2.3 Notice of Meetings to Councillors (Section 367 of the Act)

The General Manager of the Council must send to each Councillor, at least 3 days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held and the business proposed to be transacted at the meeting.

Notice of less than 3 days may be given of an Extraordinary Meeting called in an emergency, but in no case shall notice of less than one day be given.

A notice under this section and the agenda for, and the business paper relating to, the meeting will be given in either:

- Electronic form if all Councillors have such access, or;
- Hard copy, allowing Councillors the option to be notified electronically.

2.4 Order of Business (Clause 239 of the Regulation)

At a meeting of the Council (other than an Extraordinary Meeting), the general order of business is (except as provided by the Regulations) as fixed by Council’s Code of Meeting Practice or (if the Council does not have a Code of Meeting Practice or its Code does not fix the general order of business) as fixed by resolution of Council.

The order of business for Ordinary Meetings is as follows,

- Opening of the meeting
- Public Forum
- Apologies
- Sympathy Expressions
- Confirmation of Minutes of Ordinary Council Meeting
- Business arising from minutes
- Declarations of interest
- Mayoral Minute
- Notice of Motion(s)
- Notice of Recission
- Delegates reports
- Reports
- Correspondence for attention
- Questions with notice
- Council Committee reports
- Confidential Business – Closed Council

Apart from those items on the business paper that members of the public have registered to speak on, the Mayor may bring forward an item of business from the business paper where it is established there is a strong community interest or that a member of the public with an interest in that item is present in the public gallery.
The order of business fixed under this code may be altered if a motion to that effect is passed. Such a motion can be moved without notice.

Only the mover of a motion referred to above may speak to the motion before it is put.

2.5 Giving Notice of Business (Clause 241 of the Regulation)

2.5.1 A Council must not transact business at a meeting of the Council;

- Unless a Councillor has given notice of the business in writing at least 2 days prior to the day on which the business paper is prepared and delivered to Councillors; and
- Unless notice of the business has been sent to the Councillors in accordance with Section 367 of the Act.

2.5.1.1 The sub-clause above does not apply to the consideration of business at a meeting if the business;

- Is already before, or directly relates to a matter that is already before the Council; or
- Is the election of a Chairperson to preside at the meeting as provided by sub-clause 3.9; or
- Is a matter or topic put to the meeting by the Chairperson in accordance with Clause 2.6; or
- Is a motion for the adoption of recommendations of a Committee of the Council; or
- Are reports from officers listed on the business paper which require additional information pursuant to a decision of a Committee or for other circumstances.

2.5.1.2 Despite Sub-Clause 2.5.1, business may be transacted at a meeting of a Council even though due notice of the business has not been given to the Councillors. However, this can happen only if;

- A motion is passed to have the business transacted at the meeting; and
- The business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Such a motion can be moved without notice.

2.6 Mayoral Minutes (Clause 243 of the Regulation)

2.6.1 If the Mayor (or Deputy Mayor, if acting for the Mayor) is the Chairperson at a meeting of a Council, the Chairperson is, by minute signed by the Chairperson, entitled to put to the meeting any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.

2.6.2 Such a minute, when put to the meeting, takes precedence over all business on the Council’s agenda for the meeting. The Chairperson (but only if the Chairperson is the mayor, or the Deputy Mayor, if acting for the Mayor) may move the adoption of the minute without the motion being seconded.

2.6.3 A recommendation made in a minute of the Chairperson (being the Mayor, or Deputy Mayor, if acting for the Mayor) or in a report made by a Council employee is, so far as adopted by the Council, a resolution of the Council.
2.7 Agenda for Extraordinary Meeting (Clause 242 of the Regulation)

2.7.1 The General Manager must ensure that the business paper for an Extraordinary Meeting of the Council deals only with the matters stated in the notice of the meeting.

2.7.2 Despite Sub-Clause 2.7.1, business may be transacted at an Extraordinary Meeting of a Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

2.7.2.1 a motion is passed to have the business transacted at the meeting; and
2.7.2.2 the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

2.7.3 Such a motion can be moved without notice but only after the business notified in the agenda for the meeting has been disposed of.

2.7.4 Despite Clause 3.23, only the mover of a motion referred to in Sub-Clause 2.7.3 can speak to the motion before it is put.

2.8 Notice of Motion- Lodgement

2.8.1 Notice of Motion serves two purposes;

2.8.1.1 It enables a Councillor to bring to the attention of the Council, matters particularly of a policy nature, which may not otherwise be included in the business of a Council Meeting.
2.8.1.2 It also provides opportunity for other Councillors to consider the form and content of the motion before a matter is presented at the meeting.

2.8.2 A Notice of Motion must be submitted in writing to the General Manager or their delegate no later than 12 noon on the Tuesday before the day on which the business paper is delivered to the Councillors.

2.9 Public Notice of Meetings (Section 9(1) of the Act) (Clause 232 of the Regulation)

[Note: This clause prescribes the manner in which the requirements outlined in section 9(1) of the Act are to be complied with.]

2.9.1 A Council must give notice to the public of the times and places of its meetings and meetings of those of its Committees of which all the members are Councillors.

2.9.2 A notice of a meeting of a Council or of a Committee must be published in a newspaper circulating in the area before the meeting takes place.

2.9.3 Notice of more than one meeting may be given in the same notice.

2.9.4 The Council and each Committee (of which all Councillors are members) must have available to the public at its offices and each meeting, copies (for inspection or take away by any person) of the agenda and the associated business papers for the meeting.
2.9.5 In the case of a meeting where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public:

2.9.5.1 the agenda for the meeting must indicate that the relevant item of business is of such a nature (but not give details of that item): and
2.9.5.2 the requirements of Clause 2.9.4 with respect to the availability of business papers do not apply for that item of business.

2.9.6 The copies of the agenda and associated business paper are to be available to the public as soon as possible to the time they are available to Councillors.

2.9.7 The copies of the agenda and associated business paper are to be available free of charge.

2.9.8 A notice given under this clause or a copy of an agenda or of a business paper made available under this clause may in addition be given or made available in electronic form.

2.9.9 Public Notices of meetings will also be displayed on the website.

2.10 Application for Leave of Absence (Section 234 of the Act)

2.10.1 A Councillor applying for a leave of absence from the meeting of a Council does not need to make the application in person and the Council may grant such leave in the absence of that Councillor.

2.10.2 A Councillor’s application for leave of absence from Council Meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent (Clause 235A(1) of the Regulation).

2.10.3 If the holder of a civic office attends a Council Meeting (whether or not an Ordinary Meeting) despite having been granted leave of absence, the leave of absence is taken to have been rescinded as regards any future Council Meeting.

2.10.4 This section does not prevent the Council from granting further leave of absence in respect of any future Council Meeting.

2.10.5 A Councillor who intends to attend a Council Meeting despite having been granted leave of absence should, if practicable, give the General Manager at least 2 days notice of his or her intention to attend, (Clause 235A(2) of the Regulation).

2.11 Agendas and Business Papers for Council Meetings (Clause 240 of the Regulation)

2.11.1 The General Manager must ensure that the business paper for a meeting of the Council states;

2.11.1.1 all matters to be dealt with arising out of the proceedings of former meetings of the Council; and
2.11.1.2 (if the Mayor is the Chairperson) - any business that the Chairperson may decide to put before the meeting without notice or the Deputy Mayor if acting for the Mayor; and
2.11.1.3 subject to Sub-Clause 2.11.2 any business of which due notice has been given.
2.11.2 The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is (or the implementation of the business would be) unlawful. The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of the Council.

2.11.3 The General Manager must cause the agenda for a meeting of the Council or a Committee of Council to be prepared as soon as practicable before the meeting. 

Note: The agenda is ordinarily delivered to Councillors on the Friday preceding the Wednesday meeting.

2.11.4 If, in the opinion of the General Manager, business to be transacted at a meeting of the Council is a kind of business referred to in Clause 3.7, the business may be included in a confidential business paper. All other business to be transacted at the meeting must be included in an ordinary business paper.

2.11.5 If a confidential business paper is prepared for a kind of business referred to in Clause 3.7, the business must be referred to in the ordinary business paper prepared for the same meeting.

2.11.6 Nothing in this clause limits the powers of the Chairperson under Clause 243 of the Regulation.

2.12 Supplementary or Late Reports

2.12.1 As circumstances necessitate, supplementary or late reports may be tabled at an Ordinary Meeting.

2.12.2 In the case of a supplementary report, where the report is distributed at or just prior to the Meeting, a period of time (to be determined by the Chairperson) shall be allowed for Councillors to read the report.

2.12.3 Supplementary and/or late reports are to be forwarded to Councillors as far as possible prior to the Meeting via email.

2.12.4 Notwithstanding this clause, the requirements of Clause 2.3 concerning notice of meetings to Councillors must be met for late reports except minutes by the Mayor.

PART 3 - PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS

3.1 Quorum and Attendance

The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office for the time being and are not suspended from office.

3.2 Councillor Presence at Council Meetings (Clause 235 of the Regulation)

3.2.1 A Councillor cannot participate in a meeting of Council unless personally present at the meeting.

3.2.2 A Councillor shall not be deemed to be present at any meeting of the Council, unless they are within the Council Chamber. For the purposes of this requirement, the Council Chamber foyer is not regarded as being in the Council Chamber.
3.2.3 However, for the sake of clarity, a Councillor declaring an interest in a matter and leaving the Chamber shall not remain in either the public gallery or any part of the foyer within view of the meeting.

3.3 What Happens When a Quorum is Not Present (Clause 233 of the Regulation)

3.3.1 A meeting of the Council must be adjourned if a quorum is not present:
   - within half an hour after the time designated for the holding of the meeting; or
   - at any time during the meeting.

3.3.2 In the case of 3.3.1, the meeting must be adjourned to a time, date and place fixed:
   - by the Chairperson; or
   - in his or her absence - by the majority of the Councillors present; or
   - failing that, by the General Manager

3.3.3 The General Manager must record in the Council’s minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

3.4 Councillor Attendance at Council Meetings (Section 234 of the Act)

A civic office becomes vacant if the holder (Councillor) is absent from 3 consecutive Ordinary Meetings of the Council (unless the holder is absent because he or she has been suspended from office under Section 482 of the Act) without:
   - prior leave of the Council, or
   - leave granted by the Council at any of the meetings concerned.

3.5 Councillor Departure from Meeting

Councillors are required, on proposing to retire from a meeting of Council for the remainder of that meeting, to give prior notice of intended departure to the Chairperson.

3.6 Who is entitled to attend Council Meetings (Section 10 of the Act)

3.6.1 Except as provided by this Part:
   - everyone is entitled to attend a meeting of the Council and those of its committees of which all the members are Councillors; and
   - a Council must ensure that all meetings of the Council and of such Committees are open to the public.

3.6.2 However, a person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or of such a Committee if expelled from the meeting:
   - by a resolution of the Council;
   - by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

3.6.3 A person may be expelled from a meeting only on the grounds specified in, or in the circumstances prescribed by, the regulations.
3.7 Attendance of General Manager (Section 376 of the Act)

3.7.1 The General Manager is entitled to attend, but not to vote at a meeting of the Council or a meeting of a Committee of the Council of which all the members are Councillors.

3.7.2 The General Manager is entitled to attend a meeting of any other Committee of the Council, and may if a member of the Committee exercises a vote.

3.7.3 However, the General Manager may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of the employment of the General Manager.

3.8 Attendance of Council Employees

The General Manager shall arrange for the attendance of such Council employees as are considered necessary by the General Manager for the transaction of the notified Council business.

3.9 Chairperson of Council Meetings (Section 369 of the Act) (Clause 236 of the Regulation)

3.9.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor, presides at meetings of the Council.

3.9.2 If the Mayor and the Deputy Mayor are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

3.9.3 If no Chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

3.9.4 The election must be conducted;

2.9.4.1 by the General Manager or, in his or her absence, an employee of the Council designated by the General Manager to conduct the election; or
2.9.4.2 if neither of them is present at the meeting or there is no General Manager or designated employee - by the person who called the meeting or a person acting on his or her behalf.

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

3.9.6 For the purposes of Clause 3.9.5, the person conducting the election must:-

2.9.6.1 arrange for the names of the candidates who have equal numbers of votes to be written on similar slips; and
2.9.6.2 then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
3.9.7 The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson.

3.10 Chairperson to Have Precedence (Clause 237 of the Regulation)

When the Chairperson rises or speaks during a meeting of the Council:
- any Councillor then speaking or seeking to speak must immediately resume his or her seat; and
- every Councillor present must be silent to enable the Chairperson to be heard without interruption.

3.11 Chairperson's Duty with Respect to Motions (Clause 238 of the Regulation)

3.11.1 It is the duty of the Chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.

3.11.2 The Chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.

3.11.3 Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been rejected.

3.12 Recognition of Chairperson

3.12.1 In addressing Council, Councillors and other persons addressing the Council shall at all times speak through the Chairperson.

3.12.2 Councillors and other persons addressing the Council shall at all times show appropriate respect and observe the ruling of the Chairperson.

3.12.3 A Councillor, despite the clauses immediately above, may, through a motion of dissent, challenge a ruling from the Chairperson.

3.13 Mode of Address

Councillors shall at all times address other Councillors by their official designation, as Mayor or Councillor, as the case may be; and with the exception of the Chairperson, or any Councillor prevented by physical infirmity, shall stand when speaking.

3.14 Report of an Office of Local Government’s Representative to be Tabled at Council Meeting (Clause 244 of the Regulation)

When a report of a Departmental representative has been presented to a meeting of Council in accordance with Section 433 of the Act, the Council must ensure that the report:
- is laid on the table at that meeting; and
- is subsequently available for the information of Councillors, General Manager and members of the public at all reasonable times.
3.15 Notice of Motion - Absence of Mover (Clause 245 of the Regulation)

In the absence of a Councillor who has placed a Notice of Motion on the agenda for a meeting of the Council;

- any other Councillor may move the motion at the meeting; or
- the Chairperson may defer the motion until the next meeting of the Council at which the motion can be considered.

3.16 Motions to be Seconded (Clause 246 of the Regulation)

3.16.1 A motion or an amendment cannot be debated unless or until it has been seconded. However, the mover of a motion may be allowed by the Chairperson to speak for five (5) minutes to the motion before calling for the motion to be seconded. (Note: seconder is not required to speak).

3.16.2 The seconder of a motion or of an amendment may reserve the right to speak for five (5) minutes later in the debate.

3.17 How Subsequent Amendments May be Moved (Clause 247 of the Regulation)

3.17.1 A Councillor who does not agree with the motion, or agrees in part, may move an amendment after the motion has been seconded. (Note: Amendments cannot be accepted if they are a direct rebuttal of the motion they seek to amend).

3.17.2 If an amendment has been accepted or rejected, a further amendment can be moved to the motion in its original or amended form (as the case may be), and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

3.17.3 It is permissible to debate the motion and an amendment concurrently.

3.17.4 It is permissible during the debate on an amendment for a further amendment to be foreshadowed. However, any such Foreshadowed Amendment shall not be moved and debated until the amendment is dealt with.

3.17.5 If a Councillor who moves a motion thinks that an amendment moved later is an improvement on the motion, the Councillor may withdraw the motion in favour of the amendment, provided the seconder agrees. Alternatively, the mover and seconder of the original motion may agree to incorporate in the motion, points raised in the amendment. On this basis the amendment would be withdrawn.

3.18 Procedural Motions

3.18.1 Procedural Motions are used for dealing with the Order of Business of the meetings. A Procedural Motion may be moved at any time and must be dealt with immediately by the Chairperson. A Procedural Motion requires a seconder and cannot be moved by the Chairperson.
3.18.2 Procedural Motions can seek to:
- Bring forward an item of business
- Withdraw an item
- Defer an item of business to later in the meeting
- Adjourn the meeting
- Reconvene the meeting

3.19 Motions of Dissent (Clause 248 of the Regulation)

3.19.1 A Councillor can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the Motion of Dissent. A Motion of Dissent does not require a seconder.

3.19.2 If a Motion of Dissent is carried, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.

3.19.3 Despite Clause 3.23, only the mover of a Motion of Dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

3.20 Petitions May be Presented to the Council

3.20.1 A Councillor may present a petition to the Council.

3.20.2 The Chairperson must not permit discussion on the petition, unless it relates to an item on the business paper. Petitions shall be referred to the General Manager for report, reply or other appropriate action.

3.21 Tabled Documents

3.21.1 Other than those documents referred to in Clause 3.20, documents (including correspondence) are not to be tabled during a meeting, either by a Councillor or a member of the public, in relation to a matter before that meeting except in exceptional circumstances and then only with the leave of the Chairperson whose decision will be final on the matter.

3.21.2 In the event that a Councillor or member of the public wishes to table a document during a meeting, that document must be given to the General Manager or nominee by 4:00 pm on the day of the meeting.

3.21.3 Any other documents that a Councillor or a member of the public wishes to submit to Council should be forwarded to the General Manager in the normal manner.
3.22 Questions May be Put to Councillors and Council Employees concerning matters on the Council Business Paper (Clause 249 of the Regulation)

[Note: For questions about matters not on the Business Paper Councillors should lodge a Question With Notice]

3.22.1 A Councillor;
- may, through the Chairperson, put a question to another Councillor; and
- may, through the Chairperson and the General Manager, put a question to a Council employee.

3.22.2 However, a Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.

3.22.3 Any such question must be put directly, succinctly, and without argument. Councillors may draw the Mayor's attention to the relevance of the questions.

3.22.4 The General Manager may exercise the option to take on notice a question under this clause.

3.22.5 The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council employee under this clause.

3.22.6 Nothing in this clause prevents a Councillor putting a question which is similar or related to a question put earlier at the same meeting.

3.23 Limitation as to Number of Speeches (Clause 250 of the Regulation)

3.23.1 A Councillor who, during debate at a meeting of the Council, moves an original motion has the right of general reply to all observations that are made by another Councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.

3.23.2 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

3.23.3 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

3.23.4 Despite Clauses 3.23.1 and 3.23.2, if at least two (2) Councillors have spoken in favour of a motion or an amendment and at least two (2) Councillors have spoken against the motion or amendment, any Councillor may move that the matter be now put. A Councillor may also move that the matter be now put if the mover of a motion or amendment has spoken in favour of the motion or amendment and no Councillor indicates to speak against it.
3.23.5 The Chairperson must immediately put to the vote a motion that the matter be now put and without debate.

3.23.6 If a motion that the matter be now put is passed, the Chairperson must, after the mover of the motion has exercised his or her right of reply under Clause 3.23.1, immediately put the question to the vote without further debate.

3.23.7 If a motion that the matter be now put is rejected, the Chairperson must resume the debate on the original motion or amendment.

3.24 Motions Put Without Debate

Provided there is no objection from any Councillor present, any motion or recommendation before the Council may be put to the vote without discussion or debate.

3.25 Voting at Council Meetings (Section 370 of the Act)

3.25.1 Each Councillor is entitled to one vote.

3.25.2 The Chairperson has, in the event of an equality of votes, a second or casting vote and that vote shall be used at the absolute discretion of the Chairperson. Should the Chairperson fail to exercise a casting vote the motion will be lost.

3.25.3 A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion. This sub clause does not apply to a Councillor who does not vote because he or she has a pecuniary interest in the subject matter of the motion.

3.25.4 If a Councillor who has voted against a motion put at a Council Meeting so requests, the General Manager must ensure that the Councillor’s dissenting vote is recorded in the minutes.

3.25.5 The decision of the Chairperson as to the result of a vote is final, unless:
- in the case where a vote has been declared on the voices, a Councillor immediately requests a show of hands; or
- the decision is immediately challenged and not fewer than two (2) Councillors rise and demand a division.

3.25.6 When a division on a motion is demanded, the Chairperson must ensure that the division takes place immediately.

3.25.7 The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the minutes. Divisions can be taken on both amendments and motions.

3.25.8 Voting at a Council Meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.
Note: The Local Government (General) Regulation 2005 provides that a Council is to resolve whether an election by the Councillors for Mayor or Deputy Mayor is to be by preferential ballot, ordinary ballot or open voting (Clause 394 of the Regulation and Clause 3 of Schedule 7 of the Regulation). Clause 3 of Schedule 7 also makes it clear that "ballot" has its normal meaning of secret ballot.

3.26 Recording of Voting on Planning Matters (Section 375A of the Act)

3.26.1 In this Section, Planning Decision means a decision made in the exercise of a function of a Council under the Environmental Planning and Assessment Act 1979:
- including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution under that Act; but
- not including the making of an order under Division 2A of Part 6 of that Act.

3.26.2 The General Manager is required to keep a register containing, for each planning decision made at a meeting of Council or a Council Committee, the names of the Councillors who supported the decision and the names of any Councillors who opposed (or who are taken to have opposed) the decision.

3.26.3 For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning decision is put at a meeting of the Council or a Council Committee.

3.26.4 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document and is to include the information required by the regulations.

3.26.5 This section extends to a meeting that is closed to the public.

3.27 Which Parts of a Meeting Can Be Closed to the Public?

3.27.1 A Council, or a Committee of the Council of which all the members are Councillors, may close to the public so much of its meeting as comprises:
- the discussion of any of the matters listed in Clause 3.27.2; or
- the receipt or discussion of any of the information so listed.

3.27.2 The matters and information are the following:
- personnel matters concerning particular individuals (other than Councillors);
- the personal hardship of any resident or ratepayer;
- information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;
- commercial information of a confidential nature that would, if disclosed:
  - prejudice the commercial position of the person who supplied it;
  - confer a commercial advantage on a competitor of the Council;
  - reveal a trade secret;
- information that would, if disclosed, prejudice the maintenance of law;
- matters affecting the security of the Council, Councillors, Council staff or Council property;
• advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege; and
• information concerning the nature and location of a place or an item of Aboriginal significance on community land.

3.27.3 A Council, or a Committee of the Council of which all the members are Councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

3.27.4 A Council, or a Committee of Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed (see clause 3.31).

3.28 Further Limitations Relating to Closure of Parts of Meetings to Public (Section 10B of the Act)

3.28.1 A meeting is not to remain closed during the discussion of anything referred to in Section 10A(2) of the Act (see Sub Clause 3.27.2);
• except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security; and
• if the matter concerned is a matter other than a personal matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret unless the Council or Committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

3.28.2 A meeting is not to be closed during the receipt and consideration of information or advice referred to in Section 10(2)(g) of the Act (see Sub Clause 3.27.2g) unless the advice concerns legal matters that;
• are substantial issues relating to a matter in which the Council or Committee is involved; and
• are clearly identified in the advice; and
• are fully discussed in that advice.

3.28.3 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in Section 10A(3) of the Act (see Clause 3.27), the consideration of the motion must not include any consideration of the matter or information to be discussed in that part of the meeting (other than consideration of whether the matter concerned is a matter referred to in Section 10A(2) of the Act (see Clause 3.27).

3.28.4 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that;
• a person may misinterpret or misunderstand the discussion; or
• the discussion of the matter may;
  o cause embarrassment to the Council or Committee concerned, or to Councillors or to employees of the Council; or
  o cause a loss of confidence in the Council or Committee.
3.28.5 In deciding whether part of a meeting is to be closed to the public, the Council or Committee concerned must have regard to any relevant guidelines issued by the Director-General.

3.29 Notice of Likelihood of Closure Not Required in Urgent Cases (Section 10C of the Act)

Part of a meeting of Council, or of a Committee of Council of which all the members are Councillors, may be closed to the public while the Council or Committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:

- it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in Section 10A(2) of the Act (see Clause 3.27); and
- the Council or Committee, after considering any representations made under Section 10A(4) of the Act (see Clause 3.31), resolves that further discussion of the matter;
  - should not be deferred (because of the urgency of the matter); and
  - should take place in a part of the meeting that is closed to the public.

3.30 Grounds for Closing Part of Meeting to be Specified (Section 10D of the Act)

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

3.30.2 The grounds must specify the following:

- the relevant provision of Section 10A(2) of the Act (see Sub Clause 3.27.2);
- the matter that is to be discussed during the closed part of the meeting; and
- the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

3.31 Representation by Members of the Public - Closure of Part of Meeting (Clause 252 and 264 of the Regulation)

[Note: For public participation in the Public Forum see Section 8]

3.31.1 To ensure adherence with Council’s objective that proceedings should be transparent and understandable to all persons participating in and observing meetings of Council the following process will occur;

3.31.1.1 After a motion to close part of the Council Meeting to the public has been moved or seconded, the Chairperson will ask the General Manager (or his/her representative) if there are any written representations from the public on the proposed closure.

3.31.1.2 The General Manager (or his/her representative) will read out any written representation.

3.31.1.3 The Chairperson will ask if any persons present wish to make verbal representations.

3.31.1.4 The opportunity to speak will be given to each person present to make verbal representations.
3.3.1.1.5 The opportunity to speak will be given to each person or representative person chosen by the public gallery on a “for” or “against” basis.

3.3.1.1.6 Each person addressing the Council will be allowed a maximum time of five (5) minutes.

3.3.1.1.7 After receiving all presentations on this matter and on a motion moved, seconded and carried that the meeting be closed under Section 10A(3) of the Act, the meeting should be closed to consider the matter in closed session.

3.3.1.1.8 The determination of the resolution in Sub Clause 3.31.7.7 will be announced by the Chairperson.

3.3.1.1.9 The grounds on which a meeting is closed must be specified in the decision to close the meeting and recorded in the minutes of the meeting.

3.3.1.1.10 A person (whether a Councillor or another person) is not entitled to be present at a meeting if expelled from the meeting by a resolution of the meeting.

3.3.1.1.11 Nothing in this clause prevents any limitation being placed on the number of members of the public admitted to a meeting of the Council or a Committee of the Council, provided such limitation is for reason of safety or security.

3.3.2 Resolutions Passed at Closed Meetings to be Made Public (Clause 253 of the Regulation)

If a Council passes a resolution during a meeting or a part of a meeting, that is closed to the public, the Chairperson will make the resolution public as soon as practicable after the closed part of the meeting has ended.

3.3.3 What constitutes a decision of the Council (Section 371 of the Act)

A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

3.3.4 Rescinding or Altering Resolutions (Section 372 of the Act)

3.34.1 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with the regulations made under Section 360 and, if applicable, this Code of Meeting Practice.

3.34.2 If notice of motion to alter or rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion has been dealt with, except that, in the case of a motion of alteration, this sub section only applies to the extent that the resolution of Council would be affected by the motion of alteration, if it is carried.

3.34.3 If notice of motion to alter or rescind a resolution is given prior to the resolution having been carried into effect, then the resolution must not be carried into effect until after the motion has been dealt with, except that, in the case of a motion of alteration, this sub section only applies to the extent that the resolution of Council would be affected by the motion of alteration, if it is carried.
3.34.4 If a motion has been negatived by the Council, a motion having the same effect must not be considered unless notice of it has duly been given in accordance with Council’s Code of Meeting Practice.

3.34.5 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negatived by the Council, must be signed by a least three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was negatived, as the case may be.

3.34.6 If a motion to alter or rescind a resolution has been negatived, or if a motion which has the same effect as a previously negatived motion, is negatived, no similar motion may be brought forward within three (3) months. This sub clause may not be evaded by substituting a motion differently worded, but in principle the same.

3.34.7 A motion to which this clause applies may be moved on the report of a Committee of the Council and any such report must be recorded in the minutes.

3.34.8 The provisions of this clause concerning negatived motions do not apply to motions of adjournment.

3.34.9 All motions to rescind or alter a resolution received in accordance with this clause will be included in the agenda of the next available meeting of Council.

3.34.10 If it is proposed to move a further motion in the event that a motion to rescind a resolution is carried, the required notice must be given of the proposed further motion.

3.34.11 A proforma for a Notice of Motion to alter or rescind a resolution is included in the Appendix.

3.35 Motions of Adjournment

3.35.1 Debate shall not be permitted on any motion for adjournment of a meeting of the Council.

3.35.2 If a motion for adjournment is negatived, the business of the meeting shall proceed, and it shall not be in order for any Councillor to again move a motion for adjournment within half an hour of the previous motion for adjournment being negatived.

3.35.3 A motion for adjournment may specify the time, date and place of the adjourned meeting; however, if a motion for adjournment is carried but does not specify the time, date and place of the adjourned meeting, the Chairperson shall make a determination with respect to whichever of these has not been specified.

3.36 Adjournment of Council Meetings

Notwithstanding Clause 3.35 no meeting shall be permitted to continue beyond 11.00pm without approval of a majority of the Councillors who are present and eligible to vote. A new time limit must be established before taking a vote to extend the meeting. Any further extension must also be approved by the majority of the Councillors who are present and eligible to vote.
PART 4 - KEEPING ORDER AT MEETINGS

Councillors, employees of Council and other persons at the meeting are required to observe the Code of Meeting Practice at all meetings of the Council. Failure on the part of a Councillor or an employee to observe the Code of Meeting Practice may be subject to a complaint under the Code of Conduct.

4.1 Questions of Order (Clause 255 of the Regulation)

4.1.1 The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.

4.1.2 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson by raising a “point of order” regarding the matter. A point of order does not require a seconder.

4.1.3 The Chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.

4.1.4 The Chairperson’s ruling must be obeyed unless a motion dissenting from the ruling is passed.

4.2 Acts of Disorder (Clause 256 of the Regulation)

4.2.1 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of the Council:

- contravenes the Act, any regulation in force under the Act or this Code; or
- assaults or threatens to assault another Councillor or person present at the meeting; or
- moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or Committee, or addresses or attempts to address the Council or Committee on such a motion, amendment or matter; or
- insults or makes personal reflections on or imputes improper motives to any other Councillor; or
- says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or Committee into contempt; or
- reads at length from any correspondence, report or other document without the leave of the Council.

4.2.2 The Chairperson may require a Councillor:

- to apologise for an act of disorder referred to in Clause 4.2.1(a) or (b); or
- to withdraw a motion or an amendment referred to in Clause 4.2.1(c) and, where appropriate, to apologise without reservation; or
- to retract and apologise for an act of disorder referred to in Clause 4.2.1(d) or (e); or
- to refrain from any further reading and apologise for the act of disorder in Clause 4.2.1(f).

4.2.3 The Council or Committee of the Council may, by resolution, expel from a meeting a Councillor who fails to comply with a requirement made under Clause 4.2.2. The expulsion of a Councillor under this sub clause does not prevent any other action from being taken against the Councillor for the act of disorder concerned.
4.3 How Disorder at a Meeting may be Dealt With (Clause 257 of the Regulation)

4.3.1 If disorder occurs at a meeting of the Council or Committee of the Council, the Chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the Chair. The Council, on reassembling, must, on a question put from the Chair, decide without debate whether the business is to be proceeded with or not. This sub clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

4.3.2 The Council or Committee may, as provided by Section 10(2)(a) or (b) of the Act, by resolution, expel a member of the public from a Council or Committee meeting on the ground that the member is engaging in or has, at the meeting, engaged in disorderly conduct.

4.4 Power to Remove Persons from Meeting after Expulsion Resolution (Clause 258 of the Regulation)

If a Councillor or a member of the public fails to leave the place where a meeting of a Council or Committee is being held:-

- immediately after the Council has passed a resolution expelling the Councillor or member from the meeting; or
- where the Council has authorised the person presiding at the meeting to exercise the power of expulsion - immediately after being directed by the person presiding to leave the meeting; a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member from that place and, if necessary, restrain the Councillor or member from re-entering that place.

4.5 Relevance in Debate

4.5.1 Councillors, in the course of debate, should not introduce material that is irrelevant to the item under discussion. If a Councillor is called to order for a second time in a single speech for introducing irrelevant material, he or she shall immediately cease speaking and resume his or her seat.

4.5.2 Members of the public who address Council also have an obligation to ensure relevance to the item under discussion. The Chairperson has the discretion, including action similar to Sub Clause 4.5.1, to deal with members of the public who introduce irrelevant material.

PART 5 - COUNCIL COMMITTEES

5.1 Committee of the Whole (Section 373 of the Act and Clause 259 of the Regulation)

5.1.1 The Council may resolve itself into a Committee of the Whole to consider any matter before the Council.

5.1.2 All the provisions of this Code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of a Committee of the Whole, except the provisions;
- limiting the number and duration of speeches; and
- requiring Councillors to stand when speaking.
5.1.3 The General Manager is responsible for reporting to the Council proceedings in a Committee of the Whole. It is not necessary to report the proceedings in full but any recommendations of the Committee must be reported.

5.1.4 The Council must ensure that a report of the proceedings is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

5.2 Council may establish Committees (Clause 260 of the Regulation)

5.2.1 The Council may, by resolution, establish such Committees as it considers necessary.

5.2.2 A Committee is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

5.2.3 The quorum for a meeting of a Committee is to be:-
- such number of members as the Council decides, or
- if the Council has not decided a number - a majority of the members of the Committee.

5.2.4 If a Committee lacks a quorum, another Councillor may be seconded to the Committee to achieve a quorum and that seconded member will have full voting rights.

5.3 Functions of Committees (Clause 261 of the Regulation)

The Council must specify the functions of each of its Committees when the Committee is established but may from time to time amend those functions.

5.4 Notice of Committee Meetings to be Given (Clause 262 of the Regulation)

5.4.1 The General Manager of the Council must send to each Councillor, at least three (3) days before each meeting of the Committee, a notice specifying:
- the time and place at which and the date on which the meeting is to be held; and
- the business proposed to be transacted at the meeting.

5.4.2 However, notice of less than three (3) days may be given of a Committee meeting called in an emergency.

5.4.3 The provisions of Sub Clause 2.3.3 apply to the agenda of Committee Meetings in the same manner as they apply to the agenda of Meetings of the Council.

5.5 Non-members Entitled to Attend Committee Meetings (Clause 263 of the Regulation)

5.5.1 A Councillor who is not a member of a Committee of the Council is entitled to attend, and to speak at, a meeting of the Committee.

5.5.2 Except as provided by Clause 5.2.4, a Councillor is not entitled:
- to give notice of business for inclusion in the business paper for the meeting, or
- to move or second a motion at the meeting, or
- to vote at the meeting.
5.6 Representations by the Members of the Public - Closure of Part of Meeting (Clauses 252 and 264 of the Regulation)

The same process will be undertaken for Committees as detailed under Clause 3.27 for Council Meetings.

5.7 Procedure in Committees (Clause 265)

5.7.1 Subject to Sub Clause 5.7.3 each Committee of the Council may regulate its own procedure.

5.7.2 Without limiting Sub Clause 5.7.1, a Committee of the Council may decide that, whenever the voting on a motion put to a meeting of the Committee is equal, the Chairperson of the Committee is to have a casting vote as well as an original vote.

5.7.3 Voting at a Committee Meeting is to be by open means (such as on the voices or by show of hands).

5.8 Committee to Keep Minutes (Clause 266 of the Regulation)

5.8.1 Each Committee of a Council must ensure that full and accurate Minutes of the proceedings of its meetings are kept. In particular, a Committee must ensure that the following matters are recorded in the Committee’s Minutes:
- details of each motion moved at a meeting and of any amendments moved to it;
- the names of the mover and seconder of the motion or amendment;
- whether the motion or amendment is passed or lost.

All Committee Minutes are to be submitted to the next available meeting of Council.

5.8.2 As soon as the Minutes of an earlier meeting of a Committee of the Council have been confirmed at a later meeting of the Committee, the person presiding at the later meeting must sign the Minutes of the earlier meeting.

5.9 Chairperson and Deputy Chairperson of Committee (Clause 267 of the Regulation)

5.9.1 The Chairperson of each Committee of the Council must be:
- the Mayor; or
- if the Mayor does not wish to be the Chairperson of a Committee - a member of the Committee elected by the Council; or
- if the Council does not elect such a member - a member of the Committee elected by the Committee.

5.9.2 A Council may elect a member of a Committee of the Council as Deputy Chairperson of the Committee. If the Council does not elect a Deputy Chairperson of such a Committee the Committee may elect a Deputy Chairperson.

5.9.3 If neither the Chairperson nor the Deputy Chairperson of a Committee of a Council is unable or unwilling to preside at a meeting of the Committee, the Committee must elect a member of the Committee to be Acting Chairperson of the Committee.

5.9.4 The Chairperson is to preside at a meeting of a Committee of a Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to
preside at the meeting, but if either the Chairperson or the Deputy Chairperson is unable or unwilling to preside, the Acting Chairperson is to preside at the meeting.

5.9.5 The Mayor is, by virtue of holding that office, a member of each Committee of the Council. (Clause 260 of the Regulation).

5.10 Absence from Committee Meetings (Clause 268 of the Regulation)

5.10.1 A member ceases to be a member of a Committee if the member (other than the Mayor):-
- has been absent from three (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences; or
- has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.

5.10.2 Sub Clause 5.10.1 does not apply if all of the members of the Council are members of the Committee. [Note: The expression "year" means the period beginning 1 July and ending the following 30 June. See the dictionary to the Act.]

5.11 Reports of Committees (Clause 269 of the Regulation)

5.11.1 If in a report of a Committee of the Council distinct recommendations are made, the decision of the Council may be made separately on each recommendation.

5.11.2 The recommendations of a Committee of the Council are, so far as adopted by the Council, resolutions of the Council.

5.11.3 If a Committee of a Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must:-
- make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended; and
- report the resolution or recommendation to the next available meeting of the Council.

5.12 Disorder in Committee Meetings (Clause 270 of the Regulation)

The provisions of the Act, the Regulation and this Code relating to the maintenance of order in Council Meetings apply to meetings of Committees of the Council in the same way as they apply to meetings of the Council.

5.13 Committee May Expel Certain Persons from its Meetings (Clause 271 of the Regulation)

5.13.1 If a meeting or part of a meeting of a Committee of the Council is closed to the public in accordance with section 10A of the Act, the Committee may, by resolution, expel from the place where the meeting is being held any person who is not a Councillor.

5.13.2 If any such person, after being notified of such a resolution, fails to leave the place where the meeting is being held, a police officer, or any person authorised by the Council for the purpose, may remove the person from, and, if necessary, restrain the person from re-entering, that place.
PART 6 - TASK GROUPS AND ADVISORY COMMITTEES

6.1 Task Groups

6.1.1 The Council may appoint a group of Councillors and staff members to investigate a specific proposal and to report to the Council or appropriate Committee.

6.1.2 The Council shall determine the terms of reference for the Task Group, such to clearly state;
- the specific issues to be addressed
- the time available to the Task Group to complete its investigation

6.1.3 The Task Group shall have the power to regulate its own procedures and need only report to the Council or Committee when a decision on policy or resources is required.

6.1.4 Notwithstanding 6.1.3.3 the minutes of Task Groups shall be reported to Council for notation.

6.1.5 The Task Group shall be disbanded after the terms of reference have been completed.

[Note: The General Manager appoints staff member representatives on Task Groups.]

6.2 Advisory Committees

6.2.1 The Council may appoint a group of Councillors, staff and on occasions community representatives to undertake a particular administrative responsibility.

6.2.2 Where possible, community representatives on Advisory Committees shall be nominated by community organisations.

6.2.3 The Council shall determine the terms of reference for the Advisory Committee.

6.2.4 The Advisory Committee shall have power to regulate its own procedures, subject to:-
- the Chairperson of the Advisory Committee being the Mayor of the Council;
- minutes of meetings being submitted to the next available meeting of the Council.

6.2.5 The Advisory Committees term of reference shall not be time limited but the Council can disband the Advisory Committee or alter its terms of reference and membership composition at any time.

6.3 Workshops

6.3.1 Ideally, Council workshops should be chaired by the general manager or another senior council officer. This will assist in placing workshops in their proper perspective, that is, an information sharing forum, and avoid the appearance of a formal council meeting which carries the attendant risk of de facto decision-making.
PART 7 - DEALING WITH CONFLICTS OF INTERESTS

Note: The General Manager cannot give a ruling on whether a Councillor has a pecuniary or non-pecuniary interest in a particular matter. If Councillors are in doubt they should seek their own legal advice.

Pecuniary Interests

7.1 Pecuniary interest (Section 442 of the Act)

7.1.1 For the purposes of this Part, a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

7.1.2 A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Act.

7.2 Persons who have a Pecuniary Interest

7.2.1 For the purposes of the Part, a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
- the person; or
- another person with whom the person is associated.

7.2.2 A person is taken to have a pecuniary interest in a matter if:
- the person's spouse or de facto partner or a relative of the person has pecuniary interest in the matter; or
- the person, or a nominee, partner or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

7.2.3 However, a person is not taken to have a pecuniary interest in a matter as referred to in subsection (2):
- if the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body; or
- just because the person is a member of, or employed by, a Council or a statutory body or is employed by the Crown; or
- just because the person is a member of, or a delegate of a Council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

7.3 Interests that Need Not be Declared (Section 443 of the Act)

7.3.1 The following interests do not need to be disclosed for the purposes of this Part:

7.3.1.1 An interest as an elector.
7.3.1.2 An interest as a ratepayer or a person liable to pay a charge.
7.3.1.3 An interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public or a section of the public that includes persons who are not subject to this Part.
7.3.1.4 An interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to a relative of the person by the Council in the same manner and subject to the same conditions as apply to persons who are not subject to this Part.

7.3.1.5 An interest as a member of a club or other organisation or association, unless the interest is as a holder of an office in the club or organisation (whether remunerated or not).

7.3.1.6 An interest of a member of a Council Committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the Committee member has been appointed to represent the organisation or group on the Committee.

7.3.1.7 An interest in a proposal relating to the making, amending, altering or repeal of an environmental planning instrument, other than an instrument that effects a change of permissible uses of;
- land in which the person or a person, company or body referred to in Section 443(1)(b) or (c) has a proprietary interest (which, for the purposes of this paragraph, includes any entitlement to the land at law or in equity and other interest or potential interest in the land arising out of any mortgage, lease, trust, option or contract, or otherwise); or
- land adjoining, or adjacent to, or in proximity to land referred to in paragraph (a); if the person or the other person with whom the person is associated would by reason of the propriety interest have a pecuniary interest in the proposal.

7.3.1.8 An interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights of the company.

7.3.1.9 An interest of a person arising from the proposed making by the Council of an agreement between the Council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a Director) of the corporation or is a member (but not a member of the Committee) of the association or is a partner of the partnership.

7.3.1.10 An interest of a person arising from the making by the Council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or are proposed to be made, by the Council in respect of similar matters with other residents of the area:
- the performance by the Council at the expense of the relative of any work or service in connection with roads or sanitation;
- security for damage to footpaths or roads;
- any other service to be rendered, or act to be done, by the Council by or under any Act conferring functions on the Council by or under any contract.

7.3.1.11 An interest relating to the payment of fees to Councillors (including the Mayor and Deputy Mayor).

7.3.1.12 An interest relating to the payment of expenses and the provision of facilities to Councillors (including the Mayor and Deputy Mayor) in accordance with a policy under Section 252 of the Act.
7.3.1.13 An interest relating to the election to the office of Mayor arising from the fact that a fee for the following 12 months has been determined for the office of Mayor.

7.3.1.14 An interest of a person arising from the passing of payment of a regular account for wages and salary of an employee who is a relative of the person.

7.3.1.15 An interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Councillor or member of a Council Committee.

7.3.1.16 An interest arising from appointment of a Councillor to a body as representative or delegate of the Council, whether or not a fee or other recompense is payable to the representative or delegate.

7.4 Disclosure and Participation in Meetings (Section 451 of the Act)

7.4.1 A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and is present at a meeting of the Council or Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable.

[Note: One of the first items on each Council and Committee Meeting Agenda is Notification of Interests].

7.4.2 The disclosure ideally should be in writing and describe the nature and extent of the pecuniary interest.

7.4.3 The Councillor or member must not take part in the consideration or discussion of the matter.

7.4.4 The Councillor or member must not be present at, or in sight of, or within earshot of the meeting of the Council or Committee:
- at any time during which the matter is being considered or discussed by the Council or Committee, or:
- at any time during which the Council or Committee is voting on any question in relation to the matter.

7.4.5 The exclusion is from all discussions on the matter, not just discussions on a formulation motion or a resolution of the matter.

7.4.6 Councillors barred from taking part in a discussion because of a pecuniary interest cannot escape this by addressing the meeting as a “resident” or “ratepayer”.

7.5 Disclosure by Advisers (Section 456 of the Act).

A person who, at the request or with the consent of the Council or a Council Committee, gives advice on any matter at any meeting of the Council or Committee must disclose any pecuniary interest the person has in the matter to the meeting at the time the advice is given.

7.6 Circumstances where Disclosure Rules are not breached (Section 457 of the Act)

A person does not breach this clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.
7.7 Disclosures to be Recorded (Section 453 of the Act)

A disclosure made at a meeting of the Council or Council Committee must be recorded in the minutes of the meeting. [Note: A register of declared interests is held by the Council’s Public Officer]

7.8 Powers of the Council in Relation to Meetings (Section 10 of the Act)

A Councillor or member of a Council Committee must not, if the Council or Committee so resolves, attend a meeting of the Council or Committee while it has under consideration a matter in which the Councillor or member has an interest required to be disclosed under this Part.

7.9 Office of Local Government - Power of Minister in relation to meetings (Section 458 of the Act)

The Minister may, conditionally or unconditionally, allow a Councillor or a member of a Council Committee who has a pecuniary interest in a matter with which the Council is concerned and who is present at the meeting of the Council Committee to take part in the consideration or discussion of the matter and to vote on the matter if the Minister, of the opinion;

- that the numbers of Councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business; or
- that it is in the interests of the electors for the area to do so.

Non-Pecuniary Interests

7.10 Special duty of a Councillor, member of staff and delegate

A Councillor, member of staff or delegate must avoid and appropriately resolve any conflict or incompatibility between his or her private or personal interests and the impartial performance of his or her public or professional duties.

7.11 Non-Pecuniary Interest

For the purposes of this Part, non-pecuniary private or personal interests that the Council official has, that do not amount to a pecuniary interest as defined in the Act, commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

7.12 Conflict of Interest

7.12.1 A conflict of interest arises if it is likely that the person with the private or personal interest could be prejudicially influenced in the performance of his or her public or professional duties by that interest, or that a reasonable person would believe that the person could be so influenced.

7.12.2 A non-pecuniary conflict of interest need not mean automatic or complete exclusion from participation in discussion or decision making and a determination of how the non-pecuniary conflict of interest is to be dealt with is to be made in accordance with Council's Policy on Conflicts of Interest.
7.13 Disclosures and Participation in Meetings – Non-Pecuniary (Section 454 of the Act)

7.13.1 A Councillor or a member of a Council Committee who has a non-pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the interest to the meeting as soon as is practicable.

7.13.2 The disclosure ideally should be in writing and describe the nature and extent of the pecuniary interest.

7.13.3 Non-pecuniary conflicts of interest must be managed in accordance with Council’s Code of Conduct.

7.13.4 Where a non-pecuniary conflict of interest has been declared by a Councillor in a matter at a Council or Committee Meeting and that non-pecuniary conflict of interest is considered by the Councillors to be significant, the Councillor must leave the meeting, be out of sight of the meeting and not participate in discussions or voting on the matter.

7.13.5 Where a non-pecuniary conflict of interest has been declared by a Councillor in a matter at a Council or Committee Meeting and that non-pecuniary interest is considered by the Councillor to be less than significant and not requiring further action, the Councillor should provide an explanation of why he/she believes the conflict requires no further action in the circumstances.

PART 8 - PRESS AND PUBLIC

8.1 Public Forum

8.1.1 The Council shall make provision for members of the public to address the Council meeting on matters that are raised in the Business Paper.

8.1.2 Applications to address the Council:-
- must be made no later than 4.00pm on the day of the Council Meeting to the Executive Director - Corporate and Community or nominee who receives applications;
- must state the name and address of the applicant, a contact telephone number, and general details of the nature of the address;
- will be listed with a copy given to the Mayor immediately prior to the commencement of the meeting. The Mayor shall give first speaking preference to those persons who have an interest in a matter before the Council that evening.

8.1.3 The Council shall give consideration to allowing opposing points of view to be presented prior to determining a matter.

8.1.4 Subject to 8.1.5, fifteen (15) minutes will be allocated for discussion on any one item, with preference given to the arrangement where one person speaks for the motion and one speaks against the motion. Groups are encouraged to nominate a representative to make the presentation to the Council on behalf of the group.
8.1.5 Where two speakers have registered on the one subject, five (5) minutes will be given to each speaker. Where more than two speakers have registered to speak on the same item, the Chairperson will determine the equal allocation of time between speakers.

8.1.6 When making a presentation:-
- Subject to 8.1.5, each presentation shall be limited to five (5) minutes, and the Council may extend the presentation by a further three (3) minutes if considered appropriate. The maximum time for all presentations on each subject will be limited to fifteen (15) minutes.
- Where it is considered that a particular matter requires further discussion, the Council may wish to resolve itself into a Committee of the Whole in accordance with clause 5.1.
- Speakers shall conduct themselves with due respect to the Council and observe the rules of order and meeting procedure as contained in the Code of Meeting Practice.

8.1.7 Councillors may, through the Chairperson, ask questions of the speakers at the conclusion of their address.

8.1.8 Where Council becomes aware of an item of business scheduled to be considered by Council that is likely to attract considerable public interest Council may elect to hold a separate public forum to allow broader community participation in decision making of Council. In such circumstances, the applicable provisions of this code will apply with the exception of the time allocated a number of speakers provided for.

8.2 Committee Interviews – Public Forum

8.2.1 Any person with an interest in a matter before a Committee will be given the opportunity to make a presentation to the Committee.

8.2.2 All requests should be referred to the Committee Secretary who will liaise with the Chairperson and the applicant and make the necessary arrangements prior to the meeting.

8.2.3 The Chairperson will allow opposing views on the same issue to be put to the Committee without interruption.

8.2.4 As far as possible individuals with the same view should be encouraged to appoint a spokesperson to speak on their behalf.

8.2.5 All presenters are expected to answer questions put to them by Committee members and the Chairperson will not permit parties with opposing views to question each other.

8.3 Public Access to Correspondence and Reports (Section 11 of the Act)

8.3.1 The Council and a Committee of which all the members are Councillors must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

[Note: Clause 2.9 allows public access to agendas and associated business papers issued prior to the Council Meeting.]
8.3.2 This clause does not apply if the correspondence or reports;
- relate to a matter that was received or discussed; or
- were laid on the table at, or submitted to, the meeting, when the meeting was closed to the public.

8.3.3 This section does not apply if the Council or Committee resolves at the meeting, when open to the public, that the correspondence or reports, because they relate to a matter specified in Section 10A(2) of the Act (see Sub Clause 3.27.2), are to be treated as confidential.

PART 9 - RECORD OF MEETINGS

9.1 Minutes of Meetings (Section 375 of the Act)

9.1.1 The Council must ensure that full and accurate minutes are kept of the proceedings of a meeting of the Council.

9.1.2 The minutes must when they have been confirmed at a subsequent meeting of the Council, be signed by the person presiding at that subsequent meeting.

9.1.3 A motion or discussion with respect to such minutes shall not be in order except with regard to their accuracy as a true record of proceedings.

9.1.4 The temporary absences from a meeting of Council or any Committee shall not be recorded in the Minutes unless the temporary absence is during a vote on a decision.

9.2 Minutes – Matters Required to be Recorded

9.2.1 Details of each motion and of any amendments moved to it (Clause 254(a) of the Regulation).

9.2.2 The names of the mover and seconder of any motion or amendment (Clause 254(b) of the Regulation).

9.2.3 Whether each motion and amendment is passed or lost (Clause 254(c) of the Regulation).

9.2.4 The circumstances and reasons relating to the absence of a quorum together with the names of the Councillors present (Clause 233(3) of the Regulation).

9.2.5 The dissenting vote of a Councillor when requested (Clause 251(2) of the Regulation).

9.2.6 When a valid division is called, a table of the names of each Councillor and the way their vote was cast, either For or Against, is recorded in the Minutes. (Clause 251(4) of the Regulation). **Note**: that a division is always required when a motion for a planning decision is put to a meeting of the Council (Section 375A of the Act).

9.2.7 A report of the proceedings of the Committee of the Whole, including any recommendations of the Committee (Clause 259(3) of the Regulation).
9.2.8 The grounds for closing part of the meeting to the public (Section 10D of the Act).

9.2.9 The report of a Council Committee leading to a rescission or alteration motion (Section 372(6) of the Act).

9.2.10 The disclosure to a meeting by a Councillor of a pecuniary interest (Section 453 of the Act).

PART 10 - MISCELLANEOUS

10.1 DISCLOSURE AND MISUSE OF INFORMATION

10.1.1 A person must not disclose any information obtained in connection with the administration or execution of this Act unless that disclosure is made:

- with the consent of the person, from whom the information was obtained; or
- in connection with the administration or execution of this Act; or
- for the purposes of any legal proceedings arising out of this Act or of any report of any such proceedings; or
- in accordance with a requirement imposed under the Ombudsman Act 1974 or the Government Information (Public Access) Act 2009; or
- with other lawful excuse.

10.1.2 In particular, should part of a meeting of a Council or a Committee of a Council is closed to the public in accordance with Section 10A(1) of the Act, a person must not, without the authority of the Council or the Committee, disclose (otherwise than to the Council or a Councillor of the Council) information with respect to the discussion at, or the business of, the meeting.

10.1.3 Clause 10.1.2 does not apply to:

- the report of a Committee of a Council after it has been presented to the Council; or
- disclosure made in any of the circumstances referred to in Clause 10.1.1; or
- disclosure made in circumstances prescribed by the regulations; or
- any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with Schedule 1 of the Government Information (Public Access) Regulation 2009.

10.1.4 A person acting in the administration or execution of this Act must not use, either directly or indirectly, information acquired by the person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person’s spouse or de facto partner or a relative of the person.

10.1.5 A person acting in the administration or execution of this Act, and being in a position to do so, must not, for the purpose of gaining either directly or indirectly an advantage for the person, the person’s spouse or de facto partner or a relative of the person, influence:

- the determination of an application for an approval; or
- the giving of an order.
10.2 Inspection of the Minutes of the Council or a Committee

10.2.1 Schedule 1 of the Government Information (Public Access) Regulation 2009 requires that the Minutes of the Council or a Committee are to be made publicly available for inspection. The public is entitled to inspect these documents either on Council’s website or at the offices of the Council during ordinary working hours or at any other place determined by Council. Any current or previous Minutes may be inspected free of charge.

10.2.2 An inspection of the minutes of the Council or Committee of the Council is to be carried out under the supervision of the General Manager or an employee of the Council designated by the General Manager to supervise inspections of those minutes.

[Note: The person so designated are the Director - Corporate and Community and in his absence another employee as designated by the General Manager.]

10.2.3 The General Manager must ensure that the minutes of the Council and any minutes of a Committee of the Council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

[Note: Schedule 1 of the Government Information (Public Access) Regulation 2009 confers a right to inspect the minutes of a Council or Committee of a Council.]

10.3 Access to Records

10.3.1 Councillors have access to Council records under the Government Information (Public Access) Act and Regulation 2009.

10.3.2 Nothing in this clause derogates from the common law right of a Councillor to inspect any record of the Council which is necessary for the Councillor to exercise the office of Councillor.

10.4 Recording of Meeting of the Council or a Committee Prohibited Without Permission (Clause 273 of the Regulation)

10.4.1 A person may use a recorder to record the proceedings of a meeting of the Council or a Committee of a Council only with the authority of the Chairperson, who will advise all other Councillors in attendance of the situation.

10.4.2 A person may, as provided by Section 10(2)(a) or (b) of the Act, be expelled from a meeting of a Council or a Committee of a Council for using or having used a recorder in contravention of this clause.

10.4.3 If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a Police Officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from the place and, if necessary, restrain that person from re-entering that place.
10.4.4 In this clause, recorder includes a video camera and any electronic device capable of recording speech, whether a magnetic tape is used to record or not.

10.4.5 All mobile phones in the Chamber and Public Gallery are not to be used and are to be turned off or switched to silent/vibrate. Failure to do so or use of a mobile phone may be treated as an act of disorder.

10.5 Audio Recording of Meetings by Council Staff

10.5.1 Audio recordings of a meeting of the Council or a Committee of Council may be made by Council staff for the purpose of;

10.5.2 Assisting in the preparation of the Minutes;

10.5.3 Ensuring decisions are accurately recorded;

10.5.4 Verifying the accuracy of Minutes prior to their confirmation.

10.5.5 Audio recordings will be erased or otherwise destroyed as soon as the minutes of the meeting to which they relate has been officially confirmed or within three (3) months, whichever is the greater.

10.5.6 The tapes will be subject to the provisions of the Government Information (Public Access) Act 2009.

10.6 Live Streaming of Meetings by Council Staff

10.6.1 Live streaming of a meeting of the Council or a Committee of Council may be made by Council staff for the purpose of;

- Improving accessibility and community participation in relation to the decision-making process;

- Eliminating geographic and time barriers which may prevent the public from attending meetings in person, thereby resulting in greater community confidence in the integrity and accountability of the decision-making process.

10.6.2 Any parts of Council’s Meetings that are closed to members of the public under section 89 (2) of the Act are regarded as confidential and will not be recorded.

10.6.3 Ordinary and special meetings that are streamed live will be made available on Council’s website. The recording will be available for the term of a Council.

10.6.4 The Chair and/or General Manager have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

10.6.5 Whilst Council will make every effort to ensure that live streaming is available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.
10.6.6 It is not the intention of live streaming, recording and publishing to capture those attending the Meeting in the gallery, however this may occur due to camera angles and seating arrangements. By attending the public meeting, attendees are consenting to their image, voice or comments being recorded.

10.7 Certain Circumstances do not invalidate Council Decisions (Section 374 of the Act)

Proceedings at a meeting of the Council or a Council Committee are not invalidated because of:-
- a vacancy in a civic office; or
- a failure to give notice of the meeting to any Councillor or a Committee member; or
- any defect in the election or appointment of a Councillor or a Committee member; or
- a failure of a Councillor or a Committee member to disclose a pecuniary interest at a Council or a Committee Meeting; or
- a failure to comply with this Code.

10.8 Council Seal (Clause 400 of the Regulation)

10.8.1 The Seal of a Council must be kept by the Mayor or the General Manager, as the Council determines.

10.8.2 The Seal of a Council may be affixed to a document only in the presence of:-
- the Mayor and the General Manager; or
- at least one (1) Councillor (other than the Mayor) and the General Manager; or
- the Mayor and at least one (1) other Councillor; or
- at least two (2) Councillors other than the Mayor.

10.8.3 The affixing of a Council Seal to a document has no effect unless the persons who were present when the Seal was affixed (being persons referred to in Clause 10.8.2) attest by their signatures that the Seal was affixed in their presence.

10.8.4 The Seal of a Council must not be affixed to a document unless the document relates to the business of the Council and the Council has resolved (by resolution specifically referring to the document) that the Seal be so affixed. (The power to authorise the fixing of the Seal of Council can only be exercised by the Council. It cannot be delegated to a Committee or employee (Section 377 of the Act)).

10.8.5 For the purposes of Clause 10.8.4, a document in the nature of a reference or certificate of service for an employee of the Council does not relate to the business of the Council.
17/118 – DRAFT CUSTOMER SERVICE POLICY & CHARTER

Reference: File No. Y
Responsible Officer: General Manager

PURPOSE

The purpose of this report is to present Council with a Draft Customer Service Policy and Charter, and recommend that the policy be placed on exhibition for a period of 28 days.

REPORT

Hilltops Council has introduced this draft Policy and Charter as an expression of our commitment to improving our provision of services and communication in the delivery of those services to our community.

As a local government business, Hilltops Council recognises that every member of the Hilltops community are our customers.

This draft Policy and Charter sets out the minimum standards which the community can expect from us, explains how information can be obtained, outlines how complaints can be lodged if the standards are not met and offers advice on how the community can help us provide better services.

Hilltops Council strives to deliver standards of customer service at the highest level and this is reflected in our Cultural Values.

These CULTURAL VALUES are described below;

Customer Centric Services
The community are our customers and they deserve the best from us in every interaction we have and every action we take.

Collaboration
We are a team and will always achieve more as a team than as individuals – COMMUNICATION is the key.

Continuous Improvement
We may never reach perfection but that will always be our target.

This draft policy details how Council delivers on the commitment to customer service and how we will measure our performance.

This draft policy and the Customer Service Charter form the foundations of our Customer Service Framework. This framework includes external policies that are complemented by internal procedures, to ensure that the high-level statements detailed in the policies are underpinned by measurable and achievable processes.
Council’s commitment to Customer Service includes an effective complaint handling system, which is dealt with under a separate Complaints Management Policy. It is recognised that this is one method of measuring customer and client satisfaction to provide a useful source of information and feedback for continual improvement of our service and this policy will work as a companion policy beside the Customer Service Policy & Charter.

The objective of this charter is to provide guidance to Councillors, staff and the community in relation to consistent standards of service and the process for making compliments, enquiries, requests and complaints in relation to Council services.

The policy will serve to;
- outline customer rights and responsibilities;
- provide customers with a choice as to how they provide feedback to Council about service provision;
- provide a structure around responding to, recording, reporting and using feedback to improve service to customers; and
- outline customer rights and responsibilities.

Hilltops Council commits to embracing this Charter and welcomes the community’s comments to help us improve our services. The process of final adoption of the Customer Service Policy & Charter includes placing the draft on public exhibition for a period of 28 days.

Council must consider all submissions from the public exhibition period prior to the final adoption of the Policy.

**STATUTORY PROVISIONS**

- Local Government Act 1993
- Privacy and Personal Information Protection Act 1998
- Government Information (Public Access) Act 2009
- NSW Ombudsman Better Service and Communication – Guidelines for Local Government
- NSW Ombudsman Good Conduct and Administrative Practice Guidelines (2nd edition)
- NSW Ombudsman Enforcement Guidelines for Councils
- NSW Ombudsman Unreasonable Complainant Conduct

**CONSULTATION**

Consultation will be undertaken through public exhibition of the draft policy and calling for public submissions.
POLICY IMPLICATIONS

This Policy and Charter will provide guidance to Councillors, staff and the community in relation to consistent standards of service that can be expected of Council.

To ensure that these standards are met, Council’s Business and Governance staff will be required to provide performance measurement reports back to the General Manager and implement procedures to ensure continual improvement under the measures.

ATTACHMENTS

Attachment 1 - Draft Hilltops Council Customer Service Policy & Charter

RECOMMENDATION

It is recommended that Council:

1. Approve the Draft Customer Service Policy & Charter be placed on Public Exhibition for 28 Days; and
2. If there are no submissions received, adopt the Hilltops Council Customer Service Policy & Charter at the completion of the 28-day exhibition period.
Draft
Customer Service Policy & Charter
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Control</td>
<td>1</td>
</tr>
<tr>
<td>Document History</td>
<td>1</td>
</tr>
<tr>
<td>1. INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>2. PURPOSE STATEMENT</td>
<td>2</td>
</tr>
<tr>
<td>3. OUR COMMITMENT TO CUSTOMER SERVICE</td>
<td>2</td>
</tr>
<tr>
<td>4. SERVICE STANDARDS</td>
<td>2</td>
</tr>
<tr>
<td>5. COMMUNITY CONSULTATION</td>
<td>3</td>
</tr>
<tr>
<td>6. CONTINUOUS IMPROVEMENT</td>
<td>3</td>
</tr>
<tr>
<td>7. COMPLAINT RESOLUTION</td>
<td>4</td>
</tr>
<tr>
<td>8. ASSIST US IN DELIVERING BETTER SERVICE</td>
<td>4</td>
</tr>
<tr>
<td>9. ABUSIVE CUSTOMERS</td>
<td>4</td>
</tr>
<tr>
<td>10. PERSONAL INFORMATION PROTECTION</td>
<td>4</td>
</tr>
<tr>
<td>11. CONTACT INFORMATION</td>
<td>5</td>
</tr>
</tbody>
</table>
This policy shall be reviewed: -

- This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.
- Subject to the provisions of the Local Government Act and/or Regulation, this policy may be amended or cancelled by council at any time without prior notice or obligation to any person.

### Document History

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<thead>
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<th>Description</th>
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</thead>
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1. INTRODUCTION

Hilltops Council has introduced this Charter as an expression of our commitment to improving our service and communication in the delivery of quality services to our community.

As a Council, we understand that one of the successes of our organisation lies in delivering excellent services to our community and broader stakeholders. This Charter sets out the minimum standards which can be expected from Council, explains how information can be obtained, outlines how suggestions for improvement can be made if the standards are not met and offers advice on how our customers can help us service them, and the broader community, better.

2. PURPOSE STATEMENT

Hilltops Council believes that all customers have the right to be served in accordance with this Charter which reflects the vision, values and initiatives of the organisation.

The objective of this charter is to provide guidance to Councillors, staff and the community in relation to consistent standards of service and the process for making compliments, enquiries, requests and improvement suggestions in relation to Council services.

3. OUR COMMITMENT TO CUSTOMER SERVICE

Hilltops Council is committed to the provision of timely, efficient, consistent and quality services by polite and helpful officers that meet our customer’s expectations. We place great emphasis on the handling of service improvement requests and our aim is to provide quality service.

In NSW, local governments act as regulators in relation to a wide-range of activities that affect the daily living and working environments of their communities. These types of regulations involve the enforcement of government controls and restrictions on particular activities conducted by the public sector. This means that there will be times when Council will not be able to provide complete satisfaction to each member of the community, however, we will always be striving to achieve the best possible outcomes for our customers.

To achieve this, Council has laid out Cultural Values for our staff to keep as core mantras while going about their daily work.

These CULTURAL VALUES are described below;

Customer Centric Services
The community are our customers and they deserve the best from us in every interaction we have and every action we take.

Collaboration
We are a team and will always achieve more as a team than as individuals – COMMUNICATION is the key.

Continuous Improvement
We may never reach perfection but that will always be our target.

4. SERVICE STANDARDS

We will provide all Council services in a friendly and professional manner by;

- Treating our customers and stakeholders politely and respectfully;
- Identifying ourselves when we talk with our customers and stakeholders;
- Listening carefully to what our customers and stakeholders say;
- Treating our customers and stakeholders personal information with confidentiality;
- Being helpful and sensitive to our customers and stakeholders needs;
• Efficient execution of tasks;
• Being competent in providing the information and services Council has determined to provide to the community;
• Appropriate referral of requests to the correct person or agency if unable to fulfil our customers and stakeholders requirements.

We will make every effort to respond quickly and effectively to your service requests by;

• Attending the service desks and answering the telephone promptly, courteously and dealing with enquiries directly and without unnecessary referrals or transfers.
• Responding to telephone messages at the first available opportunity; however, where information is not readily available, verbal enquiries may be acknowledged and a more detailed response provided within a further fourteen (14) days.
• Acknowledging written correspondence (letter or email) within seven (7) days, either in full, or as an acknowledgement outlining the name and position of the person handling the matter. Acknowledgement may be by written correspondence or telephone, as appropriate. All correspondence will be as prompt as possible, and written in plain English (may contain some technical terms as required);
• Completing your customer requests within fourteen (14) days;
• Providing after hours service for emergencies.

We will achieve Customer Centric Service by;

• Having defined service standards for most commonly occurring service situations;
• Making a commitment to ‘when’ and ‘how’ the service will happen or if for any reason a service cannot be provided clearly articulating with an explanation as to why;
• Providing clear outlines of our obligations, policies, and having transparent processes;
• Notifying you if there is a delay in the service we promised;
• Preventing unnecessary return visits or calls to Council;
• Advising promptly of the outcome of your request;
• Referring you, where appropriate, to alternate places where the service might be available if Council is not able to provide the service you seek.

5. COMMUNITY CONSULTATION

It is important to Hilltops Council to build strong relationships with our local community through extensive consultation, communication and participation. Two-way communication between Council and the community is strongly encouraged.

Residents are encouraged to;

• Attend Council meetings
• Read the Council Business Paper
• Attend local Progress Association meetings
• Join a Section 355 Committee of Council
• Make an appointment to speak with the Mayor, Councillors, General Manager or Directors
• Participate in targeted consultation opportunities. Provide feedback and submissions during consultation or exhibition periods for Council plans, policies, strategies and other initiatives

6. CONTINUOUS IMPROVEMENT

Hilltops Council commits to embracing this Charter and welcomes community and stakeholder input and guidance to help us improve our services.
All customer enquiries and requests received by staff are dealt with appropriately. If necessary, requests are entered into the customer request system which ensures that they are directed to the appropriate officer(s) for further actioning. Requests and enquiries can be made by telephone, in person, or in writing.

Compliments about our staff and the services they provide assist us to determine whether we are doing something well and also enhance staff morale. Council sincerely appreciates the time our customers and stakeholders take to pay us a compliment.

If you have a comment or a compliment, please;
- Discuss the matter with a member of staff who will assist you or refer you to the appropriate person;
- Write or email the General Manager.

7. COMPLAINT RESOLUTION

If there is a shortfall in our customer service in any aspect, or we make a mistake, we encourage our customers and stakeholders to bring their suggestions for improvement to us directly so that the matter can be resolved.


8. ASSIST US IN DELIVERING BETTER SERVICE

- Please treat our staff with respect and in a civil and courteous manner;
- Respect the rights, privacy, safety and needs of other customers and members of the community;
- Be honest and accurate in your dealings with us – provide information that is clear, concise and complete;
- Work with us to solve problems;
- Give us constructive feedback;
- Respect our Hilltops Community.

9. ABUSIVE CUSTOMERS

In any interaction with members of the community where personal abuse or vulgar language is used, the communication may be terminated immediately by the officer. If face to face, the officer will walk away. If on a telephone call, the officer will terminate the call. If in an email, the address may be blocked.

There may be cases when;
- The issue(s) a person has cannot be dealt with to their satisfaction and it is not possible for council officers to continue to respond; or
- Correspondence contains personal abuse or vulgar language is used.

In these cases, Council may decide to limit or cease responses to the person. A decision of this nature will be communicated in writing, to the person, signed by the General Manager.

If a staff member feels threatened by the language or behaviour of the customer, they may notify the Police.

10. PERSONAL INFORMATION PROTECTION

Council is committed to the protections of Personal Information provided by a customer to Council in accordance with the requirements of the Privacy and Personal Information Protection Act 1998 (PPIPA) and Councils’ Privacy Management Policy.
11. CONTACT INFORMATION

Administration Office Locations

**Boorowa:** Hilltops Council  
6-8 Market Street  
Boorowa NSW

**Harden:** Hilltops Council  
3 East Street  
Harden NSW

**Young:** Hilltops Council (Young Town Hall)  
189 Boorowa Street  
Young NSW

**Email:** mail@hilltops.nsw.gov.au

All correspondence should be addressed to:

The General Manager  
Hilltops Council  
Locked Bag 5  
Young NSW 2594
Customer Service Charter

What You Can Expect
When you deal with us face to face, we will;
* Provide you with prompt, courteous, friendly and professional service.
* Listen carefully and identify your needs.
* Provide you with answers to enquiries or make arrangements for the enquiries to be addressed.
* Accept responsibility for the timely processing of your business.

When you call us on (02) 6380 1200, we will;
* Greet you politely;
* Listen carefully, establish your concerns and act on them accordingly;
* Respond to your messages;
* Endeavour to direct your call correctly.

When you use our web services www.hilltops.nsw.gov.au:
* You are able to contact us when and where it is convenient for you - through email and social media;
* The website is easy to use, with intuitive navigations and customised content so you can quickly find what you need;
* The website will provide up-to-date and accurate information;
* You can access our information from any device, any time.

To Allow Us to Help, We Expect You Will:
* Give us information that is timely, accurate and complete;
* Take the time to understand your obligations and aim to fulfill them;
* Respect the privacy and rights of other customers;
* Treat our employees with courtesy and respect;
* Provide us with honest, constructive feedback on our service including compliments, complaints, suggestions or any information about our program delivery, services or performance;
* Contact us if you believe we have made an error or acted inappropriately, and wish to make a complaint.

Customer Centric Services -
The Community are our customers and deserve the best from us in every interaction we have and every action we take.
* We will make our residents and communities our prime focus.

Collaboration -
We are a team and will always achieve more as a team than as individuals - communication is the key.
* We will work hard to make our relationships with the community, Councillors and our colleagues professional and productive.

Continuous Improvement -
We may never reach perfection but that will always be our target.
* We will consider how our actions impact on our community, our future and the Council and constantly strive to deliver even better services.
17/119 – DRAFT COMPLAINTS MANAGEMENT POLICY

Reference: File No. Y
Responsible Officer: General Manager

PURPOSE

The purpose of this report is to present Council with a Draft Complaints Management Policy; and request that the policy be placed on exhibition for a period of 28 days.

REPORT

Hilltops Council is committed to delivering quality customer services and to communicating effectively with its customers and the local community. Council encourages feedback from its customers and the community because feedback provides Council with an opportunity to identify areas of service that need improvement, to respond to individual complaints and to strengthen the relationship between Council and the local community.

Council’s Customer Service Framework includes an effective complaint handling system which aims to benefit both our customers and Council in a number of ways including:

• responding to feedback/complaints equitably, objectively and in an unbiased manner, ensuring there is no loss of service to the customer;
• creating a second chance to provide service and satisfaction to dissatisfied customers;
• identifying areas of service delivery that need improving;
• providing an opportunity to strengthen relationships between the community and Council; and
• assist in the planning of and allocation of resources.

This draft policy is intended to ensure that Council handles complaints fairly, consistently, efficiently and effectively. This policy provides guidance to our staff (and is supplemented by an internal procedural document) and people who wish to make a complaint.

Our complaint management system is intended to:

• Enable us to respond to issues raised by people making complaints in a timely and cost-effective way;
• Boost public confidence in our administrative processes; and
• Provide information that can be used by Council to deliver quality improvements in our services, systems, practices, procedures, products and complaint handling.

This policy applies to all staff receiving or managing complaints from the public made to or about us, our services, products and/or how Council handles complaints.
This policy does not cover unreasonable complainant conduct; this is dealt with separately under Council’s Unreasonable Complainant Conduct Policy (external) and Procedure (internal).

Staff grievances, code of conduct complaints and public interest disclosures are dealt with through separate mechanisms.

**STATUTORY PROVISIONS**

- Local Government Act 1993
- Privacy and Personal Information Protection Act 1998
- Government Information (Public Access) Act 2009
- NSW Ombudsman Better Service and Communication – Guidelines for Local Government
- NSW Ombudsman Good Conduct and Administrative Practice Guidelines (2nd edition)
- NSW Ombudsman Enforcement Guidelines for Councils
- NSW Ombudsman Unreasonable Complainant Conduct

**CONSULTATION**

Consultation will be undertaken through public exhibition of the draft policy and calling for public submissions.

**POLICY IMPLICATIONS**

This policy provides guidance to our staff (and is supplemented by an internal procedural document) and people who wish to make a complaint. This policy applies to all staff receiving or managing complaints from the public made to or about us, our services, products and/or how Council handles complaints.

To ensure that these standards are met, Council’s Business and Governance staff will be required to provide performance measurement reports back to the General Manager and implement procedures to ensure continual improvement under the measures.

**ATTACHMENTS**

Attachment 1 - Draft Complaints Management Policy

**RECOMMENDATION**

It is recommended that Council;

1. Approve the Draft Hilltops Council Complaints Management Policy be placed on Public Exhibition for 28 Days; and
2. If there are no submissions received adopt the Hilltops Council Complaints Management Policy at the completion of the 28-day exhibition period.
Draft Complaints Management Policy
This policy shall be reviewed: -

- This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.
- Subject to the provisions of the Local Government Act and/or Regulation, this policy may be amended or cancelled by council at any time without prior notice or obligation to any person.

Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Version</th>
<th>Resolution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 July 2017</td>
<td>Draft</td>
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</tr>
</tbody>
</table>
1. INTRODUCTION

Hilltops Council is committed to delivering quality customer services and to communicating effectively with its customers and the local community. Council values customer feedback because it helps with the continuous evaluation and improvement of its services.

This policy is intended to ensure that Council will handle complaints fairly, efficiently and effectively. Our complaint management system is intended to;

- Enable us to respond to issues raised by people making complaints in a timely and cost-effective way;
- Boost public confidence in our administrative process; and
- Provide information that can be used by Council to deliver quality improvements in our services, systems, practices, procedures, products and complaint handling.

This policy provides guidance to our staff (and is supplemented by an internal procedural document) and people who wish to make a complaint. This policy applies to all staff receiving or managing complaints from the public made to or about us, our services, products and/or how Council handles complaints.

Staff grievances, code of conduct complaints and public inter-disclosures are dealt with through separate mechanisms.

2. OBJECTIVES

This policy aims to effectively deal with and manage complaints from the Community by;

- Demonstrating and promoting Council’s commitment to customer satisfaction with respect to Council’s role as a regulator;
- Ensuring all complaints are responded to in a timely manner, without bias or fear of retribution;
- Ensuring all members of the community can access information on how complaints will be dealt with by Council;
- Educating staff in relation to complaint handling procedures and practices;
- Monitoring feedback in an endeavour to improve existing services and facilities and Council’s public image;
- Acknowledging receipt of complaints within seven (7) working days of receipt;
- Complying with the Principles of Natural Justice, procedural fairness, interpersonal fairness and informational fairness;
- Informing customers of their right to engage an advocate to act on their behalf. That is, be assisted by a person of their choice – friend, relative, or another representative;
- Creating a second chance to provide service and satisfaction to dissatisfied members of the public;
- Identifying areas that need improvement;
- Providing opportunities to strengthen public support for the Council;
- Assisting in planning and allocation of resources.

3. POLICY COMMITMENT

Council encourages feedback from its customers and the community because feedback provides Council with an opportunity to identify areas of service that need improvement, to respond to individual complaints and to strengthen the relationship between Council and the local community.

Council commits to;

- Accept any criticism graciously, believing that there is always room for improvement;
- Ensuring staff at all levels are committed to fair, effective and efficient complaint handling;
- Deal with complaints in accordance with this policy and procedure;
• Widely publicise the existence of this policy and procedure;
• Encourage members of the public dissatisfied with Council’s conduct to lodge complaints and to facilitate such action by making complaint and feedback forms freely available at the three Administration Offices and on Council’s website;
• Advise complainants of their right to make a complaint to an external body if they are dissatisfied with the way that their complaint has been handled internally;
• Regularly report publicly on complaint statistics, using this information to identify and rectify deficiencies in Council services;

What is a Complaint?

For the purpose of this policy, a complaint is any expression of dissatisfaction made to or about us, our services, products and/or complaint handling, where a response or resolution is explicitly or implicitly or legally required. A complaint can be about the following;

Policies and Procedures
Complaints about policies and procedures are usually related to dissatisfaction with service charges, policy decision s or an agreed practice covered by a policy or procedure.

Employees
Complaints about employees are generally about dissatisfaction with the behaviour of a Council employee.

Quality of Service
Complaints about quality of service are generally related to the quality of the finished job or the length of time taken to complete the job/provide the service.

The following are not considered complaints under this policy:

• A request for works or services – unless it is a second request where there has been no response to the first request or where, in the view of the customer, the response was unsatisfactory;
• A complaint about an event, service or business for which Council is not responsible;
• A request for information or an explanation of policies or procedures;
• Disagreement with Council’s policy or a lawfully made decision;
• The lodging of an appeal or objection in accordance with a standard procedure or policy, for example a complaint about an approved development or draft policy or plan – unless this is recorded as a complaint about Council’s decision-making process;
• Reports of damaged or faulty infrastructure;
• Reports about neighbours, noise, dogs, unauthorised building work or similar issues that fall into the regulatory aspect of Council’s service;
• The issue of a penalty notice or taking other regulatory action for an offence under an Act or Regulation;
• Staff grievances
• Public interest disclosures made by our staff
• Code of Conduct complaints
• Responses to request for feedback about the standard of our service provision
• Reports of problems or wrongdoing merely intended to bring a problem to our notice with no expectation of a response;
• Requests for information.
Many of the issues above are called ‘complaints’ when a customer contacts Council. They are called complaints because a customer is unhappy about the situation and wants something done. To Council, however, the ‘complaint’ is a request for action. This terminology does not reduce the importance of the issue, nor does it change the actions Council will take. However, it does help Council differentiate between a complaint and a request so that the issue can be registered appropriately in Council’s service request system.

In general, most ‘true’ complaints, as Council defines them, are about staff behaviour, quality of service, Council policy, or the outcome of a decision.

**Impact of a Complaint**

Complaints which are not attended to promptly and effectively, can lead to problems such as;

- Loss of confidence in Council staff;
- Low job satisfaction and morale for staff;
- Inefficient allocation of Council resources;
- Resident/complainant feeling dissatisfied;
- A lowering of the general opinion of visitors to the community.

**Accountabilities and Responsibilities**

Specific responsibilities are as follows;

- **Councillors** - The elected Councillors have a responsibility to accept complaints and refer them to the General Manager.
- **General Manager** - The General Manager has a leadership role in demonstrating a commitment to the effective resolution of complaints. The General Manager has the responsibility to;
  - Resolve complaints where the customer is not satisfied with the Director’s decision;
  - Receive complaints alleging corruption for referral to the Independent Commission Against Corruption;
  - Deal with complaints in relation to the conduct of staff members.
- **Directors** – Have a responsibility to consider details of complaint investigations and decide upon appropriate action.
- **Managers** – Are responsible for dealing with complaints in relation to Policies & Procedures or the Quality of Service, not able to be resolved at first point of contact, and complaints regarding staff referred to them by the General Manager in their areas of responsibility. They are also responsible for educating employees with regard to this policy and ensuring that complaints are responded to in a courteous, fair, confidential and timely manner, and that the complainant is advised of progress and outcomes.
- **Coordinators & Officers** – Are responsible for providing assistance to Managers in the investigation of a complaint through the collection of information and conduct of relevant interviews upon request.
- **Customer Service Staff** – Are responsible for populating complaints database with the relevant information upon receipt of a complaint before forwarding as a complaint action type to appropriate staff member.
- **Employees** – Are required to deal with customers in a courteous, fair, confidential and timely manner and to provide accurate and timely information to management in response to a complaint.
- **Council’s Professional Conduct** – The Ombudsman or the Department of Premier and Cabinet (Local Government), are responsible for the investigation of complaints about the conduct of public authorities, and/or the management of Councils, and may be contacted by the complainant at any stage.
Facilitating Complaints

Customer – Centric Services – Council is committed to seeking and receiving feedback and complaints about our services, systems, practices, procedures, products and complaint handling.

Any concerns raised in feedback or complaints will be dealt with within a reasonable timeframe.

People making complaints will be;
- Listened to, treated with respect by staff and actively involved in the complaint process where possible and appropriate, and;
- Provided with reasons for our decision(s) and any options for redress or review.

No Detriment to People Making Complaints – Council will take all reasonable steps to ensure that people making complaints are not adversely affected because a complaint has been made by them or on their behalf.

Anonymous Complaints – Council will accept anonymous complaints and will carry out an investigation of the issues raised where there is enough information provided.

Vexatious Complaints – All complaints received by Council will be treated with the utmost seriousness however if a complaint is found to be malicious, frivolous or vexatious, not further action will be taken on the complaint. The customer will be informed of this decision in writing.

Visibility and Transparency – Council will ensure that information about how and where complaints may be made to or about us is well publicised.

Accessibility – Council will ensure that our systems to manage complaints are easily understood and accessible to everyone, particularly people who may require assistance.

If a person prefers or needs another person or organisation to assist or represent them in the making and/or resolution of their complaint, Council will communicate with them through their representative if this is their wish. Anyone may represent a person wishing to make a complaint with their consent – advocate, family member, legal representative, member of Parliament, another organisation.

No Charge – Complaining to us is free.

Responding to Complaints

Early Resolution – Where possible, complaints will be resolved at first contact with Council. Staff should note that apologising to residents for the negative experience they’ve had is not an admission of liability and should be undertaken whenever possible.

Responsiveness – Council will acknowledge receipt of complaints within 7 working days.

Council will assess and prioritise complaints in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security, the response will be immediate and will be escalated appropriately.

Council is committed to managing people’s expectations, and will inform them as soon as possible of the following:
- The complaints process (please see detail below);
- The expected timeframes for our actions;
- The progress of the complaint and reasons for any delay;
- Their likely involvement in the process; and
- The possible or likely outcome of their complaint.

Council will advise people as soon as possible when it is unable to deal with any part of their complaint. Council will advise people as soon as possible when it is unable to meet timeframes for responding to their complaint and the reason for our delay.
Complaints Process
An internal Complaints Management Procedure will guide staff on the correct process to follow upon receipt of complaints.

With regards to how complaints will be considered, the relevant staff are instructed to;

- Examine and analyse the information already available and follow up points requiring clarification;
- Examine Council policies which may have a bearing on the complaint;
- Consider Council’s fault and/or liability;
- Consider the necessary action to be taken to correct faults identified; and
- Consider a review of the Council’s procedures to avoid recurrence of any similar complaint in the future if necessary.

The relevant Director or General Manager may enter into informal discussions or mediation on a complaint with a view to resolution. Should this process not resolve the situation, it may be referred to Council.

Objectivity and Fairness
Council will address each complaint with integrity and in an equitable, objective and unbiased manner.

Conflicts of interest, whether actual or perceived, will be managed responsibly. In particular, internal reviews of how a complaint was managed will be conducted by a person other than the original decision maker.

Responding Flexibly
Our staff are empowered to resolve complaints promptly and with as little formality as possible. Council will adopt flexible approaches to service delivery and problem solving to enhance accessibility for people making complaints and/or their representatives.

Council will assess each complaint on its merits and involve people making complaints and/or their representative in the process as far as possible.

Confidentiality
Council will protect the identity of people making complaints where this is practical and appropriate.

Personal information that identifies individuals will only be disclosed or used by Hilltops Council as permitted under the relevant privacy laws, provisions and subject to ethical obligations.

What if a Customer is Not Satisfied With the Resolution of the Complaint
Council is confident that it can resolve the majority of complaints received. However, we understand that it may not be able to satisfy every customer on every occasion.

Sometimes Councils have to make difficult decisions involving regulatory bodies and/or other stakeholders, and individual customers do not get the outcome they desire.

If a complaint remains unresolved or a customer is dissatisfied with our process in dealing with a complaint, other avenues remain for the customer to explore which include;

- The NSW Ombudsman; the officer responsible to Parliament for investigating complaints made about administrative actions (or inactions);
- Department of Premier & Cabinet
- ICAC (Independent Commission Against Corruption)

While a customer is entitled to refer a complaint directly to those bodies at any time, customers are encouraged to allow Council to investigate the complaint first.
Complaints about Corruption, Serious or Substantial Waste, Pecuniary Interests, Competitive Neutrality or Criminal Activity

Complaints about corruption, serious or substantial waste, pecuniary interests or competitive neutrality should be lodged directly with the General Manager.

The General Manager is obliged to report allegations of corrupt conduct to the Independent Commission Against Corruption and may report other serious allegations to the Police and/or other relevant authority. If a complaint involves allegations of criminal behaviour, it should automatically be referred to the Police.

Complaints about financial impropriety may be referred to the Internal Auditor.

Safeguards against Victimisation & Retribution

Complainants will not be subject to victimisation or retribution as a result of lodging a complaint and any allegations of such treatment will be investigated and disciplinary action taken if substantiated.

If a complainant experiences such behaviour then they should lodge another complaint with the relevant Director or General Manager.

Complaints can be made

In Writing

Postal Address: Hilltops Council
Locked Bag 5
Young NSW 2594

Email: mail@hilltops.nsw.gov.au

In Person

- Make an appointment to talk to the staff member with who you have been dealing, or with the respective Manager; or
- Visit any of the three Administration Centres

Hilltops Young  Hilltops Harden  Hilltops Boorowa
189 Boorowa Street 3 East Street  6-8 Market Street
Young NSW  Harden NSW  Boorowa NSW

By Telephone

Call the main switchboard at the Hilltops Young Administration Centre (02) 6380 1200

Whichever method you choose to lodge your complaint, please ensure you provide Council with all standard information including your name and return phone number as this will help Council to resolve your complaint in a timely manner.
17/120 – DRAFT HILLTOPS COUNCIL COUNCILLOR EXPENSES AND FACILITIES POLICY

Reference:   File No. B5.3.2
Responsible Officer: General Manager

PURPOSE

The purpose of this report is to present Council with a Draft Councillor Expenses and Facilities Policy and request that the policy be placed on exhibition for a period of 28 days.

REPORT

Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the Local Government Act and reinforced in the Model Code of Conduct made under section 440.

Councillor Expenses and Facilities policies must be non-discriminatory, equitable and encourage participation on council of people from diverse backgrounds that represent the demographics of the local community. This policy seeks to ensure that all members of the community, particularly under-represented groups, are encouraged to seek election by ensuring that they would not be financially or otherwise disadvantaged in undertaking the civic duties of a councillor.

This draft policy is intended to ensure accountability and transparency by including all of the specific expenses for which councillors are entitled to receive reimbursement and all of the specific facilities councillors are entitled to use. Councillors can only receive reimbursement for expenses and the use of facilities when these are clearly identified in the policy.

The overarching principle to be addressed in the development of the Hilltops Council Councillor Expenses and Facilities Policy is that the details and range of expenses paid and facilities provided to councillors by the council is clearly and specifically stated and is fully transparent and acceptable to the local community. It should include clear limits and processes for approval, reconciliation and reimbursement for all expenses and facilities to maximise accountability and transparency.

Councillors should not obtain private benefit from the provision of equipment and facilities while on Council business. However, it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment back to Council. Where more substantial private use does occur, the Act provides that a payment may be made to cover the level of that private use (s252 (2)).

Council should be mindful of the provisions in the Hilltops Council Code of Conduct about the use of council resources to ensure that councillor expenses and facilities are not used inappropriately. The Code of Conduct provides that council resources must be used ethically, effectively, efficiently and carefully.
Council property including intellectual property, official services and facilities must not be misused by a person or body for private benefit or gain. Councillors must also avoid an action or situation that could create the appearance that council resources are being used inappropriately.

However, Councillor expenses and facilities policies should allow for councillors to receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties as elected representatives of their local communities.

The payment of expenses and the provision of equipment and facilities to councillors must not be open-ended. Monetary limits have been set to expense provision in the policy, where practicable and where appropriate, as well as standards for the provision of equipment and facilities. These limits have been clearly stated and, where appropriate, justified. The duration for which the limits apply are clearly set out.

The preparation and review of this policy on an annual basis is a mandatory requirement to ensure accountability and transparency in the reasonable and appropriate provision of expenses and facilities to Mayors and Councillors in the Hilltops Council.

This policy was tailored to allow for the differences between the former Council areas and the newly amalgamated Hilltops Council in terms of level of complexity of governance, increased population size, increased geographic area, and so on.

In accordance with section 253 of the Local Government Act, Councils must give public notice of its intention to adopt or amend a councillor expenses and facilities policy and allow at least 28 days for public submissions. Council must consider any submissions received and make any appropriate changes to the policy.

Council will ensure that the draft policy will be available on Council’s website and at all three of the Hilltops Council Administration Offices for viewing by the public.

**STATUTORY PROVISIONS**

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payments of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees
- Hilltops Council Code of Conduct
Councillor expenses and facilities policies are made under the Act and in accordance with sections 252 and 253 of the Act as well as clause 403 of the Local Government (General) Regulation 2005 (‘the Regulation’). Under section 252(5) of the Act councillor expenses and facilities policies must comply with the provisions of the Act, and the Regulation.

Under section 439 of the Act every councillor must act honestly and exercise a reasonable degree of care and diligence in carrying out his or her functions, as per the Hilltops Council Code of Conduct.

Other policy documents to be considered during the development and review of councillor expenses and facilities policies include relevant Circulars to Councils, the Model Code of Conduct for Local Councils in NSW and the Independent Commission against Corruption publication, ‘No Excuse for Misuse’.

## CONSULTATION

Consultation will be undertaken through public exhibition of the draft policy and calling for public submissions.

## POLICY IMPLICATIONS

Hilltops Council may disburse money only if the disbursement is authorised by the Local Government Act, either expressly or because it is supplemental, incidental to or consequential upon the exercise of its functions.

## FINANCIAL IMPLICATIONS

Council has provided sufficient funds within the budget to enable the provision of services detailed within the Draft Councillor Expenses and Facilities Policy.

## ATTACHMENTS

Attachment 1 - Draft Hilltops Council Councillor Expenses and Facilities Policy

## RECOMMENDATION

It is recommended that Council;

1. Approve the Draft Councillor Expenses and Facilities Policy be placed on Public Exhibition for 28 Days; and
2. If there are no submissions received adopt the Hilltops Council Councillor Expenses and Facilities Policy at the completion of the 28-day exhibition period.
Draft
Councillor Expenses and Facilities Policy
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>1</td>
</tr>
<tr>
<td>Document Control</td>
<td>3</td>
</tr>
<tr>
<td>Document History</td>
<td>3</td>
</tr>
<tr>
<td>POLICY SUMMARY</td>
<td>4</td>
</tr>
<tr>
<td>1. INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>2. POLICY OBJECTIVES</td>
<td>4</td>
</tr>
<tr>
<td>3. PRINCIPLES</td>
<td>5</td>
</tr>
<tr>
<td>4. PRIVATE OR POLITICAL BENEFIT</td>
<td>5</td>
</tr>
<tr>
<td>5. GENERAL EXPENSES</td>
<td>5</td>
</tr>
<tr>
<td>6. SPECIFIC EXPENSES</td>
<td>6</td>
</tr>
<tr>
<td>General travel arrangements and expenses</td>
<td>6</td>
</tr>
<tr>
<td>Interstate, overseas and long distance intrastate travel expenses</td>
<td>6</td>
</tr>
<tr>
<td>Travel expenses not paid by Council</td>
<td>7</td>
</tr>
<tr>
<td>Accommodation and meals</td>
<td>7</td>
</tr>
<tr>
<td>Refreshments for Council related meetings</td>
<td>7</td>
</tr>
<tr>
<td>Professional development</td>
<td>7</td>
</tr>
<tr>
<td>Conferences and seminars</td>
<td>8</td>
</tr>
<tr>
<td>Information and communications technology (ICT) expenses</td>
<td>8</td>
</tr>
<tr>
<td>7. INSURANCES</td>
<td>8</td>
</tr>
<tr>
<td>8. LEGAL ASSISTANCE</td>
<td>9</td>
</tr>
<tr>
<td>9. GENERAL FACILITIES FOR ALL COUNCILLORS</td>
<td>9</td>
</tr>
<tr>
<td>Facilities</td>
<td>9</td>
</tr>
<tr>
<td>Stationery</td>
<td>10</td>
</tr>
<tr>
<td>Administrative support</td>
<td>10</td>
</tr>
<tr>
<td>10. ADDITIONAL FACILITIES FOR THE MAYOR</td>
<td>10</td>
</tr>
<tr>
<td>11. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS</td>
<td>10</td>
</tr>
<tr>
<td>Direct payment</td>
<td>10</td>
</tr>
<tr>
<td>Reimbursement</td>
<td>11</td>
</tr>
<tr>
<td>Advance payment</td>
<td>11</td>
</tr>
<tr>
<td>Notification</td>
<td>11</td>
</tr>
<tr>
<td>Reimbursement to Council</td>
<td>11</td>
</tr>
<tr>
<td>Timeframe for reimbursement</td>
<td>11</td>
</tr>
<tr>
<td>12. DISPUTES</td>
<td>11</td>
</tr>
<tr>
<td>13. RETURN OR RETENTION OF FACILITIES</td>
<td>12</td>
</tr>
<tr>
<td>14. PUBLICATION</td>
<td>12</td>
</tr>
</tbody>
</table>
15. REPORTING ..................................................................................................................... 12
16. AUDITING ...................................................................................................................... 12
17. BREACHES ............................................................................................................................... 12
 Appendix I: Related legislation, guidance and policies .............................................................. 13
 Appendix II: Definitions .......................................................................................................................... 14
This policy shall be reviewed: -

- This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of Council. It may also be reviewed at other times as determined by Council.
- This policy commences as from the last date of adoption by Council as listed in the document history and replaces all previous versions.

### Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Version</th>
<th>Resolution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 July 2017</td>
<td>Draft</td>
<td>0.1</td>
<td></td>
<td>Presented to Hilltops Council for endorsement, public exhibition 28 days</td>
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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.

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 six 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.

1. INTRODUCTION

1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Hilltops 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.

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, for travel expenses incurred between their residence and the Council Chambers, inspections within the area of the Council undertaken in compliance with a resolution of Council, meetings which Council has endorsed the Councillor’s membership, civic receptions hosted by Council, approved 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 Cab-charge card or equivalent incl 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. 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.

6.6. 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.

6.7. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.

6.8. 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.

6.9. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.

6.10. For international travel, the class of air travel is to be economy.

6.11. Bookings for approved air travel are to be made through the general manager’s office.

6.12. 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

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

Accommodation and meals

6.14. 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 that 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.

6.15. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Hilltops Region.

6.16. 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.

6.17. 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.

6.18. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

6.19. 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.

6.20. 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

6.21. Council will set aside $1,000 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.

6.22. 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.

6.23. 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.

6.24. 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.

6.25. 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

6.26. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.

6.27. Council will make provision 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.

6.28. 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.

6.29. 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

6.30. Council will provide or reimburse Councillors for expenses associated with appropriate ICT devices and services up to a limit of $500 per annum for each Councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs.

6.31. 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.

6.32. 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.

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
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

8.2. In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

8.4. Council will not meet the legal costs:

- of legal proceedings initiated by a Councillor under any circumstances
- of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a Councillor performing their role as a Councillor.

8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

9. GENERAL FACILITIES FOR ALL COUNCILLORS

Facilities

9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:

- At the Hilltops Young Office, a Councillor common room appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol)
- Access to meeting rooms at the Hilltops Boorowa and the Hilltops Harden Offices.
- personal protective equipment for use during site visits
- a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or deputy Mayor.

9.2. Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor’s office or other specified staff member.

9.3. The provision of facilities will be of a standard deemed by the general manager as appropriate for the purpose.
Stationery

9.4. Council will provide the following stationery to Councillors each year:
   • business cards

Administrative support

9.5. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor’s office or by a member of Council’s administrative staff as arranged by the general manager or their delegate.

9.6. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. ADDITIONAL FACILITIES FOR THE MAYOR

10.1. Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the Mayor’s office.

10.2. The Mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to Council on a monthly basis.

10.3. The Mayoral allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.

10.4. Council will provide the Mayor with a furnished office incorporating a computer configured to Council’s standard operating environment, telephone and meeting space. Council will also provide a mobile phone for Council use.

10.5. In performing his or her civic duties, the Mayor will be assisted by staff providing administrative and secretarial support, as determined by the general manager.

10.6. As per Section 4, staff in the Mayor’s office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

11. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS

11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.

11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
   • local travel relating to the conduct of official business
   • carer costs
   • ICT expenditure.

11.4. Final approval for payments made under this policy will be granted by the general manager or their delegate.

Direct payment

11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Executive Director of Corporate and Community for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.
Reimbursement

11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Executive Director of Corporate and Community.

Advance payment

11.7. Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.

11.8. The maximum value of a cash advance is $75 per day of the conference, seminar or professional development to a maximum of $75.

11.9. Requests for advance payment must be submitted to the Executive Director of Corporate and Community for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.

11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
  • a full reconciliation of all expenses including appropriate receipts and/or tax invoices
  • reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

11.11. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

11.12. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

11.13. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
  • Council will invoice the Councillor for the expense
  • the Councillor will reimburse Council for that expense within 14 days of the invoice date.

11.14. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the Councillor’s allowance.

Timeframe for reimbursement

11.15. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

12. DISPUTES

12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the general manager.

12.2. If the Councillor and the general manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.
13. RETURN OR RETENTION OF FACILITIES

13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the general manager to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment.

13.3. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

14. PUBLICATION

14.1. This policy will be published on Council's website and available from Customer Service staff at all three Hilltops Administration Centres.

15. REPORTING

15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

15.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six 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.

16. AUDITING

16.1. The operation of this policy, including claims made under the policy, will be included in Council’s audit program and an audit undertaken at least every two years.

17. BREACHES

17.1. Suspected breaches of this policy are to be reported to the general manager.

17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.
Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- Code of Conduct
Appendix II: Definitions

The following definitions apply throughout this policy.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>accompanying person</td>
<td>Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor</td>
</tr>
<tr>
<td>appropriate refreshments</td>
<td>Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business</td>
</tr>
<tr>
<td>Act</td>
<td>Means the <em>Local Government Act 1993</em> (NSW)</td>
</tr>
<tr>
<td>clause</td>
<td>Unless stated otherwise, a reference to a clause is a reference to a clause of this policy</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>Means the Code of Conduct adopted by Council or the Model Code if none is adopted</td>
</tr>
<tr>
<td>Councillor</td>
<td>Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor</td>
</tr>
<tr>
<td>General Manager</td>
<td>Means the general manager of Council and includes their delegate or authorised representative</td>
</tr>
<tr>
<td>incidental personal use</td>
<td>Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct</td>
</tr>
<tr>
<td>long distance intrastate travel</td>
<td>Means travel to other parts of NSW of more than three hours duration by private vehicle</td>
</tr>
<tr>
<td>maximum limit</td>
<td>Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1</td>
</tr>
<tr>
<td>NSW</td>
<td>New South Wales</td>
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</tbody>
</table>
| official business           | Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes:  
  • meetings of Council and committees of the whole  
  • meetings of committees facilitated by Council  
  • civic receptions hosted or sponsored by Council  
  • meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council |
| professional development    | Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor            |
| Regulation                  | Means the Local Government (General) Regulation 2005 (NSW)                                                                                  |
| year                        | Means the financial year, that is the 12 month period commencing on 1 July each year                                                        |
17/124 - DRAFT POLICY ON SPONSORSHIP

Reference: File No. F7.00 Y
Responsible Officer: Executive Director Corporate and Community

PURPOSE

The purpose of this report is to recommend the Council place the Draft Sponsorship Policy on public exhibition for a period of 28 days.

REPORT

Council receives several requests for sponsorship throughout the year. Requests have been previously handled differently in the three former Councils of Boorowa, Harden and Young prior to the establishment of Hilltops Council and the Draft Policy seeks to put in place an appropriate and equitable sponsorship policy and procedure within the Hilltops Local Government Area (LGA). This policy deals with sponsorships as opposed to financial assistance or donations.

Sponsorship (as defined by ICAC) means a commercial arrangement in which a sponsor provides a contribution in money or in kind, to support an activity in return for certain specified benefits.

Sponsorship generally can be provided:

- By the corporate sector or private individuals, in support of a public-sector activity, or
- By the public sector in support of related and worthwhile private or public-sector activities.

Sponsorship does not include:

- The selling of advertising space
- Joint ventures
- Consultancies
- Grants (in regard to received sponsorship)
- Unconditional gifts, donations, bequests or endowments.

Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond modest acknowledgement. (Sponsorship in the Public Sector. ICAC 2006 page 8)

Sponsorship can be in cash, goods or services, but not including any waiver of fees associated with any other Council policy.

Keeping this in mind, the draft sponsorship policy aims to:

- To provide assistance for groups, organizations or individuals seeking to organize community events and activities;
- To ensure that a fair and transparent process is used in the allocation of event/activity sponsorship funds;
To further develop the range of existing events/activities to maximise the economic and social benefits to the regions;

To ensure that funding is allocated to a range of events/activities with emphasis on those considered strategically important;

To ensure that Council receives appropriate recognition for its sponsorship contribution.

STATUTORY PROVISIONS

- S356 Local Government Act 1993
- Sponsorship in the Public Sector – ICAC 2006

CONSULTATION

It is recommended that consultation be undertaken in accordance with the legislation prior to endorsement by Council. The draft policy will be put on public exhibition for a period of 28 days. If no submissions are received the draft policy will become Council policy.

POLICY IMPLICATIONS

The policy allows for transitional arrangements to be maintained. Particularly, the Young Town Band is given Council support (sponsorship) of $16,000 per annum. This represents all their funding. Agreement has been reached with the band that this funding will be in place for three years (2017/18 being year 1) to enable them to seek alternative funding.

FINANCIAL IMPLICATIONS

A sum of $40,000 has been set aside for the 2017-19 year. This is an amalgamation of the three existing budgets in the former Councils.

ATTACHMENTS

Attachment 1 - Draft Sponsorship Policy

RECOMMENDATION

It is recommended that Council;

1. Place the Draft Sponsorship Policy on public exhibition for 28 days; and
2. If no submissions are received, adopt the Sponsorship Policy at the completion of the 28 day exhibition period.
Draft

Sponsorship Policy
# TABLE OF CONTENTS

- **Document Control** ......................................................................................................................... 2
- **Document History** ............................................................................................................................ 2
- **1. Introduction** .................................................................................................................................... 3
- **2. Objectives** ...................................................................................................................................... 3
- **3. Legislation and Other References** ................................................................................................. 3
- **4. Scope** ............................................................................................................................................ 3
- **5. Definitions** ...................................................................................................................................... 3
- **6. Policy** ............................................................................................................................................ 4
  - **6.1 Eligibility for Sponsorships** ......................................................................................................... 4
- **7. Assessment Criteria for Sponsorships** ............................................................................................. 4
- **8. Conflicts of Interest** ........................................................................................................................ 5
- **7. Event/Activity Support Levels for Sponsorship** ............................................................................. 5
- **8. In-Kind Sponsorships** .................................................................................................................... 5
- **9. Procedure** ..................................................................................................................................... 6
- **11. "Out of Round" Sponsorship Applications** .................................................................................... 6
- **12. Transparency of Policy Application** ............................................................................................... 6
- **13. Transitional Arrangements** ............................................................................................................ 6
This policy shall be reviewed: -

This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

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<table>
<thead>
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</thead>
<tbody>
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</tbody>
</table>
Introduction

Hilltops Council is committed to providing appropriate and equitable sponsorship assistance to the community within the Hilltops Local Government Area. The policy does not cover sponsorship of Council run events.

1. Objectives

This Policy provides guidelines for the requirements and criteria for Council to allocate sponsorship assistance to suitable recipients within the Hilltops, or relevant to the region in a manner compatible with ICAC guidelines and provisions of S356 of the Local Government Act 1993 (the Act).

The policy aims:

- To provide assistance for groups, organisations or individuals seeking to organise community events and activities;
- To ensure that a fair and transparent process is used in the allocation of event/activity sponsorship funds;
- To further develop the range of existing events/activities to maximise the economic and social benefits to the regions;
- To ensure that funding is allocated to a range of events/activities with emphasis on those considered strategically important;
- To ensure that Council receives appropriate recognition for its sponsorship contribution;
- To facilitate commercial and business activity through commercial sponsorship initiatives (by Council business activities) under appropriate accountability conditions.

2. Legislation and Other References

- Local Government Act 1993
- Local Government (General) Regulation 2005
- ICAC – Sponsorship in the Public Sector 2006

3. Scope

This policy applies to all sponsorship requests received by Council but does not cover sponsorship associated with Council run events where Council may seek sponsorship from commercial entities or government agencies.

4. Definitions

**Sponsorship (as defined by ICAC)** - means a commercial arrangement in which a sponsor provides a contribution in money or in kind, to support an activity in return for certain specified benefits.

Sponsorship generally can be provided:

- By the corporate sector or private individuals, in support of a public-sector activity, or
- By the public-sector in support of related and worthwhile private or public-sector activities.

Sponsorship does not include:

- The selling of advertising space
- Joint ventures
- Consultancies
- Grants (in regard to received sponsorship)
- Unconditional gifts, donations, bequests or endowments.
Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond modest acknowledgement. (Sponsorship in the Public Sector. ICAC 2006 page 8)

Sponsorship can be in cash, goods or services, but not including any waiver of fees associated with any other Council policy.

Sponsorships refer to sponsorships granted on application, for the support of related and worthwhile private or public-sector activities.

5. Policy

5.1 Eligibility for Sponsorships

Sponsorships can be considered for not-for-profit groups, organisations or individuals seeking to organise an event/activity within the Hilltops Local Government Area that has demonstrable benefit to the community.

- Sponsorship sought must be for a specific community event/activity within a fixed timeframe. Ongoing operational, maintenance or administrative costs will not be sponsored.
- Successful applicants must sign and comply with a sponsorship agreement which includes requirements for:
  - Acknowledgement of Council (including logo) equivalent to other similar amount sponsors and/or as stated within Council’s Sponsorship agreement.
  - The applicant to obtain and comply with all certificates and approvals required by law to hold the proposed event or activity.
  - Council to have the opportunity to display banners (as supplied by Council) at events/activities.
  - Council to have the opportunity for a stall at all events/activities.
  - A written evaluation to be provided within three (3) months of the conclusion of the event/activity.

The following events/activities will not be eligible for funding via this programme:

a. Fetes
b. Political events/activities
c. Any event/activity with sponsorship assessed as actual, potential or perceived conflict of interest between Council and the applicant or another sponsoring individual or organisation for such event/activity.
d. Any event/activity which is assessed as a risk management cost to Council.

- Applicants who have received donations, grants, sponsorship from Council in the past two years will be ineligible for sponsorship funding if all requirements of the previous sponsorship have not been satisfactorily complied with and finalised.
- Events/activities will not be sponsored retrospectively.

6. Assessment Criteria for Sponsorships

Eligible applicants will be prioritised according to the following assessment criteria:

Region wide event/activity – an event which will draw participants from the whole community or from out of town

- Local specific town or village based general community event/activity
- Sporting events/activities of State or National significance held within the Hilltops region.
In assessing applications, the Council will consider the event/activity’s social and economic benefit to the community, the expected outcomes of the event/activity, demonstrated need for funding, demonstrated financial capacity and responsibility of the applicant, availability of other funding sources and appropriateness of the event/activity.

In order to maximise community participation in sponsored events/activities, applicants are encouraged to make attendance of their event/activity free to the general public.

7. Conflicts of Interest

Applicants must identify and declare any actual, potential or perceived conflicts of interest (if applicable) in accordance with Council’s Code of Conduct.

No councillor or employee of Council may seek to receive a personal benefit or be perceived to receive any personal benefit, as a result of sponsorship allocation from Council.

8. Event/Activity Support Levels for Sponsorship

Sponsorship funding (cash) for events/activities held within the Hilltops LGA will be provided within the following parameters –

- Region wide event/activity – funding to a maximum of $5,000
- Local specific town or village based general community event/activities – funding to a maximum of $2,500.
- Sporting events/activities of State or national Significance – funding to a maximum of $2,500.

All sponsorship will be considered on a one-off basis and no guarantee is made for future sponsorship beyond the term described in the Sponsorship Agreement. Requests for amounts greater than the above levels will be considered through a separate report to Council.

Sponsorship arrangements for annual ongoing events/activities and activities under $1,000 may be subject to multi-year agreements over a period of up to four years, at Council’s discretion.

9. In-Kind Sponsorships

Applicants must identify any in-kind sponsorship requested, including, rebate of fees and charges, or any other Council-provided services or facilities. This is over and above any cash contributions Council may make.

Requests for in-kind sponsorship will be assessed based on the criteria outlined in this policy and will be given a dollar costing at the normal rate of Council for such services or facilities. This value will be considered by Council along with all other sponsorship applications.

A limited number of items are available for loan at no charge to event/activity organisers, regardless of whether they are sponsored by Council. These include witches’ hats, barrier boards and bollards and are subject to availability. To book equipment, event/activity organisers must contact Council’s Customer Services area.

Council has a stage which can be used as part of an in-kind sponsorship and the putting up and taking down of the stage and its use will be valued at $2,500.

Council will also work with an event/activity organiser to market and promote their event/activity through Council’s social media channels and other digital means.

Council cannot supply bins or any other item that needs to be outsourced from an external agency.
10. Procedure

Applications for sponsorship will be invited twice yearly for events/activities.

Sponsorship applications must be lodged on the Sponsorship Application Form by the advertised closing date. The application will not be considered if it is late.

Forms will be available on Council’s website at www.hilltops.nsw.gov.au or may be requested by calling Council on 6380 1200.

Applicants should lodge all of the required documents with their application.

All applications will be assessed by Councillors and staff with recommendations reported to Council for endorsement.

Applications will be prioritised in accordance with the assessment criteria of the program.

Successful applicants will be advised of Council’s sponsorship including conditions of sponsorship and the Sponsorship Agreement.

Unsuccessful applicants will be notified of the outcome of their application.

11. “Out of Round” Sponsorship Applications

Should there be sufficient funds remaining from the initial sponsorship allocations, out of round applications may be considered at Council’s discretion.

12. Transparency of Policy Application

Applications for sponsorship shall be considered on their merits, taking into account the guidelines of this Policy, the circumstances of each case, the availability of funds in the Council’s budget and the relevant provisions of the Local Government Act (as amended) as well as guidance from the ICAC publication Sponsorship in the Public Sector 2006.

Council will make arrangements for:

- Making information about sponsorship grants available to the public on request.
- Maintaining all information relating to a sponsorship grant in a format that is readily accessible for audit inspection as required.
- Maintaining a database or register of all sponsorship grants, to be regularly maintained and accessible to random and regular audit and inspection by members of the public. Such records will assist Council with annual reporting responsibilities.

13. Transitional Arrangements

Any current arrangements which have been entered into which do not now meet this policy will be honoured and after the arrangements have expired they will come into line with this policy.
17/126 – DRAFT POLICY ON RELATED PARTY DISCLOSURE

Reference: File No. F7.00 Y
Responsible Officer: Executive Director Corporate and Community

PURPOSE

The purpose of this report is to recommend the Council place the Draft Related Party Disclosure Policy on public exhibition for a period of 28 days.

REPORT

The new policy will ensure Council complies with the Australian Accounting Standards Board 124 Related Party Disclosure (AASB 124).

This mandatory standard is new for not-for-profit sector entities for the reporting period ending 30 June 2017. Amalgamated Councils are required to report for the year ending June 2018. The impact of this standard will be on disclosures only – there is no impact on a Council’s reported financial position or performance. Disclosure will only be required to be made in Council’s audited financial statements.

The objective of the policy is to ensure that Council complies with the new mandatory related party disclosure accounting standard by identifying and disclosing related party relationships and transactions of Key Management Personnel (KMP), their close family members and entities controlled or jointly controlled.

Related party transactions are a normal feature of commerce. However, they can affect the profit or loss, financial position and cash flows of an entity. Related parties may transact with an entity on terms that would not be available to an unrelated party. Therefore, knowledge of an entity’s transactions, outstanding balances (including commitments) and relationship with related parties may affect assessments of its operations by users of the financial statements.

Council’s KMP are identified as those persons having the authority and responsibility for planning, directing and controlling the activities of Council directly or indirectly. KMP for Council include:

- Councillors/Administrator
- Interim/General Manager
- Directors
- Public Officer
- Chief Financial Officer

KMP must then identify close family members of the KMP, plus their controlled, jointly controlled and significantly influenced entities they transact with.
Not all related party transactions will be disclosed in the financial statements. This is because the accounting standards require entities to disclose only ‘material’ related party transactions and outstanding balances. Materiality is subject to professional judgement and goes beyond the dollar value of the transaction/balance. A transaction can be material by either size or nature. The Responsible Accounting Officer is responsible for reviewing and assessing materiality.

Council is also required to disclose KMP compensation paid, payable or provided to the entity.

**STATUTORY PROVISIONS**

- S356 Local Government Act 1993
- Australian Accounting Standards Board AASB 124 – Related Party Transactions

**CONSULTATION**

It is recommended that consultation be undertaken in accordance with the legislation prior to endorsement by Council. The draft policy will be put on public exhibition for a period of 28 days. If no submissions are received the draft policy will become Council policy.

**POLICY IMPLICATIONS**

To ensure good governance and transparency with all transactions at Council, disclosure of material related party transaction at Council, provides more transparent fairness and equity in compliance with Council’s requirements under the Local Government Code of Accounting Practice and Financial Reporting (update 25) General Purpose Financial Statements for AASB 124 – related Party Disclosures.

**FINANCIAL IMPLICATIONS**

All Councils are required to comply with AASB 124 with the impact of this standard being on disclosures only – there is no impact on a Council’s reported financial position or performance.

**ATTACHMENTS**

Attachment 1 - Draft Related Part Disclosures Policy

**RECOMMENDATION**

It is recommended that Council;

1. Place the Draft Related Party Disclosures Policy on public exhibition for 28 days; and
2. If no submissions are received adopt the Related Party Disclosures Policy at the completion of the 28 day exhibition period.
Draft Related Party Disclosures Policy
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Control</td>
<td>3</td>
</tr>
<tr>
<td>Document History</td>
<td>3</td>
</tr>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>1. Objectives</td>
<td>4</td>
</tr>
<tr>
<td>2. Legislation and Other References</td>
<td>4</td>
</tr>
<tr>
<td>3. Scope</td>
<td>4</td>
</tr>
<tr>
<td>4. Definitions</td>
<td>5</td>
</tr>
<tr>
<td>5. Policy</td>
<td>7</td>
</tr>
<tr>
<td>5.1 Disclosures</td>
<td>7</td>
</tr>
<tr>
<td>5.2 Disclosed Information</td>
<td>7</td>
</tr>
<tr>
<td>5.3 Disclosed in Aggregate or Separate</td>
<td>8</td>
</tr>
<tr>
<td>6. Identifying Related Party Transactions with KMP’s and their close family members</td>
<td>8</td>
</tr>
<tr>
<td>6.1 Related Party Disclosures</td>
<td>8</td>
</tr>
<tr>
<td>6.2 Related Party Disclosure Form</td>
<td>8</td>
</tr>
<tr>
<td>6.3 Suspected Related Party Transaction</td>
<td>8</td>
</tr>
<tr>
<td>6.4 Other Notifications</td>
<td>8</td>
</tr>
<tr>
<td>6.5 Exclusions</td>
<td>8</td>
</tr>
<tr>
<td>6.6 Information Extraction</td>
<td>9</td>
</tr>
<tr>
<td>6.7 Other Sources of Information</td>
<td>9</td>
</tr>
<tr>
<td>6.8 Manual Investigation and Recording of Information</td>
<td>9</td>
</tr>
<tr>
<td>7. Ordinary Citizen Transactions</td>
<td>9</td>
</tr>
<tr>
<td>7.1 Non-material in Nature</td>
<td>9</td>
</tr>
<tr>
<td>7.2 Material in Nature</td>
<td>9</td>
</tr>
<tr>
<td>7.3 Materiality Assessment</td>
<td>9</td>
</tr>
<tr>
<td>7.4 Information Extraction</td>
<td>9</td>
</tr>
<tr>
<td>8. Register of Related Party Transactions</td>
<td>10</td>
</tr>
<tr>
<td>8.1 Maintain a Register</td>
<td>10</td>
</tr>
<tr>
<td>8.2 Contents of Register</td>
<td>10</td>
</tr>
<tr>
<td>9. Confidentiality and Privacy</td>
<td>10</td>
</tr>
<tr>
<td>9.1 Confidential</td>
<td>10</td>
</tr>
<tr>
<td>9.2 When Consent Required</td>
<td>10</td>
</tr>
<tr>
<td>9.3 Permitted Recipients</td>
<td>10</td>
</tr>
<tr>
<td>9.4 Permitted Purposes</td>
<td>10</td>
</tr>
<tr>
<td>10. Identifying Close Family Members and Supplementary Examples</td>
<td>11</td>
</tr>
</tbody>
</table>
10.1 Who are close family members of a KMP Person? ................................................................. 11
10.2 Control .................................................................................................................................. 11

ATTACHMENT A - Related Party Disclosure by Key Management Personnel .......................... 155
ATTACHMENT B - Related Party Transactions Disclosures by Key Management Personnel .... 177
Privacy Collection Notice .................................................................................................................. 177
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</tr>
</tbody>
</table>
Introduction

Hilltops council is required to put in place a policy which enables key management staff to disclose any related parties. This is in order for council to comply with new audit requirements.

1. Objectives

This Policy has been developed to provide guidance in complying with the Local Government Act, section 413(3), which requires Council to prepare its General Purpose Financial Statements in compliance with Australian Accounting Standards. In order to comply with all relevant accounting standards set out in the Australian Accounting Standards Boards (AASB) Council must now comply with AASB 124.

The relevant standard for the purpose of this Policy is AASB 124 Related Party Disclosures (AASB 124).

The objective of the policy is to ensure that the existence of certain related party relationships and related party transactions concerning Key Management Personnel, (KMP) their close family members and entities controlled or jointly controlled and information about the transactions are identified and disclosed.

It is necessary for users to understand the potential effects on the Financial Statements and ensure they are properly identified, recorded in Council’s systems, and disclosed in Council’s General Purpose Financial Statements. in compliance with the AASB 124, the Privacy and Personal Information Protection Act 1998 [PIPPA] and the Government Information (Public Access) Act 2009 [GIPAA].

2. Legislation and Other References

- Australian Accounting Standards Board AASB 124 – Related Party Disclosures
- Australian Accounting Standards Board AASB 11 Consolidated Financial Statements,
- Australian Accounting Standard AASB 128 Investments in Associates and Joint Ventures
- Privacy and Personal Information Act 1998 [PIPPA]
- Government Information (Public Access) Act 2009 [GIPAA]

3. Scope

Council in complying with disclosure requirements in AASB 124, will be:

1. identifying related party relationships; related party transactions; and ordinary citizen transactions concerning KMP, their close family members and entities controlled or jointly controlled by any of them; and
2. identifying information about the related party transactions for disclosure;
3. establishing systems to capture and record the related party transactions and information about those transactions;
4. identifying the circumstances in which disclosure of the items in subparagraphs (1) and (2) are required and
5. determining the disclosures to be made about those items in the General Purpose Financial Statements for the purpose of complying with the AASB 124.
4. Definitions

Each of the following expressions in bold bears the meaning shown below:

Arm's length terms
Terms between parties that are reasonable in the circumstances of the transaction that would result from:
(a) neither party bearing the other any special duty or obligation; and
(b) the parties being unrelated and uninfluenced by the other; and each party having acted in its own interest.

Associate
In relation to an entity (the first entity), an entity over which the first entity has significant influence.

Close family members or close members of the family
In relation to a KMP, family members who may be expected to influence, or be influenced by that KMP in their dealings with Council will include:
(a) that person’s children and spouse or domestic partner;
(b) children of that person’s spouse or domestic partner; and
(c) dependants of that person or that person’s spouse or domestic partner.

For the purpose of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

Control
Control of an entity is present when there is:
(a) power over the entity; and
(b) exposure or rights to variable returns from involvement with the entity; and
(c) the ability to use power over the entity to affect the amount of returns received as determined in accordance with AASB 10 Consolidated Financial Statements, Paragraphs 5 to 18, Appendices A (Defined Terms) and B (Application Guidance).

Joint control
The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Joint venture
An arrangement of which two or more parties have joint control and have right to the net assets of the arrangement.

Joint venturer
A party to a joint venture that has joint control of that joint venture.

KMP
Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, KMP of Council are the:
(a) Councillors/Administrator;
(b) Interim/General Manager;
(c) Directors;
(d) Chief Financial Officer
Ordinary citizen transactions
Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm’s length terms and in the ordinary course of carrying out Council’s functions and activities.

Examples of ordinary citizen transactions assessed to be not material in nature are:
(a) paying rates and utility charges;
(b) using Council’s public facilities after paying the corresponding fees.

Related party
A person or entity that is related to Council pursuant to the definition contained in AASB 124, Paragraph 9. Examples of related parties of Council are:
(a) Council subsidiaries;
(b) KMP;
(c) close family members of KMP;
(d) entities that are controlled or jointly controlled by KMP or their close family members.

Related party transaction
A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged.

Examples of related party transactions are:
(a) purchases or sales of goods;
(b) purchases or sales of property and other assets;
(c) rendering or receiving of services;
(d) rendering or receiving of goods;
(e) leases;
(f) transfers under licence agreements;
(g) transfers under finance arrangements (example: loans);
(h) provision of guarantees (given or received);
(i) commitments to do something if a particular event occurs or does not occur in the future;
(j) settlement of liabilities on behalf of Council or by Council on behalf of that related party.

Related party disclosure
A document entitled Related Party Disclosure by Key Management Personnel in the form set out in Attachment A

Significant influence
The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those policies, as determined in accordance with Australian Accounting Standard AASB 128 Investments in Associates and Joint Ventures, Paragraphs 3, 5 and 6.
5. Policy

General - AASB 124 Disclosure Requirements

5.1 Disclosures

To comply with the AASB 124, for annual reporting periods beginning on or after 1 July 2016, Council will disclose in its General Purpose Financial Statements:

(a) Relationships between Council and its subsidiaries, irrespective of whether there have been transactions between them.¹

(b) Key management personnel (KMP) compensation in total and for each of the following categories:² ³

- (i) short-term employee benefits;
- (ii) post-employment benefits;
- (iii) other long-term benefits; and
- (iv) termination benefits.

(c) Amounts incurred by Council for the provision of KMP services that are provided by a separate management entity.⁴

(d) The information specified in Section 6.2 for related party transactions with the following persons during the periods covered by the Financial Statement:⁵

- (i) Council subsidiaries;
- (ii) entities who are associates of Council or of a Council subsidiary;
- (iii) joint ventures in which Council or a Council subsidiary is a joint venturer;
- (iv) Council’s KMP;
- (v) other related parties, comprising:
  - (a) a close family member of a KMP of Council;
  - (b) entities controlled or jointly controlled by a KMP of Council;
  - (c) entities controlled or jointly controlled by a close family member of a KMP of Council;
  - (d) other entities as specified in AASB 124, paragraph 9(b)(iii), (iv), (v) and (viii).

5.2 Disclosed Information

For each category of related party transactions specified in section 6.1(d), Council will disclose the following information in Council’s General Purpose Financial Statements:

(a) the nature of the related party relationship;

(b) the amount of the transactions;

(c) the amount of outstanding balances, including commitments, and:

- (i) their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
- (ii) details of any guarantees given or received;

(d) provisions for doubtful debts related to the amount of outstanding balances; and

(e) the expense recognised during the period in respect of bad or doubtful debts due from related parties.

¹ See AASB 124, paragraphs 13, Aus13.1, 14, 15, and 16.

² Note: This requirement is in addition and separate to the disclosure of senior management remuneration in Council’s annual report, pursuant to the Local Government (General) Regulation2005, clause 217.

³ See AASB 124, paragraphs 17 and 17A

⁴ See AASB 124, paragraph 18A

⁵ See AASB 124, paragraphs 18 to 24
5.3 Disclosed in Aggregate or Separate

For each related party category specified in section 6.1(d), Council will disclose information specified in section 6.2 for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the Financial Statements of Council, having regard to the following criteria:

(a) the nature of the related party relationship;
(b) the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council);
(c) whether the transaction is carried out on non-arm’s length terms;
(d) whether the nature of the transaction is outside normal day-to-day business operations, based on the factors and thresholds determined by the Responsible Accounting Officer in consultation with Council’s external auditor.

6. Identifying Related Party Transactions with KMP’s and their close family members

6.1 Related Party Disclosures

KMP must provide a related party disclosure set out in Attachment A, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, subject to section 7.5, to the Executive Manager/Public Officer by no later than the following periods during a financial year (specified notification period):

(a) 30 days after the commencement of the application of this Policy;
(b) 30 days after a KMP commences their term or employment with Council;
(c) 30 November;
(d) 30 June.

6.2 Related Party Disclosure Form

At least 30 days before a specified notification period, Executive Manager/Public Officer will provide KMPs with Related Party Disclosure Form (Attachment A) and a Privacy Collection Notice (Attachment B).

6.3 Suspected Related Party Transaction

If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a related party disclosure Notification to the Executive Manager/Public Officer for consideration and determination.

6.4 Other Notifications

The notification requirements in this section 7 are in addition to the notifications a KMP must make to comply with:

(a) the Code of Conduct
(b) the disclosure of interests in a written return pursuant to section 450A of the Local Government Act 1993 and Local Government (General) Regulation 2005.
(c) the disclosure of interests in a written return pursuant to section 450A of the Local Government Act 1993 and Local Government (General) Regulation 2005.

6.5 Exclusions

The notification requirements in this section 7 do not apply to:

(a) related party transactions that are ordinary citizen transactions not assessed as being material as determined under section 8 and
6.6 Information Extraction

The Responsible Accounting Officer is responsible for identifying information specified in section 6.2 against each notified related party transaction in Council's computerised business systems for the purpose of recording the related party transactions and associated information in the register of related party transactions.

6.7 Other Sources of Information

To ensure all related party transactions are captured and recorded, the Responsible Accounting Officer is responsible for reviewing, if required other sources of information held by Council including, without limitation:

(a) a register of interests of a KMP and of persons related to the KMP;
(b) minutes of Council and committee meetings
(c) Council’s Contracts Register

6.8 Manual Investigation and Recording of Information

For notified related party transactions that are not captured by Council's business systems, the Responsible Accounting Officer is responsible for manually reviewing the transactional documentation and record the information specified in section 6.2 for the subject transaction in the register of related party transactions.

7. Ordinary Citizen Transactions

7.1 Non-material in Nature

A KMP is not required to notify in a related party disclosure and Council will not disclose in its Financial Statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature.

7.2 Material in Nature

A KMP is required to notify in a related party disclosure and Council will disclose in its Financial Statements in accordance with section 6.3, related party transactions that are ordinary citizen transactions assessed to be material in nature.

7.3 Materiality Assessment

The Responsible Accounting Officer is responsible for reviewing and assessing the materiality of related party transactions that are ordinary citizen transactions to determine whether the disclosure of such transactions are necessary for an understanding of the effects of the related party transactions on the financial statements, having regard to the criteria specified in section 6.3.

7.4 Information Extraction

The Responsible Accounting Officer is responsible for identifying and extracting information specified in section 6.2 against each notified related party transaction that is an ordinary citizen transaction assessed as being material in nature in Council’s business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.
8. Register of Related Party Transactions

8.1 Maintain a Register
The Responsible Accounting Officer is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information specified in section 6.2 for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

8.2 Contents of Register
The contents of the register of related party transactions must detail for each related party transaction:
(a) the description of the related party transaction;
(b) the name of the related party;
(c) the nature of the related party’s relationship with Council;
(d) whether the notified related party transaction is existing or potential;
(e) a description of the transactional documents the subject of the related party transaction;
(f) the information specified in section 6.2.
The Responsible Accounting Officer is responsible for ensuring that the information specified in section 6.2 is disclosed in Council’s financial statements to the extent, and in the manner, stipulated by the AASB 124, subject to section 6.3.

9. Confidentiality and Privacy

9.1 Confidential
The following information is classified is confidential, and is not available for inspection by or disclosure to the public:
(a) information (including personal information) provided by a KMP in a related party disclosure;
(b) personal information contained in a register of related party transactions.

9.2 When Consent Required
Except as specified in this policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a KMP or contained in a register of related party transactions, for any other purpose or to any other person except with the prior written consent of the subject KMP.

9.3 Permitted Recipients
The following persons are permitted to access, use and disclose the information (including personal information) provided in a related party disclosure or contained in a register of related party transactions for the purposes specified in section 10.4:
(a) a councillor;
(b) the General Manager;
(c) the Responsible Accounting Officer being responsible for the preparation of financial reporting;
(d) an auditor of Council

9.4 Permitted Purposes
A person specified in section 10.3 may access, use and disclose information (including personal information) in a related party transactions or contained in a register of related party transactions for the following purposes:
(a) to assess and verify a notified related party transaction;
(b) to reconcile identified related party transactions against those notified in a related party disclosure
or contained in a register of related party transactions;
(c) to comply with the disclosure requirements of AASB 124;
(d) to verify compliance with the disclosure requirements of AASB 124.

Individuals may access their personal information provided by a KMP in a related party disclosure or contained in a register of related party transactions in accordance with Council’s Privacy Management Plan.

10. Identifying Close Family Members and Supplementary Examples

10.1 Who are close family members of a KMP Person?

Close family members, or close members of the family, of a KMP are family members who may be expected to influence, or be influenced by, that person in their dealings with Council and include:
(a) that person’s children and spouse or domestic partner;
(b) children of that person’s spouse or domestic partner; and
(c) dependants of that person or that person’s spouse or domestic partner.

Under AASB 124, close family members could include extended members of a family (such as, without limitation, a parent, grandparent, siblings, etc) if they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

The following table may assist you in identifying your close family members:

<table>
<thead>
<tr>
<th>Definitely a close family member</th>
<th>Maybe a close family member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your spouse/domestic partner</td>
<td>Your brothers and sisters, if they could be expected to influence, or be influenced by, you in their dealings with Council</td>
</tr>
<tr>
<td>Your children</td>
<td>Your aunts, uncles and cousins, if they could be expected to influence, or be influenced by, you in their dealings with Council</td>
</tr>
<tr>
<td>Your dependents</td>
<td>Your parents and grandparents, if they could be expected to influence, or be influenced by, you in their dealings with Council</td>
</tr>
<tr>
<td>Children of your spouse/domestic partner</td>
<td>Your nieces and nephews, if they could be expected to influence, or be influenced by, you in their dealings with Council</td>
</tr>
<tr>
<td>Dependents of your spouse/domestic partner</td>
<td>Any other member of your family, if they could be expected to influence, or be influenced by, you in their dealings with Council</td>
</tr>
</tbody>
</table>

What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

10.2 Control

You control an entity if you have:
(a) power over the entity;
(b) exposure, or rights, to variable returns from your involvement with the entity; and
(c) the ability to use your power over the entity to affect the amount of your returns. 6

6 AASB 10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).
Example of control

Fred is the Mayor of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company’s decisions and the return that he will get from the company.

Fred will need to include the company on his related party disclosure.

Example of control

The Mayor of Sunny Shire Council is the President of League Heroes Inc., the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club’s annual general meeting.

From these facts it would appear that the Mayor does not control or jointly control the football club so it will not be a related party of Council just because the Mayor is the president of the club.

Joint control

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Example of joint control

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred’s brother Stan owns the other 50% of the ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party disclosure and the entity’s related party relationship with Fred and Stan.

In some cases, it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Responsible Accounting Officer for a confidential discussion.
Example - Materiality
Councillor P is a member of the key management personnel of a Council. The Council’s functions include raising revenue to fund its functions and activities, and planning for and providing services and facilities (including infrastructure) for the local community. In carrying out its functions, the Council undertakes a wide range of activities including the imposition of rates and charges upon constituents, and the provision without charge of services such as parks and roads.

Councillor P is a ratepayer residing within the Council’s constituency. As such, Councillor P takes advantage of the availability of free public access to local parks and libraries. Councillor P also used the swimming pool at the Council’s Recreation Centre twice during the financial year, paying the casual entry fee applicable to the general public each time. The recreation centre has approximately 20,000 visitors each financial year.

All of the transactions described above between the Council and Councillor P are related party transactions of the Council; however, they are not considered to be material in size or nature and therefore do not need to be disclosed.

Example Close Family Members of KMP
Sunny Shire Council has recently employed Paul’s son (George) in the Council’s parks and garden’s area. Paul is Council’s General Manager but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George’s position is irrelevant when assessing whether George is a related party.

Example Close Family Members of KMP
The Mayor of Happy Shire Council (Shelley) has lived in the Shire her whole life. In fact her family has been in the area for over five generations.

Shelley’s cousin Mavis, owns and operates the local newsagent through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.

Shelley has been identified as a KMP of Council. From these facts it would appear that Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council.

Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.
### Example of Materiality of KMP - Procurement

Where the impact on the financial statements is not material the transaction is not required to be disclosed.

If a transaction has been through the entity’s normal procurement processes, it may be presumed that the transaction is on terms no different to those applying to the general public and the assessment of materiality consistent with the normal materiality considerations for other disclosure aspects of the financial statements (likely to be a quantitative assessment, on basis that the transaction is not qualitatively determined as material).

### Example of Materiality of KMP - Employment

If a KMP close family members are employed through the entity’s normal recruitment processes and the terms and conditions are demonstrably consistent with those offered to other public service employees performing similar roles, materiality for financial statement disclosure assessments should apply.
ATTACHMENT A - Related Party Disclosure by Key Management Personnel

Name of Key Management Personnel: …………………………………………………………………………………………………………………………………………………………

Position of Key Management Personnel: ………………………………………………………… ……………………………………………………………………………

Please read the Privacy Collection Notice provided with this notification, which explains what is a related party transaction and the purposes for which Council is collecting and will use and disclose, the related party information provided by you in this notification.

Please complete the table below for each related party transaction with Council that you, or a close member of your family, or an entity related to you or a close member of your family:

(a) has previously entered into and which will continue in the 2017/2018 financial year; or
(b) has entered into, or is reasonably likely to enter into, in the 2017/2018 financial year.

<table>
<thead>
<tr>
<th>Description of Related Party Transaction</th>
<th>Is transaction existing/potential?</th>
<th>Related Party’s Name (Individual’s or entity’s name)</th>
<th>Related Party’s Relationship/Reasons why related</th>
<th>Description of Transaction Documents or Changes to the Related Party Relationship</th>
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<th>Related Party’s Name (Individual’s or entity’s name)</th>
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### Notification

I, ________________________________, ___________________________________________ notify that, to the best of my knowledge, information and belief,

(Full name) (Position)

as at the date of this notification, the above list includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the 2016/2017 financial year.

I make this notification after reading the Privacy Collection Notice provided by Shellharbour City Council, which details the meaning of the words “related party”, “related party transaction”, “close members of the family of a person” and, in relation to an entity, “control” or “joint control”, and the purposes for which this information will be used and disclosed.

I permit the Responsible Accounting Officer and the other permitted recipients specified in Council’s Related Party Disclosure Policy to access the register of interests of me and persons related to me and to use the information for the purposes specified in that policy.

Signature of named Key Management Personnel: ___________________________________________ Dated: _______________________________
ATTACHMENT B - Related Party Transactions Disclosures by Key Management Personnel

Privacy Collection Notice

Purpose of Collection, Use and Disclosure

Effective for annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships and related party transactions together with information associated with those transactions in its General Purpose Financial Statements, in order to comply with Australian Accounting Standard AASB 124 Related Party Disclosures July 2015 (AASB 124).

Related parties include Council’s Key Management Personnel (KMP), their close family members, and any entities that they or any of their close family members control or jointly control.

A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

If there is a related party transaction with Council applicable to a reporting financial year, AASB 124 requires Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about Council’s disclosure requirements under AASB 124, please refer to Council’s Related Party Disclosure Policy.

Notifications by Key Management Personnel

In order to comply with AASB 124, Council has adopted a policy that requires all members of its KMP to periodically provide notifications to the Executive Manager/Public Officer of any existing or potential related party transactions between Council and any of their related parties during a financial year, and any changes to previously notified related party relationships and transactions relevant to the subject financial year.

To this end, each KMP must provide a Related Party Disclosure, in the approved form, notifying any existing or potential related party transactions between Council and any related parties of the KMP, to the Executive Manager/Public Officer by no later than the following periods during a financial year:

- 30 days after the commencement of the application of this policy;
- 30 days after a KMP commences their term or employment with Council;
- 30 November (each year); and
- 30 June (each year).

Also, during a financial year, a KMP must proactively notify of any new or potential related party transactions that the person knows of, or any changes to previously notified related party relationships or transactions, relevant to the subject financial year by providing to the Executive Manager/Public Officer, additional Related Party Transactions Notifications by no later than 30 days after the person knows of the transaction or change.
Note, these related party disclosure requirements are in addition to the notifications KMPs are required to make to comply with Council’s Code of Conduct. This includes disclosures relating to Conflicts of Interest (Pecuniary and Non Pecuniary) and Gifts and Benefits. Council’s Auditors may audit related party information as part of the annual external audit.

**Who are KMPs**
KMPs are persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly.

For Council, KMPs include the:
- Councillors;
- General Manager;
- Directors;
- Public Officer,
- Chief Financial Officer
### 17/131 – AMENDED 2017/2018 FEES AND CHARGES

**Reference:** File No. B2.17.73  
**Responsible Officer:** General Manager

#### PURPOSE

The purpose of this report is to revise fees and charges that had been adopted at the June 2017 Council meeting.

#### REPORT

Council adopted at its June meeting the operational plan including the revenue plan and fees and charges.

Council has become aware through application of these charges that there are some errors related to bringing the three former areas fees and charges together and these will need to be corrected.

Changes are area specific and the areas of concern are the Waste Management area, Cemetery and Building and Planning.

**Waste management – Changes to layout and removal of duplicated fees.**

**Cemetery – Changes to layout to remove confusion across the region and services provided**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Adopted Fee</th>
<th>Amended Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young cemetery – Double Depth 1st internment (doesn’t include plaque)</td>
<td>Missing</td>
<td>$1,765</td>
</tr>
</tbody>
</table>

**Building and planning**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Adopted Fee</th>
<th>Amended Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing &amp; Drainage approval</td>
<td>$194</td>
<td>$71</td>
</tr>
<tr>
<td>Plumbing Inspection Fees</td>
<td>$198 per inspection</td>
<td>$198 for two (2) inspections</td>
</tr>
<tr>
<td>Application to Install On Site Sewerage Management System</td>
<td>$240</td>
<td>$134</td>
</tr>
<tr>
<td>On Site Sewerage Management Inspection Fee</td>
<td>$71</td>
<td>$165</td>
</tr>
<tr>
<td>Inspection of On Site Sewerage Management System for Approval to Operate</td>
<td>$120</td>
<td>$165</td>
</tr>
<tr>
<td>Construction certificate per inspection</td>
<td>Per inspection</td>
<td>Per application</td>
</tr>
<tr>
<td>Construction Certificate Exceeding $250,000</td>
<td>$988 plus $0.60 per $100 in excess of $250,000</td>
<td>$1,575 plus $0.60 per $100 in excess of $250,000</td>
</tr>
</tbody>
</table>
ORDINARY MEETING AGENDA
26 July 2017
Held in the Hilltops Council, Boorowa Chamber, 6-10 Market Street, Boorowa

| Complying Development Fees – $5001 to $100,000 | $235 plus $0.50 per $100 in excess of $5,000 | $215 plus $0.40 per $100 in excess of $5,000 |
| Complying Development Fees – $100,001 to $250,000 | $710 plus $0.60 per $100 in excess of $100,000 | $690 plus $0.60 per $100 in excess of $100,000 |
| Complying Development Fees – $250,001 and above | $1110 plus $0.60 per $100 in excess of $250,000 | $1590 plus $0.60 per $100 in excess of $250,000 |

STATUTORY PROVISIONS
- Local Government Act

CONSULTATION
Consultation will be undertaken through public exhibition of the revised fees and charges and calling for public submissions.

FINANCIAL IMPLICATIONS
Council’s budget includes the collection of fees and charges, some of the charges could have a negative impact on Council’s budget if not amended.

ATTACHMENTS
Attachment 1 - 2017/2018 Revised Fees and Charges

RECOMMENDATION
It is recommended that Council;

1. Approve the Revised 2017/2018 Fees and Charges be placed on Public Exhibition for 28 Days; and
2. If there are no submissions received adopt the revised 2017/2018 Fees and Charges at the completion of the 28-day exhibition period
Attachment 1: FEES & CHARGES 2017-18
# Table Of Contents

## COMMUNITY

- COMMUNITY FACILITIES ................................................. 9
  - AIRPORTS ........................................................................ 9
    - CARAVAN PARKS .......................................................... 9
      - POWERED SITES – SHORT TERM PER DAY ......................... 9
      - POWERED SITES – SHORT TERM PER WEEK ...................... 9
      - POWERED SITES – LONG TERM OWN VAN ......................... 9
      - UNPOWERED SITES – SHORT TERM PER DAY ..................... 9
      - UNPOWERED SITES – SHORT TERM PER WEEK ................... 9
      - CABINS – SHORT TERM PER DAY ..................................... 9
      - CABINS – SHORT TERM PER WEEK .................................. 9
      - CABIN – COUNCIL ON SITE – LONG TERM ....................... 10
      - CABIN – COUNCIL ON SITE – SHORT TERM ....................... 10
      - OTHER CHARGES ON SITE ............................................. 10
      - STORAGE OF VANS/VEHICLES ....................................... 10
    - COMMUNITY CENTRES .................................................. 10
      - PUBLIC HALLS – VENUE HIRE ....................................... 10
        - JUGIONG SHOWGROUND .............................................. 10
        - BOOROWA COURT HOUSE HIRE .................................... 10
        - LIBRARY MEETING ROOM (BOOROWA) ............................ 10
        - MECHANIC'S INSTITUTE .............................................. 11
        - OTHER PUBLIC HALLS – MURRUMBURRAH COURT HOUSE, VILLAGE HALL AND OTHER MISCELLANEOUS VENUES ....... 11
        - YOUNG TOWN HALL FUNCTION ROOM ............................ 11
      - LEOC CENTRE ................................................................ 12
      - COMMUNITY/COMMITTEE ROOM (YOUNG) .......................... 12
      - MEETING ROOMS 1 & 2 (YOUNG) ..................................... 12
      - MARIE MCCORMICK COMMUNITY CENTRE ....................... 12
        - WHERE NO DOOR CHARGE IS MADE ............................... 12
        - WHERE DOOR CHARGE IS MADE .................................... 12
      - LIBRARY SERVICES ..................................................... 12
        - MEMBERSHIPS ................................................................ 12
        - MEMBERSHIP CARDS ................................................... 13
        - INTER-LIBRARY LOANS .................................................. 13
        - LOST OR IRREPARABLE ITEMS ...................................... 13
        - OVERDUE FEES CHARGES .............................................. 13
        - SALE OF ITEMS .......................................................... 13
        - TEMPORARY BORROWERS ............................................. 13
      - OTHER LIBRARY FACILITIES ......................................... 13
        - INTERNET AVAILABLE AT THE COUNCIL OFFICE – RURAL TRANSACTION CENTRE AND LIBRARY ........................... 13
    - SPORTING FACILITIES .................................................. 13
      - ANNUAL SPORTS & PLAYING FIELDS ................................ 13
        - CASUAL USE CHARGES PAYABLE IN ADVANCE (ALLOW TIME FOR PREPARATION) .................................................. 14
      - SPORTING FACILITIES – HARDEN ................................... 14
      - SPORTING FACILITIES – OVALS – BOOROWA ..................... 14
      - SPORTING FACILITIES – MCLEAN, ROBERTS PARK, AND STATION STREET OVALS ........................................... 14
      - SPORTING FACILITIES – SPORTING ASSOCIATIONS FEES PER ANNUM .......................................................... 15

Page 2 of 65
<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>YOUNG</td>
</tr>
<tr>
<td>15</td>
<td>BOOROWA</td>
</tr>
<tr>
<td>15</td>
<td>SPORTING FACILITIES – SHOWGROUND HIRE</td>
</tr>
<tr>
<td>16</td>
<td>BOOROWA</td>
</tr>
<tr>
<td>16</td>
<td>OTHER COMMITTEES – ANNUAL CHARGE</td>
</tr>
<tr>
<td>16</td>
<td>SPORTING FACILITIES – HORSE TRAINING &amp; USE OF TRACK</td>
</tr>
<tr>
<td>16</td>
<td>PUBLIC CEMETERIES</td>
</tr>
<tr>
<td>16</td>
<td>EXHUMATIONS</td>
</tr>
<tr>
<td>16</td>
<td>CEMETERY INTERMENTS – SATURDAY, SUNDAY OR MONDAY – ADDITIONAL CHARGES</td>
</tr>
<tr>
<td>17</td>
<td>BURIAL RESERVATION FEES</td>
</tr>
<tr>
<td>17</td>
<td>LAWN BURIALS 1ST INTERMENTS</td>
</tr>
<tr>
<td>17</td>
<td>MONUMENTAL SECTION 1ST INTERMENTS</td>
</tr>
<tr>
<td>17</td>
<td>MONUMENTAL SECTIONS – VILLAGES – PURCHASE OF SITE &amp; INTERMENT</td>
</tr>
<tr>
<td>17</td>
<td>MONUMENTAL SECTIONS &amp; VILLAGES – DOUBLE DEPTH FEE ON 1ST INTERMENT (ADDITIONAL)</td>
</tr>
<tr>
<td>17</td>
<td>CEMETERY – AGES INTERMENTS TO GARDENS, COLUMBARIUM AND EXISTING GRAVES</td>
</tr>
<tr>
<td>18</td>
<td>BOOROWA</td>
</tr>
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<td>18</td>
<td>HARDEN</td>
</tr>
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<td>YOUNG</td>
</tr>
<tr>
<td>18</td>
<td>CEMETERY – PRIVATE LAND INTERMENTS</td>
</tr>
<tr>
<td>18</td>
<td>REOPENING’S FOR 2ND INTERMENT</td>
</tr>
<tr>
<td>18</td>
<td>MONUMENTAL SECTIONS &amp; VILLAGES</td>
</tr>
<tr>
<td>18</td>
<td>CEMETERY – SEARCHES &amp; RECORDS</td>
</tr>
<tr>
<td>18</td>
<td>STAFF ASSISTANCE WITH CEMETARY RECORDS IN CEMETARY OFFICE</td>
</tr>
<tr>
<td>19</td>
<td>PLAQUES &amp; OTHER FEES</td>
</tr>
<tr>
<td>19</td>
<td>SWIMMING POOLS</td>
</tr>
<tr>
<td>19</td>
<td>YOUNG SWIMMING POOL – ENTRY FEES</td>
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<tr>
<td>19</td>
<td>HARDEN SWIMMING POOL – ENTRY FEES</td>
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<td>BOOROWA SWIMMING POOL – ENTRY FEES</td>
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<td>BOOROWA SALEYARDS</td>
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<td>YARD FEES</td>
</tr>
<tr>
<td>20</td>
<td>CASUAL USE OF YARDS</td>
</tr>
<tr>
<td>21</td>
<td>COMMUNITY SERVICES</td>
</tr>
<tr>
<td>21</td>
<td>FACSIMILE SERVICES</td>
</tr>
<tr>
<td>21</td>
<td>TRANSMISSION WITHIN AUSTRALIA</td>
</tr>
<tr>
<td>21</td>
<td>TRANSMISSION INTERNATIONAL</td>
</tr>
<tr>
<td>21</td>
<td>RECEIVING FAXES</td>
</tr>
<tr>
<td>21</td>
<td>NOTIFICATION OF RECEIPT OF FAX COMMUNICATION</td>
</tr>
<tr>
<td>21</td>
<td>PHOTOCOPYING SERVICES</td>
</tr>
<tr>
<td>21</td>
<td>BLACK &amp; WHITE (SINGLE SIDED)</td>
</tr>
<tr>
<td>21</td>
<td>BLACK &amp; WHITE (DOUBLE SIDED)</td>
</tr>
<tr>
<td>21</td>
<td>COLOUR (SINGLE SIDED)</td>
</tr>
<tr>
<td>22</td>
<td>COLOUR (DOUBLE SIDED)</td>
</tr>
<tr>
<td>22</td>
<td>LAMINATING SERVICES</td>
</tr>
<tr>
<td>22</td>
<td>LAMINATING A4 SHEET</td>
</tr>
</tbody>
</table>
## COMMUNITY
### COMMUNITY FACILITIES

### AIRPORTS
- **Airport Hire**
  - $1,250.00 per Event
- **Airport Hire for Motor vehicle gymkhana, trials and driver training including Airport Reporting Officer**
  - $1,500.00 per Event

### CARAVAN PARKS

#### POWERED SITES - SHORT TERM PER DAY
- **< 2 persons**
  - $30.00 per Day
- **Additional person (> 5 yrs.)**
  - $12.00 per Person

#### POWERED SITES - SHORT TERM PER WEEK
- **< 2 Persons**
  - $145.00 per Week
- **Additional person (> 5 yrs.)**
  - $32.00 per Person

#### POWERED SITES - LONG TERM JOHN VAN
- **< 2 persons**
  - $136.00 per Week
- **Additional persons (> 5yrs)**
  - $32.00 per Person

#### UNPOWERED SITES - SHORT TERM PER DAY
- **< 2 Persons**
  - $20.00 per Day
- **Additional person (> 5 yrs.)**
  - $10.00 per Person

#### UNPOWERED SITES - SHORT TERM PER WEEK
- **< 2 persons**
  - $110.00 per Week
- **Additional person (> 5yrs)**
  - $30.00 per Week

### CABINS – SHORT TERM PER DAY
- **2 Bedroom Cabin < 2 persons**
  - $80.00 per Day
- **Additional child < 12 years**
  - $0.00 per Child
- **Additional persons**
  - $15.00 per Person

### CABINS – SHORT TERM PER WEEK
- **2 Bedroom Cabin < 2 persons**
  - $332.00 per Week
- **Additional adult**
  - $60.00 per Person
- **Additional child < 12 years**
  - $20.00 per Child
<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CABIN – COUNCIL – ON SITE – LONG TERM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Bedroom Cabin &lt; 2 persons</td>
<td>$165.00</td>
<td>per Week</td>
<td>1</td>
</tr>
<tr>
<td>Additional person</td>
<td>$30.00</td>
<td>per Person</td>
<td>1</td>
</tr>
<tr>
<td><strong>CABIN – COUNCIL – ON SITE – SHORT TERM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabin per night (2 persons)</td>
<td>$60.00</td>
<td>per day</td>
<td>6</td>
</tr>
<tr>
<td>Additional person</td>
<td>$15.00</td>
<td>per night</td>
<td>6</td>
</tr>
<tr>
<td>Cabin (2 persons) per week</td>
<td>$280.00</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Additional person</td>
<td>$30.00</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>OTHER CHARGES ON SITE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dryer</td>
<td>$1.00</td>
<td>per 1/2 hour</td>
<td>1</td>
</tr>
<tr>
<td>Hire/cleaning of emergency single/double bed</td>
<td>$15.00</td>
<td>per Service</td>
<td>1</td>
</tr>
<tr>
<td>Hire/cleaning of emergency single/single bed</td>
<td>$12.00</td>
<td>per Service</td>
<td>1</td>
</tr>
<tr>
<td>Key bond</td>
<td>$25.00</td>
<td>per Hire</td>
<td>1</td>
</tr>
<tr>
<td>Shower</td>
<td>$5.00</td>
<td>per Person</td>
<td>1</td>
</tr>
<tr>
<td>Use of BBQ’s (site dependent)</td>
<td>$2.00</td>
<td>per hire</td>
<td>1</td>
</tr>
<tr>
<td>Use of washing machines</td>
<td>$2.00</td>
<td>per Load</td>
<td>1</td>
</tr>
<tr>
<td><strong>STORAGE OF VANS/VEHICLES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage of Vans/Vehicles/Ancillary Charges On Site (quoted in advance)</td>
<td>$40.00</td>
<td>per Week</td>
<td>1</td>
</tr>
<tr>
<td><strong>COMMUNITY CENTRES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tent Hire – Boorowa</td>
<td>$130.00</td>
<td>per Day</td>
<td>1</td>
</tr>
<tr>
<td><strong>PUBLIC HALLS – VENUE HIRE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>JUGIONG SHOWGROUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall and Showground</td>
<td>$20.00</td>
<td>per Day</td>
<td></td>
</tr>
<tr>
<td>Meeting Room, kitchen and Bathrooms (90 minutes)</td>
<td>$20.00</td>
<td>per use</td>
<td></td>
</tr>
<tr>
<td>Hall hire for Private or groups</td>
<td>$160.00</td>
<td>per day</td>
<td></td>
</tr>
<tr>
<td>Businesses or group meetings (up to 6hrs)</td>
<td>$55.00</td>
<td>per use</td>
<td></td>
</tr>
<tr>
<td><strong>BOOROWA COURT HOUSE HIRE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boorowa Court House Main Room</td>
<td>$185.00</td>
<td>per day</td>
<td>1</td>
</tr>
<tr>
<td>Applications for room hires to be made to the General Manager. Main Room Hire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIBRARY MEETING ROOM (BOOROWA)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library meeting room – day hire</td>
<td>$95.00</td>
<td>per day</td>
<td>1</td>
</tr>
<tr>
<td>Library meeting room – 1/2 day hire</td>
<td>$30.00</td>
<td>per hour</td>
<td>1</td>
</tr>
<tr>
<td>Hire of whiteboard, screen &amp; overhead projector</td>
<td>$90.00</td>
<td>per day</td>
<td>1</td>
</tr>
<tr>
<td>Hire of whiteboard, screen &amp; data projector</td>
<td>$170.00</td>
<td>per Day</td>
<td>1</td>
</tr>
<tr>
<td>Refundable deposit applies to Whiteboard Hire</td>
<td>$200.00</td>
<td>per Hire</td>
<td>1</td>
</tr>
</tbody>
</table>
### MECHANIC'S INSTITUTE

Note: Table and chairs are not hired out. The Mechanic's Institute hall is hired on the proviso that intending hirers accept the hall in the condition as is.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning</td>
<td>$130.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Bond</td>
<td>$285.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Key Deposit</td>
<td>$60.00</td>
<td>per Hire 1</td>
</tr>
</tbody>
</table>

### PURPOSE OF HIRE

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travelling themes, concerts, theatricals, films, vendors</td>
<td>$220.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>$65.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Photographer, day/night</td>
<td>$145.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Local Concerts, variety shows etc. per day</td>
<td>$145.00</td>
<td>per day 1</td>
</tr>
<tr>
<td>Local Concerts, variety shows etc. per night</td>
<td>$145.00</td>
<td>per night 1</td>
</tr>
<tr>
<td>Rehearsals</td>
<td>$35.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Balls &amp; Weddings (kitchen supper room included)</td>
<td>$145.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Dances</td>
<td>$145.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Local bazaars, fairs, flower show etc.</td>
<td>$145.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Auction sales</td>
<td>$225.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Land or property sales</td>
<td>$145.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Political meetings etc. (where no admission charge)</td>
<td>$145.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Elections</td>
<td>$565.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Election – cleaning charge</td>
<td>$240.00</td>
<td>per Hire 1</td>
</tr>
<tr>
<td>Luncheons</td>
<td>$145.00</td>
<td>per Hire 1</td>
</tr>
</tbody>
</table>

### OTHER PUBLIC HALLS – MURRUMBURRAH COURT HOUSE, VILLAGE HALLS AND OTHER MISCELLANEOUS VENUES

#### COUNCIL CHAMBERS (HARDEN)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harden Council Chambers per day</td>
<td>$250.00</td>
<td>per Day 1</td>
</tr>
<tr>
<td>Harden Council Chambers per 1/2 day</td>
<td>$50.00</td>
<td>per 1/2 day 1</td>
</tr>
</tbody>
</table>

#### TRINITY CENTRE

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trinity Centre per 1/2 day</td>
<td>$45.00</td>
<td>per 1/2 day 1</td>
</tr>
<tr>
<td>Trinity Centre per full day</td>
<td>$85.00</td>
<td>per Day 1</td>
</tr>
<tr>
<td>Trinity Centre – Kitchen</td>
<td>$60.00</td>
<td>per Day 1</td>
</tr>
</tbody>
</table>

#### YOUNG TOWN HALL FUNCTION ROOM

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refundable deposit (covers damage, PA system and/or loss of keys)</td>
<td>$305.00</td>
<td>per hire 1</td>
</tr>
<tr>
<td>Rehearsal / practice prior to event – where available</td>
<td>$35.00</td>
<td>per Day 2</td>
</tr>
</tbody>
</table>

#### HIRE NOT INCLUDING USE OF KITCHEN

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function Room hourly hire</td>
<td>$70.00</td>
<td>per Hour 1</td>
</tr>
<tr>
<td>Local entertainment, concerts, public meetings, trade exhibitions, school functions (other than dinners), religious services, etc., for which NO door charge is made</td>
<td>$100.00</td>
<td>per Day 1</td>
</tr>
<tr>
<td>Concerts, theatrical or musical performances, films, etc.</td>
<td>$255.00</td>
<td>per Day 2</td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>HIRE WITH USE OF THE KITCHEN</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen Hire</td>
<td>$130.00</td>
<td>per day</td>
</tr>
<tr>
<td>Balls, weddings, luncheons, dinners, etc., where food and beverages are served (includes use of the kitchen)</td>
<td>$365.00</td>
<td>per day</td>
</tr>
<tr>
<td>Hire and positioning of Grand Piano</td>
<td>$185.00</td>
<td>per Function</td>
</tr>
<tr>
<td>Ejections</td>
<td>$685.00</td>
<td>per Day</td>
</tr>
<tr>
<td><strong>LEOC CENTRE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hire of theatre LEOC centre</td>
<td>$70.00</td>
<td>per Hour</td>
</tr>
<tr>
<td>Hire of training / LEOC centre full day</td>
<td>$255.00</td>
<td>per Day</td>
</tr>
<tr>
<td>Use of projector (additional to above fees)</td>
<td>$120.00</td>
<td>per Hire</td>
</tr>
<tr>
<td><strong>COMMUNITY/COMMITTEE ROOM (YOUNG)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half day rates</td>
<td>$70.00</td>
<td>per 1/2 Day</td>
</tr>
<tr>
<td>Day rates</td>
<td>$100.00</td>
<td>per Day</td>
</tr>
<tr>
<td><strong>MEETING ROOMS 1 &amp; 2 (YOUNG)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N.B – Conditions exist for the booking of the rooms – see hire agreement for these conditions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per room – half day rates</td>
<td>$70.00</td>
<td>per 1/2 Day</td>
</tr>
<tr>
<td>Per room – day rates</td>
<td>$90.00</td>
<td>per Day</td>
</tr>
<tr>
<td><strong>MARIE MCCORMICK COMMUNITY CENTRE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHERE NO DOOR CHARGE IS MADE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability groups where NO door charge is made.</td>
<td>$20.00</td>
<td>per hour or part thereof</td>
</tr>
<tr>
<td>Community groups where NO door charge is made</td>
<td>$25.00</td>
<td>per hour or part thereof</td>
</tr>
<tr>
<td>WHERE DOOR CHARGE IS MADE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community groups where a door charge is made –minimum hire of 2 hours</td>
<td>$25.00</td>
<td>per hour or part thereof</td>
</tr>
<tr>
<td>Commercial hire (any commercial activity involving a door charge) – minimum hire of 2 hours</td>
<td>$40.00</td>
<td>per hour or part thereof</td>
</tr>
<tr>
<td>Private functions such as business seminars, conferences, displays, etc.</td>
<td>$215.00</td>
<td>per Day</td>
</tr>
<tr>
<td>Private functions such as funerals, christenings, weddings, etc.</td>
<td>$215.00</td>
<td>per day + payment for any breakages per hire</td>
</tr>
<tr>
<td>Refundable damage deposit</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td><strong>LIBRARY SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MEMBERSHIPS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residents of Hilltops</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Non residents of Hilltops region</td>
<td>Free</td>
<td></td>
</tr>
</tbody>
</table>
## MEMBERSHIP CARDS

| Lost membership card – replacement fee | $8.00 | per replacement | 1 |

## INTER–LIBRARY LOANS

| Inter–library loans: Per parcel received + any charges from source library | $7.50 | 1 |

## LOST OR IRREPARABLE ITEMS

| Lost or damaged items | Value of item plus $10.00 | per item | 1 |

## OVERDUE FEES CHARGES

| Overdue fees | $0.10 | per item | 1 |
| Maximum overdue fees | $10.00 | 1 |

## SALE OF ITEMS

| Sale of library bags | $5.00 | per item | 1 |
| Discarded books, DVDs, CDs | $1.00 | per lot | 1 |
| Magazines – lots of 5 | $1.00 | per lot | 1 |

## TEMPORARY BORROWERS

| 2 paperbacks or 1 hard cover or 1 magazine | $20.00 ($10.00 refundable) | per lot | 1 |

| 4 Small Paperbacks Or 2 Hardcovers Or 2 Large Paperbacks Or 2 Magazines Or 1 CD Or 1 DVD | $40.00 ($20.00 refundable) | per lot | 1 |

Deposit & Borrowing limited to above

## OTHER LIBRARY FACILITIES

INTERNET AVAILABLE AT THE COUNCIL OFFICE – RURAL TRANSACTION CENTRE AND LIBRARY

| Internet/Use of Computer (per hour) | $1.10 | per hour | 1 |
| Printing from Internet: Per page from colour printer | $1.00 | per page | 1 |

## SPORTING FACILITIES

### ANNUAL SPORTS & PLAYING FIELDS

Note: Other sporting bodies as standard set below.

All users to clean the ground and amenities during the season.

| Schools – Junior sports / school sports | No Charge | per Event | 6 |
| Line marking – Sports grounds (additional) | $315.00 | per Event | 2 |
| Key Deposit/Bond Sporting Grounds | $55.00 | per Event | 2 |
### CASUAL USE CHARGES PAYABLE IN ADVANCE (ALLOW TIME FOR PREPARATION)

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning charge</td>
<td>$85.00</td>
<td>per Event</td>
<td>2</td>
</tr>
<tr>
<td>Casual use – Weddings, Organised Picnics etc.</td>
<td>$85.00</td>
<td>per Event</td>
<td>2</td>
</tr>
<tr>
<td>Fee for use of electricity at park / music shell for weddings, parties, concerts, etc.</td>
<td>$44.00</td>
<td>per Application</td>
<td>4</td>
</tr>
</tbody>
</table>

### SPORTING FACILITIES – HARDEN

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cricket Club – (includes electricity)</td>
<td>$1,330.00</td>
<td>per Season</td>
<td>2</td>
</tr>
<tr>
<td>Junior Cricket</td>
<td>$415.00</td>
<td>per Season</td>
<td>2</td>
</tr>
<tr>
<td>Casual Use</td>
<td>$190.00</td>
<td>per Match</td>
<td>2</td>
</tr>
<tr>
<td>Casual Use of Turf Wicket – 2nd day pitch</td>
<td>$305.00</td>
<td>per Match</td>
<td>2</td>
</tr>
<tr>
<td>Casual Use of Turf Wicket – new pitch</td>
<td>$415.00</td>
<td>per Match</td>
<td>2</td>
</tr>
</tbody>
</table>

### SPORTING FACILITIES – OVALS – BOOROWA

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roundhouse – Key Deposit</td>
<td>$50.00</td>
<td>per Application</td>
<td>2</td>
</tr>
</tbody>
</table>

### SPORTING FACILITIES – MCLEAN, ROBERTS PARK, AND STATION STREET OVALS

<table>
<thead>
<tr>
<th>Description</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rugby Union</td>
<td>$1,330.00</td>
<td>per Season</td>
<td>2</td>
</tr>
<tr>
<td>Rugby League</td>
<td>$1,330.00</td>
<td>per Season</td>
<td>2</td>
</tr>
<tr>
<td>Junior League</td>
<td>$415.00</td>
<td>per Season</td>
<td>2</td>
</tr>
<tr>
<td>Junior Soccer</td>
<td>$415.00</td>
<td>per Season</td>
<td>2</td>
</tr>
<tr>
<td>Senior Soccer</td>
<td>$1,330.00</td>
<td>per Season</td>
<td>2</td>
</tr>
<tr>
<td>Touch Football</td>
<td>$1,000.00</td>
<td>per Season</td>
<td>2</td>
</tr>
</tbody>
</table>
## SPORTING FACILITIES – SPORTING ASSOCIATIONS FEES PER ANNUM

### YOUNG

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>7–a–side soccer</td>
<td>$1,360.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>AFL Club</td>
<td>$2,170.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Buninyong Rugby League</td>
<td>$2,170.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Cricket played after 31 March each year</td>
<td>$380.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Social Cricket – concrete wicket</td>
<td>$155.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Social Cricket – turf wicket</td>
<td>$380.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Croquet Club</td>
<td>$275.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Greyhound Club (Yound)</td>
<td>$5,810.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Hockey Association</td>
<td>$2,170.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Junior Rugby League</td>
<td>$380.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Netball</td>
<td>$1,060.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Rugby League</td>
<td>$3,980.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Rugby Union</td>
<td>$2,550.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Rugby Union Club House</td>
<td>$615.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Senior athletics</td>
<td>$1,360.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Senior soccer</td>
<td>$2,170.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Touch football</td>
<td>N/A</td>
<td>per annum</td>
<td>2</td>
</tr>
</tbody>
</table>

### BOOROWA

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cricket Seniors</td>
<td>$570.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Cricket Juniors</td>
<td>$190.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Football Carnival per event</td>
<td>$1,050.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Junior League</td>
<td>$795.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Junior Soccer</td>
<td>$570.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Netball</td>
<td>$525.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Netball Carnival Boorowa per event</td>
<td>$1,050.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Pony Club’s</td>
<td>$520.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Rugby League/Union</td>
<td>$1,295.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Show Society</td>
<td>$1,295.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Social Clubs</td>
<td>$230.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Touch Football</td>
<td>$640.00</td>
<td>per annum</td>
<td>2</td>
</tr>
</tbody>
</table>

## SPORTING FACILITIES – SHOWGROUND HIRE

Miscellaneous Use (per day) GM authorized to negotiate a fee with users other than those listed.

Electricity is in addition to hire fee.
# Previous Policies and Reports

## BOOROWA

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horse Events @Boorowa – Showjumping, Team Sorting or Penning</td>
<td>$1,300.00</td>
<td>per event</td>
<td>2</td>
</tr>
<tr>
<td>Pavilion Hire daily hire</td>
<td>$170.00</td>
<td>per day</td>
<td>2</td>
</tr>
<tr>
<td>Pavilion – bond</td>
<td>$300.00</td>
<td>per day</td>
<td>2</td>
</tr>
<tr>
<td>Showground Kiosk – hire only</td>
<td>$80.00</td>
<td>per day</td>
<td>2</td>
</tr>
<tr>
<td>Showground Kiosk – key deposit</td>
<td>$50.00</td>
<td>per day</td>
<td>2</td>
</tr>
<tr>
<td>Circus</td>
<td>$310.00</td>
<td>per day</td>
<td>2</td>
</tr>
<tr>
<td>Rodeo, Iron V Golfest Week</td>
<td>$1,300.00</td>
<td>per day</td>
<td>2</td>
</tr>
<tr>
<td>Casual Camping Daily Fee @Boorowa Showground in conjunction with events</td>
<td>$27.00</td>
<td>per day</td>
<td>4</td>
</tr>
</tbody>
</table>

## OTHER COMMITTEES – ANNUAL CHARGE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picnic Race Day – Harden</td>
<td>$311.00</td>
<td>per event</td>
<td>2</td>
</tr>
<tr>
<td>Kite Festival – Harden</td>
<td>$311.00</td>
<td>per event</td>
<td>2</td>
</tr>
<tr>
<td>Polocrosse – Harden</td>
<td>$621.00</td>
<td>per event</td>
<td>2</td>
</tr>
<tr>
<td>Rodeo – Harden</td>
<td>$621.00</td>
<td>per event</td>
<td>2</td>
</tr>
<tr>
<td>Boorowa Picnic Race</td>
<td>$1,050.00</td>
<td>per event</td>
<td>2</td>
</tr>
</tbody>
</table>

## SPORTING FACILITIES – HORSE TRAINING & USE OF TRACK

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearly</td>
<td>$730.00</td>
<td>per annum</td>
<td>2</td>
</tr>
<tr>
<td>Monthly</td>
<td>$130.00</td>
<td>per month</td>
<td>2</td>
</tr>
<tr>
<td>Day rates</td>
<td>$14.00</td>
<td>per day</td>
<td>2</td>
</tr>
<tr>
<td>Race Course – per day + electricity</td>
<td>$470.00</td>
<td>per day</td>
<td>2</td>
</tr>
<tr>
<td>Race Course – Key deposit/bond</td>
<td>$55.00</td>
<td>per event</td>
<td>4</td>
</tr>
</tbody>
</table>

## PUBLIC CEMETERIES

### EXHUMATIONS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Actual Council Costs + 25%</th>
<th>per application</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhumation Removal Fees</td>
<td></td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

## CEMETERY INTERMENTS – SATURDAY, SUNDAY OR MONDAY – ADDITIONAL CHARGES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, Sunday or Public Holidays</td>
<td>$627.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Monday Interments prior to 11:00am (Harden only)</td>
<td>$630.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Burials after 2.00 pm Monday to Friday. Grave–side services allowed up to 3.00 pm Monday to Friday</td>
<td>$220.00</td>
<td>per burial</td>
<td>1</td>
</tr>
</tbody>
</table>

Note – No interments Sundays or Public Holidays for the Harden areas. Boorowa has no Interments Sunday’s.
### BURIAL RESERVATION FEES

Note 1 – The monumental cemetery in Young & Boorowa are now closed for new burials unless families have prior documented reservations.

Notes 2 & 3 – deduct fees from burial (excluding Monumental burials)

Note 4 – Reservation fee is payable in addition to the normal interment fees. Reservation is for 25 years in Village & Rose Garden or Columbarium. Reservation cost is separate to burial cost.

<table>
<thead>
<tr>
<th>Cemetery &amp; Village</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boorowa Cemetery</td>
<td>$925.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Boorowa &amp; Ryde Park &amp; Boorowa Villages (Refer Note 3)</td>
<td>$245.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Harden Village, Murrumburrah (fee in addition to Interment Fees)</td>
<td>$116.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Young Columbarium Garden &amp; Young Villages Interment Reservation Fees</td>
<td>$245.00</td>
<td>per burial</td>
<td>1</td>
</tr>
</tbody>
</table>

### LAWN BURIALS 1ST INTERMENTS

<table>
<thead>
<tr>
<th>Cemetery &amp; Village</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boorowa Cemetery – Purchase of site &amp; interment – incl. baby/child and interment of ashes. Plaque to the value of $300 included (Note 2)</td>
<td>$2,815.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Harden Cemetery – Land for each grave, first interment at extra depth, provision of and fixing in concrete of inscribed bronze plate and perpetual maintenance</td>
<td>$2,745.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Young Lawn Cemetery first burial – Plot, excavation &amp; plaque</td>
<td>$2,450.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Rugby &amp; Rye Park – Boorowa – Purchase of site &amp; interment – incl. baby/child and interment of ashes. Plaque to the value of $300 included (Note 3)</td>
<td>$2,910.00</td>
<td>per burial</td>
<td>1</td>
</tr>
</tbody>
</table>

### MONUMENTAL SECTION 1ST INTERMENTS

Note 1 – The monumental cemetery in Young & Boorowa are now closed for new burials unless families have prior documented reservations.

<table>
<thead>
<tr>
<th>Cemetery &amp; Village</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young Cemetery – Double depth 1st Interment (does not include plaque)</td>
<td>$1,765.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Boorowa Cemetery – Site &amp; Interment with No Plaque</td>
<td>$1,300.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Boorowa Cemetery – Double depth on 1st interment (additional)</td>
<td>$440.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Monumental Sections &amp; Villages – Burial of baby or child up to 15 years (Harden &amp; Young)</td>
<td>$1,215.00</td>
<td>per burial</td>
<td>1</td>
</tr>
</tbody>
</table>

### MONUMENTAL SECTIONS – VILLAGES – PURCHASE OF SITE & INTERMENT

<table>
<thead>
<tr>
<th>Cemetery &amp; Village</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boorowa</td>
<td>$1,505.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Harden</td>
<td>$1,740.00</td>
<td>per burial</td>
<td>1</td>
</tr>
</tbody>
</table>

### MONUMENTAL SECTIONS & VILLAGES – DOUBLE DEPTH FEE ON 1ST INTERMENT (ADDITIONAL)

<table>
<thead>
<tr>
<th>Cemetery &amp; Village</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boorowa</td>
<td>$440.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Harden</td>
<td>$340.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Monumental Masonry permit to erect</td>
<td>$60.00</td>
<td>per burial</td>
<td>1</td>
</tr>
</tbody>
</table>

### CEMETERY – ASHES INTERMENTS TO GARDENS, COLUMBARIUM AND EXISTING GRAVES

#### BOOROWA

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niche &amp; Interment (includes plaque to value of $300)</td>
<td>$770.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Plaque Only</td>
<td>POA</td>
<td>per item</td>
<td>1</td>
</tr>
<tr>
<td>Boorowa Cemetery Lawn Cemetery – plaque to the value of $300 included</td>
<td>$625.00</td>
<td>per burial</td>
<td>1</td>
</tr>
<tr>
<td>Monumental Section – Boorowa Cemetery (plaque extra)</td>
<td>$240.00</td>
<td>per burial</td>
<td>1</td>
</tr>
</tbody>
</table>
### Name

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
</table>

#### HARDEN

- Receipt of ashes, niche, placement of ashes, provisions and fixing of plaque: $565.00 per burial 1
- Monumental Sections & Villages: $785.00 per burial 1

#### YOUNG

- Plaque placement for columbarium or rose garden with no ashes: $480.00 per burial 1
- Burial of ashes in rose garden, columbarium or existing site (includes a niche plate): $656.00 per burial 1

#### CEMETERY – HEADSTONES

- Purchase of cement block, supply & Erection of a plaque (plaque to the value of $500 included): $835.00 per application 1

#### CEMETERY – PRIVATE LAND BURIALS

- Approval for burial on private land: POA per burial 1

#### REOPENING’S FOR 2ND INTERMENTS

- Boorowa Cemetery Lawn Cemetery – plaque to the value of $130 included: $1,525.00 per burial 1
- Harden Lawn Cemetery: $1,390.00 per burial 1
- Young Lawn Cemetery (excludes side–by–side burials) – includes Council supply of 1 rose per 4 plots & detachable plaque: $1,620.00 per burial 1
- Rugby & Rye Park – Boorowa with plaque to the value of $130 included: $1,380.00 per burial 1
- Boorowa Cemetery Monumental Section: $990.00 per burial 1

#### MONUMENTAL SECTIONS & VILLAGES

- Boorowa: $1,300.00 per burial 1
- Harden: $1,180.00 per burial 1
- Young (does not include plaque): $1,420.00 per burial 1

#### CEMETERY – SEARCHES & RECORDS

only where staff assistance is required

- Cemetery Records Search: $115.00 per hour 1
- Harden Cemetery Records Book sale: $39.00 per book 1

#### STAFF ASSISTANCE WITH CEMETERY RECORDS WITHIN COUNCIL’S OFFICE

- First ½ hour: $34.00 1
- Each 15 minutes thereafter: $17.00 1
## PLAQUES & OTHER FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaque – Ceramic inserts – Single</td>
<td>Actual Council Costs</td>
<td>per item</td>
<td>1</td>
</tr>
<tr>
<td>Plaque – ceramic inserts – Dual</td>
<td>Actual Council Costs</td>
<td>per item</td>
<td>1</td>
</tr>
<tr>
<td>Special requests due to religion or beliefs</td>
<td>POA</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>Permission to erect head or foot stone</td>
<td>$73.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>Permission to erect slab over grave</td>
<td>$73.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>Permission to erect head or monument</td>
<td>$159.00</td>
<td>per application</td>
<td>1</td>
</tr>
</tbody>
</table>

## SWIMMING POOLS

### YOUNG SWIMMING POOL – ENTRY FEES

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>$4.50</td>
<td>per entry</td>
</tr>
<tr>
<td>Pensioner/Student</td>
<td>$2.50</td>
<td>per entry</td>
</tr>
<tr>
<td>Child</td>
<td>$2.50</td>
<td>per entry</td>
</tr>
<tr>
<td>Non Swimming Parent/Guardian/Spectator</td>
<td>$1.00</td>
<td>per entry</td>
</tr>
</tbody>
</table>

### HARDEN SWIMMING POOL – ENTRY FEES

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>$4.50</td>
<td>per entry</td>
</tr>
<tr>
<td>Pensioner/Student</td>
<td>$2.50</td>
<td>per entry</td>
</tr>
<tr>
<td>Child</td>
<td>$2.50</td>
<td>per entry</td>
</tr>
<tr>
<td>Family (as per Medicare Card)</td>
<td>$12.50</td>
<td>per entry</td>
</tr>
<tr>
<td>Non Swimming Parent/Guardian/Spectator</td>
<td>$1.00</td>
<td>per entry</td>
</tr>
</tbody>
</table>

### BOOROWA SWIMMING POOL – ENTRY FEES

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>$4.50</td>
<td>per entry</td>
</tr>
<tr>
<td>Pensioner/Student</td>
<td>$2.50</td>
<td>per entry</td>
</tr>
<tr>
<td>Child</td>
<td>$2.50</td>
<td>per entry</td>
</tr>
<tr>
<td>Non Swimming Parent/Guardian/Spectator</td>
<td>$1.00</td>
<td>per entry</td>
</tr>
</tbody>
</table>

### SWIMMING POOL SEASON TICKETS

#### SWIMMING POOL SEASON TICKETS – HARDEN

Note: Fees to be set prior to season opening

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Season Tickets – Children</td>
<td>$70.00</td>
<td>per child</td>
</tr>
<tr>
<td>Season Tickets – Adults</td>
<td>$90.00</td>
<td>per adult</td>
</tr>
<tr>
<td>Season Tickets – Family (as per Medicare Card or Statutory Declaration)</td>
<td>$200.00</td>
<td>per family</td>
</tr>
<tr>
<td>Season Tickets – Pensioners</td>
<td>$50.00</td>
<td>per pensioner</td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------------</td>
<td>------</td>
</tr>
<tr>
<td><strong>SWIMMING POOL SEASON TICKETS – JUGIONG</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Season Tickets – Children</td>
<td>$35.00</td>
<td>per child</td>
</tr>
<tr>
<td>Season Tickets – Adults</td>
<td>$55.00</td>
<td>per adult</td>
</tr>
<tr>
<td>Season Tickets – Family (as per Medicare Card or Statutory Declaration)</td>
<td>$115.00</td>
<td>per family</td>
</tr>
<tr>
<td>Season Tickets – Pensioners</td>
<td>$35.00</td>
<td>per pensioner</td>
</tr>
<tr>
<td><strong>SWIMMING POOL SEASON TICKETS – YOUNG</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Season Tickets – Children</td>
<td>$120.00</td>
<td>per child</td>
</tr>
<tr>
<td>Season Tickets – Adults</td>
<td>$150.00</td>
<td>per adult</td>
</tr>
<tr>
<td>Season Tickets – Family (as per Medicare Card or Statutory Declaration)</td>
<td>$280.00</td>
<td>per family</td>
</tr>
<tr>
<td>Season Tickets – Pensioners</td>
<td>$50.00</td>
<td>per pensioner</td>
</tr>
<tr>
<td><strong>SWIMMING POOL SEASON TICKETS – BOOROWA</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Season Tickets – Children</td>
<td>$70.00</td>
<td>per child</td>
</tr>
<tr>
<td>Season Tickets – Adults</td>
<td>$90.00</td>
<td>per adult</td>
</tr>
<tr>
<td>Season Tickets – Family (as per Medicare Card or Statutory Declaration)</td>
<td>$200.00</td>
<td>per family</td>
</tr>
<tr>
<td>Season Tickets – Pensioners</td>
<td>$50.00</td>
<td>per pensioner</td>
</tr>
<tr>
<td><strong>BOOROWA SALEYARDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yard Booking Fee</td>
<td>$70.00</td>
<td>per booking</td>
</tr>
<tr>
<td>Disposal of Dead</td>
<td>$210.00</td>
<td>per body</td>
</tr>
<tr>
<td><strong>YARD FEES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheep</td>
<td>$1.90</td>
<td>per head per day</td>
</tr>
<tr>
<td>Cattle</td>
<td>$4.00</td>
<td>per head per day</td>
</tr>
<tr>
<td>Horses</td>
<td>$4.00</td>
<td>per head per day</td>
</tr>
<tr>
<td>Pigs</td>
<td>$2.50</td>
<td>per head per day</td>
</tr>
<tr>
<td><strong>CASUAL USE OF YARDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheep per head</td>
<td>$1.20</td>
<td>per day</td>
</tr>
<tr>
<td>Sheep (Minimum)</td>
<td>$82.00</td>
<td>per day</td>
</tr>
<tr>
<td>Cattle per head</td>
<td>$2.40</td>
<td>per day</td>
</tr>
<tr>
<td>Cattle (Minimum)</td>
<td>$94.00</td>
<td>per day</td>
</tr>
<tr>
<td>Horse per head</td>
<td>$2.40</td>
<td>per day</td>
</tr>
<tr>
<td>Horses (Minimum)</td>
<td>$84.00</td>
<td>per day</td>
</tr>
<tr>
<td>Pigs per head</td>
<td>$2.40</td>
<td>per day</td>
</tr>
<tr>
<td>Pigs (Minimum)</td>
<td>$84.00</td>
<td>per day</td>
</tr>
</tbody>
</table>
## COMMUNITY SERVICES

### FACSIMILE SERVICES

<table>
<thead>
<tr>
<th>Transmission Type</th>
<th>Unit Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transmission Within Australia</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First page</td>
<td>$8.00</td>
<td>per page</td>
</tr>
<tr>
<td>Additional pages</td>
<td>$2.00</td>
<td>per page</td>
</tr>
<tr>
<td><strong>Transmission International</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First page</td>
<td>$14.00</td>
<td>per page</td>
</tr>
<tr>
<td>Additional pages</td>
<td>$8.00</td>
<td>per page</td>
</tr>
<tr>
<td><strong>Receiving Faxes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First page</td>
<td>$4.00</td>
<td>per page</td>
</tr>
<tr>
<td>Additional pages</td>
<td>$1.60</td>
<td>per page</td>
</tr>
<tr>
<td><strong>Notification of Receipt of Fax</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification of fax communication</td>
<td>$3.00</td>
<td>per page</td>
</tr>
</tbody>
</table>

### Photocopying Services

Note: Copying of council records is GST exempt, other copying is subject to GST.

#### Black & White (Single Sided)

<table>
<thead>
<tr>
<th>Type</th>
<th>Unit Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 page</td>
<td>$0.90</td>
<td>per page</td>
</tr>
<tr>
<td>A3 page</td>
<td>$1.60</td>
<td>per page</td>
</tr>
<tr>
<td>Bulk rates (community – min. of 20)</td>
<td>$0.30</td>
<td>per page</td>
</tr>
<tr>
<td>A3 – over 100 copies (at discretion of GM)</td>
<td>POA</td>
<td>per page</td>
</tr>
<tr>
<td>A3 – over 100 copies (at discretion of GM)</td>
<td>POA</td>
<td>per page</td>
</tr>
</tbody>
</table>

#### Black & White (Double Sided)

<table>
<thead>
<tr>
<th>Type</th>
<th>Unit Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 page</td>
<td>$1.40</td>
<td>per page</td>
</tr>
<tr>
<td>A3 page</td>
<td>$2.80</td>
<td>per page</td>
</tr>
<tr>
<td>Bulk rates (community – min. of 20)</td>
<td>$0.65</td>
<td>per page</td>
</tr>
<tr>
<td>A4 &gt; 100 copies (at discretion of GM)</td>
<td>POA</td>
<td>per page</td>
</tr>
<tr>
<td>A3 &gt; over 100 copies (at discretion of GM)</td>
<td>POA</td>
<td>per page</td>
</tr>
</tbody>
</table>

#### Colour (Single Sided)

<table>
<thead>
<tr>
<th>Type</th>
<th>Unit Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 page</td>
<td>$1.70</td>
<td>per page</td>
</tr>
<tr>
<td>A3 page</td>
<td>$2.80</td>
<td>per page</td>
</tr>
<tr>
<td>A4 &gt; 100 copies (at discretion of GM)</td>
<td>POA</td>
<td>per page</td>
</tr>
<tr>
<td>A3 &gt; over 100 copies (at discretion of GM)</td>
<td>POA</td>
<td>per page</td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------------------</td>
<td>------</td>
</tr>
<tr>
<td><strong>COLOUR (DOUBLE SIDED)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colour A4 page</td>
<td>$2.80</td>
<td>per page</td>
</tr>
<tr>
<td>Colour A3 page</td>
<td>$3.20</td>
<td>per page</td>
</tr>
<tr>
<td>A4 &gt; 100 copies (at discretion of GM)</td>
<td>POA</td>
<td>per page</td>
</tr>
<tr>
<td><strong>LAMINATING SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAMINATING A4 SHEET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First page</td>
<td>$10.00</td>
<td>per page</td>
</tr>
<tr>
<td>Additional pages</td>
<td>$10.00</td>
<td>per page</td>
</tr>
<tr>
<td>LAMINATING A3 SHEET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First page</td>
<td>$10.00</td>
<td>per page</td>
</tr>
<tr>
<td>Additional pages</td>
<td>$10.00</td>
<td>per page</td>
</tr>
<tr>
<td>LAMINATING SMALLER ITEMS &lt; A4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laminating items &lt; A4</td>
<td>$10.00</td>
<td>per item</td>
</tr>
<tr>
<td><strong>COMB BINDING INCL COMB AND PLASTIC COVER SHEET</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Binding Services incl comb and plastic cover sheet</td>
<td>$22.00</td>
<td>per document</td>
</tr>
<tr>
<td><strong>FOLDING MACHINE (LOCATED IN BOCRONA)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folding machine services per 100 sheets</td>
<td>$22.00</td>
<td>per 100 sheets</td>
</tr>
<tr>
<td><strong>CORPORATE REPORTS – PRINTING OF REPORTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note: Copies of the documents are available for public access in Council’s Administration &amp; Library Offices. If a permanent copy of the document is requested the below fees are payable to meet the copy cost the documents.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copies of the Business Papers, Minutes, Operational and Delivery Plan, Annual Reports and Annual Financial Statements are also available free of charge via Council’s Internet site <a href="http://www.hilltops.nsw.gov.au">www.hilltops.nsw.gov.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council Business Papers</td>
<td>$250.00</td>
<td>per annum</td>
</tr>
<tr>
<td>Annual Report</td>
<td>$40.00</td>
<td>per report</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>$40.00</td>
<td>per plan</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>$80.00</td>
<td>per set</td>
</tr>
<tr>
<td>Operational/Delivery Plan</td>
<td>$40.00</td>
<td>per plan</td>
</tr>
<tr>
<td>Community Strategic Plan</td>
<td>$40.00</td>
<td>per plan</td>
</tr>
<tr>
<td>Annual Financial Statements **</td>
<td>$30.00</td>
<td>per report</td>
</tr>
<tr>
<td>Copy of Integrated Planning &amp; Reporting Documents</td>
<td>$42.00</td>
<td>per plan</td>
</tr>
<tr>
<td>Copy of Social &amp; Community Strategic Plan</td>
<td>$32.00</td>
<td>per plan</td>
</tr>
<tr>
<td>Copy of deposited / strata plan</td>
<td>$32.00</td>
<td>per plan</td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Small copy</td>
<td>$30.00</td>
<td>per Tender</td>
</tr>
<tr>
<td>Medium copy</td>
<td>$47.00</td>
<td>per Tender</td>
</tr>
<tr>
<td>Large copy</td>
<td>$79.00</td>
<td>per Tender</td>
</tr>
</tbody>
</table>

**TENDER DOCUMENTATION**
## ECONOMY

## TOURISM

### EVENTS

#### SPONSORSHIPS

Contact Events Officers for levels of Sponsorships

<table>
<thead>
<tr>
<th>Sponsorship Type</th>
<th>Contact</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherry Festival Sponsorships</td>
<td>Communications</td>
<td>per Event</td>
<td>4</td>
</tr>
<tr>
<td>Woolfest Festival Sponsorships</td>
<td>Communications</td>
<td>per Event</td>
<td>4</td>
</tr>
<tr>
<td>Kite Festival</td>
<td>Communications</td>
<td>per Event</td>
<td>4</td>
</tr>
<tr>
<td>Hilltops Partnership Programme</td>
<td>Communications</td>
<td>per Event</td>
<td>4</td>
</tr>
</tbody>
</table>

### PROMOTIONS

#### MERCHANDISE

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Immigration document – copy</td>
<td>$14.00</td>
<td>4</td>
</tr>
<tr>
<td>Artwork on Consignment at Visitor Information Centre</td>
<td>TBA</td>
<td>4</td>
</tr>
</tbody>
</table>

#### SALE OF “YOUNG – 120 YEARS OF LOCAL GOVERNMENT” BOOKS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail (1–9 books)</td>
<td>$38.00</td>
<td>4</td>
</tr>
<tr>
<td>Retail (10+ books)</td>
<td>$39.00</td>
<td>4</td>
</tr>
</tbody>
</table>

#### SALE OF “ROLL UP, ROLL UP” BOOKS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wholesale</td>
<td>$17.00</td>
<td>4</td>
</tr>
<tr>
<td>Retail</td>
<td>$20.50</td>
<td>4</td>
</tr>
</tbody>
</table>
## ENVIRONMENT

### ENVIRONMENTAL MATTERS

### ENVIRONMENTAL HEALTH AND SUSTAINABILITY

#### CARAVAN PARK LICENCE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five (5) Year licensing renewal of Caravan Parks under Local Government Act</td>
<td>$547.00</td>
<td>per Application</td>
<td>5</td>
</tr>
</tbody>
</table>

#### FIRE SAFETY CERTIFICATES & STATEMENT LODGEMENT FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodgement /registration of essential service certificates</td>
<td>$40.00</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td>Registration of Fire Safety statement</td>
<td>$20.50</td>
<td>per Application</td>
<td>1</td>
</tr>
</tbody>
</table>

#### IMPOUND FEES – VEHICLES & TROLLEYS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impound Fees – Vehicles &amp; Trolleys</td>
<td>$60.00</td>
<td>per Trolley</td>
<td>1</td>
</tr>
<tr>
<td>Removal derelict vehicles – release fee</td>
<td>$370.00</td>
<td>per Vehicle</td>
<td>1</td>
</tr>
</tbody>
</table>

### ENVIRONMENTAL MONITORING

#### COMPLIANCE – FOOD ACT

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First Inspection (including Annual Registration Fee)</td>
<td>$235.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>2. Second Inspection</td>
<td>$115.00</td>
<td>per inspection</td>
<td>1</td>
</tr>
<tr>
<td>3. Re-inspection (minor matters)</td>
<td>$70.00</td>
<td>per inspection</td>
<td>1</td>
</tr>
<tr>
<td>4. Improvement Notice</td>
<td>$330.00</td>
<td>per infringement notice</td>
<td>5</td>
</tr>
</tbody>
</table>

#### COMPLIANCE – PUBLIC HEALTH

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Improvement Notice/Prohibition Order (Public Health Act) – Regulated System</td>
<td>$560.00</td>
<td>per Improvement Notice</td>
<td>5</td>
</tr>
<tr>
<td>5. Improvement Notice (Public Health Act) – any other case</td>
<td>$270.00</td>
<td>per Improvement Notice</td>
<td>5</td>
</tr>
<tr>
<td>1. Inspection Barber/Hairdresser</td>
<td>$115.00</td>
<td>per Inspection</td>
<td>5</td>
</tr>
<tr>
<td>2. Inspection Skin Penetration premises</td>
<td>$115.00</td>
<td>per Inspection</td>
<td>5</td>
</tr>
<tr>
<td>3. Inspection – Mortuary</td>
<td>$115.00</td>
<td>per Inspection</td>
<td>5</td>
</tr>
</tbody>
</table>
## MONITORING – AMUSEMENT STALLS & CARNIVAL RIDES

SECTION 68 PART F – APPROVAL TO OPERATE AMUSEMENT DEVICES, USE A STANDING VEHICLE OR ANY ARTICLE FOR THE PURPOSE OF SELLING ANY ARTICLE IN A PUBLIC PLACE

<table>
<thead>
<tr>
<th>Permanent structure LGA A S80</th>
<th>$134.00</th>
<th>per Application</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary structure at public carnivals (each) LGA A S80</td>
<td>$25.00</td>
<td>per Application</td>
<td>5</td>
</tr>
</tbody>
</table>

## HIRE OR LEASE OF COUNCIL’S FOOTPATH

Application fee for placement of goods, materials, chairs, tables, etc., on Council’s footpath in accordance with the Footpath Display Policy

| Application fee | $120.00 | per Application | 1 |

## WASTE MANAGEMENT

### WASTE MANAGEMENT & RECYCLING

#### GREENWASTE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boot load or car</td>
<td>$15.00</td>
<td>per entry</td>
</tr>
<tr>
<td>Ratepayer/resident with Boorowa depot tag</td>
<td>No Charge</td>
<td>per item</td>
</tr>
<tr>
<td>Ute, single axle trailer (no high sided)</td>
<td>$25.00</td>
<td>per Load</td>
</tr>
<tr>
<td>Bogey axle trailer/horse float or bigger (no trucks)</td>
<td>$40.00</td>
<td>per Load</td>
</tr>
<tr>
<td>Commercial – per tonne</td>
<td>$88.00</td>
<td>per Tonne</td>
</tr>
</tbody>
</table>

**raw timber – untreated, no paint/varnish/nails/glue can be accepted**

#### GARBAGE BIN REPLACEMENTS CHARGE

**Note Replacement charges only apply if required by Council’s Bin Replacement Policy**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>240 litre bin replacement</td>
<td>$110.00</td>
<td>per Item</td>
</tr>
<tr>
<td>140 litre general waste bin replacement</td>
<td>$75.00</td>
<td>per Item</td>
</tr>
<tr>
<td>240 litre greenwaste bins replacement</td>
<td>$110.00</td>
<td>per Item</td>
</tr>
</tbody>
</table>

#### GARBAGE BIN PARTS CHARGE

RURAL WASTE DEPOT SITES (ONLY AVAILABLE TO RURAL RATEPAYERS)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depot key – Wyangala, Reid’s flat, Rye park</td>
<td>$25.00</td>
<td>per Item</td>
</tr>
<tr>
<td>Waste Transfer Station Depot Key – Rugby, Frogmore, Boorowa</td>
<td>$135.00</td>
<td>per Item</td>
</tr>
<tr>
<td>Boorowa Tip Tag</td>
<td>$6.00</td>
<td>per Item</td>
</tr>
<tr>
<td>Waste Depot key (refundable) – former Young village areas</td>
<td>$85.00</td>
<td>per Item</td>
</tr>
<tr>
<td>Replacement of lost or damaged key – Young</td>
<td>$50.00</td>
<td>per Item</td>
</tr>
<tr>
<td>Annual Access Fee (where no rural waste management charge is levied)</td>
<td>$95.00</td>
<td>per Item</td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------</td>
<td>------</td>
</tr>
<tr>
<td><strong>HOUSEHOLD WASTE DISPOSAL CHARGES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rate payer/resident with Boorowa Waste depot tag</td>
<td>No Charge</td>
<td>per item</td>
</tr>
<tr>
<td>240 litre Bin of domestic waste</td>
<td>$6.50</td>
<td>per item</td>
</tr>
<tr>
<td>Bag</td>
<td>$4.00</td>
<td>per item</td>
</tr>
<tr>
<td>Car Boot Load or Less</td>
<td>$14.00</td>
<td>per item</td>
</tr>
<tr>
<td>Book of 10 Tickets (240 litre bin)</td>
<td>$65.00</td>
<td>per item</td>
</tr>
<tr>
<td>Book of 10 Tickets (Box Trailer)</td>
<td>$200.00</td>
<td>per item</td>
</tr>
<tr>
<td>Standard single axle trailer or utility – level</td>
<td>$20.00</td>
<td>per item</td>
</tr>
<tr>
<td>Box trailer caged, bogey axle trailer – level (2m3)</td>
<td>$55.00</td>
<td>per item</td>
</tr>
<tr>
<td>Horse float, bogey axle trailer caged, 5m3 light truck</td>
<td>$140.00</td>
<td>per item</td>
</tr>
<tr>
<td><strong>OTHER CHARGES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: In Young – metals accepted at the Victoria St Facility only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scrap Steel</td>
<td>No charge</td>
<td>per item</td>
</tr>
<tr>
<td>Car Bodies (per item) fuel, batteries and tyres removed</td>
<td>$75.00</td>
<td>per item</td>
</tr>
<tr>
<td>Fridges and freezers (not degassed)</td>
<td>$26.00</td>
<td>per item</td>
</tr>
<tr>
<td>Fridges and freezers (with de-gassed certificate)</td>
<td>$15.00</td>
<td>per item</td>
</tr>
<tr>
<td>Washing machines, dryers, ovens</td>
<td>$15.00</td>
<td>per item</td>
</tr>
<tr>
<td>Microwaves</td>
<td>$5.00</td>
<td>per item</td>
</tr>
<tr>
<td>Non–returnable chemical drums</td>
<td>$2.00</td>
<td>per item</td>
</tr>
<tr>
<td><strong>MATTRESSES &amp; SOFT FURNISHINGS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Young, mattresses &amp; soft furnishings only accepted at Redhill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mattresses single/king single</td>
<td>$15.00</td>
<td>per item</td>
</tr>
<tr>
<td>Mattresses double/queen/king</td>
<td>$20.00</td>
<td>per item</td>
</tr>
<tr>
<td>Couches and Sofas</td>
<td>$15.00</td>
<td>per item</td>
</tr>
<tr>
<td><strong>TYRES &amp; BATTERIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car / Motorcycle tyre</td>
<td>$10.00</td>
<td>per item</td>
</tr>
<tr>
<td>4x4 tyre (per tyre)</td>
<td>$15.00</td>
<td>per item</td>
</tr>
<tr>
<td>Truck tyre – each</td>
<td>$49.00</td>
<td>per item</td>
</tr>
<tr>
<td>Tractor up to 1.5m diameter – each</td>
<td>$65.00</td>
<td>per item</td>
</tr>
<tr>
<td>Tractor over 1.5m diameter – each</td>
<td>$127.50</td>
<td>per item</td>
</tr>
<tr>
<td>Earthmoving up to 1.5m (per tyre)</td>
<td>$214.00</td>
<td>per item</td>
</tr>
<tr>
<td>Earthmoving up to 2m (per tyre)</td>
<td>$347.00</td>
<td>per item</td>
</tr>
<tr>
<td>Batteries from vehicles</td>
<td>$5.00</td>
<td>per item</td>
</tr>
<tr>
<td><strong>COMMERCIAL BIN COLLECTION CHARGES – (HARDEN ONLY)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial Charge per Service collected</td>
<td>$11.00</td>
<td>per item</td>
</tr>
<tr>
<td>Purchase of Commercial Bin 240L – Harden region only</td>
<td>$110.00</td>
<td>per item</td>
</tr>
</tbody>
</table>
COMMERCIAL LOADS INCLUDING BUILDING AND DEMOLITION WASTE

Including building and demolition waste (No brick, concrete, stone, pavers or rubble).
No commercial waste will be accepted at Village facilities  NOTE: Maximum load accepted in Boorowa and Harden is 5m3

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General waste per tonne – Young</td>
<td>$140.00</td>
<td>tonne</td>
</tr>
<tr>
<td>Other loads</td>
<td>$30.00</td>
<td>m3</td>
</tr>
<tr>
<td>Standard single box trailer / utility – level</td>
<td>$25.00</td>
<td>Load</td>
</tr>
<tr>
<td>2m3 skip, Box trailer caged, bogey axle trailer – level (2m3)</td>
<td>$60.00</td>
<td>Load</td>
</tr>
<tr>
<td>2.5m3 skip</td>
<td>$75.00</td>
<td>Load</td>
</tr>
<tr>
<td>Horse float, bogey axle trailer caged, 5m3 light truck</td>
<td>$150.00</td>
<td>Load</td>
</tr>
</tbody>
</table>

COMMERCIAL LOADS

CONCRETE, BRICK, RUBBLE & MIXED SOIL (VOLUME RATES AVAILABLE AT BOOROWA & HARDEN ONLY.)

VOLUME RATES – BOOROWA AND HARDEN ONLY

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete, Brick &amp; Rubble – trailer or utility only – maximum 5m3</td>
<td>$40.00</td>
<td>m3</td>
</tr>
<tr>
<td>Earth, Rubble/Demo Waste &gt;25% – rock, concrete &amp; masonry (Young only)</td>
<td>$120.00</td>
<td>tonne</td>
</tr>
</tbody>
</table>

CLEAN FILL

Soil/earth containing less than 25% rock, concrete orasonry all of which is less that half a brick in size

No Charge  per Load

RECYCLING

Note: All drums to be triple rinsed before return

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial – Harden only (per m3)</td>
<td>$20.00</td>
<td>m3</td>
</tr>
<tr>
<td>Cooking Oils</td>
<td>No charge</td>
<td></td>
</tr>
<tr>
<td>E–waste (TV's, Computers and computer accessories, Tablets)</td>
<td>No charge</td>
<td></td>
</tr>
<tr>
<td>Motor Oils (decanted into bunded container provided)</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Herbicide Containers (only received at Drum Muster)</td>
<td>No Charge</td>
<td>Item</td>
</tr>
</tbody>
</table>

VICTORIA ST FACILITY, YOUNG

Offal (must be contained in heavy duty plastic bag)

Deceased cats and dogs

Deceased cats & Dogs – Victoria St Facility only
Larger animals such as sheep, pigs, horses, cattle and similar are NOT accepted

Weighing Charge for non Landfill Uses

CHARGES WILL APPLY TO VICTORIA STREET & REDHILL ROAD OR WHERE COUNCIL MAY SIMULANTE WASTE CHARGES APPLY

Please note: When improved weighbridge capabilities at Victoria St are operational, all loads to Victoria St will be charged at a per tonne rate – domestic or commercial. Until then operational volume rates will continue to apply to domestic loads. Volume rates will continue to apply for the Redhill Road site.
<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Minimum Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$15.00 per Month</td>
<td>Bonded asbestos only, must be received in worksafe acceptable conditions</td>
</tr>
<tr>
<td>Monthly Waste Management Accounts</td>
<td>$300.00 per tonne</td>
<td>Victoria St Facility only, minimum charge $50</td>
</tr>
</tbody>
</table>
# PLANNING & BUILDING

## BUILDING CONTROL

## PLUMBING AND DRAINAGE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>For front closet</td>
<td>$40.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Stormwater Drainage</td>
<td>$71.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Plumbing &amp; Drainage Approval</td>
<td>$71.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Alteration to Drainage Diagram (Re-inspection)</td>
<td>$134.49</td>
<td>per inspection</td>
<td>1</td>
</tr>
<tr>
<td>Drainage Diagram - Application for copy</td>
<td>$75.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Copy of drainage diagram (numbers search)</td>
<td>$33.00</td>
<td>per copy</td>
<td>5</td>
</tr>
<tr>
<td>Drainage Diagram Expediteial fee</td>
<td>$120.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>Drainage Diagram Electronic Service</td>
<td>$10.00</td>
<td>per application</td>
<td>1</td>
</tr>
</tbody>
</table>

## DRAINAGE INSPECTION FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Plumbing Inspection Fees</td>
<td>$198.00</td>
<td>per 2 inspections</td>
<td>1</td>
</tr>
<tr>
<td>Additional Plumbing Inspections</td>
<td>$104.00</td>
<td>per inspection</td>
<td>1</td>
</tr>
</tbody>
</table>

## ALTERNATE SOLUTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Inspection</td>
<td>$244.00</td>
<td>per inspection</td>
<td>1</td>
</tr>
<tr>
<td>Inspections (4 in total)</td>
<td>$407.00</td>
<td>per inspection</td>
<td>1</td>
</tr>
<tr>
<td>Sale of Drainage Specification Book</td>
<td>$11.00</td>
<td>per item</td>
<td>1</td>
</tr>
</tbody>
</table>

## ON SITE SYSTEM OF SEWERAGE MANAGEMENT APPLICATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application to Install On Site Sewerage Management System</td>
<td>$121.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Amendment to On Site Sewerage Management System</td>
<td>$133.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Site advice per On Site Sewerage Management System</td>
<td>$165.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Registration of On Site Sewerage Management per septic tank</td>
<td>$71.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>On Site Sewerage Management Inspection Fee</td>
<td>$165.00</td>
<td>per inspection</td>
<td>5</td>
</tr>
<tr>
<td>Inspection of On Site Sewerage Management System for Approval to Operate</td>
<td>$165.00</td>
<td>per inspection</td>
<td>5</td>
</tr>
</tbody>
</table>

## CLASSIFICATION OF SEPTIC DISPOSALS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification S – each disposal of septs etc. up to 4,000 litres</td>
<td>$37.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
<td>CL1</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td><strong>SEWER AND/OR SEPTIC TANK DRAINAGE INSTALLATIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New service</td>
<td>$80.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Alteration and/or addition to existing service</td>
<td>$80.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Unit or dual occupation per development</td>
<td>$80.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td><strong>OTHER APPLICATIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMMUNITY LAND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval to erect, in whole or in part, a building or structure on community land.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval to direct or procure a theatrical, musical or other entertainment for the public on community land</td>
<td>$134.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Approval to construct a temporary enclosure for the purpose of entertainment on community land</td>
<td>$134.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Approval to play a musical instrument or sing for a fee or reward on community land</td>
<td>$134.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Approval to set up, operate or use a loudspeaker or a sound-amplifying device on community land</td>
<td>$134.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Approval to deliver a public address or hold a religious service or public meeting on community land</td>
<td>$134.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Approval to operate a caravan park or camping ground</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval to operate a Manufactured Home Estate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PUBLIC ROADS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval to swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway</td>
<td>$134.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Approval to expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road</td>
<td>$134 or nil if part of an approved activity</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>OTHER ACTIVITIES</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
<td>CL1</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>----------------------------</td>
<td>---------------</td>
<td>-----</td>
</tr>
<tr>
<td>Approval to install a domestic oil or solid fuel–heating appliance (other than a portable appliance)</td>
<td>$134 plus Inspection Fee</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Approval to install or operate amusement devices</td>
<td>$134 plus Inspection Fee</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Approval to use a standing vehicle or any article for the purpose of selling any article in a public place</td>
<td>$134.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Approval to carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations</td>
<td>$134.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Approval to operate a public car park</td>
<td>$134.00</td>
<td>per application</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONSTRUCTION CERTIFICATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATING THAT WORK COMPLETED IN ACCORDANCE WITH SPECIFIED PLANS AND SPECIFICATIONS WILL COMPLY WITH THE REGULATIONS TO THE EP&amp;A ACT IN RELATION TO BUILDING WORK</td>
</tr>
<tr>
<td>Not exceeding $5,000</td>
</tr>
<tr>
<td>Exceeding $5,000 but not exceeding $100,000</td>
</tr>
<tr>
<td>Exceeding $100,000 but not exceeding $250,000</td>
</tr>
<tr>
<td>Exceeding $250,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUILDING CERTIFICATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Building Certificate (cl 261)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I. INSPECTION OF PREMISES AND ISSUE OF CERTIFICATE CLASS 1 OR 11 (SINGLE DWELLING HOUSE – PER DWELLING) (BUILDING CERTIFICATE – S149(D)) OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. PART OF A BUILDING WHICH CONSISTS OF AN EXTERNAL WALL ONLY OR DOES NOT HAVE A FLOOR AREA OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
</tr>
</tbody>
</table>
III. ANY OTHER BUILDING EPA REGS CL 260 OR

Where required consent not obtained previously Construction Certificates & Development Application Fees apply in addition to the below fees

<table>
<thead>
<tr>
<th>Size</th>
<th>Fee</th>
<th>Inspection</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 &lt; 200 m²</td>
<td>$250.00</td>
<td>per</td>
<td>1</td>
</tr>
<tr>
<td>200 m² to 2,000 m²</td>
<td>$250 + 50c for every m² over 200m²</td>
<td>per</td>
<td>1</td>
</tr>
<tr>
<td>&gt; 2,000 m²</td>
<td>$1,165 + 7.5c for every m² over 2000m²</td>
<td>per</td>
<td>1</td>
</tr>
</tbody>
</table>

IV. WHERE REQUIRED CONSENT NOT OBTAINED PREVIOUSLY CONSTRUCTION CERTIFICATES & DEVELOPMENT APPLICATION FEES APPLY IN ADDITION TO THE ABOVE FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>CC + DA fees apply in addition to BC fees</th>
<th>Inspection</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>per</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

BUILDING CODE OF AUSTRALIA – ALTERNATE SOLUTIONS

1. Alternate Solutions Class 1 or 10 $165.00 per application 1
2. Alternate Solutions for Classes 2–9 POA per application 1

COMPLIANCE CERTIFICATES

Where a number of inspections are required an invoice will be issued prior to the issue of the occupation certificate

<table>
<thead>
<tr>
<th>Inspection</th>
<th>Fee</th>
<th>Inspection</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Stage inspections required by Clause 162A of the EP&amp;A Reg 2000 where Council issues a Construction Certificate or Complying Development Certificate</td>
<td>$165.00</td>
<td>per</td>
<td>1</td>
</tr>
<tr>
<td>Same Day Inspection where 48 hours notice is not given for inspection</td>
<td>$330.00</td>
<td>per</td>
<td>1</td>
</tr>
</tbody>
</table>

MODIFICATION OF CONSTRUCTION CERTIFICATES

<table>
<thead>
<tr>
<th>Classes</th>
<th>Fee</th>
<th>Inspection</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 10</td>
<td>$71.00</td>
<td>per</td>
<td>1</td>
</tr>
<tr>
<td>Other Classes</td>
<td>30% of original CC fee</td>
<td>per</td>
<td>1</td>
</tr>
</tbody>
</table>

BUILDING OCCUPATION CERTIFICATE

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Fee</th>
<th>Inspection</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final or Interim Occupation Certificate</td>
<td>$165.00</td>
<td>per</td>
<td>1</td>
</tr>
</tbody>
</table>

BUILDING RE–INSPECTION FEE

<table>
<thead>
<tr>
<th>Fee</th>
<th>Inspection</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Re–Inspection Fee</td>
<td>$250.00</td>
<td>per 1</td>
</tr>
</tbody>
</table>

Where re–inspection of work is required due to the work being incomplete or severely defective.
## FENCING INSPECTION

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fencing Inspection</td>
<td>$160.00</td>
<td>per inspection</td>
</tr>
</tbody>
</table>

## MANUFACTURED HOMES

**APPROVAL TO INSTALL A MANUFACTURED HOME, MOVEABLE DWELLING OR ASSOCIATED STRUCTURE ON LAND.**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$330.00</td>
<td>1</td>
</tr>
<tr>
<td>DA Fee Applicable</td>
<td>refer to Development Application Fees</td>
<td>1</td>
</tr>
</tbody>
</table>

**NO CONSTRUCTION OR OCCUPATION CERTIFICATES REQUIRED FOR MANUFACTURED HOMES**

## DEVELOPMENT CONTROL

### DEVELOPMENT APPLICATION – PRE LODGEMENT

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning/lodgement initial meeting – no charge</td>
<td>No Charge</td>
<td>6</td>
</tr>
<tr>
<td>Subsequent meetings</td>
<td>$194.00</td>
<td>per hour</td>
</tr>
</tbody>
</table>

### PART 4A – CERTIFICATE LODGEMENT (CL 263)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodgement of Part 4A Certificates</td>
<td>$36.00</td>
<td>per certificate</td>
</tr>
</tbody>
</table>

## DEVELOPMENT APPLICATIONS – LAND USE AND BUILDING

1. **DWELLING HOUSES WITH AN ESTIMATED CONSTRUCTION COST UP TO $100,000.00 (CL 247)**

   1. Dwelling houses with an estimated construction cost up to $100,000.00   | $455.00 | per application |

2. **DEVELOPMENT NOT INVOLVING BUILDING WORK, DEMOLITION OR SUBDIVISION (CL 250)**

   2. Development not involving building work, demolition or subdivision | $285.00 | per application |

3. **DEVELOPMENT APPLICATIONS FOR ADVERTISEMENT STRUCTURES (CL 255B(2))**

   3. Signs & Advertisement Structures | $285 plus $93 per advertisement in excess of 1 | per application |
4. OTHER DEVELOPMENTS (CL 246B(3))

<table>
<thead>
<tr>
<th>Development</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development up to $5,000</td>
<td>$110.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Development with an estimated value of between $5,001 and $50,000</td>
<td>$170 plus $3 for each $1,000 (or part thereof) of the estimated cost</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Development with an estimated value of between $50,001 and $250,000</td>
<td>$352 plus $3.64 for each $1,000 (or part thereof) by which the estimated cost exceeds $50,000</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Development with an estimated value of between $250,001 – $500,000</td>
<td>$1,160 plus $2.34 for each $1,000 (or part thereof) by which the estimated cost exceeds $250,000</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Development with an estimated value of between $500,001 – $1,000,000</td>
<td>$1,745 plus $1.64 for each $1,000 (or part thereof) by which the estimated cost exceeds $250,000</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Development with an estimated value of between $1,000,001 – $10,000,000</td>
<td>$2,615 plus $1.44 for each $1,000 (or part thereof) by which the estimated cost exceeds $500,000</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Development with an estimated value of more than $10,000,000</td>
<td>$15,875 plus $1.19 for each $1,000 (or part thereof) by which the estimated costs exceeds $10,000,000</td>
<td>per application</td>
<td>5</td>
</tr>
</tbody>
</table>

RELOCATED BUILDING SECURITY DEPOSIT

| Security deposit on relocation of buildings                                  | $12,000.00                  | per application | 5   |
SUBDIVISIONS (CL 249)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee/Charge</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subdivision of land (including boundary adjustment) involving the opening of a public road – other than strata subdivision</td>
<td>$65 plus $65 per additional allotment to be created</td>
<td>5</td>
</tr>
<tr>
<td>Subdivision of land (including boundary adjustment) not requiring the opening of a public road – other than strata subdivision</td>
<td>$330 plus $53 per additional allotment to be created</td>
<td>5</td>
</tr>
<tr>
<td>Strata Subdivision</td>
<td>$330 plus $65 per additional allotment to be created</td>
<td>5</td>
</tr>
</tbody>
</table>

DESIGNATED DEVELOPMENT (CL 251)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fees/Charge</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated development as defined by the Environmental Planning and Assessment Act 1979</td>
<td>Normal DA Fee plus $920</td>
<td>5</td>
</tr>
</tbody>
</table>

INTEGRATED DEVELOPMENT (CL 253)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fees/Charge</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Development as defined by the Environmental Planning and Assessment Act 1979</td>
<td>Normal DA Fee plus $140, and $320 for each approval body</td>
<td>5</td>
</tr>
</tbody>
</table>

DEVELOPMENT THAT REQUIRES CONCURRENCE (CL 252A)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fees/Charge</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development which requires the concurrence of a Government Authority (i.e. SEPP 1)</td>
<td>Normal DA Fee plus $140, and $320 for each concurrence authority</td>
<td>5</td>
</tr>
</tbody>
</table>

DEVELOPMENT APPLICATION NOTIFICATION / ADVERTISING FEES (CL 252)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fees/Charge</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development for which an environmental planning instrument or development control plan requires notice to be given</td>
<td>$1,105.00 per application</td>
<td>5</td>
</tr>
<tr>
<td>Advertised Development</td>
<td>$1,105.00 per application</td>
<td>5</td>
</tr>
<tr>
<td>Prohibited Development</td>
<td>$1,105.00 per application</td>
<td>5</td>
</tr>
<tr>
<td>Designated Development</td>
<td>$2,220.00 per application</td>
<td>5</td>
</tr>
<tr>
<td>Other</td>
<td>$190.00 per application</td>
<td>5</td>
</tr>
</tbody>
</table>
### COMPLYING DEVELOPMENTS

**COMPLYING DEVELOPMENT REGISTRATION**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Fee</td>
<td>$36.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>Lodgement of PCA certificates (OC, subdivision complying CC)</td>
<td>$36.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Principal Certifying Authority (PCA) Authority Fee where approval not issued by Hilltops Council</td>
<td>$260.00</td>
<td>per application</td>
<td>5</td>
</tr>
</tbody>
</table>

### COMPLYING DEVELOPMENT FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $5,000</td>
<td>$180 plus $0.70 per $100</td>
<td>5</td>
</tr>
<tr>
<td>$5,001 to $100,000</td>
<td>$215 plus $0.40 per $100 in excess of $5,000</td>
<td>5</td>
</tr>
<tr>
<td>$100,001 to $250,000</td>
<td>$690 plus $0.60 per $100 in excess of $100,000</td>
<td>5</td>
</tr>
<tr>
<td>$250,001 and above</td>
<td>$1,590 plus $0.80 per $100 in excess of $250,000</td>
<td>5</td>
</tr>
</tbody>
</table>

### REVIEW OF DETERMINATION

**FEE FOR REQUEST FOR A REVIEW OF DETERMINATION UNDER SECTION 82A OF THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 (CL 257)**

1. Development not involving the erection of a building, the carrying out of work or demolition of a building
   - 50% of the original DA Fee
   - per application | 5
2. Development that involves the erection of a dwelling house with a cost of construction of $100,000 or less
   - $190
   - per application | 5
3. Development up to $5,000
   - $550.00
   - per application | 5
4. Development with an estimated value of between $5,001 and $250,000
   - $85 plus $1.50 for each $1,000 (or part thereof) of the estimated cost
   - per application | 5
5. Development with an estimated value of between $250,001 – $500,000
   - $500 plus $0.85 for each $1,000 (or part thereof) by which the estimated cost exceeds $250,000
   - per application | 5

continued on next page ..
FEE FOR REQUEST FOR A REVIEW OF DETERMINATION UNDER SECTION 82A OF THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 (CL 257) [continued]

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Development with an estimated value of between $500,001 – $1,000,000</td>
<td>$712 plus $0.50 for each $1,000 (or part thereof) by which the estimated cost exceeds $500,000</td>
<td>per application 5</td>
</tr>
<tr>
<td>3.</td>
<td>Development with an estimated value of between $1,000,001 – $10,000,000</td>
<td>$987 plus $0.40 for each $1,000 (or part thereof) by which the estimated cost exceeds $1,000,000</td>
<td>per application 5</td>
</tr>
<tr>
<td>3.</td>
<td>Development with an estimated value of more than $10,000,000</td>
<td>$4,737 plus $0.27 for each $1,000 (or part thereof) by which the estimated costs exceed $10,000,000</td>
<td>per application 5</td>
</tr>
</tbody>
</table>

REVIEW OF DECISION TO REJECT AN APPLICATION (CL 257A)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated cost of development less than $100,000</td>
<td>$55.00</td>
<td>per application 5</td>
</tr>
<tr>
<td>Estimated cost of development $100,000 or more and less than or equal to $1,000,000</td>
<td>$150.00</td>
<td>per application 5</td>
</tr>
<tr>
<td>Estimated cost of development more than $1,000,000</td>
<td>$250.00</td>
<td>per application 5</td>
</tr>
</tbody>
</table>

MODIFICATION OF A DEVELOPMENT CONSENT

FEE FOR THE MODIFICATION OF A CONSENT OR LOCAL DEVELOPMENT OR STATE SIGNIFICANT DEVELOPMENT UNDER SECTION 96 (1) ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 (MISTAKE OR MINOR ERROR) (CL 258)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for the Modification – Mistake or minor error</td>
<td>$71.00</td>
<td>per application 5</td>
</tr>
</tbody>
</table>

FEE FOR A MODIFICATION OF DEVELOPMENT CONSENT UNDER SECTION 96(1A) ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979. (MINIMAL ENVIRONMENTAL IMPACT) (CL 258)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for a modification – Minimal Environmental Impact</td>
<td>$645 or 50% of the original fee, whichever is lesser</td>
<td>per application</td>
</tr>
</tbody>
</table>
**FEE FOR A MODIFICATION OF DEVELOPMENT CONSENT UNDER SECTION 96(2) ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979. (OTHER) (CL 258)**

(A) IF THE FEE FOR THE ORIGINAL APPLICATION WAS LESS THAN $100

| Fee | 50% of that fee per application 5 |

(B) IF THE FEE FOR THE ORIGINAL APPLICATION WAS $100 OR MORE

(I) DEVELOPMENT DOES NOT INVOLVE BUILDING WORK, DEMOLITION OR SUBDIVISION

| Fee | 50% of that fee per application 5 |

(II) DEVELOPMENT THAT INVOLVES DWELLING HOUSES WITH AN ESTIMATED CONSTRUCTION COST UP TO $100,000

| Fee | $190.00 per application 5 |

(III) AND IN THE CASE OF ANY OTHER DEVELOPMENT APPLICATION AS PER THE FOLLOWING

| Development up to $5,000 | $55.00 per application 5 |
| Development with an estimated value of between $5,001 and $250,000 | $85 plus $1.50 for each $1,000 (or part thereof) of the estimated cost per application 5 |
| Development with an estimated value of between $250,001 – $500,000 | $500 plus $0.85 for each $1,000 (or part thereof) by which the estimated cost exceeds $250,000 per application 5 |
| Development with an estimated value of between $500,001 – $1,000,000 | $712 plus $0.50 for each $1,000 (or part thereof) by which the estimated cost exceeds $500,000 per application 5 |
| Development with an estimated value of between $1,000,001 – $10,000,000 | $987 plus $0.40 for each $1,000 (or part thereof) by which the estimated cost exceeds $1,000,000 per application 5 |

continued on next page ..
### (III) AND IN THE CASE OF ANY OTHER DEVELOPMENT APPLICATION AS PER THE FOLLOWING

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development with an estimated value of more than $10,000,000</td>
<td>$4,737 plus $0.27 for each $1,000 (or part thereof) by which the estimated costs exceed $10,000,000</td>
<td>5</td>
</tr>
</tbody>
</table>

### REVIEW OF MODIFICATION APPLICATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of modification application under section 96AB</td>
<td>50% of the modification fee</td>
<td>5</td>
</tr>
</tbody>
</table>

### DEVELOPMENT ENGINEERING

### STREET BANNERS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation ground (Showman) Sec 68, GRAI</td>
<td>$195.00</td>
<td>5</td>
</tr>
<tr>
<td>Erection/Removal of Street Banner (each individual occasion)</td>
<td>$421.00</td>
<td>5</td>
</tr>
<tr>
<td>Erection/Removal of Street Banner – Not for Profit</td>
<td>No Charge</td>
<td>5</td>
</tr>
</tbody>
</table>

### ENGINEERING CONSTRUCTION CERTIFICATE

STATING THAT WORK COMPLETED IN ACCORDANCE WITH SPECIFIED PLANS AND SPECIFICATIONS WILL COMPLY WITH THE REGULATIONS, THE EP&A ACT AND AUSSPEC #1 IN RELATION TO PUBLIC ENGINEERING WORK

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not exceeding $5,000</td>
<td>$200 plus $0.80 per $100</td>
<td>5</td>
</tr>
<tr>
<td>Exceeding $5,000 but not exceeding $100,000</td>
<td>$240 plus $0.55 per $100 in excess of $5,000</td>
<td>5</td>
</tr>
<tr>
<td>Exceeding $100,000 but not exceeding $250,000</td>
<td>$765 plus $0.65 per $100 in excess of $100,000</td>
<td>5</td>
</tr>
<tr>
<td>Exceeding $250,000</td>
<td>$1,740 plus $0.65 per $100 in excess of $250,000</td>
<td>5</td>
</tr>
</tbody>
</table>

### ENGINEERING COMPLIANCE INSPECTIONS (GENERAL)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stating specified engineering work has been completed (Inspections)</td>
<td>$125.00</td>
<td>1</td>
</tr>
<tr>
<td>Written confirmation of an engineering building compliance certificate (any) having been issued</td>
<td>$160 + $62 per hour on site</td>
<td>1</td>
</tr>
</tbody>
</table>
## ENGINEERING COMPLIANCE INSPECTIONS (SUBDIVISION)

Stating specified subdivision work has been completed: where subject of a development consent or Complying Development Certificate:

<table>
<thead>
<tr>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>$220.00</td>
<td>per inspection</td>
<td>1</td>
</tr>
</tbody>
</table>

## CONSTRUCTION CERTIFICATES FOR SUB-DIVISIONS

### FEES FOR EACH STAGE

<table>
<thead>
<tr>
<th>Construction Certificates for Sub-Divisions – 2 to 4 lots</th>
<th>$835 + $120/lot thereafter</th>
<th>per application</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Certificates for Sub-Divisions – 5 to 10 lots</td>
<td>$1,200 + $95/lot thereafter</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Construction Certificates for Sub-Divisions – 11 to 20 lots</td>
<td>$1,765 + $85/lot thereafter</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Construction Certificates for Sub-Divisions – 21 to 35 lots</td>
<td>$2,620 + $77/lot thereafter</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Construction Certificates for Sub-Divisions – 36 to 50 lots</td>
<td>$3,775 + $65/lot thereafter</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Construction Certificates for Sub-Divisions – 51 lots or more</td>
<td>$4,755 + $64/lot thereafter</td>
<td>per application</td>
<td>5</td>
</tr>
</tbody>
</table>

## SUBDIVISION CERTIFICATE FOR LINEN REGISTRATION

AUTHORISING THE REGISTRATION OF A PLAN OF SUBDIVISION FOR

| < 5 lots of land | $250.00 | per certificate | 5 |
| More than 5 lots of land | $500.00 | per certificate | 5 |

## STRATEGIC PLANNING

### REZONING

| Rezoning Applications | $5,000.00 | per application | 5 |

## SECTION 149 PLANNING CERTIFICATES

<p>| s149 (2) only | $53.00 | per application | 5 |
| s149(5) Zoning Certificate Additional Information only | $80.00 | per application | 5 |
| s149 Certificate – Part 2 &amp; 5 | $133.00 | per application | 5 |
| Expedient fee in addition to fee for 149 cert (2–3 day delivery) or email | $120.00 | per application | 1 |
| Electronic Service Delivery Fee | $10.00 | per application | 1 |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEC735LGA &amp; 121ZP EP&amp;A ACT O/S HEALTH &amp; BUILD. NOTICES FEE FOR CERTIFICATE AS TO OUTSTANDING NOTICES AND ORDER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 121ZP – EPA Act</td>
<td>$120.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td>Section 735A – LG Act</td>
<td>$120.00</td>
<td>per application</td>
<td>5</td>
</tr>
<tr>
<td><strong>LEP MAPS (PER MAP) – EPA S150</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee for a certified copy of a document, map or plan held by the Council in accordance with Clause 150 (2) of the Act (EPA Regs cl 262)</td>
<td>$53.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>Stamping of additional plan and specification for each copy after four</td>
<td>$10.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>Corporate administration staff</td>
<td>$125.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td><strong>DWELLING ENTITLEMENT SEARCHES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dwelling Entitlement Search</td>
<td>$250.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td><strong>URBAN &amp; RURAL PLANNING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BUSHFIRE ASSESSMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bushfire Affected Properties – BAL certificates</td>
<td>$330.00</td>
<td>per certificate</td>
<td>1</td>
</tr>
<tr>
<td><strong>SHIRE MAPS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Copying of council records is GST exempt, other copying is subject to GST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MAPS PRINTED ON</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3 page</td>
<td>$26.00</td>
<td>per page</td>
<td>1</td>
</tr>
<tr>
<td>A2 page (not available at Boorowa &amp; Harden Sites)</td>
<td>$26.00</td>
<td>per page</td>
<td>1</td>
</tr>
<tr>
<td>A1 page (not available at Boorowa &amp; Harden Sites)</td>
<td>$26.00</td>
<td>per page</td>
<td>1</td>
</tr>
<tr>
<td>A0 page (not available at Boorowa &amp; Harden Sites)</td>
<td>$42.00</td>
<td>per page</td>
<td>1</td>
</tr>
<tr>
<td>Subdivisions Specifications</td>
<td>$30.00</td>
<td>per page</td>
<td>1</td>
</tr>
<tr>
<td>Copy of maps: Former Municipality/Councils: Extra Large</td>
<td>$45.00</td>
<td>per page</td>
<td>1</td>
</tr>
<tr>
<td>Copy of maps: Former Municipality/Councils: Large</td>
<td>$26.00</td>
<td>per page</td>
<td>1</td>
</tr>
<tr>
<td>Copy of maps: Former Municipality/Councils: Small UBD</td>
<td>$6.20</td>
<td>per page</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOWN PLANNING, BUILDING OR ENVIRONMENTAL INFORMATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional / technical advice (minimum)</td>
<td>$200.00</td>
<td>Per Hour</td>
<td>1</td>
</tr>
<tr>
<td><strong>SEARCH FEE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First 15 minutes</td>
<td>$50.00</td>
<td>per 1/4 Hour</td>
<td>1</td>
</tr>
<tr>
<td>Each 15 minutes thereafter</td>
<td>$30.00</td>
<td>per 1/4 Hour</td>
<td>1</td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
<td>CL1</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>----------------------------</td>
<td>--------</td>
<td>-----</td>
</tr>
<tr>
<td><strong>TOWN PLANNING &amp; BUILDING RESEARCH</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Planning &amp; Building Research Fee</td>
<td>$204.00</td>
<td>Per Hour</td>
<td>1</td>
</tr>
<tr>
<td>Search of Building / Town Planning records</td>
<td>$204.00</td>
<td>per Hour</td>
<td>1</td>
</tr>
<tr>
<td><strong>PLANNING INSTRUMENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Map set</td>
<td>$220.00</td>
<td>per set</td>
<td>1</td>
</tr>
<tr>
<td>Written Instrument</td>
<td>$55.00</td>
<td>per item</td>
<td>1</td>
</tr>
<tr>
<td>Certified copy of document, map or plan (cl 262)</td>
<td>$53.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td><strong>COPY OF COUNCIL POLICIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4 per single page</td>
<td>$0.70</td>
<td>per page</td>
<td>1</td>
</tr>
<tr>
<td>A4 per double page</td>
<td>$1.30</td>
<td>per page</td>
<td>1</td>
</tr>
<tr>
<td><strong>STAFF SECONDMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental administrative staff</td>
<td>$75.00</td>
<td>Per Hour</td>
<td>1</td>
</tr>
<tr>
<td>Professional staff</td>
<td>$115.00</td>
<td>Per Hour</td>
<td>1</td>
</tr>
<tr>
<td>Director</td>
<td>$170.00</td>
<td>Per Hour</td>
<td>1</td>
</tr>
<tr>
<td><strong>COPYING AND PRINTING FOR ELECTRONICALLY LODGED DA’S, S68’S AND/OR PLAN SUBMISSIONS WHILST UNDER ASSESSMENT – STAFF TIME PLUS COPYING FEES AS PER FEES AND CHARGES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff time: First 15 min</td>
<td>$50.00</td>
<td>per 1/4 Hour</td>
<td>1</td>
</tr>
<tr>
<td>Each 15min thereafter</td>
<td>$30.00</td>
<td>per 1/4 Hour</td>
<td>1</td>
</tr>
<tr>
<td><strong>TREE PRESERVATION ORDER APPLICATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>$60.00</td>
<td>per Application</td>
<td>1</td>
</tr>
<tr>
<td>Pensioner Exempt</td>
<td></td>
<td>per Application</td>
<td>1</td>
</tr>
<tr>
<td><strong>APPLICATION TO BURN UNDER THE PROTECTION OF THE ENVIRONMENT (CLEAN AIR) REGULATION 2002</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application to burn</td>
<td>$50.00</td>
<td>per Application</td>
<td>5</td>
</tr>
<tr>
<td><strong>BUILDING CLASSIFICATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stating a building has a specified (BCA) classification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing building</td>
<td>$90.00</td>
<td>per Application</td>
<td>5</td>
</tr>
<tr>
<td>Proposed building</td>
<td>$90.00</td>
<td>per Application</td>
<td>5</td>
</tr>
</tbody>
</table>

Previous Policies and Reports
## DEVELOPMENT ASSESSMENT

Engineering assessment & Compliance checks for developments other than subdivisions | POA per Application | 2

## SECTION 94A DEVELOPER CONTRIBUTIONS

### IN ACCORDANCE WITH THE SECTION 94A CONTRIBUTIONS PLAN

<table>
<thead>
<tr>
<th>Full contribution rate</th>
<th>Refer to Table A per Application</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial contribution rate</td>
<td>Refer to Table B per Application</td>
<td>2</td>
</tr>
</tbody>
</table>

Developer contribution per lot:

| Developer contribution per lot | Refer to HILLTOPS 2017/2018 SCHEDULE OF INDEXED CONTRIBUTIONS SECTION 64 and 94 and OTHER SCHEMES per Application | 2 |

## SECTION 94 DEVELOPMENT CONTRIBUTIONS – YOUNG

### S94 DEVELOPMENT CONTRIBUTIONS – YOUNG REFER TO SCHEDULE OF INDEXED CONTRIBUTIONS

| Stormwater, Car parking and drainage | Refer to HILLTOPS 2017/2018 SCHEDULE OF INDEXED CONTRIBUTIONS SECTION 64 and 94 and OTHER SCHEMES per Application | 2 |

| Stormwater | Refer to Indexed Contributions per Application | 2 |
LEGISLATIVE/REGULATORY COMPLIANCE

ANIMAL CONTROL

COMPANION ANIMAL ACT – IDENTIFICATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microchip fee – full price as charged by local vet will apply</td>
<td>As per Vet</td>
<td>per Animal</td>
<td>1</td>
</tr>
</tbody>
</table>

COMPANION ANIMAL ACT – REGISTRATION FEES

As per Companion Animals Act – Lifetime registration fees for Cat or Dog

Note 1 – An eligible pensioner is a person in receipt of the aged pension, war widow pension or disability pension.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal not desexed</td>
<td>$201.00</td>
<td>per Animal</td>
<td>5</td>
</tr>
<tr>
<td>Desexed animal owned by eligible pensioner (Note 1)</td>
<td>$23.00</td>
<td>per Animal</td>
<td>5</td>
</tr>
<tr>
<td>Desexed animal with no concession</td>
<td>$55.00</td>
<td>per Animal</td>
<td>5</td>
</tr>
<tr>
<td>Animal not desexed kept by recognized breeder for breeding purposes</td>
<td>$55.00</td>
<td>per Animal</td>
<td>5</td>
</tr>
<tr>
<td>Working dogs – no microchipping (statutory declaration required)</td>
<td>Exempt</td>
<td>per Animal</td>
<td>5</td>
</tr>
<tr>
<td>Assistance animal</td>
<td>Exempt</td>
<td>per Animal</td>
<td>5</td>
</tr>
<tr>
<td>Cats born after 01/07/99</td>
<td>As above</td>
<td>per Animal</td>
<td>5</td>
</tr>
<tr>
<td>Cats born before 01/07/99</td>
<td>Exempt</td>
<td>per Animal</td>
<td>5</td>
</tr>
<tr>
<td>Greyhound currently registered under the Greyhound Racing Act 2009</td>
<td>$0.00</td>
<td>per Animal</td>
<td>5</td>
</tr>
</tbody>
</table>

IMPOUND & RELEASE FEES – COMPANION ANIMAL

Note: All Dogs to be registered & micro chipped before release. Sustenance Fees are in addition to deterrent fees.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Fee – first offence</td>
<td>$55.00</td>
<td>per event</td>
<td>1</td>
</tr>
<tr>
<td>Release Fee – repeat offence</td>
<td>$70.00</td>
<td>per event</td>
<td>1</td>
</tr>
<tr>
<td>Sale of Impounded Companion Animal</td>
<td>$35.00</td>
<td>per animal</td>
<td>1</td>
</tr>
<tr>
<td>Surrender Fee</td>
<td>$80.00</td>
<td>per animal</td>
<td>1</td>
</tr>
<tr>
<td>Sustenance Fee (per Day)</td>
<td>$6.00</td>
<td>per day</td>
<td></td>
</tr>
</tbody>
</table>

IMPOUND & RELEASE FEES – STOCK & OTHER ANIMALS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call out fee charged to owners</td>
<td>Full cost to count</td>
<td>per event</td>
</tr>
</tbody>
</table>

SHEEP AND GOATS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impound Fee – First Animal</td>
<td>$30.00</td>
<td>per event</td>
</tr>
<tr>
<td>Impound Fee – subsequent animal</td>
<td>$2.00</td>
<td>per animal</td>
</tr>
<tr>
<td>Sustenance Fee</td>
<td>$5.00</td>
<td>per animal</td>
</tr>
</tbody>
</table>

ALL OTHER ANIMALS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impound Fee – First Animal</td>
<td>$43.00</td>
<td>per animal</td>
</tr>
<tr>
<td>Impound Fee – subsequent animal</td>
<td>$18.00</td>
<td>per animal</td>
</tr>
<tr>
<td>Sustenance Fee</td>
<td>$17.00</td>
<td>per animal</td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------</td>
<td>------</td>
</tr>
<tr>
<td>DANGEROUS/RESTRICTED DOG COMPLIANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compliance Certificate for Dangerous/Restricted Dog enclosure</td>
<td>$150.00</td>
<td>per</td>
</tr>
<tr>
<td></td>
<td></td>
<td>enclosure</td>
</tr>
<tr>
<td>POOL SAFETY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legislative/Regulatory Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pool Registration</td>
<td>$10.00</td>
<td>per</td>
</tr>
<tr>
<td></td>
<td></td>
<td>registration</td>
</tr>
<tr>
<td>PRIVATE AND COMMERCIAL SWIMMING POOLS COMPLIANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BARRIER COMPLIANCE INSPECTION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Inspection – Sec 24 Pool Compliance Certificate SP Reg 18a</td>
<td>$150.00</td>
<td>per</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inspection</td>
</tr>
<tr>
<td>Second Inspection – Sec 24 Pool Compliance Certificate SP Reg 18</td>
<td>$100.00</td>
<td>per</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inspection</td>
</tr>
<tr>
<td>Annual inspections</td>
<td>$110.00</td>
<td>per</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inspection</td>
</tr>
<tr>
<td>Issue of Compliance Certificate</td>
<td>$70.00</td>
<td>per</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate</td>
</tr>
<tr>
<td>Swimming pool CPR safety signs</td>
<td>$30.00</td>
<td>per</td>
</tr>
<tr>
<td></td>
<td></td>
<td>item</td>
</tr>
</tbody>
</table>
## GOVERNANCE AND LEADERSHIP

## RATING INQUIRIES & SERVICES

### RATING SERVICES – S603 CERTIFICATES

A Section 603 Certificate identifies if there are any due or payable fees to Council, by way of rates, charges or otherwise in respect of a parcel of land (Lot and DP).

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee s603 Rates Certificate</td>
<td>$80.00</td>
<td>5</td>
</tr>
<tr>
<td>Expedited service fee in addition to application fee (includes email of the certificate)</td>
<td>$85.00</td>
<td>1</td>
</tr>
<tr>
<td>Emailed Section 603 Certificate (original will not be posted)</td>
<td>$10.00</td>
<td>1</td>
</tr>
</tbody>
</table>

### INTEREST ACCRUAL ON RATES & CHARGES

Interest on overdue rates and charges or maximum allowable where the maximum has not been determined at the date of printing (refer Section 666 Local Government Act 1993)

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7.5%</td>
</tr>
</tbody>
</table>

### RATE INQUIRY FEE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Notice copies</td>
<td>$10.00</td>
<td>1</td>
</tr>
</tbody>
</table>

### VALUATION OR OWNERSHIP INQUIRY

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone / counter</td>
<td>$11.00</td>
<td>1</td>
</tr>
<tr>
<td>Certificate of valuation</td>
<td>$71.00</td>
<td>1</td>
</tr>
<tr>
<td>Sale of “Notice of Sale or Transfer”: Per page, (sale to registered Valuer ONLY)</td>
<td>$2.50</td>
<td>5</td>
</tr>
</tbody>
</table>

### GENERAL ADMINISTRATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FESL Category appeal fee</td>
<td>$50.00</td>
<td>1</td>
</tr>
<tr>
<td>Fire &amp; Emergency Services Levy dispute fee regarding category classification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return for return cheque</td>
<td>$20.00</td>
<td>1</td>
</tr>
<tr>
<td>Reprint of Rate/Water/Sewer Notice due to customer error</td>
<td>$7.00</td>
<td>1</td>
</tr>
<tr>
<td>Reminder notice fee on unpaid overdue accounts</td>
<td>$3.00</td>
<td>1</td>
</tr>
<tr>
<td>Reallocation of Electronic payment</td>
<td>$11.00</td>
<td>1</td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>S 611 – ANNUAL CHARGE ON RAILS, PIPES/GAS MAINS SERVICES ETC.</td>
<td>Fee = 0.75%</td>
<td>Annual Charge</td>
</tr>
<tr>
<td>Tariff Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Contract Sales</td>
<td>Fee = 0.75%</td>
<td>Annual Charge</td>
</tr>
<tr>
<td>Concrete Contract Sales</td>
<td>Fee = 0.75%</td>
<td>Annual Charge</td>
</tr>
<tr>
<td>Service Description</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Application fee</td>
<td>$30.00</td>
<td>per application 5</td>
</tr>
<tr>
<td>Processing Charge</td>
<td>$30.00</td>
<td>per hour 5</td>
</tr>
</tbody>
</table>

**ACCESS TO GOVERNMENT INFORMATION (GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009)**

Previous Policies and Reports
## ACCESS TO OTHER INFORMATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Searched fee</td>
<td>$30.00</td>
<td>per hour</td>
<td>1</td>
</tr>
<tr>
<td>Internal Review</td>
<td>$30.00</td>
<td>per hour</td>
<td>1</td>
</tr>
<tr>
<td>Legal – Issuing Notice of Consent</td>
<td>$74.00</td>
<td>per application</td>
<td>1</td>
</tr>
</tbody>
</table>

## COST OF STAFF TIME

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enquiry investigation</td>
<td>$38.00</td>
<td>first 15 minutes</td>
<td>1</td>
</tr>
<tr>
<td>Each 15 minutes thereafter</td>
<td>$30.00</td>
<td>per 1/4 hour</td>
<td>1</td>
</tr>
</tbody>
</table>
INFRASTRUCTURE AND ASSETS
OTHER ASSETS

| Store Items | Actual Cost + 25% | per item | 7 |

LABOUR & PLANT HIRE

Major and minor plant hire charges comprehensive with operator (operator is mandatory).

As per Council policy on plant rate external charges minimum rate for 4 hours outside normal time.

<table>
<thead>
<tr>
<th>Plant Rate &amp; Operator Labour charge + GST</th>
<th>per Hour</th>
<th>1</th>
</tr>
</thead>
</table>

Council Staff labour Hire – Private works including plant operators $69.00 per Hour 1
Compressor $156.00 per Hour 1
Ditchwitch $134.00 per Hour 1
Grader – (min 1 hour) $187.00 per Hour 1
Loader/Dozer $187.00 per Hour 1
Rubber tyred roller $161.99 per Hour 1
Steel drum roller $140.00 per Hour 1
Mower/Slasher (min 1 hour) $142.00 per Hour 1
Hustler or Front mower $100.00 per Hour 1
Backhoe (min 1 hour) $135.00 per Hour 1
Bobcat (min 1 hour) $135.00 per Hour 1
Forklift $63.00 per Hour 1
Tractors: ME 35 $153.00 per Hour 1
JD 2250 $153.00 per Hour 1
JD 3350 $153.00 per Hour 1
Low loader – per km $8.30 per Hour 1
Low loader – minimum $335.00 per Hour 1
Bus – per km $2.00 per Hour 1
Bus minimum $200.00 per Hour 1
Excavator (min 1 Hour) (delivery costs extra – as per low loader costs) $218.00 per Hour 1
Cherry Picker with truck – 3 men $240.00 per Hour 1
Cherry Picker with truck – 2 men $197.00 per Hour 1
Cherry pick without truck $177.00 per Hour 1
Jet patcher (excl. Material) $185.00 per Hour 1
6.5 m³ truck $94.00 per Hour 1
8.5m³ truck $115.00 per Hour 1
9.5 m³ truck $124.00 per Hour 1
Extra for pig (9.5 m³ truck) $61.00 per Hour 1
Water cart truck $124.00 per Hour 1
Traffic Control per hour (minimum 4hrs) incl 3 staff and vehicle $230.00 per Hour 1
STAFF SECONDMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Delivery Manager</td>
<td>$155.00</td>
<td>per Hour</td>
<td>1</td>
</tr>
<tr>
<td>Service Planning Manager</td>
<td>$122.00</td>
<td>per Hour</td>
<td>1</td>
</tr>
<tr>
<td>Survey Design Engineer</td>
<td>$122.00</td>
<td>per Hour</td>
<td>1</td>
</tr>
<tr>
<td>Asset Management Officer</td>
<td>$122.00</td>
<td>per Hour</td>
<td>1</td>
</tr>
<tr>
<td>Clerical Staff</td>
<td>$71.00</td>
<td>per Hour</td>
<td>1</td>
</tr>
</tbody>
</table>

GRAVEL

Note: Gravel can only be loaded by Council, private trucks will be loaded. Cost of establishing his, establishing loader will be met by applicant if Council is not operating in the pit

SALE OF GRAVEL EX GRAVEL PIT

| Fees include gravel royalties of $2.36 (+ GST if applicable) | $27.40 | per m3 per km | 7   |
| 0–10km                                                        | $1.83  | per m3 per km | 7   |
| 10–20km                                                      | $1.12  | per m3 per km | 7   |
| 20 + km                                                      | $1.01  | per m3 per km | 7   |
| Sale of uncrushed gravel ex local pit inclusive of winning, and or crushing, stockpiling, and or loading, & remediation | Costs + 40% | per application | 7 |

PRIVATE WORKS – MOWING

Quotations provided in advance for plant, labour and materials including Council Oncost

MOWING

Handling fee for purchase of materials for use on private sandy debtor works: Cost of materials and handling

| Per standard block (1/4 acre block) | $153.00 | per standard block | 1   |
| Each additional block (same ownership, adjoining initial block) | $20.00  | per each additional block | 1   |
| Large areas quotation per hour      | POA     | per hour            | 1   |

COUNCIL ROAD USAGE PERMIT

Note: RTA excess weight permit is required. Fee covers the applicant’s fleet.

| Oversize access permit              | $70.00  | per Application    | 1   |
| Excess weight load permit           | $367.00 | per Application    | 1   |

TRAFFIC CONTROL PLAN (TCP)

<p>| Design of traffic control plan      | $225.00 | per Application    | 1   |
| Application fee                     | $400.00 | per Application    | 1   |
| Installation and daily inspection fees | POA   | per Application    | 1   |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GATES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public gate permit</td>
<td>$140.00</td>
<td>per Application</td>
<td>1</td>
</tr>
<tr>
<td><strong>ADDRESS PLATES &amp; NUMBERING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rural Addressing Number (plate and installation)</td>
<td>$100.00</td>
<td>per Application</td>
<td>1</td>
</tr>
<tr>
<td>Replacement plate – Urban &amp; rural Landholders</td>
<td>$40.00</td>
<td>per Application</td>
<td>1</td>
</tr>
<tr>
<td>Standard House specification</td>
<td>$11.00</td>
<td>per Application</td>
<td>1</td>
</tr>
<tr>
<td><strong>CONTRIBUTIONS TO WORKS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kerb &amp; Guttering</td>
<td>50% of Cost</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td>Foot paving</td>
<td>50% of Cost</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td><strong>BUILDING REGULATIONS AND SUPERVISION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kerb &amp; Gutter</td>
<td>50% of Cost</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td>Kerb, gutter &amp; footpath</td>
<td>50% of Cost</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td><strong>OPENINGS MADE BY PUBLIC UTILITY BODIES, PLUMBERS &amp; DRAINERS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No fee other than permit fee if surface is restored to sound condition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restoration of roads and footpaths</td>
<td>No Fee if conditions met</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td>Footpaths restoration</td>
<td>No Fee if conditions met</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td>Concrete</td>
<td>No Fee if conditions met</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td>Formed or grass area</td>
<td>No Fee if conditions met</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td>concrete residential driveways 125mm</td>
<td>No Fee if conditions met</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td>Unmade nature strips</td>
<td>No Fee if conditions met</td>
<td>per Application</td>
<td>2</td>
</tr>
<tr>
<td><strong>PRIVATE WORKS</strong></td>
<td>Costs + 20%</td>
<td>per Application</td>
<td>1</td>
</tr>
<tr>
<td>Quotations provided in advance for plant, labour and materials including Council Oncost</td>
<td>Costs + 40% on Costs</td>
<td>per Application</td>
<td>1</td>
</tr>
<tr>
<td>Handling fee for purchase of materials for use on private sundry debtor works: Cost of materials and handling</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# ROADS & STREETS

## FOOTPATHS

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete Footpaths</td>
<td>Actual Costs + 40% on Costs</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Asphalt bitumen Footpaths</td>
<td>Actual Costs + 40% on Costs</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Formed grass area – Footpaths</td>
<td>Actual Costs + 40% on Costs</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Concrete residential driveway</td>
<td>Actual Costs + 40% on Costs</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Concrete footpath [for all payments]</td>
<td>$220.00</td>
<td>per lineal metre</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

## FOOTPATHS (1.5M WIDE)

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front</td>
<td>50% of Actual Costs</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Side</td>
<td>25% of Actual Costs</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

## KERB & GUTTER

### KERB AND GUTTER CONSTRUCTION

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete/lineal meter – 1 meter min</td>
<td>POA</td>
<td>per lineal metre</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Kerb &amp; Gutter only for ratepayers</td>
<td>POA</td>
<td>per lineal metre</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

## STANDARD DISH CROSSING AT INTERSECTION

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads</td>
<td>POA</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tar/Bitumen surface</td>
<td>POA</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>On all bases</td>
<td>POA</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

## ROAD OPENING RESTORATION FEES

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sealed Local Road – per sqm²</td>
<td>POA</td>
<td>per m²</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Unsealed Local Road – per sqm²</td>
<td>POA</td>
<td>per m²</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
<td>CL1</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------</td>
<td>----------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td><strong>GUTTER BRIDGES FOR RATEPAYERS – 3M WIDTH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Layback gutter crossings for ratepayers 3m width</td>
<td>$1,245.00</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3m width Gutter bridges for ratepayers</td>
<td>$1,450.00</td>
<td>per item</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Concrete</td>
<td>Actual Costs + 40% on Costs</td>
<td>per lineal metre</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Dish crossing at intersection</td>
<td>Actual Costs + 40% on Costs</td>
<td>per lineal metre</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Kerb only</td>
<td>Actual Costs + 40% on Costs</td>
<td>per lineal metre</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Gutter only</td>
<td>Actual Costs + 40% on Costs</td>
<td>per lineal metre</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>KERB AND GUTTERING TO ADJACENT PROPERTY OWNERS WITHIN AN APPROVED WORKS PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front (50%): per metre</td>
<td>Actual Costs + 40% on Costs</td>
<td>per metre</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Side (25%): per metre</td>
<td>Actual Costs + 40% on Costs</td>
<td>per metre</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Extra driveway</td>
<td>Actual Costs + 40% on Costs</td>
<td>per m2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>DRIVEWAYS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply and construct standard driveway crossing (3m x 5m)</td>
<td>Actual Costs + 40% on Costs</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Supply and construct a gutter bridge crossing and associated work</td>
<td>Actual Costs + 40% on Costs</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>SUPPLY AND INSTALLATION OF PIPE AND BOX CULVERTS AND HEADWALLS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>Actual Costs + 40% on Costs</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Second-hand</td>
<td>1/2 Cost + 40% on Costs</td>
<td>per Application</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
## DRIVEWAY CROSSINGS WORKS BY COUNCIL

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee Details</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Concrete strip over footpath</td>
<td>Actual Costs + 40% on Costs per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>(b) Full width crossings (125mm)</td>
<td>Actual Costs + 40% on Costs per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>(c) Commercial Industrial crossings (150/200mm)</td>
<td>Actual Costs + 40% on Costs per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>(d) Minimum charge</td>
<td>Actual Costs + 40% on Costs per Application</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

## ROAD PAVEMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee Details</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>150mm (min)</td>
<td>Actual Costs + 40% on Costs per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Consolidated gravel with 2 coat bitumen seal</td>
<td>Actual Costs + 40% on Costs per Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Base additional</td>
<td>Actual Costs + 40% on Costs per Application</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

## WORKS WITHIN ROAD RESERVES APPLICATION FEES

Whereby applicant performs works

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee Details</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Fee</td>
<td>$277.00 per application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Refundable Bond</td>
<td>$565.00 per application</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

## RURAL & URBAN ROADS SEALED

### RESTORATION CHARGES FOR ROAD AND ANCILLARY ASSETS DAMAGES

<table>
<thead>
<tr>
<th>Material</th>
<th>Fee Details</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete</td>
<td>Actual Costs + 40% on Costs per m2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Asphalt</td>
<td>Actual Costs + 40% on Costs per m2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tar or bitumen</td>
<td>Actual Costs + 40% on Costs per m2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Gravel</td>
<td>Actual Costs + 40% on Costs per m2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
## ROAD RESERVE ROADWAY – OPENING OR CLOSING

Note: Dept. of Lands impose separate charges

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Opening Permit and inspection Fee</td>
<td>$277.00</td>
<td>per Driveway 1</td>
</tr>
<tr>
<td>Road closing application fee. Administration charge by Council</td>
<td>$1,490.00</td>
<td>per Application 1</td>
</tr>
<tr>
<td>Road closure permit Section 138 Roads Act</td>
<td>Actual Costs + 40% on Costs</td>
<td>per Application 1</td>
</tr>
</tbody>
</table>
## WATER & SEWER
### SEWERAGE SERVICES
### SEWER CONTRIBUTIONS – YOUNG

SEWER CONTRIBUTIONS PER EQUIVALENT TENEMENT – REFER TO CONTRIBUTIONS AT THE END OF THE FEES & CHARGES

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binalong St</td>
<td>$6,080.00</td>
<td>per tenement</td>
<td>1</td>
</tr>
<tr>
<td>Mayoh</td>
<td>$560.00</td>
<td>per tenement</td>
<td>1</td>
</tr>
<tr>
<td>Guiliano</td>
<td>$4,230.00</td>
<td>per tenement</td>
<td>1</td>
</tr>
</tbody>
</table>

### ANNUAL CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effluent disposal including sewage fees – Boorowa</td>
<td>$190.00</td>
<td>per quarter</td>
<td>1</td>
</tr>
</tbody>
</table>

### ADDITIONAL SERVICES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works on sewer mains (sundry debtor works)</td>
<td>POA</td>
<td>per application</td>
</tr>
</tbody>
</table>

### UTILITIES ADMINISTRATIVE STAFF CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director – Utilities &amp; Support Services</td>
<td>$155.00</td>
<td>per hour</td>
</tr>
<tr>
<td>Manager Utility Services</td>
<td>$112.00</td>
<td>per hour</td>
</tr>
<tr>
<td>Utilities Administration Staff</td>
<td>$71.00</td>
<td>per hour</td>
</tr>
</tbody>
</table>

### PLUMBERS CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages – Per hour</td>
<td>$107.00</td>
<td>per hour</td>
</tr>
<tr>
<td>Minimum fee</td>
<td>$80.00</td>
<td>per hour</td>
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</tbody>
</table>

### SEWER CONNECTION FEE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cutting into new junction on existing sewer main</td>
<td>POA</td>
<td>per application</td>
</tr>
</tbody>
</table>

### SEWER LOCATION SERVICES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Sewer Main (including use of plant)</td>
<td>$288.00</td>
<td>per application</td>
</tr>
<tr>
<td>Sewer mains location for other parties minimum of one hour</td>
<td>$115.00</td>
<td>per application</td>
</tr>
<tr>
<td>Hire of CCTV + travel costs</td>
<td>$150.00</td>
<td>per application</td>
</tr>
<tr>
<td>Plus travelling costs</td>
<td>POA</td>
<td>per application</td>
</tr>
</tbody>
</table>
### FOOD WASTE CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquid Trade Waste Food Waste Charge</td>
<td>As per Policy</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>D–2 Food Waste Disposal Charge per bed</td>
<td>$28.00</td>
<td>per bed</td>
<td>1</td>
</tr>
</tbody>
</table>

### LIQUID TRADE WASTE CHARGES

#### LTW APPLICATION FEE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-issued conditions</td>
<td>$44.00</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>LTW Category 1</td>
<td>$225.00</td>
<td>per application</td>
<td>6</td>
</tr>
<tr>
<td>LTW Category 2</td>
<td>$225.00</td>
<td>per application</td>
<td>6</td>
</tr>
<tr>
<td>LTW Large Discharger</td>
<td>POA</td>
<td>per application</td>
<td>6</td>
</tr>
<tr>
<td>LTW Industrial</td>
<td>POA</td>
<td>per application</td>
<td>6</td>
</tr>
</tbody>
</table>

#### ANNUAL ADMINISTRATION FEE (INCLUDES ANNUAL INSPECTION)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>$99.00</td>
<td>per annum</td>
<td>6</td>
</tr>
<tr>
<td>Category 2</td>
<td>$177.00</td>
<td>per annum</td>
<td>6</td>
</tr>
<tr>
<td>Large Discharger</td>
<td>$587.00</td>
<td>per annum</td>
<td>6</td>
</tr>
<tr>
<td>Industrial</td>
<td>$587.00</td>
<td>per annum</td>
<td>6</td>
</tr>
</tbody>
</table>

#### RE-INSPECTION FEE PER VISIT

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>$99.00</td>
<td>per inspection</td>
<td>6</td>
</tr>
<tr>
<td>Category 2</td>
<td>$99.00</td>
<td>per inspection</td>
<td>6</td>
</tr>
<tr>
<td>Large Discharger</td>
<td>$99.00</td>
<td>per inspection</td>
<td>6</td>
</tr>
<tr>
<td>Industrial</td>
<td>$99.00</td>
<td>per inspection</td>
<td>6</td>
</tr>
</tbody>
</table>

### LIQUID TRADE WASTE USAGE CHARGE

**D–3 TANKERED WASTE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
<th>CL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Septic Tank Waste</td>
<td>Minimum fee for Septic Tank waste $80 for each load thereafter $4.50/kl Min. Fee: $80.00</td>
<td>per load</td>
<td>1</td>
</tr>
<tr>
<td>Chemical Toilet</td>
<td>$15.96</td>
<td>per kl</td>
<td>6</td>
</tr>
<tr>
<td>Effluent</td>
<td>$2.25</td>
<td>per kl</td>
<td>6</td>
</tr>
<tr>
<td>Septage</td>
<td>$21.24</td>
<td>per kl</td>
<td>6</td>
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</tbody>
</table>
NON COMPLIANCE PENALTIES

Council may seek compensation for its costs relating to legal action, damage to infrastructure, incurred fines and other matters resulting from illegal, prohibited or unapproved liquid trade waste discharged to the sewerage system.

NON-COMPLIANCE CHARGES (CATEGORY 3 DISCHARGE)

| Non-compliance pH charge (Unit pH) | $0.40 | Cost per kl | 6 |
| Non-compliance excess mass charge | As per above | Cost per kl | 6 |

LIQUID TRADE WASTE USAGE CHARGES – EXCESS MASS

| Liquid Trade Waste Septic and Pan Waste Disposal Charge | $2.24 | per kl | 6 |

LIQUID TRADE WASTE EXCESS MASS CHARGE COST

| Aluminum | $0.71 | per kg | 6 |
| Ammonia * (as N) | $2.85 | per kg | 6 |
| Arsenic | $71.80 | per kg | 6 |
| Barium | $35.89 | per kg | 6 |
| Biochemical oxygen demand (BOD) (up to 600 mg/L) | $0.72 | per kg | 6 |
| Biochemical oxygen demand (BOD) (601 – 1200 mg/L) | $2.26 | per kg | 6 |
| Biochemical oxygen demand (BOD) (1201 – 2400 mg/L) | $5.82 | per kg | 6 |
| Boron | $0.72 | per kg | 6 |
| Bromine | $14.35 | per kg | 6 |
| Cadmium | $332.11 | per kg | 6 |
| Chloride | $0.00 | per kg | 6 |
| Chlorinated hydrocarbons | $35.89 | per kg | 6 |
| Chlorinated phenolics | $1,435.70 | per kg | 6 |
| Chlorine | $1.47 | per kg | 6 |
| Chromium | $23.93 | per kg | 6 |
| Cobalt | $4.62 | per kg | 6 |
| Copper | $14.62 | per kg | 6 |
| Cyanide | $71.19 | per kg | 6 |
| Fluoride | $3.59 | per kg | 6 |
| Formaldehyde | $1.47 | per kg | 6 |
| Oil and Grease * (Total O&G) | $1.29 | per kg | 6 |
| Herbicides/defoliants | $715.37 | per kg | 6 |
| Iron | $1.47 | per kg | 6 |
| Lead | $35.89 | per kg | 6 |
| Lithium | $7.19 | per kg | 6 |
| Manganese | $7.19 | per kg | 6 |
| Mercaptans | $71.80 | per kg | 6 |
| Mercury | $2,392.83 | per kg | 6 |
| Methylene blue active substances (MBAS) | $0.72 | per kg | 6 |
| Molybdenum | $0.72 | per kg | 6 |
| Nickel | $23.93 | per kg | 6 |

continued on next page..
<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
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<tr>
<td><strong>LIQUID TRADE WASTE EXCESS MASS CHARGE COST</strong> (continued)</td>
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<td>Nitrogen* (Total Kjeldahl Nitrogen – Ammonia) as N</td>
<td>$0.18</td>
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<tr>
<td>Organ arsenic compounds</td>
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<tr>
<td>Pesticides general (excludes organochlorins and organophosphates)</td>
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<tr>
<td>Petroleum hydrocarbons (non–flammable)</td>
<td>$2.40</td>
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<td>Phthalic compounds (non–chlorinated)</td>
<td>$7.19</td>
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<td>Phosphorus* (Total P)</td>
<td>$1.47</td>
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<td>Polynuclear aromatic hydrocarbons</td>
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<td>Silver</td>
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<td>Sulphate* (SO4)</td>
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<td>Sulphide</td>
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<td>6</td>
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<tr>
<td>Sulphite</td>
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<td>per kg</td>
<td>6</td>
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<tr>
<td>Suspended Solids* (SS)</td>
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<tr>
<td>Thiosulphate</td>
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<td>Tin</td>
<td>$7.19</td>
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<td>Total dissolved solids* (SS)</td>
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<tr>
<td>Uranium</td>
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<tr>
<td>Zinc</td>
<td>$14.62</td>
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<td><strong>LIQUID TRADE WASTE USAGE CHARGES</strong></td>
<td></td>
<td></td>
<td></td>
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<td><strong>DISCHARGER WITH APPROPRIATE EQUIPMENT</strong></td>
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<td></td>
</tr>
<tr>
<td>Category 1</td>
<td>$0.00</td>
<td>per kl</td>
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<tr>
<td>Category 2</td>
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<td></td>
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<tr>
<td>Category 1</td>
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<td>per kl</td>
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<tr>
<td>Category 2</td>
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<td><strong>DISCHARGER WITH APPROPRIATE PRE–TREATMENT</strong></td>
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<tr>
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<tr>
<td>Category 2</td>
<td>$1.59</td>
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<td><strong>BACKFLOW PREVENTION DEVICE REGISTRATION FEES AND CHARGES</strong></td>
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<td>Water Backflow prevention device annual registration fee</td>
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<td>Water Backflow prevention device initial registration fee</td>
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<td>Water Backflow prevention device late registration fee</td>
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<td>Name</td>
<td>Year 17/18 Fee (incl. GST)</td>
<td>Unit</td>
<td>CL1</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------</td>
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<td>WATER SALES &amp; PERMITS</td>
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<td>Water Permit</td>
<td>$70.00</td>
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<td>Water Sales</td>
<td>$193.00</td>
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<td>Standpipe bulk water sales</td>
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<td>SALES OF WATER IN PRIVATE TRUCK</td>
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<tr>
<td>Minimum charge</td>
<td>$10.00</td>
<td>per application</td>
<td>1</td>
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<tr>
<td>per kl</td>
<td>$6.00</td>
<td>per kl</td>
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<tr>
<td>TRUCK WASH (CURRENTLY @ HARDEN ONLY)</td>
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<tr>
<td>Truck Wash – must be registered Avdata User Per kl Charge</td>
<td>$0.72</td>
<td>per minute</td>
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<tr>
<td>WATER CONNECTION FEES</td>
<td></td>
<td></td>
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<tr>
<td>Water Connection Fee/water meter</td>
<td>POA</td>
<td>per connection</td>
<td>1</td>
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<tr>
<td>Water Main Extension</td>
<td>POA</td>
<td>per extension</td>
<td>1</td>
</tr>
<tr>
<td>Water Service Reconnection Fee</td>
<td>$115.00</td>
<td>per application</td>
<td>1</td>
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<tr>
<td>Water Disconnection Fee</td>
<td>$115.00</td>
<td>per application</td>
<td>1</td>
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<tr>
<td>Works on water mains (sundry debtor works)</td>
<td>POA</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>WATER CONNECTION FEE STANDARD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20mm – Same Side of Street</td>
<td>POA</td>
<td>per connection</td>
<td>1</td>
</tr>
<tr>
<td>20mm – Opposite Side of Street</td>
<td>POA</td>
<td>per connection</td>
<td>1</td>
</tr>
<tr>
<td>POA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 &amp; 32mm – Same Side of Street</td>
<td>POA</td>
<td>per connection</td>
<td>1</td>
</tr>
<tr>
<td>25 &amp; 32mm – Opposite Side of Street</td>
<td>POA</td>
<td>per connection</td>
<td>1</td>
</tr>
<tr>
<td>40 &amp; 50mm – Same Side of Street</td>
<td>POA</td>
<td>per connection</td>
<td>1</td>
</tr>
<tr>
<td>40 &amp; 50mm – Opposite Side of Street</td>
<td>POA</td>
<td>per connection</td>
<td>1</td>
</tr>
<tr>
<td>40 &amp; 50mm – Same Side of Street</td>
<td>POA</td>
<td>per connection</td>
<td>1</td>
</tr>
<tr>
<td>40 &amp; 50mm – Opposite Side of Street</td>
<td>POA</td>
<td>per connection</td>
<td>1</td>
</tr>
<tr>
<td>100mm – Actual Cost</td>
<td>POA</td>
<td>per application</td>
<td>1</td>
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<tr>
<td>Resizing (meter + connection costs)</td>
<td>POA</td>
<td>per application</td>
<td>1</td>
</tr>
<tr>
<td>Water Connection Under-bore Fee (if required)</td>
<td>POA</td>
<td>per application</td>
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continued on next page ..
<table>
<thead>
<tr>
<th>Name</th>
<th>Year 17/18 Fee (incl. GST)</th>
<th>Unit</th>
<th>CL1</th>
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<tbody>
<tr>
<td>WATER CONNECTION FEE STANDARD (continued)</td>
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<tr>
<td>Additional charge where tapping of rising main required</td>
<td>POA</td>
<td>per</td>
<td>1</td>
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<tr>
<td>Long tapping’s and larger mains</td>
<td>POA</td>
<td>per</td>
<td>1</td>
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<tr>
<td>Completion of tapping (new subdivision)</td>
<td>POA</td>
<td>per</td>
<td>1</td>
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<td>WATER METERS</td>
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<tr>
<td>Relocate Water Meter</td>
<td>POA</td>
<td>per</td>
<td>1</td>
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<tr>
<td>OTHER WATER SERVICES</td>
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<tr>
<td>Water Service and Main Location</td>
<td>$117.00</td>
<td>per</td>
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<tr>
<td>Water mains location for other parties – Minimum of 1 hour</td>
<td>$116.72</td>
<td>per</td>
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<td>Water Meter test plus read</td>
<td>$200.00</td>
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<td>Water meter re–reads</td>
<td>$72.00</td>
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<tr>
<td>Weather resistant water meter covers</td>
<td>$65.00</td>
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<td>WATER READING &amp; TESTING</td>
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<td>Special Water Reading (meter/standpipe)</td>
<td>$85.00</td>
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<td>Independent/interim water meter readings: Standard</td>
<td>$70.00</td>
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<td>Independent/interim water meter readings: Urgent (fixed)</td>
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<td>WATER FLOW RESTRICTORS</td>
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<tr>
<td>Insert Water Restrictor Device</td>
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<td>Remove Water Restrictor Device</td>
<td>$160.00</td>
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<td>Disconnection of supply by cutting off at mains</td>
<td>$195.00</td>
<td>per</td>
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<tr>
<td>Description</td>
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<td>YOUNG</td>
<td>BOOROWA</td>
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<td>Water DSP</td>
<td>May-05</td>
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<td>Sewer DSP</td>
<td>May-06</td>
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<tr>
<td>Boundary Rd Winders</td>
<td>Apr-05</td>
<td>$9,650</td>
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<tr>
<td>Bionalong Sewer (per ha)</td>
<td>21/09/2005</td>
<td>$8,080</td>
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<td>Meych subset of Bionalong lot</td>
<td>21/09/2005</td>
<td>$560</td>
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<td>Guliana sewer Total</td>
<td>21/09/2005</td>
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<td>Sewer Precinct C1 &amp; C2</td>
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<td>Sewer Precinct C3</td>
<td>21/07/1993</td>
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<td>SWD sections from Section 94 plan Rates are $/mem (refer to plan for area definition)</td>
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<tr>
<td>B, I</td>
<td></td>
<td>$640</td>
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<tr>
<td>C, D, G, H, L</td>
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</tr>
<tr>
<td>E</td>
<td></td>
<td>$400</td>
<td></td>
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<tr>
<td>J</td>
<td></td>
<td>$420</td>
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<td>Car Park</td>
<td></td>
<td>$5,460</td>
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<td>Jordan PI Water</td>
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<td>GWCC Headworks</td>
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### Section 94 Rural RU4 Road Upgrades Contribution Rates

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<th>Rate per Additional lot created</th>
<th>Per lot</th>
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<tbody>
<tr>
<td>Rural RU4 Road Upgrades</td>
<td>$3,931.41</td>
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<tr>
<td>Section 94 Plan Administration</td>
<td>$137.50</td>
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### Urban IN1 Road/Stormwater Upgrades Contribution Rates

<table>
<thead>
<tr>
<th>Rate per Additional lot created</th>
<th>Per m² lot and per lot</th>
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<tbody>
<tr>
<td>Urban IN1 Road/Stormwater Upgrades</td>
<td>$3.93/m²</td>
</tr>
<tr>
<td>Section 94 Plan Administration</td>
<td>$140/lot</td>
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### CBD Parking Contribution Rates

<table>
<thead>
<tr>
<th>Rate per Additional lot created</th>
<th>Retail/Commercial</th>
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<tbody>
<tr>
<td>CBD Car Parking</td>
<td>$7,989.60/parking space</td>
</tr>
<tr>
<td>Section 94 Plan Administration</td>
<td>$137.50/application requiring contribution</td>
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</table>
17/132 – DRAFT ENFORCEMENT POLICY

Reference:         File No. Y
Responsible Officer:  Director Sustainable Growth

PURPOSE

The purpose of this report is to present the draft Hilltops Council Enforcement Policy subject to a 28-day exhibition period and opportunity for public submissions.

REPORT

Council receives numerous complaints and requests to take action against alleged unlawful uses and breaches of legislations. These requests must be prioritised and actioned in a consistent and transparent manner having regard for the seriousness of the allegations, threat to public safety and the environment, Council’s reputation and staff resources.

This Policy provides guidance for the administration and response to requests for action and complaints. It also provides guidance on priority allocation of such requests and the action that Council considers reasonable for the actions or breaches in certain circumstances.

STATUTORY PROVISIONS

- Local Government Act, 1993
- Local Government (General) Regulation 2005

CONSULTATION

The Draft Enforcement Policy will be placed on public exhibition for a period of 28 days to provide an opportunity for public submissions.

POLICY IMPLICATIONS

This is a new policy that will repeal the existing enforcement policies of the three former Council areas.

ATTACHMENTS

Attachment 1 - Draft Hilltops Council Enforcement Policy.

RECOMMENDATION

It is recommended that Council;

1. Place the draft Enforcement Policy on public exhibition for a period of 28 days; and
2. Should no submissions be received, adopt the Hilltops Council Enforcement Policy.
Draft Enforcement Policy

Previous Policies and Reports
# TABLE OF CONTENTS

- Document Control ................................................................. 2
- Document History ............................................................... 2
- 1. Introduction ........................................................................ 3
- 2. Aims & Objectives ............................................................. 3
- 3. Legislation and Other References ....................................... 3
- 4. Enforcement Principles .................................................... 4
- 5. Responsibility .................................................................... 4
  - Community ........................................................................ 4
  - Council .............................................................................. 4
  - Councillors ........................................................................ 4
- 6. Confidentiality of people who report allegations of unlawful activity .............................................. 5
- 7. Investigating unlawful activities ........................................ 5
- 8. Neighbourly Disputes ....................................................... 5
- 9. Taking enforcement action ................................................. 5
- Appendix A – Typical responses to common offences ................................................................. 7

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**Previous Policies and Reports**
This policy shall be reviewed: -

This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

**Document History**

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<th>Status</th>
<th>Version</th>
<th>Resolution</th>
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<td>Draft</td>
<td>0.1</td>
<td></td>
<td>Presented to Council for endorsement, public exhibition 28 days</td>
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1. Introduction

Council’s regulatory responsibilities are applicable to actual unlawful activity, as well as a failure to take action where directed.

For the purposes of this policy, a report alleging unlawful activity is where:-
- an individual expresses concern in relation to alleged unlawful activity; or
- an individual requests service from council about unlawful activity; or
- Council considers that a response or resolution to a report alleging unlawful activity is explicitly or implicitly expected by the individual, or legally required; or
- where Council becomes aware of a compliance matter through other means of notification.

2. Aims & Objectives

The intent of this policy is to establish clear guidelines and protocols for Council staff in the management of Council compliance responses and actions. It provides workable guidelines on:
- responding to reports alleging unlawful activity;
- assessing whether reports alleging unlawful activity require investigation;
- deciding on whether enforcement action is warranted;
- options for dealing with confirmed cases of unlawful activity;
- taking legal action;
- implementing shared enforcement responsibilities.

Council’s objectives when dealing with reports alleging unlawful activity are to:
- maintain the collective good and welfare of the community;
- prevent or minimise harm to health, welfare, safety, property or the environment;
- consider the broader public interest having regard to Council’s priorities;
- consider the report fairly and impartially;
- fulfil Council’s Legislative responsibilities.

3. Legislation and Other References

Council staff may be delegated to initiate various levels of enforcement action under the following Acts and associated regulations:

- Environmental Planning and Assessment Act, 1979
- Local Government Act, 1993
- Protection of the Environment Operations Act, 1997
- Impounding Act, 1993
- Companion Animals Act, 1998
- Roads Act, 1993
- Food Act, 2003
- Public Health Act, 2010
- Swimming Pools Act, 1992
- Traffic Act, 1909
- Summary Offences Act, 1998
- Noxious Weeds Act, 1993
- Rural Fires Act, 1997
- Plumbing and Drainage Act, 2011
4. Enforcement Principles

Council is committed to:
- acting in the interest of protecting community health, safety and or the environment;
- acting consistently, fairly, impartially and transparently;
- preventing discrimination on the basis of race, religion, sex, national origin, political association or other personal reason/s;
- ensuring the proposed enforcement action is in keeping with the guidelines of the Policy;
- ensuring enforcement action is taken against the right person for the correct offence.

5. Responsibility

Community
Council expects that people who report allegations of unlawful activity will cooperate and act in good faith in respect of any investigations conducted by Council. This includes:
- providing a clear description of the problem (and the resolution sought, if relevant);
- giving all available and relevant information to Council, including any new information about the alleged activity that may become known to the person following the making of their report;
- not giving any information that is intentionally misleading or wrong;
- cooperating with Council’s inquiries and giving timely responses to questions and requests for information;
- treating Council staff with courtesy and respect;
- allowing the investigation to be completed without prematurely taking the matter to other agencies unless referred to by Council;
- being prepared to engage in mediation where requested.

If these expectations of the individual are not met, Council may set limits or conditions on the continuation of the investigation or restrict any further communications with the individual. Any unreasonable conduct will be dealt with in accordance with the principles of the NSW Ombudsman’s Managing Unreasonable Complainant Conduct Manual 2012 and any applicable Council Policy.

Council
An investigation of alleged unlawful activity may take a significant amount of time to complete, particularly where the issues are complex. Where Council investigates the report, staff will give the person reporting the activity general feedback on the progress of the investigation only and will not provide specific details or details that may compromise the integrity of the investigation.

Decisions about what action should be taken are made at Council’s discretion which may not necessarily align with the expectations of the person reporting the activity. Council staff will endeavour to manage the expectations of people who report alleged unlawful activity, and in particular explain that in the absence of sufficient evidence of unlawful activity, Council may be unable to take further action. Staff will also explain that Council does not have unlimited resources and powers to deal with reports alleging unlawful activity. If Council is unable to fully investigate or take action on a matter because it is restricted by any legal or resource limitations this will be explained to the individual. Council will try to resolve matters as quickly and informally as possible so as to avoid the need to take formal action.

Councillors
Decision making relating to the investigation of reports alleging unlawful activity and enforcement action is the responsibility of appropriately authorised Council staff or the Council itself. Individual councillors do not have the right to direct council staff in their day-to-day activities. Councillors can help individuals who raise
concerns with them by satisfying themselves that Council’s policies are being carried out correctly, however they cannot ignore or alter a policy in order to satisfy the demands of special groups or individuals. Councillors are not an appeal body and all appeals need to be directed to the General Manager as Councillors cannot become involved in the management of regulatory or compliance actions.

6. Confidentiality of people who report allegations of unlawful activity
There are times when dealing with allegations of unlawful activity that the identities of people who report such matters are unable to remain confidential from the subject of their report in all circumstances. Council may be required to disclose information that identifies those who report such matters in the following cases:

- the disclosure is necessary to investigate the matter;
- their identity has already been disclosed to the subject of their report directly or in a publicly available document;
- the individual was consulted following receipt of a Government Information (Public Access) Act 2009 application and did not object to the disclosure;
- the individual consents in writing to their identity being disclosed;
- the disclosure is required to comply with principles of procedural fairness;
- the matter proceeds to court.

Council will take seriously any concerns an individual may have about their physical safety being endangered as a result of making a report. However, this may limit Council’s ability to investigate the matter.

7. Investigating unlawful activities
All matters regarding unlawful activities will be reviewed to determine whether the matter requires enquiry or investigation. Further enquiries/investigation will not be initiated where:

- the matter has already been investigated and resolved, or
- the matter does not fall within the jurisdiction of Council has no jurisdiction; or
- the activity is determined to be lawful without an investigation.

Anonymous reports will not be investigated.

8. Neighbourly Disputes
In cases where investigation reveals that the report of alleged unlawful activity is the result of a neighbourly dispute, involved parties will be encouraged to undertake mediation with the Community Justice Centre NSW or further reports regarding the same matter may not be investigated.

9. Taking enforcement action
When deciding whether to take enforcement action in relation to a confirmed case of unlawful activity, Council will consider the full circumstances and facts of the matter and the public interest. The following common considerations will assist Council staff in determining the most appropriate response in the public interest.

Considerations about the alleged offence and impact:

- the nature, extent and severity of the unlawful activity, including whether the activity is ongoing;
- the harm or potential harm to the environment or public health, safety or amenity caused by the unlawful activity;
- the seriousness of the breach, including whether the breach is merely technical, inconsequential or minor in nature; and
• the time period that has lapsed since the date of the unlawful activity.

Considerations about the alleged offender:
• any prior warnings, instructions, advice that was issued to the person or organisation reported or previous enforcement action taken against them;
• whether the offence was committed with intent;
• whether the person or organisation reported has been proactive in the resolution of the matter and assisted with any Council requirements and instructions;
• any mitigating or aggravating circumstances demonstrated by the alleged offender; and
• any particular circumstances of hardship affecting the person or organisation reported.

Considerations about the impact of any enforcement action:
• the need to deter any future unlawful activity;
• the prospect of success if the proposed enforcement action was challenged in court; and
• what action would be proportionate and reasonable in response to the unlawful activity.

Considerations about the potential for remedy:
• whether the breach can be easily remedied; and
• whether there is a draft planning instrument on exhibition that would make the unauthorised use legal.
### Appendix A - Typical responses to common offences

The following table offers guidance on the priority given to the investigation of common offences and typical enforcement action. It is noted that Council has powers to enforce more than 1000 different offences and this list only covers some of the more common ones, and that the specific action taken is dependent upon the circumstances of each case. Priority = 1 being the Highest priority and 3 being the lower priority.

<table>
<thead>
<tr>
<th>General offences</th>
<th>Priority</th>
<th>Warning/Education</th>
<th>Penalty Infringement Notice</th>
<th>Notice &amp;/or Order</th>
<th>Legal Action</th>
<th>LEC Class 4</th>
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<tbody>
<tr>
<td><strong>Companion Animals Act &amp; Regulations</strong></td>
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<td>Unregistered dog/cat – 1st offence</td>
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<tr>
<td>Unregistered dog/cat – not 1st offence; not comply notice</td>
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<td>Not notify change in registration or identification information - not dangerous/menacing/restricted dog &amp; 1st offence</td>
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<tr>
<td>Not notify change in registration or identification information - dangerous/menacing/restricted dog &amp;/or not 1st offence</td>
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<tr>
<td>Dog not wear collar and name tag - not dangerous/menacing/restricted</td>
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<tr>
<td>General offences</td>
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<td>Notice &amp;/or Order</td>
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<tr>
<td>Dog not wear collar and name tag - dangerous/menacing/restricted dog &amp;/or not 1st offence</td>
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<td>Dog escaped/uncontrolled/in prohibited place – 1st offence &amp; not causing nuisance &amp; not dangerous/menacing/restricted dog</td>
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<tr>
<td>Dog escaped/uncontrolled/in prohibited place – Not 1st offence &amp;/or causing nuisance &amp;/or dangerous/menacing/restricted dog</td>
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<tr>
<td>Own/in charge of dog which rushes at/attacks etc</td>
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<td>Not immediately remove dog faeces from public place</td>
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<tr>
<td>Fail to comply with notice/order/declaration</td>
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<tr>
<td>General offences</td>
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<td>Notice &amp;/or Order</td>
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<td><strong>Environmental Planning &amp; Assessment Act &amp; Regulations</strong></td>
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<td>Development without consent – minor by an Individual or very minor by Corporation</td>
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<td>Development without consent – not minor – likely to result in harm to public or environment</td>
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<tr>
<td>Commencement of development not in accordance with consent (including complying development requirements) – minor by an Individual</td>
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<tr>
<td>Commencement of development not in accordance with consent (including complying development requirements) – not minor by an individual, or minor/major by Corporation</td>
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<tr>
<td>Occupy or change use of building without occupation certificate - Individual</td>
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<tr>
<td>Occupy or change use of building without occupation certificate - Corporation</td>
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<tr>
<td>Failure to comply with an Order with no reasonable excuse</td>
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<tr>
<td>Non-compliance with complying development certificate procedures/requirements</td>
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<tr>
<td>Fire safety certificate/statement offences</td>
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<tr>
<td>General offences</td>
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<td>Notice &amp;/or Order</td>
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<td><strong>Food Act &amp; Regulations</strong></td>
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<tr>
<td>Minor issues of non-compliance not resulting in health or safety risk to the public (for example: administrative issues, less than 3 areas of minor non-compliance with Australian Food Standards Code)</td>
<td>2</td>
<td></td>
<td>2nd offence</td>
<td>2nd offence</td>
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<tr>
<td>Non-compliance with food standards Code (More than 3 issues identified; not 1st offence)</td>
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<td>Improvement Notice</td>
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<td>Non-Compliance with Improvement Notice</td>
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<td>Prohibition Order</td>
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<td>Major issues of non-compliance with the Food Standards Code likely to result in serious health and safety risk to the public</td>
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<td></td>
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<td>Prohibition Order + Seizure of goods</td>
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<tr>
<td><strong>Impounding Act &amp; Regulations</strong></td>
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<tr>
<td>Abandon an article/motor vehicle in a public place</td>
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<td>2nd offence</td>
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<tr>
<td>Animal unattended in a public place</td>
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<td>2nd offence</td>
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<td><strong>Local Government Act &amp; Regulations</strong></td>
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<td>Activity (etc) without approval – minor</td>
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<tr>
<td>Activity (etc) without approval – not minor</td>
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<tr>
<td>Fail to comply with an Order with no reasonable excuse</td>
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<tr>
<td>Public place and parking offences</td>
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<tr>
<td><strong>Plumbing and Drainage Act &amp; Regulations</strong></td>
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<tr>
<td>Plumbing and drainage activity (etc) not in accordance with legislative requirements</td>
<td>1-2</td>
<td></td>
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<td>2nd offence</td>
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<td><strong>Public Health Act &amp; Regulations</strong></td>
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<tr>
<td>Not comply with controls for public swimming/spa pool</td>
<td>1</td>
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<tr>
<td>Not comply with controls for skin penetration procedures</td>
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<tr>
<td>Fail to comply with a Notice/Order</td>
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<td>General offences</td>
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<tr>
<td><strong>Protection of the Environment Operations Act &amp; Regulations</strong></td>
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<tr>
<td>Fail to comply with a Notice/Direction</td>
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<tr>
<td>Fail to pay Notice issue fee</td>
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<td>![Checkmark]</td>
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<tr>
<td>Pollute waters/air/land – minor 1st offence</td>
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<tr>
<td>Pollute waters/air/land – not minor 1st offence</td>
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<td>![Checkmark]</td>
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<td>![Checkmark]</td>
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<tr>
<td>Transport etc asbestos/excess/hazardous waste to an unlawful facility</td>
<td>1-2</td>
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<td>![Checkmark]</td>
<td>![Checkmark]</td>
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<tr>
<td>Litter offences</td>
<td>1-2</td>
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<tr>
<td><strong>Roads-related legislation &amp; Regulations</strong></td>
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<td>Vehicle illegally parked on road verge – outside related residence, not causing obstruction (incl. footpath/line-of-sight), low safety risk and not advertising or for sale.</td>
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<td>![Checkmark]</td>
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<td>Notice &amp;/or Order</td>
<td>Legal Action</td>
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<tr>
<td>Vehicle illegally parked on road verge – causing obstruction (including footpath/line-of-sight)/high safety risk and/or advertising or for sale</td>
<td>1-2</td>
<td>👍</td>
<td>👍</td>
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<tr>
<td>Parking in disabled zone without display permit</td>
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<td>Illegal parking in high traffic/risk area (eg town centre, school)</td>
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<td>Unapproved sign in road reserve</td>
<td>1-3</td>
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</table>

**Swimming Pools Act & Regulations**

| Pool not have complying barrier, warning notice | 1-2      | 👍                |                             |                   |              |             |
| Fail to comply with a Notice/Direction/Order | 2        |                   |                             |                   |              |             |
| Fail to register pool – 1st offence          | 2        |                   | 👍 caution with 28 days notice |                   |              |             |
| Fail to register pool – ongoing offence      | 2        |                   |                             |                   |              |             |

*Notes*

- In some cases, the particular breach may be remedied or resolved prior to proceeding to the service of Notices, Orders or legal proceedings i.e. via negotiation or by promptly obtaining relevant approvals.
- Prior to determining an appropriate course of action, consideration is required to be given to the circumstances of the case and the courses of action contained in the above table may not be suitable or sufficient in all cases.
17/133 – DRAFT SUBDIVISION BONDS AND GUARANTEES POLICY

Reference: File No. Y
Responsible Officer: Director Sustainable Growth

PURPOSE

The purpose of this report is to present the draft Hilltops Council Subdivision Bonds and Guarantees Policy, subject to a 28-day exhibition period and opportunity for public submissions.

REPORT

Council imposes conditions on development applications for subdivisions that certain infrastructure works and services must be completed prior to the release of the subdivision certificate. A subdivision certificate allows for the registration of the individual allotments created by the subdivision.

There are some instances where the developer, for a variety of reasons does not wish to provide the required infrastructure prior to the release of the subdivision certificate. In lieu of undertaking the works prior to the release of the subdivision certificate it may be possible for Council to hold a bond or some other guarantee. There have been several requests of this nature in relation to recent subdivisions.

This Policy provides guidance for the administration and response to requests for Council to accept a bond or guarantee in lieu of the provision of works. In addition to outlining when such an arrangement may be acceptable the Policy also provides guidance on how the bond will be calculated, the amount and when it may be called upon.

STATUTORY PROVISIONS

- Local Government Act, 1993
- Local Government (General) Regulation 2005
- Environmental Planning and Assessment Act, 1979
- Environmental Planning and Assessment Regulation, 2000

CONSULTATION

The Hilltops Council Subdivision Bonds and Guarantees Policy will be placed on public exhibition for a period of 28 days to provide an opportunity for public submissions.
POLICY IMPLICATIONS

This is a new policy that will repeal the existing enforcement policies of the three former Council areas.

ATTACHMENTS

Attachment 1 - Draft Hilltops Council Subdivision Bonds and Guarantees Policy.

RECOMMENDATION

It is recommended that Council;

1. Place the draft Subdivision Bonds and Guarantees Policy on public exhibition for a period of 28 days; and
2. Should no submissions be received, adopt the Subdivision Bonds and Guarantees Policy.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Control</td>
<td>2</td>
</tr>
<tr>
<td>Document History</td>
<td>2</td>
</tr>
<tr>
<td>1. INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>2. AIMS AND OBJECTIVES</td>
<td>3</td>
</tr>
<tr>
<td>3. LEGISLATION</td>
<td>3</td>
</tr>
<tr>
<td>4. POLICY STATEMENT</td>
<td>3</td>
</tr>
<tr>
<td>Security for subdivision works</td>
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</tr>
<tr>
<td>Timeframe for completion of subdivision works</td>
<td>4</td>
</tr>
<tr>
<td>Council to undertake subdivision works</td>
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</tbody>
</table>
This policy shall be reviewed: -

This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

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<th>Version</th>
<th>Resolution</th>
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1. INTRODUCTION

Section 109J(2) of the Environmental Planning and Assessment Act, 1979 (the Act) allows Council to release a Subdivision Certificate for a subdivision with outstanding civil works (such as road work, kerbing and guttering, footpaths, drainage etc.) as required by a development consent where an agreement has been reached between the developer and Council, concerning the security to be given by the developer to Council with respect to outstanding subdivision works and when it will be completed.

2. AIMS AND OBJECTIVES

This Policy aims to:

- Provide clear and transparent guidelines for when Council will consider the bonding of certain incomplete subdivision works required to be constructed in association with a development consent;
- Establish circumstances where bonding of incomplete subdivision works for a substantially complete subdivision is acceptable; and
- Protect Council and the community from unsustainable social and economic costs as a consequence of accepting partial or incomplete subdivision works.

3. LEGISLATION

Environmental Planning and Assessment Act, 1979.
Environmental Planning and Assessment Regulation 2000.

4. POLICY STATEMENT

Council may consider a formal request from a developer to accept an unconditional security for outstanding subdivision works, in order to facilitate the issue of a Subdivision Certificate, provided Council is convinced that the developer will be able to complete such work within a reasonable timeframe. The deferral of such works however must not present a safety issue that cannot be satisfactorily managed.

Before Council will agree to the payment of a security in lieu of completing subdivision works the following key infrastructure must be substantially complete:

Roads:
1. all internal roads pavements including initial seal and associated drainage infrastructure; and
2. all external arterial/connector road improvements, intersection upgrades etc. including initial seal and associated drainage infrastructure.

Drainage:
1. all internal drainage;
2. all downstream works to the legal point of discharge; and
3. all permanent stormwater quality treatment facilities.

Sewerage:
1. all internal sewerage facilities; and
2. all pumping stations, rising mains, odour control facilities and any external works necessary to deliver sewage to the designated discharge point.

Water:
1. all internal water supply works; and
2. all connecting mains and any other external works necessary to ensure adequate water supply.

Electricity:
1. all works, unless the electricity provider has agreed to allow a bond in lieu of construction and proof of that agreement is provided to Council;

**Telecommunications**

1. all works unless the telecommunications provider has agreed to allow a bond in lieu of construction and proof of that agreement is provided to Council;

**Gas**

1. all works, unless the gas provider has agreed to allow a bond in lieu of construction and proof of that agreement is provided to Council.

Infrastructure where a security may be accepted in lieu of completing subdivision works includes:

1. final seal, linemarking and signage;
2. concrete footpaths on road verges;
3. landscaping;
4. other minor structures; and
5. minor defects or omissions, or exceptional circumstances involving key infrastructure.

In this Policy, **substantially complete** means:

1. the subdivision works are complete except for minor defects:
   a) which do not prevent the works from being reasonably capable of being used for their purpose; and
   b) where it is determined there is reasonable grounds for not promptly rectifying; and
   c) the rectification of which will not prejudice the convenient use of the works; and
2. those tests which are required to be carried out and passed before the works reach practical completion have been carried out and passed; and
3. documents and other information required which are essential for the use, operation and maintenance of the works have been supplied.

**Security for subdivision works**

If approved the security amount payable will be 150% of the estimated cost of constructing the outstanding subdivision works. The estimated cost will be based on a detailed quotation provided by a suitably qualified and experienced contractor and be based on the approved design plans and construction specification accepted by Council. All valuations are to include GST and any other statutory costs.

The security shall be in the form of cash or an unconditional, unlimited time bank guarantee lodged with Council.

**Timeframe for completion of subdivision works**

If a security is accepted then construction of the subdivision work must be completed within an agreed time (not exceeding 12 months) from the date of issue of the Subdivision Certificate or Council will access the security and undertake the subdivision work after notifying the Developer, unless an extension of time is agreed.

**Council to undertake subdivision works**

If Council decides to access the security and complete subdivision works then if the final cost of the works is more than the security amount Council will be responsible for the balance, however if the final cost of the works is less than the security amount no refund will be provided.
17/134 – DRAFT SWIMMING POOL INSPECTION PROGRAM POLICY

Reference: File No. Y
Responsible Officer: Director Sustainable Growth

PURPOSE

The purpose of this report is to present the Draft Hilltops Council Swimming Pools Inspection Program Policy, subject to a 28-day exhibition period and opportunity for public submissions.

REPORT

The Swimming Pools Amendment Act 2012 requires NSW Councils to develop a program for the inspections of private swimming pools.

This Policy provides guidance on the structure and operation of the program for the inspection of swimming pools. This policy is designed that Council meets its statutory obligation under the Swimming Pools Act, 1992.

STATUTORY PROVISIONS

- Local Government Act, 1993
- Local Government (General) Regulation 2005
- Swimming Pools Amendment Act, 2012

CONSULTATION

The Draft Hilltops Council Swimming Pools Inspection Program Policy will be placed on public exhibition for a period of 28 days to provide an opportunity for public submissions.

POLICY IMPLICATIONS

This is a new policy that will repeal the existing Swimming Pools inspection policies of the three former Council areas.

ATTACHMENTS

Attachment 1 - Draft Hilltops Council Swimming Pools Inspection Program Policy.

RECOMMENDATION

It is recommended that Council;

1. Place the draft Swimming Pool Inspection Program Policy on public exhibition for a period of 28 days; and
2. Should no submissions be received, adopt the Swimming Pool Inspection Program Policy.
Draft

Swimming Pool Inspection Program

Previous Policies and Reports
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS ................................................................. 1</td>
</tr>
<tr>
<td>Document Control ................................................................. 2</td>
</tr>
<tr>
<td>Document History ................................................................. 2</td>
</tr>
<tr>
<td>1. Purpose and objectives ....................................................... 3</td>
</tr>
<tr>
<td>2. Responsibility ................................................................. 3</td>
</tr>
<tr>
<td>3. Pools this program applies to ............................................. 3</td>
</tr>
<tr>
<td>4. Legislation and referenced documents ................................ 3</td>
</tr>
<tr>
<td>5. Applications for Swimming Pools ......................................... 4</td>
</tr>
<tr>
<td>6. NSW Swimming Pool register ............................................... 4</td>
</tr>
<tr>
<td>7. Inspection Program ............................................................ 4</td>
</tr>
<tr>
<td>8. Non-compliance ............................................................... 5</td>
</tr>
<tr>
<td>9. Fees and Charges ............................................................ 5</td>
</tr>
<tr>
<td>10. Inspections ................................................................. 5</td>
</tr>
</tbody>
</table>
This policy shall be reviewed: -

- This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.
- This policy commences as from the last date of adoption by Council as listed in the document history and replaces all previous versions.

Document History

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INTRODUCTION

With the adopted provisions of the Swimming Pools Amendment Act 2012, NSW Councils are required to have a Swimming Pools Inspection Program. This program has been developed in consultation with the community and reflects the requirements of Section 22B of the Swimming Pools Act 1992.

1. Purpose and objectives

The Swimming Pool Inspection Program has been developed to meet the following objectives:

- To ensure that pool owners comply with relevant Acts, Regulations and Australian Standards for swimming pools.
- Assist and guide the community in its responsibilities to the NSW Governments Swimming Pool Register.
- To meet Councils obligations under the Swimming Pools Act 1992.
- To outline the program structure and method of operation.

2. Responsibility

Council as the Local Authority has responsibilities under the Act to inspect pools so as to maintain compliance in accordance with the requirements of the Act. This role is undertaken by Councils Accredited Certifiers or by an Authorised officer of Council as set out by Section 27 of the Swimming Pools Act 1992.

3. Pools this program applies to

To swimming pools that are situated, or proposed to be constructed or installed, on premises on which residential buildings are located or tourist and visitor accommodation facilities.

4. Legislation and referenced documents

Relevant legislation is as follows:

- Swimming Pool Act 1992
- Swimming Pools Regulation 2008
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Environmental Planning and Assessment Act 1979
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Australian Standards which relate to swimming pools are:

- AS 1926.3-2010: Swimming Pool Safety – Water recirculation systems
- AS 2610.2-1993: Spa Pools – Water quality
- AS 2783-1992: Use of reinforced concrete for small swimming pools
- AS 2820-1993: Gate units for private swimming pools
- AS 3633-1989: Private swimming pools – Water quality
5. Applications for Swimming Pools

Prior to constructing or installing any pool, an applicant must obtain either:
- A development consent and associated construction certificate; or
- A complying development certificate, and
- A BASIX Certificate must be provided with an application for the installation of any swimming pool where the capacity is 40,000 litres or more. The details provided on this BASIX Certificate are to be reflected on the plans and checked by Council at final inspection.

Prior to Council undertaking an inspection for the issue of a compliance certificate:
- Submit a completed application for a compliance certificate
- Pay the required fees for the application
- Supply a copy of the NSW Swimming Pools Register, registration certificate

6. NSW Swimming Pool register

Under Section 30B of the Swimming Pools Act 1992, all swimming pool owners in NSW are required to:
- promptly register their swimming pools on the statewide on-line register at www.swimmingpoolregister.nsw.gov.au
- self-assess, and state in the register that, to the best of their knowledge, their swimming pool complies with the applicable standard when registering their pool.
  **Note:** there is a self-assessment checklist to be completed at the time of registering the pool. A copy of a self-assessment checklist, applicable at the time the pool was installed, can be downloaded when registering the owner's pool.
- provide a valid swimming pool compliance certificate before selling or leasing a property with a pool.

7. Inspection Program

Swimming Pools and Spa’s are part of the required inspection program as defined and set down by section 22B of the NSW Swimming Pools Act 1992.

Council as the Local Authority has responsibilities under the Act to inspect certain pools to ensure compliance in accordance with the requirements of the Act. The swimming pools and spas requiring these mandatory inspections are:

Sold or leased property  - All swimming pools that are part of properties to be sold, leased or tenanted must have a current compliance certificate.

Tourist & visitor premises - All visitor and tourist accommodation are required to have a current swimming pool certificate at all times.

Multiple occupancies  - All properties with a pool and having more than two occupancies are required to have a current compliance certificate.

Council is also required to operate a compliance program for all other domestic swimming pools. These are the private pools that are part of a dwelling that is owned by the occupant. Council will undertake to complete a scheduled inspection program as follows;
Non-compliant pools  - Where Council becomes aware of a swimming pool that is not compliant or that it believes is not compliant, Council will undertake an inspection of that pool in accordance with this program as well as any regulatory enforcement as required.

Unregistered pools  - When Council becomes aware of a swimming pool that is not registered, Council will undertake a compliance inspection in accordance with this program as well as any regulatory enforcement as required.

Registered pools  - Council will endeavour to undertake a representative inspection sample each year of the registered pools in its area. These are pools that are registered and where the owner is responsible to ensure that the swimming pool is compliant.

8. Non-compliance

Swimming pools are regulated through various Legislative tools in NSW. Compliance with these laws is mandatory and there are many offences that carry fines under the appropriate Regulations. These are:

- Failure to comply with an Order issued under the Swimming Pools Act 1992
- Failure to register a swimming pool under the Swimming Pools Act 1992
- Failure to adequately fence a swimming pool under the Swimming Pools Act 1992
- Failure to receive development consent for a swimming pool prior to installation, Environmental Planning and Assessment Act 1979

9. Fees and Charges

Council’s fees and charges for pool inspections and certificates are set out in the Fees and Charges schedule of Council’s annual Operational Plan, available on Council’s website.

10. Inspections

Where Council is required to undertake inspections by this program, the following procedure will be followed:

Notification

The pool owner will be notified in writing a minimum of 48 hours before the scheduled inspection is to take place. It is the responsibility of the property owner to ensure that if the property is tenanted, that they have notified the tenant or made alternative arrangements with Council in regards to access for Council’s Inspector to the subject swimming pool.

The notification will identify a date and whether the inspection will be undertaken in the morning or afternoon. Council’s notification procedures are in compliance with Section 28 of the Swimming Pools Act 1992 along with powers of entry in given circumstances.

Inspection

Councils authorised officers will conduct inspections of swimming pool safety barriers in accordance with section 22B of the Act at the time notified. The owner does not have to be present for this inspection but it is always preferred where possible.
Spa and swimming pool safety barriers will be inspected to the performance standard as set out in Australian Standard AS1926 Safety Barriers for Swimming Pools, as called up by the NSW Swimming Pools Act 1992.

Outcomes

Council will notify the owner of the property where the pool safety barrier is installed of the outcome of the inspection. This will take the form of the appropriate response for the inspection outcome. These are as follows;

- **Issue of a compliance certificate.**

  Where Council's Inspectors have assessed the pool and spa safety barrier and found it to be in compliance with the provisions of the NSW Swimming Pools Act 1992, Council will issue a compliance certificate in accordance with Section 22D of the Act.

- **Compliance works required**

  Where it is found that works are required to be undertaken for the swimming pool or spa to achieve compliance, Council will issue a Notice issued under clause 18B of the Swimming Pools Regulation 2008 requiring that the works be completed and reinspected. If compliance is not found to have been met within the specified time, Council may issue an Infringement Notice or take further action at law.

- **Issue a certificate of non-compliance**

  Where the inspection has been requested by the owner, Council may issue a certificate of non-compliance under clause 18BA of the Swimming Pools Regulation 2008. This certificate will allow for the sale of the property to proceed but compliance will be required and the responsibility will transfer to the new owner.
17/135 – DRAFT ON SITE SEWERAGE MANAGEMENT POLICY

Reference:   File No. Y
Responsible Officer:  Director Sustainable Growth

PURPOSE

The purpose of this report is to present the Draft Hilltops Council On Site Sewerage Management Policy subject to a 28-day exhibition period and opportunity for public submissions.

REPORT

Council has a legislative responsibility to ensure that on site sewerage management systems are maintained and operated in a manner that does not pose a threat to public health or have a negative impact on the environment. The risk of potential harm in poorly maintained and operated systems, can at times be significant and Council has a duty to identify and manage such risks.

This Policy provides guidance on the minimum requirements for the application to install an on-site sewerage management system as well as performance criteria for such systems to minimise the potential for negative health and environmental impacts. In addition, this Policy provides guidance for the administration and operation of an onsite sewerage management inspection program as well as the factors considered when determining a risk categorisation.

This Policy provides the framework for Council to efficiently monitor and regulate the installation and operation of onsite sewerage management systems.

STATUTORY PROVISIONS

➢ Local Government Act, 1993
➢ Local Government (General) Regulation 2005

CONSULTATION

The Draft Hilltops Council On Site Sewerage Management Policy will be placed on public exhibition for a period of 28 days to provide an opportunity for public submissions.

POLICY IMPLICATIONS

This is a new policy that will repeal the existing On Site Sewerage Management policies of the three former Council areas.
ATTACHMENTS

Attachment 1 - Draft Hilltops Council On Site Sewerage Management Policy.

RECOMMENDATION

It is recommended that Council;

1. Place the draft On Site Sewerage Management Policy on public exhibition for a period of 28 days; and
2. Should no submissions be received, adopt the On Site Sewerage Management Policy.
Draft
On-site Sewerage Management Policy
# TABLE OF CONTENTS

Document Control ..................................................................................................................................... 3
Document History ..................................................................................................................................... 3

1. INTRODUCTION ................................................................................................................................. 4
2. PURPOSE ............................................................................................................................................... 4
3. OBJECTIVES/GOALS ............................................................................................................................. 4
4. DEFINITIONS ......................................................................................................................................... 4
5. IMPLEMENTATION PROGRAM ............................................................................................................... 5
6. WHEN IS AN APPLICATION TO COUNCIL REQUIRED? ....................................................................... 5
7. MINIMUM REQUIREMENTS FOR AN APPLICATION FOR AN ONSITE SEWAGE MANAGEMENT SYSTEM? .............................................................................................................. 5
8. GEOTECHNICAL REPORTS ................................................................................................................... 5
9. SEPTIC TANK AND ABSORPTION TRENCH, TRANSPIRATION BED OR REED BED ................ 6
   9.1 Performance Criteria ......................................................................................................................... 6
   9.2 Site Evaluation .................................................................................................................................. 6
   9.3 Septic Tank Size and Accreditation .................................................................................................... 6
   9.4 Septic Tank and Land Application Area Buffer Distances ................................................................. 6
   9.5 System maintenance ......................................................................................................................... 7
10. AERATED WASTEWATER TREATMENT SYSTEM (AWTS) .............................................................. 7
    10.1 Performance Criteria ...................................................................................................................... 7
    10.2 Aerated Wastewater Treatment System and Land Application Buffer Distances ......................... 7
    10.3 Ongoing Maintenance and Servicing ............................................................................................... 8
11. SEPTIC TANK, COLLECTION WELL AND PUMP TO SEWER .......................................................... 8
12. SEPTIC TANK, COLLECTION WELL AND PUMP TO TRENCH ......................................................... 8
13. COMPOSTING WASTE SYSTEM ......................................................................................................... 8
14. PUMP-OUT SYSTEM ............................................................................................................................. 9
15. GREYWATER SYSTEMS ...................................................................................................................... 9
    15.1 Performance Criteria ...................................................................................................................... 9
    15.2 Greywater System and Land Application Buffer Distances ........................................................... 9
    15.3 Ongoing Maintenance and Servicing ............................................................................................ 10

On-site Sewage Management Policy
16. OTHER SEWAGE MANAGEMENT SYSTEMS ............................................................................. 10
17. RISK ASSESSMENT .................................................................................................................. 10
  17.1 Risk Criterion ..................................................................................................................... 10
18. INSPECTION FREQUENCY ..................................................................................................... 10
19. MONITORING PROGRAM ........................................................................................................ 11
20. EMERGENCY RESPONSE PROGRAM ..................................................................................... 11

Appendix A – Standard Operating Conditions for Septic Tank and Absorption Trench .......... 12
Appendix B – Standard Operating Conditions for Aerated Wastewater Treatment System (AWTS) .... 13
Appendix C – Standard Operating Conditions for Collection Well and Pump to Sewer .......... 14
Appendix D – Standard Operating Conditions for Composting Toilets ........................................ 15
Appendix E – Standard Operating Conditions for Greywater Treatment System ...................... 16
This policy shall be reviewed: -

This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

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1. INTRODUCTION

Effective management of domestic sewage and wastewater is an important consideration for the public health of Hilltops residents and the environment in which they reside. It requires the active involvement of both the Council and landholders.

This Policy has been developed to guide Hilltops Council to assess, regulate and manage the selection, design, installation, operation and maintenance of new and existing on-site sewage management systems.

2. PURPOSE

The purpose of the On-site Sewage Management Policy is to:

- Guide landholders towards sustainable on-site management of domestic sewage and waste water;
- Protect and enhance public health and the environment within the Hilltops Council area;
- To enable efficient regulation and monitoring of on-site sewage management systems.
- To maintain compliance to Legislation and Regulation in NSW.

3. OBJECTIVES/GOALS

The objectives and goals of this On-Site Sewage Management Policy are -

- **Prevention of public health risk** - sewage contains bacteria, viruses, parasites and other disease-causing organisms. Contact with effluent increases the risk to public health.
- **Protection of the environment** - on-site sewage management systems should be selected, situated, designed, constructed, operated and maintained to ensure land, groundwater or surface water is not contaminated by any on-site sewage management systems.
- **Ecologically sustainable development** - on-site sewage management systems must be installed and operated in such a manner that will allow the system to operate satisfactorily on a long term basis, whilst maintaining acceptable environmental and public health standards.

4. DEFINITIONS

- **Community Facility** refers to a facility used for community events, sporting events and gatherings.
- **Environmentally Sensitive Area** land identified in an environmental planning instrument or mapping as being in an area identified as ground water vulnerable or high biodiversity significance.
- **Intermittent Watercourse** means any creek, gully, stream or chain of ponds, whether artificially modified or not, in which water flows periodically and sporadically.
- **Permanent Watercourse** means any river, creek, stream or chain of ponds, whether artificially modified or not, in which water flows continuously.
5. IMPLEMENTATION PROGRAM

Council’s regulatory program to meet the stated objectives/goals will include the following:

- Applications will be required for all new On-site Sewage Management Systems under Section 68 of the Local Government Act, 1993.
- All existing and proposed On-site Sewage Management Systems are to be registered with council.
- New and existing On-site Sewage Management Systems will be inspected as per the assessed level of risk, as prescribed within this Policy.
- All existing On-site Sewage Management Systems are to be licenced to the property owner.
- Community education initiatives will be implemented to increase landholder awareness of safe and efficient operation of their Onsite Sewage Management System.

6. WHEN IS AN APPLICATION TO COUNCIL REQUIRED?

An Application under Section 68 of the Local Government Act 1993 must be made to Council for the installation, construction or alteration, use of an On-site Sewage Management System.

7. MINIMUM REQUIREMENTS FOR AN APPLICATION FOR AN ONSITE SEWAGE MANAGEMENT SYSTEM?

When submitting an application to Council for a new On-site Sewerage Management System, or an alteration of an existing system, the following documentation is required:

(i) Completed Hilltops Council On-site Sewage Management System Application Form,
(ii) Payment of Fee (as nominated in Council’s Management Plan),
(iii) Plan of septic tank(s), collection well or Aerated Wastewater Treatment Tank(s),
(iv) Geotechnical Assessment Report (where required),
(v) Certification that the proposed system is approved by NSW Health.
(vi) Site Plan indicating the location of the On-site Sewage Management System and land application area. The site plan must show the location and distance of the On-site Sewage Management System and land application area indicating:
   a. Distance to all neighbouring boundaries, permanent and intermittent watercourses, waterbodies and domestic groundwater bores and wells, and
   b. Distance from dwellings and outbuildings (including pools and domestic water tanks), and
   c. Any landscaping design required for surface irrigation fields.

8. GEOTECHNICAL REPORTS

To further demonstrate satisfactory effluent disposal, a Geotechnical report will be required. Circumstances where a Geotechnical report will be required:-

(i) Supplementing a Development Application for a subdivision for the creation of a lot less than 10,000m² for the purpose of a dwelling,
(ii) If the property is constrained through soil type, proximity to a watercourse or waterbody or high ground water level.
(iii) For all properties less than 10,000m²
(iv) Land identified as an Environmentally Sensitive Area
9. SEPTIC TANK AND ABSORPTION TRENCH, TRANSPIRATION BED OR REED BED

A Septic Tank and Land Application Area is the most common form of On-site Sewage Management System. The most common Land Application Area are in the form of an absorption trench or transpiration bed.

9.1 Performance Criteria

Effluent disposal systems are to be designed and constructed in such a manner which minimises adverse impacts on the environment and to minimise risk to public health and avoid odour or nuisance impacts on neighbouring lands.

9.2 Site Evaluation

The evaluation of the site for the suitability of a septic tank and Land Application Area shall incorporate the following –

(i) Depth and permeability of the soil;
(ii) Proximity to land mapped as flood prone or to any land considered to be environmentally sensitive;
(iii) Designation of an alternate area to enable the disposal system to be duplicated if required;
(iv) The risk of prejudicing adjoining property, underground water supplies and the like, by seepage or run-off;
(v) Any seasonal changes in groundwater level and absorptive capacity of the site;
(vi) The general climate and its effect on evaporation or transpiration from the site.

9.3 Septic Tank Size and Accreditation

Septic Tanks must have an accreditation certificate issued by NSW Health. This can be confirmed through the NSW Health website.

9.4 Septic Tank and Land Application Area Buffer Distances

To ensure the ongoing protection of public and environmental health, buffer distances are to be maintained from the septic tank and Land Application Area to boundaries and other land constraints. Buffer distances are as follows:-

<table>
<thead>
<tr>
<th>Distance</th>
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<tbody>
<tr>
<td>Septic tank and absorption area to permanent surface waters (eg. river)</td>
<td>100m</td>
</tr>
<tr>
<td>Septic tank and absorption area to groundwater water source</td>
<td>250m</td>
</tr>
<tr>
<td>Septic tank and absorption area to intermittent waterways and downstream of dams</td>
<td>40m</td>
</tr>
<tr>
<td>Absorption area to property boundary</td>
<td>4m from property boundary</td>
</tr>
<tr>
<td>Absorption area to swimming pools, driveways and buildings</td>
<td>4m (up-gradient from property boundary) 3m (down-gradient from property boundary)</td>
</tr>
</tbody>
</table>
9.5 System maintenance
The sludge level will build up in septic tanks over a period of time and will require ‘desludging’ at the appropriate time. The frequency of desludging is dependent upon the type of system and the number of people using the system. Do not over pump a system as this reduces performance and can be the cause of issues related to smell.

Any pump out of the septic tank must be undertaken by a licensed operator and disposed to a licensed waste management facility.

The Land Application Area must be regularly maintained by ensuring an adequate coverage of vegetation. To improve transpiration rates, vegetation must be maintained to ensure it does not become overgrown.

10. AERATED WASTEWATER TREATMENT SYSTEM (AWTS)
An AWTS is a system that treats wastewater to a higher standard than a standard septic tank. After primary treatment, the effluent is then aerated and chlorinated to enable disinfection of the effluent. The secondary-treated effluent is then pumped for surface or subsurface irrigation.

10.1 Performance Criteria
An effluent disposal system and Land Application Area shall be designed and constructed to ensure the treated effluent is discharged in a manner which minimises impact on the environment and is in accordance with manufacturer’s specification.

(i) The effluent disposal area shall be designed and constructed in a manner to prevent risk to public health.
(ii) Compliance with the terms and conditions of accreditation of the particular system chosen.
(iii) Consistently to the consent and approved plan.

10.2 Aerated Wastewater Treatment System and Land Application Buffer Distances
To ensure ongoing protection of public and environmental health, buffer distances are to be maintained from the AWTS and Land Application Area (above surface or sub-surface irrigation). Buffer distances are as follows:-

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<tr>
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<tbody>
<tr>
<td>100m</td>
<td>AWTS and land application area to permanent surface waters (eg. river)</td>
</tr>
<tr>
<td>250m</td>
<td>AWTS and land application area to groundwater water source</td>
</tr>
<tr>
<td>40m</td>
<td>AWTS and land application area to intermittent waterways</td>
</tr>
<tr>
<td>15m</td>
<td>Above Surface Spray Irrigation to Dwellings</td>
</tr>
<tr>
<td>6m</td>
<td>Above Surface Spray Irrigation and Sub Surface Irrigation to property driveways and boundaries (up-gradient from property boundary and driveways)</td>
</tr>
<tr>
<td>3m</td>
<td>Above Surface Spray Irrigation and Sub Surface Irrigation to property driveways and boundaries (down-gradient from property boundary and driveways)</td>
</tr>
<tr>
<td>3m</td>
<td>Above Surface Spray Irrigation to paths and walkways</td>
</tr>
<tr>
<td>6m</td>
<td>Above Surface Spray Irrigation and Sub Surface Irrigation to swimming pools</td>
</tr>
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</table>
10.3 Ongoing Maintenance and Servicing

To ensure efficient and safe ongoing use of the AWTS, the following ongoing maintenance is required:-

(i) The AWTS system must be serviced on a quarterly basis by a licensed service contractor. The owner of the AWTS must have a service contract with the service agent to undertake quarterly servicing and maintenance.

(ii) A copy of the quarterly service report must be forwarded to Council by the service contractor or operator of the system at the end of each service.

11. SEPTIC TANK, COLLECTION WELL AND PUMP TO SEWER

In certain circumstances, a Land Application Area may not be achievable. In these circumstances, effluent may be stored in a collection well before discharge to Council’s sewage system. However, this is dependent on the proximity of the sewage system and approval by Council Water and Waste Water Engineers.

In addition to the requirements noted in Section 7, the following is required:-

(i) A visible and audible alarm to be connected to the collection well to identify high effluent levels and pump failure.

12. SEPTIC TANK, COLLECTION WELL AND PUMP TO TRENCH

In certain circumstances, a Land Application Area will be up gradient from the septic tank. In this circumstance, effluent may be stored in a collection well before being pumped up gradient to the Land Application Area.

In addition to the requirements noted in Section 7, the following is required:-

(i) A visible and audible alarm to be connected to the collection well to identify high effluent levels and pump failure.

13. COMPOSTING WASTE SYSTEM

Composting toilets (also known as humus closets or biological toilets) are systems which rely on composting by micro-organisms to decompose human waste, paper and other materials into humus.

Buffer Distances

<table>
<thead>
<tr>
<th>Composting Chamber and Land Application Area</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>to permanent surface waters (e.g. river)</td>
<td>100m</td>
</tr>
<tr>
<td>to intermittent waterways</td>
<td>40m</td>
</tr>
<tr>
<td>to property boundaries</td>
<td>6m (up-gradient from property boundary) 3m (down-gradient from property boundary)</td>
</tr>
</tbody>
</table>
14. PUMP-OUT SYSTEM

In certain circumstances, a pump-out system may be required by Council. However, this will only be permitted when other options have been explored and deemed unsuitable.

In addition to the requirements described under Section 7, the additional requirements of a pump-out system are:-

(i) An audible and visual alarm is to be fitted to the septic tank to indicate high effluent levels.
(ii) An agreement must be entered into for the waste to be collected by a licenced contractor at a frequency to be determined by the nature of use of the facility.
(iii) Waste is to be disposed to a licenced waste management facility.
(iv) Receipts of the pump out and disposal of the waste must be kept and be able to be forwarded to Council upon request.

15. GREYWATER SYSTEMS

Greywater systems may be used in association with an existing composting toilet or with an existing septic tank and Land Application Area.

A greywater system is a system that treats waste greywater to enable it to be pumped for surface or subsurface irrigation.

15.1 Performance Criteria

A Land Application Area shall be designed and constructed to ensure the treated effluent is discharged in a manner which minimises impact on the environment and is in accordance with manufacturer’s specification.

(i) The effluent disposal area shall be designed and constructed in a manner to prevent risk to public health.
(ii) Compliance with the terms and conditions of accreditation of the particular system chosen.
(iii) Consistently to the consent and approved plan

15.2 Greywater System and Land Application Buffer Distances

To ensure ongoing protection of public and environmental health, buffer distances are to be maintained from the greywater system and Land Application Area (above surface or sub-surface irrigation). Buffer distances are as follows:-

<table>
<thead>
<tr>
<th>Distance</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Application Area to permanent surface waters (eg. river)</td>
<td>100m</td>
</tr>
<tr>
<td>Land Application Area to intermittent waterways</td>
<td>40m</td>
</tr>
<tr>
<td>Above Surface Spray Irrigation and Sub Surface Irrigation to property driveways and boundaries</td>
<td>6m (up-gradient from property boundary and driveways) 3m (down-gradient from property boundary and driveways)</td>
</tr>
<tr>
<td>Above Surface Spray Irrigation to paths and walkways</td>
<td>3m</td>
</tr>
<tr>
<td>Above Surface Spray Irrigation and Sub Surface Irrigation to swimming pools</td>
<td>6m</td>
</tr>
</tbody>
</table>
15.3 Ongoing Maintenance and Servicing

To ensure efficient and safe ongoing use of the Greywater System, the following ongoing maintenance is required:-

(i) The system must be serviced on a quarterly basis by a licensed service contractor. The owner of the Greywater system must have a service contract with the service agent to undertake quarterly servicing and maintenance.

(ii) A copy of the quarterly service report must be forwarded to Council by the service contractor or operator of the system at the end of each service.

16. OTHER SEWAGE MANAGEMENT SYSTEMS

Other systems of sewage management may be suitable. Systems not noted within this policy will be subject to an application under Section 68 of the Local Government Act 1993 and must comply with the requirements of Australian Standard.

The system must have current accreditation by NSW Health. Information to be included in an application is included in Section 7 of this Policy.

17. RISK ASSESSMENT

Council has adopted a system of risk assessment; the level of risk will determine the frequency of inspection. When assessing the level of risk, the Council Officer will utilise the stated risk assessment criteria together with information provided by the householder on their application, planning documents and information from relevant authorities.

17.1 Risk Criterion

**High Risk** systems located:-

(i) Within 2 km upstream of a town water intake point, or,

(ii) Any other location at the discretion of Council

**Medium Risk** systems located:-

(i) On a lot/s that is within single ownership of less than 10,000 square meters that is connected to reticulated water, or,

(ii) On a lot/s that is within single ownership of less than 2,000 square meters that is not connected to reticulated water, or,

(iii) Within an environmentally sensitive area, or,

(iv) Connected to a community facility, or,

(v) Within an On-site Sewage Management System is located within 150m of a permanent watercourse.

**Low Risk** – all other systems that are not included as high or medium risk.

18. INSPECTION FREQUENCY

The risk assessment determines the frequency of inspection. Inspections will be as follows:

- **High risk** systems to be inspected yearly.
- **Medium risk** systems to be inspected every three (3) years.
- **Low risk** systems to be inspected on the receipt of a complaint, when a development application for the site is received or by a random audit as set out by the monitoring program.
Aerated Wastewater Treatment Systems (AWTS) will be inspected by Council according to the level of risk assigned above. The AWTS must be inspected and serviced according to the manufacturer’s instructions on a quarterly basis (i.e., four (4) times per year).

19. MONITORING PROGRAM

The following processes will be put into place to ensure that both existing and proposed systems are adequately monitored:

(i) Inspections are to be carried out on existing sites where deemed necessary by the nominated council officer.
(ii) On-going inspections of on-site sewage management systems to be carried out in accordance with the inspection regime determined at the time of initial risk assessment. Aim to inspect all on-site sewage management complaints within three business days of notification.
(iii) Where inspections indicate faulty, defective or unhealthy systems notify the owner/occupier and then negotiate with the householder to develop a site-specific sewage management plan which will resolve the identified problem/s.
(iv) Issue orders/notices where necessary for faulty, defective, unhealthy on-site sewage management systems. (Section 124 Local Government Act, 1993).
(v) Where conditions of approval are continually not complied with, Council may revoke the approval.

20. EMERGENCY RESPONSE PROGRAM

Response procedures by Council in the case of emergencies shall be:

(i) Inspection of site within three business days;
(ii) Contact the owner/occupier of the property affected by the emergency;
(iii) Issue a Management Plan, Notice of Intention to Serve an Order, Order or Penalty Infringement Notice.
Appendix A – Standard Operating Conditions for Septic Tank and Absorption Trench

The following standards will apply to the operation of existing septic tanks with absorption trenches or transpiration areas:

1. All systems must have a current approval to operate with Council under Section 68 of the Local Government Act, 1993.

2. Check the sludge levels in the septic tanks on an annual basis and if necessary, have the tank desludged by a licenced contractor.

3. All stormwater/surface water must be diverted away from the waste disposal area.

4. There must be no surface ponding or run-off of treated wastewater from the waste disposal area.

5. Inspect the waste disposal area on a regular basis to ensure it is operating effectively. Signs of inefficient operation are:
   - Damp and boggy ground.
   - Surface ponding and run-off of wastewater.
   - Poor vegetation growth.
   - Unusual odours.

6. Avoid allowing children or pets from playing on waste disposal areas.

7. Do not water waste disposal areas with a sprinkler and do not grow any plants for human consumption in waste disposal areas.

8. Maintain waste disposal areas by regularly mowing the grass to enable optimum transpiration.

9. Avoid disposing the following into the system:
   - Bleaches, disinfectants, whiteners, etc.
   - Nappies, sanitary napkins, condoms, etc.
   - Fats and oils.
   - Waste from garbage grinders.
Appendix B – Standard Operating Conditions for Aerated Wastewater Treatment System (AWTS)

The following standards will apply to the operation of new and existing AWTS systems:

1. All systems must have a current approval to operate with Council under Section 68 of the Local Government Act, 1993.

2. All stormwater/surface water must be diverted away from the irrigation area.

There must be no surface ponding and run-off of treated effluent from the irrigation area.

3. Do not plant large trees or plants that will shade the irrigation disposal area.

4. Avoid allowing children or pets from playing on waste disposal areas.

5. Maintain irrigation areas by regularly mowing the vegetation.

6. The AWTS is to be serviced on a quarterly basis to ensure the system is operating correctly and that the correct level of disinfection is being achieved in the treated effluent. (Note: a copy of the quarterly service record must be submitted to Council by the service contractor).

7. Avoid disposing the following into the system:
   - Bleaches, disinfectants, whiteners, etc.
   - Nappies, sanitary napkins, condoms, etc.
   - Fats and oils.
   - Waste from garbage grinders.

8. Inspect the waste disposal area on a regular basis to ensure that it is operating properly. Signs of inefficient operation are:
   - Damp and boggy ground.
   - Surface ponding and run-off of irrigated effluent.
   - Poor vegetation growth.
   - Unusual odours.

9. Should the AWTS’s alarm be triggered, the service contractor must be contacted immediately.

10. Within the designated irrigation area, a sign must be displayed at all times with the following text:
    "WARNING: RECLAIMED EFFLUENT. NOT SUITABLE FOR HUMAN CONTACT/CONSUMPTION."

11. No plants used for growing food for human consumption shall be irrigated with the reclaimed effluent.

12. The irrigation for the reclaimed effluent must be installed in such a manner so that it will not discharge into any watercourse or onto any land other than its related effluent application area.

13. The main irrigation line for the AWTS system must be buried to a depth of at least 100mm between the AWTS tank and the irrigation area. Where it is proposed to use more than one irrigation area, a valve system shall be installed in such a manner so that at least one irrigation area is available for use at all times. A minimum of 3 irrigation sprinklers must be connected to the irrigation line.

14. The AWTS must be fitted with both an audible alarm and a visual alarm (ie flashing light) to alert of any malfunction. Should a malfunction occur, the service contractor must be contacted. The visual alarm must only be able to be re-set by the service contractor.
Appendix C – Standard Operating Conditions for Collection Well and Pump to Sewer

The following standards will apply to the operation of a septic tank and collection well:

1. The system must have a current approval to operate with Council under Section 68 of the Local Government Act, 1993.

2. The sludge level within the septic tank must be regularly monitored. Excess sludge within the septic tank must be pumped out by licenced operator and disposed to a licenced facility.

3. The collection well must have a visual and audible alarm connected to the collection well. The visual and audible alarm must be designed to detect high effluent levels within the collection well.
Appendix D – Standard Operating Conditions for Composting Toilets

The following standards will apply to the installation and operation of composting toilets:

1. All composting toilet systems to be installed must have a current accreditation from NSW Health.

2. If required by the system installed, the composting toilet must be serviced on an annual basis by a licensed contractor. The annual service should include a check of the operation of the ventilator fan and the amount and spread of the compost within the composting chamber. A service certificate must be submitted to Council by the servicing contractor or operator.

3. When removed from the composting chamber, the composted humus material must be buried within the boundaries of the property whereon the composting toilet is located.

4. The composted humus material must be buried at least 6 metres from any boundary, water course, drainage or supply channel or any other water body.

5. The composted humus material must be covered with at least 100mm of cover soil.

6. The compost must not be buried in an area that is used for growing food or plants for human consumption unless:

7. Always ensure the toilet lid is closed when the toilet is not in use to ensure proper aeration of the compost pile and to control vermin infestation, such as fly breeding.

8. To assist in the composting process, organic and bulking material may be added when necessary.

9. Moisture and temperature conditions must be maintained to ensure that optimum conditions for the composting process.

10. Records of servicing and commissioning of composting chambers must be maintained.
Appendix E – Standard Operating Conditions for Greywater Treatment System

The following standards will apply to the operation of new and existing Greywater Treatment Systems:

1. All systems must have a current approval to operate with Council under Section 68 of the Local Government Act, 1993.

2. All stormwater/surface water must be diverted away from the irrigation area.

3. There must be no surface ponding and run-off of treated effluent from the irrigation area.

4. Do not plant large trees or plants that will shade the irrigation disposal area.

5. Avoid allowing children or pets from playing on waste disposal areas.

6. Maintain irrigation areas by regularly mowing the vegetation.

7. The Greywater treatment system is to be serviced on a quarterly basis (or as described by the product manufacturer) to ensure system is operating correctly and that the correct level of disinfection is being achieved in the treated effluent. (Note: a copy of the quarterly service record must be submitted to Council by the service contractor).

8. Inspect the waste disposal area on a regular basis to ensure that it is operating properly. Signs of inefficient operation are:
   - Damp and boggy ground.
   - Surface ponding and run-off of irrigated effluent.
   - Poor vegetation growth.
   - Unusual odours.

9. No plants used for growing food for human consumption shall be irrigated with the reclaimed effluent.

10. The irrigation for the reclaimed effluent must be installed in such a manner so that it will not discharge into any watercourse or onto any land other that its related effluent application area.
17/136 – DRAFT ACTIVITIES APPROVAL POLICY

Reference: File No. Y
Responsible Officer: Director Sustainable Growth

PURPOSE

The purpose of this report is to present the draft Hilltops Council Activities Approval Policy, subject to a 28-day exhibition period and opportunity for public submissions.

REPORT

With the amalgamation, it is now time to consider the way in which the Hilltops Council manages the approval of activities under the Local Government Act, 1993. The three former Councils all managed this process differently.

Council has a legislative responsibility to ensure that activities specified under the Local Government Act, 1993 have approval or, where approval is not required, the circumstances in which such approval is not required. This Policy provides guidance on the consistent application and integrated framework for dealing with such activities.

Specifically, this Policy provides guidance on the placement of structures on Council land to ensure that the needs of retail operators, pedestrians and the general public are dealt with in a safe and equitable manner. This Policy clearly outlines the framework in which Council will consider applications for activities on public land and in what circumstances approval is not required from Council.

STATUTORY PROVISIONS

- Local Government Act, 1993
- Local Government (General) Regulation 2005

CONSULTATION

The draft Hilltops Council Activities Approval Policy will be placed on public exhibition for a period of 28 days to provide an opportunity for public submissions.

POLICY IMPLICATIONS

This is a new policy that will repeal the existing footpath dining, street furniture and footpath signage policies of the three former Council areas.
ATTACHMENTS

Attachment 1 - Draft Hilltops Council Activities Approval Policy.

RECOMMENDATION

It is recommended that Council;

1. Place the draft Activities Approval Policy on public exhibition for a period of 28 days; and
2. Should no submissions be received, adopt the Activities Approval Policy.
Draft Activities Approval Policy (Local Government Act 1993)
### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Control</td>
<td>2</td>
</tr>
<tr>
<td>Document History</td>
<td>2</td>
</tr>
<tr>
<td>1. Introduction</td>
<td>3</td>
</tr>
<tr>
<td>2. Aims and Objectives</td>
<td>3</td>
</tr>
<tr>
<td>3. Legislation</td>
<td>3</td>
</tr>
<tr>
<td>4. Approvals to which this policy applies</td>
<td>4</td>
</tr>
<tr>
<td><strong>PART 1: EXEMPTIONS FROM ACTIVITY APPROVALS</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>PART 2: CRITERIA FOR ACTIVITY APPROVALS</strong></td>
<td>5</td>
</tr>
<tr>
<td>General requirements</td>
<td>5</td>
</tr>
<tr>
<td>Footpath display of goods</td>
<td>6</td>
</tr>
<tr>
<td>Footpath advertising signs</td>
<td>6</td>
</tr>
<tr>
<td>Footpath dining and structures</td>
<td>8</td>
</tr>
<tr>
<td>Street stalls, raffles and collections</td>
<td>9</td>
</tr>
<tr>
<td><strong>PART 3: OTHER MATTERS RELATING TO ACTIVITY APPROVALS</strong></td>
<td>9</td>
</tr>
<tr>
<td>Exemptions</td>
<td>9</td>
</tr>
<tr>
<td>Lodgement of an application</td>
<td>9</td>
</tr>
<tr>
<td>Assessment of an application</td>
<td>10</td>
</tr>
<tr>
<td>Determination</td>
<td>10</td>
</tr>
<tr>
<td>When does an approval lapse?</td>
<td>10</td>
</tr>
<tr>
<td>Saving provisions</td>
<td>10</td>
</tr>
<tr>
<td>Revocation</td>
<td>10</td>
</tr>
<tr>
<td><strong>SCHEDULE 1 – EXEMPTIONS</strong></td>
<td>11</td>
</tr>
</tbody>
</table>
This policy shall be reviewed: -

This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

### Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Version</th>
<th>Resolution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 July 2017</td>
<td>Draft</td>
<td>0.1</td>
<td></td>
<td>Presented to Council for endorsement, public exhibition 28 days</td>
</tr>
</tbody>
</table>
1. Introduction

The Activities Approval Policy (Local Government Act 1993), has been developed and adopted under Chapter 7, Part 3 of the Local Government Act, 1993 (the Act). The Policy is designed to outline specific activities that may be carried out without the need to obtain approval from Council under certain circumstances. It also sets the criteria which Council will consider for those activities where approval from Council is required.

The Policy is divided into three parts:

Part 1: Exemptions from activity approvals
Part 2: Criteria for activity approvals
Part 3: Other matters relating to activity approvals

2. Aims and Objectives

The Policy aims to:

- Promote an integrated framework for dealing with activities carried out on public lands with clear guidelines.
- Specify circumstances where Council approval is not required before carrying out an activity.
- Clarify what activities on public land require approval from Council.
- Ensure consistency and fairness in the manner in which Council deals with applications for activity approvals.
- Make Council’s policies and requirements for activity approvals readily accessible and understandable to the community.
- Support the vitality, amenity and economic viability of Hilltops townships.
- Ensure shop owners and tenants requirements, pedestrians and footpath activities can be safely and fairly accommodated.

3. Legislation

- Local Government Act, 1993
- Roads Act, 1993
- Crown Lands Act, 1989
- Environmental Planning and Assessment Act, 1979
- Food Act, 2003
- Liquor Act, 2007
- Smoke-free Environment Act, 2000
- Anti-Discrimination Act, 1977
- Companion Animals Act, 1998
- Charitable Fundraising Act, 1991
- Work Health and Safety Act, 2011
4. Approvals to which this policy applies

Activities on public land, such as displaying charity bins, footpath dining and the display of advertising or other materials, and activities on private land, such as carry out sewerage works, require approval under Section 68 of the Local Government Act, 1993 from Council. Section 68 states that the following activities require approval:

<table>
<thead>
<tr>
<th>Part A: Structures or places of public entertainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Install a manufactured home, moveable dwelling or associated structure on land</td>
</tr>
<tr>
<td>Part B: Water supply, sewerage and stormwater drainage work</td>
</tr>
<tr>
<td>1. Carry out water supply work</td>
</tr>
<tr>
<td>2. Draw water from a council water supply or a standpipe or sell water so drawn</td>
</tr>
<tr>
<td>3. Install, alter, disconnect or remove a meter connected to a service pipe</td>
</tr>
<tr>
<td>4. Carry out sewerage work</td>
</tr>
<tr>
<td>5. Carry out stormwater drainage work</td>
</tr>
<tr>
<td>6. Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer</td>
</tr>
<tr>
<td>Part C: Management of waste</td>
</tr>
<tr>
<td>1. For fee or reward, transport waste over or under a public place</td>
</tr>
<tr>
<td>2. Place waste in a public place</td>
</tr>
<tr>
<td>3. Place a waste storage container in a public place</td>
</tr>
<tr>
<td>4. Dispose of waste into a sewer of the council</td>
</tr>
<tr>
<td>5. Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility</td>
</tr>
<tr>
<td>6. Operate a system of sewage management</td>
</tr>
<tr>
<td>Part D: Community land</td>
</tr>
<tr>
<td>1. Engage in a trade or business</td>
</tr>
<tr>
<td>2. Direct or procure a theatrical, musical or other entertainment for the public</td>
</tr>
<tr>
<td>3. Construct a temporary enclosure for the purpose of entertainment</td>
</tr>
<tr>
<td>4. For fee or reward, play a musical instrument or sing</td>
</tr>
<tr>
<td>5. Set up, operate or use a loudspeaker or sound amplifying device</td>
</tr>
<tr>
<td>6. Deliver a public address or hold a religious service or public meeting</td>
</tr>
<tr>
<td>Part E: Public roads</td>
</tr>
<tr>
<td>1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway</td>
</tr>
<tr>
<td>2. Expose or allow to be exposed (whether for sale) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road</td>
</tr>
<tr>
<td>Part F: Other activities</td>
</tr>
<tr>
<td>1. Operate a public car park</td>
</tr>
<tr>
<td>2. Operate a caravan park or camping ground</td>
</tr>
<tr>
<td>3. Operate a manufactured home estate</td>
</tr>
<tr>
<td>4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance</td>
</tr>
<tr>
<td>5. Install or operate amusement devices</td>
</tr>
<tr>
<td>6. Use a standing vehicle or any article for the purpose of selling any article in a public place</td>
</tr>
<tr>
<td>7. Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations</td>
</tr>
</tbody>
</table>

This Policy applies to these activities and sets out the circumstances in which Council will not require an activity approval to be gained, and establishes where an activity approval will be required from Council.
Part 1: Exemptions from activity approvals

An activity may be exempt from the need to gain an activity approval where it meets determined standards. The activities that are exempt from approval are specified in SCHEDULE 1. This does not, however, prevent a person applying for approval to carry out an activity specified in the Schedule.

To be exempt from approval, the person carrying out an activity must comply with:

- The relevant exemption requirements listed in SCHEDULE 1; and
- The relevant standards prescribed by the Local Government Act, 1993 and its Regulations, including the Building Code of Australia, Plumbing Code of Australia and Australia New Zealand Food Standards Code; and
- Any need to have public liability or other insurances in place to cover their activities.

The exemptions do not relate to Development Applications, Complying Development Certificates or approvals required under any other legislation.

Part 2: Criteria for activity approvals

This Part lists the criteria Council must take into consideration in determining an application under the Local Government Act, 1993 or as required under Sections 125, 138 or 139A of the Roads Act, 1993.

Those pieces of legislation require that Council determining an activity application:

(a) Can only approve an application where an activity complies with all relevant laws, standards and guidelines, including the Building Code of Australia, Plumbing Code of Australia and Australia New Zealand Food Standards Code; and

(b) Must take into consideration any criteria in a local policy adopted by the council which are relevant to the subject matter of the application, and

(c) Must take into consideration the principles of ecologically sustainable development; that is, using, conserving and enhancing the community’s resources so that ecological processes are maintained, and the community wellbeing can be increased.

If no requirements are established and no criteria are adopted, Council is to:

(a) Take into consideration, in addition to the principles of ecologically sustainable development, the likely impact of the activity, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality, and

(b) The public interest.

In considering the public interest, Council is to take into account:

(a) Protection of the environment, and

(b) Protection of public health, safety and convenience, and

(c) Any items of cultural and heritage significance which might be affected.

General requirements

In order to achieve the objectives of this Policy, the following matters must be considered in addition to any matters prescribed by the regulations for the respective activity applications.

Applicants must ensure the application form and all other information is submitted. Incomplete applications will be rejected.
Each activity application will be considered on its merits and assessed against the criteria established in this Policy.

Public Liability insurance (to an amount determined appropriate by Council’s Insurers at the time of application) which indemnifies Council against any claims which may be made as a result of use of public land must be held and renewed every year for the life of an approval.

An approval may not be granted on a footpath of a classified road (i.e. a highway or main road) or within its corridor for any activity, without the agreement of the NSW Roads and Maritime Services (RMS). Council will refer those activity applications to the RMS for their advice.

An approval may be cancelled at any time after it has been issued, in any of the following circumstances:
(a) if the approval was obtained by fraud, misrepresentation or concealment of the facts;
(b) for any failure to comply with a condition of approval; or
(c) if the public land ceases to be used by the person having the benefit of the approval i.e. business closes or relocates.

Footpath display of goods
The following criteria will apply for any approval for the display of goods on the footpath. Goods for display or sale shall:
- Not extend more than 1000mm out from the building line;
- Not exceed 1200mm in height for goods and 1500mm for clothes racks;
- Ensure that at least 1.8 metres of the footpath is kept clear for pedestrian traffic (the pedestrian zone);
- Only be placed along the building line of the premises to which they relate;
- Only be placed on the footpath within shop/premises opening hours;
- Be structurally sound and designed to ensure it will not be blown/displaced by winds. Clothes racks shall be prevented from movement (either by locked wheels or a solid frame);
- Be non-illuminated (internally/externally);
- Not have sharp, pointed, jagged edges, corners or protrusions; and
- Not be affixed to any premises, footpath, parking control sign, street furniture or pole.

Footpath advertising signs
Approval may be granted for business owners (but not stallholders) to display portable advertising signs on the footpath directly in front of, the business premises. Such signs are to refer only to the business or to goods for sale at the business and must comply with the following:
- Not extend more than 1000mm out from the building line;
- Maximum height of 1200mm;
- Minimum height of 800mm;
- Ensure that at least 1.8 metres of the footpath is kept clear for pedestrian traffic (the pedestrian zone);
- Only be placed along the building line of the premises to which they relate, unless:
  (i) the sign is located adjacent permanent street furniture (e.g. chairs or bins) or permanent structures (e.g. verandah posts), or
  (ii) the sign is incorporated into an approved footpath dining area - see policy criteria below);
- Only be placed on the footpath within shop/premises opening hours;
- Be a colour that is easily distinguishable (to ensure it is easily seen and won’t be a trip hazard);
- Be structurally sound and designed to ensure it will not be blown/displaced by winds;
- Be non-illuminated (internally/externally);
- Not comprise any moveable parts (e.g. spinning, flapping etc.);
- Be self-supporting and not rely on posts or chains to stabilize it,
- Not be affixed to any premises, footpath, parking control sign, street furniture or pole.
Advertising flags

Free-standing

‘Teardrop’ flags whereby the flag surface is under tension and remains rigid (similar to those depicted in Figure 1) are permitted. ‘Feather Banners’, or other banners that are not rigid or tensioned, and flap around (similar to those depicted in Figure 2) are not permitted under the provisions of this document, subject to the following criteria.

- Not extend more than 1000mm out from the building line;
- Not exceed 2500mm in height;
- Maximum of two (2) free-standing flags are permitted for each premise;
- Ensure that at least 1.8 metres of the footpath is kept clear for pedestrian traffic (the pedestrian zone);
- Only be placed along the building line of the premises to which they relate;
- The flag must only display material which advertises the business being conducted on that premises;
- Flags shall be professionally made and be maintained in good condition;
- Each flag shall be adequately anchored and secured to ensure stability in wind gusts;
- Each flag shall be removed from the footpath at the close of trade each day;
- Not be affixed to any premises, footpath, parking control sign, street furniture or pole.
Wall-mounted flags

The following criteria will apply for any approval for the installation or display of a wall-mounted advertising flag located on, or overhanging, the footpath, as depicted in the following Figure 3.

Figure 3

Typical wall flag

- Not extend more than 1000mm out from the building line;
- Installed at a minimum height of 2000mm (no part of the structure or flag shall contravene this);
- Maximum of two (2) wall-mounted flags are permitted for each premise;
- The flag must only display material which advertises the business being conducted on that premises.
- Flags shall be professionally made and be maintained in good condition.
- Each flag shall be adequately anchored and secured to ensure stability in wind gusts.
- Each flag shall be removed from the footpath at the close of trade each day.

Footpath dining and structures

The following criteria will apply for any approval for footpath dining and structures (other than advertising signs) placed on the footpath.

- Council has established a number of alcohol free zones in accordance with Section 632A of the Local Government Act, 1993 covering commercial areas and licenced premises. Service and consumption of alcohol on footpaths in these areas is prohibited;
- All furniture and other obstructions shall be located outside of the clear kerb zone in Table 1 below;

Table 1 - Clear Kerb Zone

<table>
<thead>
<tr>
<th>On street parking direction</th>
<th>Clear kerb zone width (measured from front of kerb)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parallel</td>
<td>600mm</td>
</tr>
<tr>
<td>Front in</td>
<td>920mm</td>
</tr>
<tr>
<td>Rear in</td>
<td>1200mm</td>
</tr>
</tbody>
</table>

- Ensure that at least 1.8 metres of the footpath is kept clear for pedestrian traffic (the pedestrian zone). Should table service be provided, all staff providing the service must provide right of way to pedestrians using the footpath;
- Outdoor dining areas are to be adjacent the premises to which they relate;
- Sound generating devices or amusement devices are not permitted as part of outdoor dining;
- All furniture is to be removed from the footpath when the business is not open to the public;
- The operator is to ensure the good conduct of patrons and that noise is kept to a minimum;
- Outdoor dining areas are to be maintained in a clean condition and kept free of litter;
- All outdoor dining areas are to be smoke-free;
Tables and Chairs

- Furniture is to be properly maintained and kept clean at all times;
- All furniture must be aesthetically suitable and involve a colour scheme and materials that are both practical and serviceable and in keeping with its surrounding area and shop front;
- All furniture is to be removed at the close of business;

Umbrellas

- Any umbrella to be used for outdoor dining on a public footpath is to be of non-reflective material.
- All umbrellas must maintain a minimum vertical clearance height of 2.1m from existing ground level;
- All umbrellas must be secured by a removable stand and weighted to ensure safety; and
- The number of umbrellas shall be limited to the number of approved tables.

Street stalls, raffles and collections

Eligible charitable or community organisations may apply to conduct street stalls at the following approved locations within the towns and villages of the Hilltops Local Government Area.

Boorowa: Shopfront (owner's permission required in writing) in Marsden or Pudman Streets.
Harden: Council's Neil Street kiosk, or Kruger Street Stall Centre.
Murrumburrah: Shopfront (owner’s permission required in writing).
Young: Island outside Westpac building in Boorowa Street, or road blister outside SWS Credit Union building in Lynch Street.
Other areas: Public building such as a hall or shopfront (owner’s permission required in writing).

In addition, street stalls must:
- Be located against the building frontage, unless otherwise approved;
- Display appropriate identification of the organisation on the stall, but no advertising;
- Not to exceed two tables (card table size) and four chairs; and
- Not solicit sales and/or public collections, unless conducted in compliance with the Charitable Fundraising Act, 1991.

Part 3: Other matters relating to activity approvals

Exemptions

Any exemption under this Policy or the Local Government Act, 1993 and its regulations, has no effect unless all the specified conditions of the exemption are met. Any breach of the conditions would mean that the exemption no longer applies to the activity involved. Exemption within the Policy cease to have effect once the Policy lapses.

Lodgement of an application

Most activities have a specific form and/or guide designed to assist in the lodgement of the application. Depending on the type of work or activity, fees may apply and where these are required they must be paid at the time of lodgement in accordance with Council’s fees and charges.

An application may be rejected within 7 days of receipt if it is not clear as to the approval sought or the application is not easily legible. Fees if applicable are refunded.
Assessment of an application

In assessing the more complex applications, additional information may be needed. Where this is the case, Council will contact the applicant within 21 days of receipt of an application.

Determination

Once determined a notice will be issued advising whether the application has been approved or refused.

The period of approval will vary depending on the type of activity or work undertaken. If works have not commenced or where the activity is not held during the nominated time then the approval may lapse. In such cases, and depending on the circumstances, an applicant can seek to lodge a new application or alternatively request to modify an existing application.

A determination can be reviewed under s.100 of the Local Government Act, 1993. A request to review must justify the reasons for review and be made in writing within 28 days of Council’s determination. Fees apply. The determination of a review is final.

When does an approval lapse?

An approval under Section 68 of the Local Government Act, 1993 lapses 1 year after the date from which the approval operates, unless the approval states otherwise. An extension of an approval may be granted if:

(a) A request is received by Council in writing prior to the date on which the approval would have lapsed; and
(b) Council determines that the approval should be extended.

Saving provisions

A person or business which holds a valid and operational activity approval from the former Councils of Boorowa, Harden or Young may continue to operate under that approval unless otherwise notified by Council.

Revocation

Under Section 165(4) of the Local Government Act, 1993, this Policy will be automatically revoked 12 months after the NSW local government elections, unless Council resolves to do so sooner.
## SCHEDULE 1 – Exemptions

<table>
<thead>
<tr>
<th>Activity</th>
<th>Exempt criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part A: Manufactured homes, moveable dwellings and structures</strong></td>
<td></td>
</tr>
<tr>
<td>Manufactured home in a caravan park. Clause 74*</td>
<td>Installation of moveable dwellings and associated structures in caravan parks and camping grounds, provided the structure is designed, constructed and installed with the relevant provisions of the Regulations, the site is not liable to flooding and the installation occurs with the consent of the holder of the approval to operate the caravan park or camping ground concerned.</td>
</tr>
<tr>
<td>Caravans, campervans or tents on any land. Clause 77(a)*</td>
<td>Installation of not more than 2 caravans, campervans or tents on any land, so long as they are not occupied for more than 2 days at a time and are not occupied for more than 60 days (in total) in any single period of 12 months.</td>
</tr>
<tr>
<td>Caravans or campervans on land with an existing dwelling house. Clause 77(b)*</td>
<td>Installation of not more than 1 caravan or campervan on land occupied by the owner of the caravan or campervan in connection with that owner’s dwelling-house, so long as it is used for habitation only by the owner or by members of the owner’s household and is maintained in a safe and healthy condition.</td>
</tr>
<tr>
<td>Caravans or campervans on agricultural land for seasonal workers on the land. Clause 77(c)*</td>
<td>Installation of caravans or campervans on pastoral or agricultural land, so long as it is merely occupied seasonally by persons employed in pastoral or agricultural operations on the land.</td>
</tr>
<tr>
<td><strong>Part B: Water supply, sewerage and stormwater drainage work</strong></td>
<td></td>
</tr>
<tr>
<td>Carry out water supply, stormwater drainage or sewerage works</td>
<td>Water supply, Stormwater drainage or sewerage works (excluding point of connection works involving Council’s water and sewer services and/or works involving a septic tank, an effluent or a sullage disposal system) are exempt from the need for approval provided that it complies with the following criteria: a) For the repair or replacement of existing plumbing and drainage works or stormwater drainage lines only; b) The work must comply with Council’s Plumbing and Drainage Policy and the Plumbing and Drainage Act, 2011; and c) The work must not require the cutting or excavation of any public road, footpath or kerb and gutter and/or tree removal unless approved under Section 138 of the Roads Act, 1993.</td>
</tr>
</tbody>
</table>

In this Policy, a) **Sewerage work** means the construction, alteration, extension, disconnection, removal, ventilation, flushing, cleansing, maintenance, repair, renewal or clearing of any sewerage service pipes or fittings or fixtures communicating or intended to communicate, directly or indirectly, with: a septic tank, an effluent or a sullage disposal system, or any sewer of a council, and includes work of sanitary plumbing and work of house drainage.

b) **Water supply work** means the construction, alteration, extension, disconnection, removal, flushing, cleansing, maintenance, repair, renewal or clearing of any pipes or fittings of any water service communicating or intended to communicate, directly or indirectly, with any water main of a council, but does not include changing a washer.

c) **Stormwater drainage work** means the construction, alteration, extension, disconnection, removal, maintenance, repair, renewal, flushing, cleansing or clearing of any stormwater drain communicating or intended to communicate, directly or indirectly, with any stormwater channel of a council.
### Part C: Waste management

<table>
<thead>
<tr>
<th><strong>Transport waste</strong>&lt;br&gt; <strong>Clause 48(a)</strong>&lt;sup&gt;▾&lt;/sup&gt;</th>
<th>The transporting of waste over or under a public place for fee or reward if the activity is licensed under the Protection of the Environment Operations Act, 1997; or the waste is being transported through the area of the Council and is not being collected or deposited in that area.</th>
</tr>
</thead>
</table>
| **Place commercial waste in public** | In accordance with the exemption given in Clause 48(b) of the Local Government (General) Regulations 2005, the placement of a commercial waste storage container in a public place is exempt from the need for approval provided that it complies with the following criteria:  
  a) Must relate to an existing approved and lawful use;  
  b) Maximum of one 240 litre bin and only where the waste collection area on private property is not accessible to the collection agency;  
  c) Must be located so as to not disturb traffic flow, impede pedestrian movement, restrict driver sight lines, access or loading zones;  
  d) Must not be offensive nor contain hazardous, liquid or clinical waste;  
  e) May only be placed in a public place for collection by a waste contractor the night before the scheduled collection and must be removed as soon as possible and stored on private property. In the event of service disruption, containers must be stored on private property until the service can be provided;  
  f) Commercial waste must be collected and disposed of by a commercial contractor. Waste cannot be removed from the premises to be disposed of in a street litter bin.  
  g) All containers must be vermin proof and cleaned on a regular basis without causing storm water pollution;  
  h) The area where the container is placed in public for collection must be kept clean; and  
  i) Uncontained waste (such as plastic and cardboard) is not permitted to be placed next to or on top of containers in the public place. |
| **Place domestic waste in public** | In accordance with the exemption given in Clause 48(b) of the Local Government (General) Regulations 2005, the placement of a domestic waste storage container in a public place is exempt from the need for approval provided that it complies with the following criteria:  
  a) Domestic waste must be contained in the Council approved waste storage containers and only placed in a public place for the purposes of collection by Council;  
  b) Uncontained waste is not permitted to be placed next to or on top of containers in a public place;  
  c) Waste storage containers may be put out for collection the night before the scheduled collection and must be removed from the public place as soon as possible and stored on private property;  
  d) Waste storage containers must be placed immediately in front of the resident’s property (or an approved service pick up point);  
  e) Lids of waste storage containers must remain closed, and the container surrounds be kept tidy at all time; and  
  f) Waste storage containers must be kept clean and free of stains, odours and debris; and in full working order with no cracks, missing wheels, lids or pins. |
### Part D: Community land

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound amplifying device or loudspeaker</td>
<td>A loudspeaker or sound amplifying device may be set up, operated or used on community land without the prior approval of the Council if it is done in accordance with a notice erected on the land by the Council or if it is done in the circumstances specified, in relation to the setting up, operation or use by sports clubs.</td>
</tr>
<tr>
<td>Sports clubs charging a fee for spectators</td>
<td>Sports clubs with prior written approval from Council for the use of the associated sporting facility may charge a spectator fee to cover its commitments to a sporting association.</td>
</tr>
</tbody>
</table>

### Part E: Public roads

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic oil or solid fuel heating appliance</td>
<td>A domestic oil or solid fuel heating appliance (other than a portable appliance) may be installed without the prior approval of the Council if details of the appliance are included in plans and specifications for the relevant building approved by a Construction Certificate or Complying Development Certificate under the <em>Environmental Planning and Assessment Act, 1979</em>.</td>
</tr>
<tr>
<td>Operation of a public car park</td>
<td>A public car park may be operated without the prior approval of the Council if approval for its erection or operation has already been given by the Council in connection with another approval or development consent and the car park complies with any applicable conditions of that approval or development consent.</td>
</tr>
<tr>
<td>Jumping castles and amusement devices</td>
<td>Amusement devices not required to be registered under the Work Health and Safety Regulation 2011 may be installed or operated without the prior approval of the Council if there is a contract of insurance or indemnity for the device that complies with Clause 74 (see below) of the Regulations, and be approved under Section 138 of the <em>Roads Act, 1993</em>, if the device is on or over a public road, including a footpath.</td>
</tr>
</tbody>
</table>
| Small amusement devices                                                 | A small amusement device may be installed or operated without the prior approval of the Council if:  
  a) the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason,  
  b) the device is registered under the *Work Health and Safety Regulation 2011*,  
  c) the device is erected and operated in accordance with all conditions relating to its erection or operation set out in the current certificate of registration issued for the device under those Regulations,  
  d) there exists for the device a current log book within the meaning of those Regulations, in the case of a device that is to be or is installed in a building, fire egress is not obstructed,  
  e) there is in force a contract of insurance or indemnity for the device that complies with Clause 74 (see below) of the Regulations,  
  f) be approved under Section 138 of the *Roads Act, 1993*, if the device is on or over a public road, including a footpath. |

In this Policy, **small amusement device** means an amusement device that is designed primarily for the use of children 12 years of age or under (includes such amusement devices as mini-ferris wheels, battery operated cars and miniature railways but, in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute).
| Amusement devices public liability | It is a condition of an approval to install or operate an amusement device that there must be in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than $10,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability. |

* Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005

^ Local Government (General) Regulation 2005
17/137 – DRAFT PLANNING AGREEMENT POLICY

Reference: File No. Y
Responsible Officer: Director Sustainable Growth

PURPOSE

The purpose of this report is to present the Draft Hilltops Council Planning Agreement Policy, subject to a 28-day exhibition period and opportunity for public submissions.

REPORT

Council has recently entered into a number of planning agreements as a result of large development approvals. This practice is becoming more common as developers seek to provide an alternative to the payment of fees or the provision of land and/or works under the provisions Section 94 and 94A of the Environmental Planning and Assessment Act, 1979 (the Act).

Council must be transparent and equitable in negotiating planning agreements. The Policy provides guidance on the process of how and when Council will enter into a planning agreement under Section 93F of the Act.

STATUTORY PROVISIONS

- Environmental Planning and Assessment Act, 1979
- Environmental Planning and Assessment Regulation, 2000

CONSULTATION

The Draft Planning Agreement will be placed on public exhibition for a period of 28 days to provide an opportunity for public submissions.

POLICY IMPLICATIONS

This is a new policy that will guide Council in the negotiation of Planning Agreements.

ATTACHMENTS

Attachment 1 - Draft Hilltops Council Planning Agreement Policy.

RECOMMENDATION

It is recommended that Council;

1. Place the draft Planning Agreement Policy on public exhibition for a period of 28 days; and
2. Should no submissions be received, adopt the Planning Agreement Policy.
Draft Planning Agreement Policy

Previous Policies and Reports
## TABLE OF CONTENTS

Document Control .................................................................................................................................... 2
Document History ................................................................................................................................. 2

1. Introduction ...................................................................................................................................... 3

2. Aims and Objectives ........................................................................................................................ 3

3. Legislation ....................................................................................................................................... 3

4. Planning Agreement Framework .................................................................................................. 3
   4.1 Principles .................................................................................................................... ............. 3
   4.2 Negotiation Procedures ........................................................................................................ ... 4
   4.3 Agreement Acceptability Test ................................................................................................. 5
   4.4 Public Notification Procedures ............................................................................................... 6
   4.5 Specific Planning Agreement Provisions ................................................................................. 6
   4.6 Planning Agreement Register .................................................................................................. 8

Appendix 1 – Planning Agreement Template ...................................................................................... .... 9
Appendix 2 – Explanatory Note Template ........................................................................................ ..... 14

Previous Policies and Reports
This policy shall be reviewed: -

This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

**Document History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Version</th>
<th>Resolution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 July 2017</td>
<td>Draft</td>
<td>0.1</td>
<td></td>
<td>Presented to Council for endorsement, public exhibition 28 days</td>
</tr>
</tbody>
</table>
1. Introduction

Planning Agreements facilitate provision of complex infrastructure in connection with Planning Proposals (re zoning applications) or Development Applications under the Environmental Planning and Assessment Act, 1979 (the Act). Agreements allow a level of flexibility in Council’s development contribution system and may authorise contributions for a variety of public purposes some of which extend beyond the scope of Council’s Section 94 or 94A Contribution Plans.

This Policy establishes a framework to guide consideration and administration of Planning Agreements lodged with Council pursuant to Section 93F of the Act.

2. Aims and Objectives

The Policy aims are to:

- Establish a fair, transparent and accountable framework governing the use of Planning Agreements by Council;
- Provide guidance to developers and the broader community on the use of Planning Agreements;
- Enhance the range of development contributions made by development towards public facilities in the Hilltops Local Government Area;
- Provide a generally applicable test for determining the acceptability of a planning agreement, which embraces among other things the concept of reasonableness;
- Give all stakeholders in development greater involvement in determining the type, standard and location of public facilities and other public benefits; and
- Provide for a more flexible development contributions system.

3. Legislation

- Environmental Planning and Assessment Act, 1979.
- Environmental Planning and Assessment Regulation 2000.

4. Planning Agreement Framework

Council’s Planning Agreements framework consists of the following:

a) The provisions of Subdivision 2 of Division 6 of Part 4 of the Act;
b) The provisions of Division 1A of Part 4 of the Environmental Planning and Assessment Regulation 2000; and
c) This Policy.

4.1 Principles

Planning Agreements will be governed by the following principles:

a) The negotiation of a Planning Agreement is at the discretion of the Council.
b) Planning decisions may not be bought or sold through Planning Agreements.
c) Council will not allow Planning Agreements to improperly fetter the exercise of its functions under the Act and its Regulations or other legislation.
d) Council will not use Planning Agreements for any purpose other than a proper planning purpose.
e) Development that is unacceptable on planning grounds will not be permitted because of public benefits offered by developers that do not make the development acceptable on planning grounds having regard to the heads of consideration set out in Section 79C of the Act.
f) Council will not take into consideration Planning Agreements that are wholly unrelated to an application, nor will Council give undue weight to a Planning Agreement.
g) Council will not allow the interests of individuals or interest groups to outweigh the public interest when considering a proposed Planning Agreement.
h) Council will not improperly rely on its position in order to extract unreasonable public benefits from developers under Planning Agreements.

i) Council will avoid, wherever possible, being party to Planning Agreements where they also have a stake in the development the subject of the Agreements.

j) Council will not improperly rely on its peculiar statutory position in order to extract unreasonable public benefits from developers under Planning Agreements.

4.2 Negotiation Procedures

Council, in its discretion, may negotiate a Planning Agreement with a developer to address the following matters in connection with any proposed application by the developer for a Planning Proposal (rezoning application) or development consent relating to any land in the Hilltops Local Government Area.

a) Mitigate or compensate for the loss of, or damage to, a public amenity, service, resource or asset caused by the development through its replacement, substitution, repair or regeneration;

b) Meet the demands created by the development for new public infrastructure, amenities and services;

c) Address a deficiency in the existing provision of public facilities in Council’s area;

d) Achieve recurrent funding in respect of public facilities;

e) Prescribe inclusions in the development that meet specific planning objectives of the Council, including those set out in Council’s Section 94 and 94A Contribution Plans.

f) Monitor the planning impacts of development; and

g) Secure planning benefits for the wider community.

Any offer by a developer to enter into a Planning Agreement with Council is to be in writing. The written offer is to contain sufficient information for Council to properly consider whether or not to accept the offer and shall include but not be limited to:

a) The land to which the Planning Agreement relates, including its legal description;

b) The Development Application or Planning Proposal (rezoning application) that relates to the Planning Agreement;

c) If the developer is not the owner of the relevant land, then the land owner’s details and whether the land owner intends to enter into the Planning Agreement as well (if so, a written offer will be required from the relevant land owners);

d) The nature of the security to be provided for the public benefits;

e) The public benefits being offered under the terms of the Planning Agreement; and

f) The developer’s details.

The negotiation of a Planning Agreement will involve the following procedure:

a) Prior to the lodgement of the relevant application by the developer, the Council and developer should decide whether to negotiate a Planning Agreement.

b) A timetable and process for negotiations should be agreed by the parties. The parties may decide to appoint an independent person to facilitate or otherwise participate in the negotiations.

c) The key issues for negotiation should be agreed by the parties.

d) Once agreement on the content of the Planning Proposal is reached a draft proposed Planning Agreement including the explanatory note should be prepared by one of the parties, and provide a copy of it to the other parties. Planning Agreements and explanatory notes are to be in or to the effect of the standard templates provided in Appendices 1 and 2.

e) The relevant application is lodged with Council accompanied by the proposed Planning Agreement.

f) The proposed agreement will be reported to Council, and Council will resolve whether or not to adopt a recommendation to exhibit the proposed Planning Agreement (Council may resolve to reject the agreement).
g) Council will publicly exhibit the relevant application and proposed Planning Agreement, in accordance with the Act. Following exhibition, an assessment is undertaken by Council officers and reported to Council.

h) The parties may undertake further negotiations as a result of the public notification and inspection of the Planning Agreement or its formal consideration by the Council in connection with the relevant application.

i) Council resolves to adopt the proposed Planning Agreement.

j) If the application is a Development Application and is granted consent, a condition is to be imposed requiring the Agreement to be entered into in terms of the developer’s offer. Council would resolve to execute the Planning Agreement when approving the application. If the application is approved on terms different to the developer’s offer, the Agreement could not be required to be entered into.

k) The Planning Agreement Register will be updated and maintained by the Council and monetary contributions and/or works will be tracked by the Council.

4.3 Agreement Acceptability Test

Council will apply the following tests in order to assess the desirability of the possible outcome of a proposed Planning Agreement:

a) Is the Planning Agreement directed towards a proper and legitimate planning purpose having regard to the statutory planning controls and other adopted planning policies, infrastructure strategies and the circumstances of the case?

b) Does the Planning Agreement result in a public benefit?

c) Does the Planning Agreement provide for a reasonable means of achieving the relevant purpose?

d) Can the Planning Agreement be taken into consideration in the assessment of the relevant Development Application or Planning Proposal (zoning application)?

e) Will the Planning Agreement produce outcomes that meet the general values and expectations of the community and protect the overall public interest?

f) Does the Planning Agreement promote the Council’s strategic objectives?

g) Does the Planning Agreement conform to the principles governing the Councils use of Planning Agreements?

h) Are there any relevant circumstances that may operate to preclude the Council from entering into the Planning Agreement?

i) Will the Planning Agreement result in a positive net community benefit calculated as follows?

\[
\text{Net community benefit} = \text{Proposed Planning Agreement contributions} - (\text{Development works} + \text{Contributions})
\]

Where:

- Development works: Works required to serve the development itself and/or conditioned as part of the development consent under Section 80A of the Act.
- Contributions: Payments required to be paid under a Section 94 or 94A contributions plan under the Act.
- Proposed Planning Agreement contributions: The contributions proposed via agreement, either monetary, dedication of land, the provision of material public benefits, or any combination of these for a public purpose.
- Net community benefit: The community benefit must be greater than the value of the development works and contributions. Positive values mean potential net community benefit. Negative values indicate that Council would potentially be worse off by entering into the proposed Planning Agreement.
4.4 Public Notification Procedures

In accordance with the Act, a proposed Planning Agreement must be publicly notified and available for public inspection for a minimum period of 28 days. During this time Council will make the relevant application, including the proposed Planning Agreement, explanatory note and any other relevant documents available for public comment, consistent with statutory requirements and its notification procedures.

In the case of Development Applications, a proposed Planning Agreement may be advertised separate to the application once acceptable negotiations have taken place. In the case of Planning Proposals (rezing applications), the agreement will be advertised at the same time as the Planning Proposal during the exhibition period.

Council may renotify a proposed Planning Agreement and the relevant application if, a change is made to the terms of the agreement or the application after it has been notified.

4.5 Specific Planning Agreement Provisions

Standard Planning Agreements

Unless otherwise agreed by the parties in a particular case, a Planning Agreement will be prepared by Council at the developer's cost. Planning Agreements and explanatory notes are to be in or to the effect of the standard templates provided in Appendices 1 and 2.

Relationship with Section 94 or 94A contribution plans

Public benefits in Planning Agreements are additional to required contributions. By exception, a Planning Agreement may partly or fully exclude the application of Section 94 or Section 94A of the Act to development to which the Agreement relates.

If the Agreement does not exclude the application of Section 94 to the development, it must state whether benefits under the Agreement are or are not to be taken into consideration in determining development contribution under the Act.

Entering into a Planning Agreement

A Planning Agreement is entered into when it is signed by all of the parties. A Planning Agreement can be entered into at any time after the Agreement is publicly notified in accordance with the Act and its Regulations.

Council will require a Planning Agreement to be entered into as a condition of granting development consent to the development to which the Agreement relates or as part of the Gateway process for a Planning Proposal (rezing application).

Planning Agreement obligation

Council will require a Planning Agreement to provide that the developer’s obligations must be met:

a) prior to the issuing of any construction certificate related to the development consent;

b) on notification of an environmental planning instrument; or

c) on another event agreed by the parties.

Modification and discharge of developer’s obligations

Planning Agreements should set out the circumstances in which the parties agree to modify or discharge the developer’s obligations under the Agreement. The modification or discharge should be effected by an amendment to the Agreement.
Pooling of development contributions

Planning Agreements should specifically provide that monetary contributions paid under different Planning Agreements are to be pooled and progressively applied towards the provision of public benefits that relate to the various Agreements. Pooling may be appropriate to allow public benefits, particularly essential infrastructure, to be provided in a fair and equitable way.

Implementation Agreements

Council may require an implementation Agreement that provides for matters such as:

a) The timetable for provision of planning obligations under the Planning Agreement.
b) The design, technical specification and standard of any work required by the Planning Agreement to be undertaken by the developer.
c) The manner in which a work is to be handed over to the Council.
d) The manner in which a material public benefit is to be made available for its public purpose in accordance with the Planning Agreement.

Monitoring and review of a Planning Agreement

Council will continuously monitor the performance of the developer’s obligations under a Planning Agreement and report them in accordance with the Act.

Assignment and dealings by the developer

Council will not permit the assignment of any or all of the developer’s rights or obligations under the Agreement, or permit any dealing in relation to any part or the whole of the land the subject of the Agreement unless:

a) Council has given its consent to the proposed assignment or dealing
b) The developer has, at no cost to the Council, procured the execution by the person with whom it is dealing of all necessary documents in favour of the Council by which that person agrees to be bound by the Agreement as if they were a party to the original Agreement, and
c) If the proposed dealing involves a mortgage, charge or other encumbrance in relation to the party’s right, title and interest in the land, such documents provide for an Agreement by the person to the effect that they, and any receiver appointed by them, will not enjoy rights greater than those of that party, and
d) The party is not in breach of this Agreement.

Provision of security under a Planning Agreement

Council will require a Planning Agreement to make provision for security to cover the developer’s obligations under the Agreement. The form of security will be an unconditional bank guarantee from an Australian Bank in favour of the Council to the full value of the developer’s obligations under the agreement. In respect of contributions in the form of land, Council will require a Planning Agreement to include provisions allowing Council to acquire any land to be dedicated for $1 if the developer defaults.

Council’s Costs of Negotiating, Monitoring and Enforcing a Planning Agreement

Council will require a Planning Agreement to make provision for payment by the developer of the Council’s costs of and incidental to:

a) negotiating, preparing and entering into the Agreement (including but not limited to staffing costs, consultants fees, legal fees);
b) registration of the Agreement on the title of any relevant land, and
c) enforcing the Agreement.
Council may require the Planning Agreement to make provision for a development contribution by the developer towards the ongoing administration of the Agreement, should this be relevant.

**Notations on Planning Certificates**

Council will require a Planning Agreement to contain an acknowledgement by the developer that Council will make a notation about a Planning Agreement on any certificate issued under Section 149(5) of the Act relating to the land the subject of the agreement.

**Registration of Planning Agreements**

Pursuant to Section 93H of the Act, Council may require a Planning Agreement to contain a provision requiring the developer to agree to registration of the Agreement on the title to the land to which the agreement applies.

**Dispute resolution**

Council will require a Planning Agreement to provide for mediation of disputes between the parties to the Agreement before the parties may exercise any other legal rights in relation to the dispute.

4.6 **Planning Agreement Register**

Council is required keep a register of planning agreements that apply in the Hilltops LGA, whether or not Council is a party to a planning agreement.

The Register should state the date an agreement was entered into and a short description of the agreement (including any amendment).

Council will make the following available for public inspection copies of Planning Agreements (including amendments), and copies of the related explanatory notes.

The Planning Agreement Register will be updated and maintained by the Council and monetary contributions and/or public domain works will be tracked by the relevant Council responsibility areas.
Appendix 1 – Planning Agreement Template

PLANNING AGREEMENT

Parties

[# of #, New South Wales (Council)]
and

[# of #, New South Wales (Developer)].

Background

(For Development Applications)

A. On, #, the Developer made a Development Application to the Council for Development Consent to carry out the Development on the Land.

B. That Development Application was accompanied by an offer by the Developer to enter into this Agreement to make Development Contributions towards the Public Facilities if that Development consent was granted.

(For Changes to Environmental Planning Instruments)

A. On, #, the Developer made an application to the Council for the Instrument Change for the purpose of making a Development Application to the Council for Development Consent to carry out the Development on the Land.

B. The Instrument Change application was accompanied by an offer by the Developer to enter into this Agreement to make Development Contributions towards the Public Facilities that Development Consent was granted.

C. The Instrument Change was published in NSW Government Gazette No. # on # and took effect on #.

D. On, #, the Developer made a Development Application to the Council for Development Consent to carry out the Development on the Land.

Operative Provisions

1. Planning Agreement under the Act

The Parties agree that this Agreement is a planning agreement governed by Subdivision 2 of Division 6 of Part 4 of the Act.

2. Application of this Agreement

[Drafting Note 2: Specify the land to which the Agreement applies and the development to which it applies]

3. Operation of this Agreement

[Drafting Note 3: Specify when the Agreement takes effect and when the Parties must execute the Agreement]

4. Definitions and interpretation

4.1 In this Agreement the following definitions apply:

- **Act** means the Environmental Planning and Assessment Act, 1979 (NSW).
- **Dealing**, in relation to the Land, means, without limitation, selling, transferring, assigning, mortgaging, charging, encumbering or otherwise dealing with the Land.
- **Development** means #
Development Application has the same meaning as in the Act.

Development Consent has the same meaning as in the Act.

Development Contribution means a monetary contribution, the dedication of land free of cost or the provision of a material public benefit.

GST has the same meaning as in the GST Law.

GST Law has the meaning given to that term in A New Tax System (Goods and Services Tax) Act 1999 (Cth) and any other Act or regulation relating to the imposition or administration of the GST.

Instrument Change means ## Local Environmental Plan ##.

Land means Lot ## DP ##, known as ##.

Party means a party to this agreement, including their successors and assigns.

Public Facilities means ##.

Regulation means the Environmental Planning and Assessment Regulation 2000.

4.2 In the interpretation of this Agreement, the following provisions apply unless the context otherwise requires:

a) Headings are inserted for convenience only and do not affect the interpretation of this Agreement.

b) A reference in this Agreement to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in Sydney.

c) If the day on which any act, matter or thing is to be done under this Agreement is not a business day, the act, matter or thing must be done on the next business day.

d) A reference in this Agreement to dollars or $ means Australian dollars and all amounts payable under this Agreement are payable in Australian dollars.

e) A reference in this Agreement to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.

f) A reference in this Agreement to any agreement, deed or document is to that agreement, deed or document as amended, novated, supplemented or replaced.

g) A reference to a Clause, part, schedule or attachment is a reference to a Clause, part, schedule or attachment of or to this Agreement.

h) An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or governmental agency.

i) Where a word or phrase is given a defined meaning, another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.

j) A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.

k) References to the word ‘include’ or ‘including are to be construed without limitation.

l) A reference to this Agreement includes the agreement recorded in this Agreement.

m) A reference to a party to this Agreement includes a reference to the servants, agents and contractors of the party, and the party’s successors and assigns.

n) Any schedules and attachments form part of this Agreement.
5. **Development Contributions to be made under this Agreement**

   [Drafting Note 5: Specify the development contributions to be made under the agreement; when they are to be made; and the manner in which they are to be made]

6. **Application of the Development Contributions**

   [Specify the times at which, the manner in which and the public purposes for which development contributions are to be applied]

7. **Application of s94 and s94A of the Act to the Development**

   [Drafting Note 7: Specify whether and to what extent s94 and s94A apply to development the subject of this Agreement]

8. **Registration of this Agreement**

   [Drafting Note 8: Specify whether the Agreement is to be registered as provided for in s93H of the Act]

9. **Review of this Agreement**

   [Drafting Note 9: Specify whether, and in what circumstances, the Agreement can or will be reviewed and how the process and implementation of the review is to occur].

10. **Dispute Resolution**

    [Drafting Note 10: Specify an appropriate dispute resolution process]

11. **Enforcement**

    [Drafting Note 11: Specify the means of enforcing the Agreement]

12. **Notices**

12.1 Any notice, consent, information, application or request that must or may be given or made to a Party under this Agreement is only given or made if it is in writing and sent in one of the following ways:

   a) Delivered or posted to that Party at its address set out below.

   b) Faxed to that Party at its fax number set out below.

   c) Emailed to that Party at its email address set out below.

   Council
   Attention: ##
   Address: ##
   Fax Number: ##
   Email: ##
   Developer
   Attention: ##
   Address: ##
   Fax Number: ##
   Email: ##

12.2 If a Party gives the other Party 3 business days notice of a change of its address or fax number, any notice, consent, information, application or request is only given or made by that other Party if it is delivered, posted or faxed to the latest address or fax number.
12.3 Any notice, consent, information, application or request is to be treated as given or made at the following time:
   a) If it is delivered, when it is left at the relevant address.
   b) If it is sent by post, 2 business days after it is posted.
   c) If it is sent by fax, as soon as the sender receives from the sender’s fax machine a report of an error free transmission to the correct fax number.
   d) If any notice, consent, information, application or request is delivered, or an error free transmission report in relation to it is received, on a day that is not a business day, or if on a business day, after 5pm on that day in the place of the Party to whom it is sent, it is to be treated as having been given or made at the beginning of the next business day.

13. Approval and consent
   Except as otherwise set out in this Agreement, and subject to any statutory obligations, a Party may give or withhold an approval or consent to be given under this Agreement in that Party’s absolute discretion and subject to any conditions determined by the Party. A Party is not obliged to give its reasons for giving or withholding consent or for giving consent subject to conditions.

14. Assignment and Dealings
   [Drafting Note 14: Specify any restrictions on the Developer’s dealings in the land to which the Agreement applies and the period during which those restrictions apply]

15. Costs
   [Drafting Note 15: Specify how the costs of negotiating, preparing, executing, stamping and registering the Agreement are to be borne by the Parties]

16. Entire Agreement
   This Agreement contains everything to which the Parties have agreed in relation to the matters it deals with. No Party can rely on an earlier document, or anything said or done by another Party, or by a director, officer, agent or employee of that Party, before this Agreement was executed, except as permitted by law.

17. Further acts
   Each Party must promptly execute all documents and do all things that another Party from time to time reasonably requests to affect, perfect or complete this Agreement and all transactions incidental to it.

18. Governing law and jurisdiction
   This Agreement is governed by the law of New South Wales. The Parties submit to the nonexclusive jurisdiction of its courts and courts of appeal from them. The Parties will not object to the exercise of jurisdiction by those courts on any basis.

19. Joint and individual liability and benefits
   Except as otherwise set out in this Agreement, any Agreement, covenant, representation or warranty under this Agreement by 2 or more persons binds them jointly and each of them individually, and any benefit in favour of 2 or more persons is for the benefit of them jointly and each of them individually.

20. No fetter
   Nothing in this Agreement shall be construed as requiring Council to do anything that would cause it to be in breach of any of its obligations at law, and without limitation, nothing shall be construed as limiting or fettering in any way the exercise of any statutory discretion or duty.
21. **Representations and warranties**

The Parties represent and warrant that they have power to enter into this Agreement and comply with their obligations under the Agreement and that entry into this Agreement will not result in the breach of any law.

22. **Severability**

If a Clause or part of a Clause of this Agreement can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way. If any Clause or part of a Clause is illegal, unenforceable or invalid, that Clause or part is to be treated as removed from this Agreement, but the rest of this Agreement is not affected.

23. **Modification**

No modification of this Agreement will be of any force or effect unless it is in writing and signed by the Parties to this Agreement.

24. **Waiver**

The fact that a Party fails to do, or delays in doing, something the Party is entitled to do under this Agreement, does not amount to a waiver of any obligation of, or breach of obligation by, another Party. A waiver by a Party is only effective if it is in writing. A written waiver by a Party is only effective in relation to the particular obligation or breach in respect of which it is given. It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

25. **GST**

If any Party reasonably decides that it is liable to pay GST on a supply made to the other Party under this Agreement and the supply was not priced to include GST, then recipient of the supply must pay an additional amount equal to the GST on that supply.

**Execution**

Dated: ##

Executed as an Agreement: ##
Appendix 2 – Explanatory Note Template

Explanatory Note

Draft Planning Agreement

Under s93F of the Environmental Planning and Assessment Act, 1979

1. Parties

## (Planning Authority)
## (Developer)

2. Description of Subject Land

3. Description of Proposed Change to Environmental Planning Instrument/Development Application

4. Summary of Objectives, Nature and Effect of the draft Planning Agreement Assessment

5. Assessment of the Merits of the draft Planning Agreement

The planning purposes served by the draft Planning Agreement.

How the draft Planning Agreement promotes the objects of the Environmental Planning and Assessment Act, 1979.

How the draft Planning Agreement promotes the public Interest.

For Planning Authorities:

a) Development corporations - How the draft Planning Agreement promotes its statutory responsibilities.

b) Other Public Authorities - How the draft Planning Agreement promotes the objects (if any) of the Act under which it is constituted.

c) Councils – How the draft Planning Agreement promotes the elements of the Council’s charter.

d) All Planning Authorities – Whether the draft Planning Agreement conforms with the Authority’s capital works program.

The Impact of the draft Planning Agreement on the public.

Other relevant matters

Signed and dated by all Parties
17/138 – DRAFT PLUMBING AND DRAINAGE POLICY

Reference: File No. Y
Responsible Officer: Director Sustainable Growth

PURPOSE

The purpose of this report is to present the draft Hilltops Council Plumbing and Drainage Policy subject to a 28-day exhibition period and opportunity for public submissions.

REPORT

The purpose of this Policy is to provide guidance to the general public and tradespeople about their, and Council’s, responsibilities under the plumbing and drainage legislation; what works require inspection and approval. The Policy sets the framework under which Council will discharge its duties in relation to plumbing and drainage legislation.

STATUTORY PROVISIONS

- Plumbing and Drainage Act, 2011
- Plumbing and Drainage Regulation, 2017
- Plumbing Code of Australia
- Environmental Planning and Assessment Act, 1979

CONSULTATION

The Draft Plumbing and Drainage Policy will be placed on public exhibition for a period of 28 days to provide an opportunity for public submissions.

POLICY IMPLICATIONS

This is a new policy that provides guidance to the public and tradespeople the framework in which Council will operate in relation to the approval and inspection of plumbing and drainage work.

ATTACHMENTS

Attachment 1 - Draft Hilltops Council Plumbing and Drainage Policy.

RECOMMENDATION

It is recommended that Council;

1. Place the draft Plumbing and Drainage Policy on public exhibition for a period of 28 days; and
2. Should no submissions be received, adopt the Plumbing and Drainage Policy.
Draft
Plumbing and Drainage Policy
# TABLE OF CONTENTS

Document Control.................................................................................................................................... 2
Document History.................................................................................................................................... 2
1. Introduction.......................................................................................................................................... 3
2. Objectives............................................................................................................................................ 3
3. Legislation and Other References ................................................................................................. 3
4. Work to which this policy applies ..................................................................................................... 3
5. Responsibilities.................................................................................................................................... 4
6. Inspections......................................................................................................................................... 5
7. Fees and charges............................................................................................................................... 5
This policy shall be reviewed: -

This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

### Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Version</th>
<th>Resolution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 July 2017</td>
<td>Draft</td>
<td>0.1</td>
<td></td>
<td>Presented to Council for endorsement, public exhibition 28 days</td>
</tr>
</tbody>
</table>
1. Introduction

Plumbing and Drainage is a fragmented area of regulation in NSW. This policy brings these different matters together into a single document to explain the regulatory framework involved and the Hilltops Council’s Policy position for the management of the different issues involved.

2. Objectives

This policy is aimed at defining and clarifying the different roles and responsibilities of the various acts involved in plumbing and drainage within the Hilltops LGA by:

- Defining the regulatory role
- Identifying the responsible persons
- Outlining the application, consent, inspection and certification process

3. Legislation and Other References

- Local government Act 1993
- Local Government (General) Regulation 2005
- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Regulation 2000
- Plumbing and Drainage Act 2011
- Plumbing and Drainage Regulation 2017
- Plumbing Code of Australia
- Building Codes of Australia
- Australian Standard AS3500 series
- Hilltops Policy – Activity Approval Policy

4. Work to which this policy applies

This policy only applies to the following works undertaken under the Acts and Regulations identified in Section 3 of this Policy that are undertaken on private lands or as part of a Development:

- the construction of, or work on, a plumbing installation that connects, directly or indirectly, with a network utility operator’s water supply system, downstream from the point of connection to a network utility operator’s water supply system, or
- the construction of, or work on, a plumbing installation that connects, directly or indirectly, with any other water supply system, if the construction or work is residential building work within the meaning of the Home Building Act 1989, or
- the construction of, or work on, a sanitary plumbing system, or
- the construction of, or work on, a sanitary drainage system upstream from its point of connection to:
  - a system for the disposal of sewerage, or
  - a system for the re-use of sewerage or other wastewater, or
  - an on-site wastewater management or treatment system, or
  - a network utility operator’s sewerage system, or
- the construction of, or work on, a storm water drainage system upstream from its point of connection to:
  - an interallotment drainage system
  - a network utility operator’s drainage system
  - a street or curbside drainage system
  - an on-site storm water management system
5. Responsibilities

Council

Council is responsible for the consent of and regulation of the undertaking of all plumbing and drainage works within the Hilltops LGA. These responsibilities are delegated to Council as follows:

- Sanitary Plumbing and Drainage - NSW Plumbing and Drainage Act 2011
  - Delegation from Fair Trading NSW
- Water supply system - NSW Plumbing and Drainage Act 2011
  - Delegation from Fair Trading NSW
- Stormwater Drainage - Environmental Planning and Assessment Act 1979
  - Local Government Act 1993

Property Owner and Applicant

The owner of the property or the Applicant for consent are responsible to ensure that all necessary consents and conditions of those consents are obtained and fulfilled. These consents are obtained as follows:

- Sanitary Plumbing and Drainage - S68 Local Government Act 1993
- Water supply system - S68 Local Government Act 1993
- Stormwater Drainage - S68 Local Government Act 1993

Note: All of these approvals can be found in Council's Activity Approval Policy on public land

Contractor

Registered Plumbers and Builders have a direct responsibility to ensure that all works being undertaken have consent before undertaking commencement. They are also required to ensure that any work being undertaken is completed in compliance with the conditions of consent and any approved plans.

Any variation to the approved design requires the prior approval of Council as the consent authority before that work can be undertaken.

Plumbing contractors also have specific responsibility to the Plumbing and Drainage Act 2011 as follows:

Notice of Work (NoW)

- A NoW must be filed with Council a minimum of two (2) days before the works are to be undertaken.
- All fees are to be paid for the inspection of works at the time the NoW is submitted.
- A draft plan of works is to be submitted with the NoW.
- The NoW will be in a form approved by Fair Trading NSW.

Certificate of Compliance (CoC)

- A CoC must be supplied to the regulator at the time of the inspection for the works that have been undertaken.
- The CoC will be in a form approved by Fair Trading NSW.

Sewer Service Diagram (SSD)

- A SSD must be submitted in the approved form at the time of inspection. This diagram must be to scale or have appropriate dimensions and include symbols as per the attached legend.
- The SSD will be in a form approved by Fair Trading NSW.
6. Inspections

Council is the appointed regulator for Plumbing and Drainage work in the Hilltops LGA under the Plumbing and Drainage Act 2011. As such Council requires that all plumbing and drainage work as defined by the Plumbing and Drainage Act 2011 be inspected by Councils plumbing inspectors unless otherwise directed. This work includes:

- All sanitary drainage
- All sanitary plumbing
- All external sanitary drainage
- All reticulated plumbing

Plumbing contractors and Builders need to ensure that they have sighted and complied with the conditions of any consent that may be relative to the works being undertaken. Inspection must be completed at the stages set out in the consent or by the PCA notification:

All inspections require a minimum of 24 hours notice or a later fee may be charged over and above the normal scheduled fee for this service. Failure to ensure that inspections are undertaken will be the responsibility of the Plumbing contractor and/or Applicant.

NOTE: Stormwater drainage is managed under both the Environmental Planning and Assessment Act 1979 and the Local Government Act 1993. Inspection of this work is mandatory in certain circumstances and failure to have this work inspected can be a breach of Clause 162A of the Environmental Planning and Assessment Regulation 2000 leading to refusal to issue an Occupation Certificate for building work and the issue of Penalty Infringement Notices

7. Fees and charges

Council’s fees and charges for plumbing and drainage consents and inspections are set out in the Fees and Charges schedule of Council’s annual Operational Plan, available on Council’s website.
17/158 – SALE OF LAND CORCORAN COURT

Reference: File No. B13.2.1.8  
Responsible Officer: General Manager

PURPOSE

The purpose of this report is to allow Council to consider an offer on Lot 10 Corcorans Court, Boorowa.

REPORT

The former Boorowa Council in June 2013 resolved to offer two industrial blocks for sale in Corcorans Court, Boorowa.

Each of the lots were listed at $55,000 and these listings have not been updated since listed, Council has received an offer of $55,000 for lot 12 DP 1020597.

STATUTORY PROVISIONS

- Local Government Act

CONSULTATION

It is recommended that consultation be undertaken in accordance with the legislation prior to endorsement by Council.

FINANCIAL IMPLICATIONS

Council has not included the income from sale in its budget.

RECOMMENDATION

It is recommended that Council:

1. Accept the offer of $55,000 for the purchase of Lot 12 DP 1020597; and
2. The General Manager and Mayor be delegated to execute contracts for the sale of the land by fixing of the Council Seal.
17/159 – STRONGER COMMUNITIES MAJOR PROJECTS – TRINITY CENTRE, HARDEN

Reference: File No. B1.8.5.30
Responsible Officer: General Manager

PURPOSE

The purpose of this report is to seek Council agreement to spend $7,000 of the $100,000 allocated to the Trinity Centre as part of the Stronger Communities Fund - Major Projects Programme, in order for Flexible Care Services Inc. to build a double garage at the rear of the Rural Fire Services building at the Trinity Centre in Harden.

REPORT

Council have been approached by Flexible Care to assist with funding to build a garage on the Trinity Centre Site, Albury Street, Harden, (Attachment 1). The site is owned by Council. Flexible Care Services Inc is a non-government organisation, delivering 7 programs being: Meals on Wheels, personal care, respite care, social support, yard and garden maintenance, case management and community transport to the Harden-Murrumburrah Community.

Flexible Care now has three vehicles and in the near future a fourth vehicle is required to satisfy the demand for client transport to medical appointments (among other things) in Young, Wagga Wagga, Canberra, Sydney and other centres beyond the local district. It is proposed to build a double garage behind the Rural Fire Services Building at the Trinity Centre. The temporary garaging Flexible Care has for the existing vehicle will be unavailable in the space of a couple of months, so the need for the additional garage is urgent. The garage once constructed will become the property of Council. It is proposed to build a double garage capable of housing a medium sized van.

Funding

The following is a breakdown of the funding requirements of the project.

<table>
<thead>
<tr>
<th>Funding</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Cost of the project</td>
<td>$18,500</td>
</tr>
<tr>
<td>Private Benefactor Contribution</td>
<td>$  6,000</td>
</tr>
<tr>
<td>Council Contribution</td>
<td>$  7,000</td>
</tr>
<tr>
<td>Flexible Care Contribution</td>
<td>$  5,500</td>
</tr>
</tbody>
</table>

STATUTORY PROVISIONS

➢ Local Government Act
POLICY IMPLICATIONS

Flexible Care provides a high level of service to the Harden Community. It is well respected and currently occupies part of the Trinity Centre in Harden Murrumburrah. The construction of the garage will enable Flexible Care to expand their services and to continue to provide much needed services to the community. The Stronger Communities Fund – Major Projects is able to be spent on the construction of a garage.

FINANCIAL IMPLICATIONS

The funding for Council’s contribution for the garage was provided by the State Government as part of the funding for the amalgamation of the three former shires of Young, Harden and Boorowa. The garage will become the property of Council once it is constructed and will form part of Council’s assets with associated depreciation costs.

ATTACHMENTS

Attachment 1 – Proposed location of the garage.

RECOMMENDATION

It is recommended that Council; approve a contribution of $7,000 from the Trinity Centre allocation from the Building Stronger Communities - Major Fund to towards the construction of a garage at the Trinity Centre site at Albury Street, Harden.
PURPOSE

The purpose of this report is to provide a snapshot of several current significant grant programs and applications Council has submitted recently and those currently being prepared for submission in future programs.

REPORT

Council continues to submit grant applications to appropriate state and federal funding programs that align with Council’s strategic and long-term objectives. A breakdown of Council’s current applications, both submitted and currently being prepared are detailed in this report.

A number of large funding programs have recently been released which include the safe and secure water program and the NSW Governments Regional Growth Fund, for which Council has, and continues to submit applications for. The $1.3 billion Regional Growth Fund comprises various sub funds for regional infrastructure programs, to support growing regional centres, activate local economies and improve services in communities (further information can be found at https://www.nsw.gov.au/improving-nsw/regional-nsw/regional-growth-fund/).

The six programs within the regional growth fund are detailed in the table below.
**Stronger Country Communities Fund**

Council were included in Tranche A of the Stronger Country Communities Fund, with applications closing on August 9, 2017. Despite the limited timeframe to submit these applications, Council submitted fifteen applications to the fund, representing both Council and community group projects within the Hilltops totalling $3.4 million.

Council received advice from the Department of Premier and Cabinet on September 11, 2017 that the first stage of assessment has been completed and that three of the submitted projects have been deemed unsuccessful for this program (detailed in the table below). The remaining project applications are currently proceeding through the community choice modelling and assessment process.

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Scope</th>
<th>Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young Sporting Fields and Recreational areas</td>
<td>3.42 km of shared pathway, linking the Young sporting fields with the</td>
<td>$777,359</td>
</tr>
<tr>
<td>shared pathway</td>
<td>Burrangong Creek precinct and the Young CBD.</td>
<td></td>
</tr>
<tr>
<td>Harden-Murrumburrah Museum Access Linkages</td>
<td>Construction of a new bridge walkway linkage between the Harden-Murrumburrah</td>
<td>$100,000</td>
</tr>
<tr>
<td>and Building Refurbishments</td>
<td>museum buildings and Mirrabooka creek along with repairs to the internal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ceiling/roof and painting.</td>
<td></td>
</tr>
<tr>
<td><strong>UNSUCCESSFUL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boorowa Showground Pathway connectivity and</td>
<td>Extension of the existing Boorowa shared pathway network to the Boorowa</td>
<td>$190,000</td>
</tr>
<tr>
<td>jockey rooms</td>
<td>Showground through to the new men’s shed location and construction of new</td>
<td></td>
</tr>
<tr>
<td></td>
<td>jockey rooms to cater for female jockeys.</td>
<td></td>
</tr>
<tr>
<td>Upgraded Public toilets for the Young Arts &amp;</td>
<td>Demolition of the existing toilet block in Main Street, Young and construction</td>
<td>$150,000</td>
</tr>
<tr>
<td>Cultural Precinct</td>
<td>of a new toilet block, with disabled access in nearby Arboretum Park.</td>
<td></td>
</tr>
<tr>
<td>Harden-Murrumburah Visitor Information Centre</td>
<td>Refurbishment and repurposing of History Hall in Harden-Murrumburah into a</td>
<td>$100,000</td>
</tr>
<tr>
<td></td>
<td>Visitor Information Centre.</td>
<td></td>
</tr>
</tbody>
</table>
### ORDINARY MEETING AGENDA
27 September 2017

Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

<table>
<thead>
<tr>
<th>Project Details</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boorowa Recreation Park amenities upgrade</td>
<td>Replacement of existing aged amenities block in Recreation Park, Boorowa.</td>
<td>$130,000</td>
</tr>
<tr>
<td>Boorowa Recreation Park lighting refurbishment</td>
<td>Updating lighting within the Recreation park in Boorowa.</td>
<td>$100,000</td>
</tr>
<tr>
<td>Young Rugby League Amenities refurbishment</td>
<td>Renovation of the dressing sheds at Alfred Oval, Young</td>
<td>$113,500</td>
</tr>
<tr>
<td>Bill the Bastard War Horse Statue Precinct</td>
<td>Design and construction of a covered display area to house ‘Bill the Bastard’ in Murrumburrah</td>
<td>$329,000</td>
</tr>
<tr>
<td>Boorowa Recreation Oval Improvements</td>
<td>Replacement of Cricket oval chain fencing with a Picket Fence at the Recreation Park, Boorowa.</td>
<td>$100,000</td>
</tr>
<tr>
<td>Boorowa Playground Disability play equipment</td>
<td>Supply and installation of disability access playground equipment at the Market Street Playground in Boorowa.</td>
<td>$240,000</td>
</tr>
<tr>
<td>Murrumburrah Showground linkage</td>
<td>Construction of a pathway linking the Murrumburrah Showground to the Roberts Park sporting fields.</td>
<td>$178,000</td>
</tr>
<tr>
<td>Bronzing Bill the Bastard – Australia’s greatest War horse and his five troopers</td>
<td>Contribution towards the bronzing of Bill the Bastard, life size sculpture to be placed on permanent display in Harden-Murrumburrah.</td>
<td>$387,180</td>
</tr>
<tr>
<td>Monteagle Hall - demolition of existing hall and replacement with new larger community hall</td>
<td>Demolition of the existing Monteagle Hall and construction of a new larger community hall.</td>
<td>$546,313</td>
</tr>
</tbody>
</table>

### Regional Cultural Fund
Council submitted an expression of interest in early September 2017, for the Regional Cultural Fund for $3.0million to part fund the Cultural, Community and Education Precinct in Young. Council is expected to be advised on October 23, 2017 should we be successful in reaching the next stage of this application process after which a business case will need to be completed and submitted by January 2018.
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

Resources for Regions
Council submitted an EOI to this program seeking $2.8m towards the rejuvenation and revitalisation of Galong Road with a total of $50m allocated under the current funding round.

Regional Sports Infrastructure
Staff have currently commenced preparing an expression of interest for the redevelopment of the amenities and facilities at Roberts Park, Murumburrah for the Regional Sports Infrastructure fund.

Growing Local Economies
Work has not yet commenced on submitting projects towards this program

Connecting Country Communities
Work has not yet commenced on submitting projects towards this program

Fixing Country Roads
Council has submitted several applications to Round three of the Fixing Country Roads program, which closed in early September 2017. This NSW Government program is providing up to $100 million in funding for projects on Council managed roads and bridges that provide benefits to the movement of freight.

<table>
<thead>
<tr>
<th>Project</th>
<th>Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young Truck Wash&lt;br&gt;Construction of a new truck wash facility adjacent to the Sewerage treatment plant facility on Chillingworks Road, Young. Project replaces current wash facility at Young saleyards.</td>
<td>$526,495</td>
</tr>
<tr>
<td>Bundarbo Bridge Replacement (Jugiong)&lt;br&gt;Replace and widen a single lane bridge across the Murumbidgee River, increasing the load limit and allowing for increased access.</td>
<td>$4,672,537 (50% of total cost, with the remaining successfully funded from the Bridges Renewal Program)</td>
</tr>
<tr>
<td>Galong Road Rehabilitation (Galong)&lt;br&gt;Full length pavement rehabilitation</td>
<td>$2,392,381 (50% of total cost, with the remaining costs in Heavy Vehicle safety and productivity program application)</td>
</tr>
<tr>
<td>Milvale Road (Rockdale Road to Chillingworks Road)&lt;br&gt;Pavement rebuild and heavy vehicle parking</td>
<td>$952,342 (50% of total cost, with the remaining costs in Heavy Vehicle safety and productivity program application)</td>
</tr>
<tr>
<td>Burrangong Creek Bridge Duplication (near Quamby Road)&lt;br&gt;Duplicate and widen a two-lane bridge increasing the load limit from 64T to 68T allowing for improved community access, traffic capacity, heavy vehicle access and safety</td>
<td>$573,568 (50% of total cost, with the remaining successfully funded from the Bridges Renewal Program)</td>
</tr>
</tbody>
</table>
**ORDINARY MEETING AGENDA**

27 September 2017

Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Scope</th>
<th>Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murringo Road Pavement rehabilitation works</td>
<td>$400,000</td>
<td></td>
</tr>
<tr>
<td>Cunningar Road Pavement rehabilitation works</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td>Rugby Road (Crokers Causeway and Walla Causeway) Pavement rehabilitation and realignment</td>
<td>$1,700,000</td>
<td></td>
</tr>
<tr>
<td>Frogmore Road Pavement rehabilitation and realignment</td>
<td>$1,200,000</td>
<td></td>
</tr>
<tr>
<td>Battery Road (Glenella Quarry) Widen and seal</td>
<td>$1,200,000</td>
<td></td>
</tr>
<tr>
<td>Willawong Creek Bridge, Murringo Road Replacement of the bridge on an improved alignment</td>
<td>$700,000 (50% of total cost, with the remaining unsuccessful in the Bridges Renewal Program)</td>
<td></td>
</tr>
</tbody>
</table>

**Bridges Renewal Program**

Council submitted three applications to Round Three of the Australian Governments Bridges Renewal Program. This program provides funding to upgrade and replace bridges to enhance access for local communities and facilitate higher productivity vehicle access. The successful projects were announced on September 14, 2017 which included two of Hilltops bridges, with the amount funded totalling $5,246,105.

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Scope</th>
<th>Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bundarbo Bridge Replacement (Jugiong)</td>
<td>Replace and widen a single lane bridge with a two-lane bridge increasing the load limit from 58T to 160T, extending the useful life by 80 years allowing for increased community access, heavy vehicle access, traffic capacity, safety, and the removal of a potential 50km detour for all vehicles if bridge fails or load restrictions are further reduced.</td>
<td>$4,672,537 (50% of total cost, with the remaining costs in Fixing Country Roads application)</td>
</tr>
<tr>
<td>Burrangong Creek Bridge Duplication (near Quamby Road)</td>
<td>Duplicate and widen a two-lane bridge increasing the load limit from 64T to 68T allowing for improved community access, traffic capacity, heavy vehicle access and safety</td>
<td>$573,568 (50% of total cost, with the remaining costs in Fixing Country Roads application)</td>
</tr>
</tbody>
</table>
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

Willawong Creek Bridge, Murringo Road
UNSUCCESSFUL

Replacement of the bridge on an improved alignment
$700,000

**Heavy Vehicle Safety and Productivity Program**
The Heavy Vehicle Safety and Productivity Program (HVSPP) is an Australian Government initiative to fund infrastructure projects that improve productivity and safety outcomes of heavy vehicle operations across Australia. Council has submitted two project applications to the program in conjunction with applications made to the NSW Governments Fixing Country Roads program.

<table>
<thead>
<tr>
<th>Project</th>
<th>Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galong Road Rehabilitation (Galong)</td>
<td>$2,392,381 (50% of total cost, with the remaining costs in Fixing Country Roads application)</td>
</tr>
<tr>
<td>Full length pavement rehabilitation</td>
<td></td>
</tr>
<tr>
<td>Milvale Road (Rockdale Road to Chillingworks Road)</td>
<td>$952,342 (50% of total cost, with the remaining costs in Fixing Country Roads application)</td>
</tr>
<tr>
<td>Pavement rehabilitation, heavy vehicle parking</td>
<td></td>
</tr>
</tbody>
</table>

**Safe and secure water program**
The Safe and Secure Water Program is a $1 billion NSW Government co-funding program that will target water and sewerage projects in regional NSW to ensure infrastructure meets contemporary standards for water security, public health, environmental and safety outcomes into the future.

Council is currently preparing an Expression of Interest for the safe and secure water program in conjunction with Goldenfields Water County Council for a water supply pipeline to Boorowa from the Goldenfields supply at Harden through Galong.

Further Expressions of Interest are being considered for the safe and secure water program including a septic disposal system at the Young Sewerage Treatment plant, Sewerage treatment plant replacements/renewals in Harden/Boorowa and a potential reticulated sewerage system in Jugiong.

**Smart Cities and Suburbs Program**
Council submitted an application to the Federal Governments $50m Smart Cities and Suburbs Program seeking $637,800 towards a Hilltops Smart precincts project which will be the subject of a further workshop with Council.
Ongoing and Smaller Grant programs
Council continues to apply for annual grant programs to fund small scale programs and events. As an example, Council successfully received funding from the Office of Environment and Heritage for the provision of a heritage advisor to assist Council in recognising and managing heritage items and further funding to provide financial assistance to owners of heritage items to conduct conservation works on a 2:1 ratio.

Youth Week and Seniors week funding is sought annually to conduct appropriate activities and events within the Hilltops.

RECOMMENDATION

It is recommended that Council; note the contents of the report.
17/161 – ACTION SUMMARY REPORT

Reference: B5.1.10.0
Responsible Officer: General Manager

PURPOSE

To provide Council with a summary of actions undertaken on Council resolutions

ATTACHMENTS

Attachment 1 - Action Plan

RECOMMENDATION

It is recommended that Council;

1. note the status of Council resolutions from the Action Plan; and
2. endorse the removal of completed items from the Action Plan
<table>
<thead>
<tr>
<th>Reference</th>
<th>Action</th>
<th>Related</th>
<th>Officer</th>
<th>Status</th>
<th>Expected Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8 June 2016</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16/32</td>
<td>AMALGAMATION OF YOUNG TENNIS CLUB AND YOUNG BOWLING CLUB</td>
<td>EDCC</td>
<td>Business case currently being worked on.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>27 July 2016</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16/62</td>
<td>JOINT REGIONAL PLANNING PANEL – SOUTHERN, INTERIM NOMINEES &amp; PROPOSAL TO FILL VACANCIES IN LONGER TERM that Council;</td>
<td>DSG</td>
<td>recommended this be considered by elected council</td>
<td>Oct-17</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16/69</td>
<td>YOUNG AERODROME FORWARD PLAN</td>
<td>DI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) further investigate the historical arrangements made for the ownership of the Crown land under the closed road across the Young aerodrome land;</td>
<td></td>
<td>Documents have been sent for lodgement at LPI to transfer the Title to Council. Assessment currently being undertaken by Crown Lands, Council awaiting response</td>
<td>Oct-17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) permit the licensing of land under hangars along the previous alignment of the Crown Road reserve adjacent to the northern boundary of lot 233 DP754575 with the annual licence fee set at the minimum rate, when the land issues are resolved.</td>
<td></td>
<td>Council is finalising licence agreements and invoicing with the users.</td>
<td>Oct-17</td>
<td></td>
</tr>
<tr>
<td><strong>16/111</strong></td>
<td>ASSIGNMENT OF LEASE – 314 ALBURY STREET, MURRUMBURRAH</td>
<td>EDCC</td>
<td>Lease completed and executed.</td>
<td>Sep-17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. the General Manager and Administrator are delegated authority to execute all documents on behalf of Council</td>
<td></td>
<td>Completed - Suggest Deletion</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>28 September 2016</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16/148</td>
<td>POTENTIAL SALE OF COUNCIL INDUSTRIAL LAND – LONG STREET BOOROWA</td>
<td>GM</td>
<td>DA Approved</td>
<td>Oct-17</td>
<td></td>
</tr>
<tr>
<td>1. proceed with the lodgement of a Development application for a boundary adjustment to Lot 1 DP789857 and Lot 1 DP 221020;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. offer proposed Lot 1 of the subdivision for sale by tender process once the development application has been approved; and</td>
<td></td>
<td></td>
<td>Not yet commenced being deferred until requirements for Boorowa works depot relocation finalised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. set a reserve in accordance with the value provided in the report.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>16/149</td>
<td>SQUIRES CREDIT SAIL REPORT</td>
<td>EDCC</td>
<td>Ongoing. Nothing further to report at this date.</td>
<td>Oct-17</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DI</td>
<td>Dec-17</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Close those sections of the western end of Whites Road as shown on CPC Land Development Consultants Plan No. 18025 ‘A’ to provide land for compensation for the road widening of Wickham Lane</td>
<td>Organise survey by registered surveyor to prepare for closure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Approves the acquisition of that portion of land shown as ‘Road Widening 980m^2’ on CPC Land Development Consultants Plan No. 18025 ‘A’ from lot 14 DP 1083257 for public road under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991 for the purposes of the Roads Act 1993 and the making of the necessary application to the Minister and/or Governor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Executes an Acquisition Agreement with the Landowner of lot 14 DP1083257</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Transfers land shown in green as ‘Road Closure Area Approx. 1000m^2’ on CPC Land Development Consultants Plan No. 18025 ‘A’ to the owner of lot 14 DP1083257 by way of compensation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Approves the acquisition of that portion of land shown as ‘Road Widening 693.9m^2’ on CPC Land Development Consultants Plan No. 18025 ‘A’ from lot 681 DP 754611 for public road under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991 for the purposes of the Roads Act 1993 and the making of the necessary application to the Minister and/or Governor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Executes an Acquisition Agreement with the Landowner of lot 681 DP 754611</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Transfers land shown in orange as ‘Road Closure Area Approx. 1000m^2’ on CPC Land Development Consultants Plan No. 18025 ‘A’ to the owner of lot 681 DP 754611 by way of compensation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Notes the that the exact areas of land acquired and land provided in compensation will be determined through the areas as shown on the linens plans of subdivision prepared to allow the acquisitions and road closures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Apply the common seal of Council to all necessary documentation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Task Description</td>
<td>Note</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct-17</td>
<td>Agreement has been reached with Export Asia for dedication of the land. Report to be prepared to Council on change of the project to a precinct plan including Plan of Management for Closed portion of Bathurst Street.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct-17</td>
<td>A number of meetings have been undertaken and will continue. Last meeting considered some of the items which would need to be included in a design brief. Two Committee members will be approaching the local Aboriginal group to discuss the project.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ongoing</td>
<td>Recommended this be included as part of the Munumboola Creek beautification project already funded</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct-17</td>
<td>Gordon Garling Moffitt organising signatures with property owners. Still going through the legal process.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**17/28 LAND ACQUISITION FOR ROAD WIDENING PURPOSES AT various locations as follows:**

1. Lot 935 DP 75461 PARISH OF YOUNG, COUNTY OF MONTEAGLE PATTERSONS LANE, YOUNG (Owner, William Blackwood)
   - 33.5m² at a total value of $13.06 inc GST and fencing cost of $605 inc GST for a total compensation cost being $613.06 inc GST.

2. Lot 2 DP 733721 PARISH OF YOUNG, COUNTY OF MONTEAGLE SPRING CREEK ROAD, YOUNG (Owner, Peter Mullany)
   - 298.1m² at a total value of $658.80 inc GST, total compensation cost being $658.80 inc GST.

3. Lot 542 DP 754611 PARISH OF YOUNG, COUNTY OF MONTEAGLE TUMBLETON LANE, YOUNG (Owner, Charles & Yolanda Mullany)
   - 24.4m² at a total value of $20.52 inc GST, total compensation cost being $20.52 inc GST.

4. Lot 2 DP 754611 PARISH OF YOUNG, COUNTY OF MONTEAGLE TUMBLETON LANE, YOUNG (Owner, Geoffrey Edgerton)
TUMBLETON LANE, YOUNG (Owner, Geoffrey Edgerton)

80m² at a total value of $26.37 inc. GST and fencing cost of $330 inc. GST for a total compensation cost being $356.37 inc. GST.

2. The following terms of compensation be applied:
   a. Council meeting the cost for the preparation of plan of subdivision;
   b. Council meeting all legal costs;
   c. Council purchasing the area of land at its pro-rata rateable value; and
   d. Council meeting the cost of any fencing required.

22 March 2017
17/61 Local Traffic Committee Meeting Minutes - 14 March 2017

Item 17/07:
1. The Roads and Maritime Services information provided is noted;
2. Council staff to install traffic classifiers along Albury Street between Vernon Street and Bundarbo Street for a period of 6 months to collect traffic volumes, vehicle speeds and vehicle classifications with the intention to request Roads and Maritime Services to reconsider their recommendation. Interim results are to be provided to the June LTC Meeting.

26 April 2017
17/90 ROCKDALE ROAD

That Council complete the bitumen sealing of Rockdale Road from Milvale Road to the Joint Emergency Facility in the current year’s works program.

17/93 Hilltops Access Committee Meeting Minutes - 12 April 2017

That Council endorses:
1. The development of a policy/standard for the application of urban house numbers:
   Options paper to be developed for the implementation of this item Dec-17
2. Develop a phased implementation plan for the Hilltops Local Government Area:
   Will require results from options paper prior to actioning this item Jan-18
3. Apply funds previously allocated by the former Young and Harden Councils to engage a contractor to carry out the implementation plan; and
   awaiting signs Sep-17
4. Refer the disabled parking space in front of Hilltops Chambers Boorowa to the Hilltops Traffic Committee

24 May 2017
17/113 YOUTH INITIATIVES COMMITTEE MEMBERSHIP

That Council seek further nominations for the Youth Initiatives Committee.

17/127 SELECTION OF LGIS PLATFORM

That Council accepts the tender submission from Technology One and negotiates a contract for purchase and implementation for an LGIS Platform.
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>17/138</strong></td>
<td><strong>PROPOSED HILTOPS COMMUNITY AND EDUCATION PRECINCT INCLUDING NEW LIBRARY AND UNIVERSITY SPACE, YOUNG</strong></td>
</tr>
<tr>
<td>1.</td>
<td>Delegate the General Manager to commence the process to acquire Lot 2 DP40328, Lot 3 DP40328 and Lot 2 DP823509 for the site of the Hilltops Regional Library and Education Precinct; Notice of compulsory Acquisition lodged.</td>
</tr>
<tr>
<td>4.</td>
<td>Commence designs for the Hilltops Regional Library and Education Precinct; Draft design brief has been started.</td>
</tr>
<tr>
<td>7.</td>
<td>Consider in planning for the Hilltops Community and Education Precinct including library the integration of Arts and Museum facilities be put in place and identify appropriate grant funding sources for improvement. Grants to be applied for.</td>
</tr>
<tr>
<td><strong>17/160</strong></td>
<td><strong>17/110 - WASTE VOUCHERS</strong></td>
</tr>
<tr>
<td></td>
<td>Issue two free vouchers to each rateable assessment in the Hilltop Council area for the 2017/18 financial year. Each voucher will entitle the disposal, at no charge:</td>
</tr>
<tr>
<td></td>
<td>Two (2) cubic meters of general waste (to landfill), and not including asbestos nor any wastes not permitted to be disposed of to landfill (chemicals, liquids, tyres etc), OR</td>
</tr>
<tr>
<td></td>
<td>Up to three (3) cubic metres of green waste, OR</td>
</tr>
<tr>
<td></td>
<td>Up to two (2) mattresses or lounges.</td>
</tr>
<tr>
<td><strong>17/163</strong></td>
<td><strong>Galong Limestone Mine VPA Steering Committee - 1 June 2017</strong></td>
</tr>
<tr>
<td>1.</td>
<td>Heating and cooling of Galong Hall; not yet commenced</td>
</tr>
<tr>
<td>2.</td>
<td>Shade sail at the playground adjacent to Galong Hall; and not yet commenced</td>
</tr>
<tr>
<td>3.</td>
<td>Engage a consultant to develop a plan for the strategic spending of the funds allocated under the VPA and that be funded from the VPA funds. Consultant Brief currently under preparation</td>
</tr>
<tr>
<td><strong>17/164</strong></td>
<td><strong>Local Traffic Committee - 6 June 2017</strong></td>
</tr>
<tr>
<td>Item 14.2</td>
<td>Council staff to investigate with the RMS - Safety Around School Officer, alternate treatments at the 3 school locations - Young Public School, Young High School and Hennessy Catholic College. RMS Safety Around Schools Officer has attended sites and met with Principals and school bus operators with Council staff. Further report to Traffic Committee to be prepared.</td>
</tr>
<tr>
<td>Item 17/08</td>
<td>1. Installation of an accessible parking space in a suitable location adjacent to Hilltop Council - Boorowa Office, Market Street; and underway</td>
</tr>
<tr>
<td>2.</td>
<td>That the appropriate regulatory signage and pavement marking be installed to identify the accessible parking spaces.</td>
</tr>
<tr>
<td>Item 17/11:</td>
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</tr>
<tr>
<td>1. That staff install traffic classifiers to collect data indicating traffic volumes and vehicle speed. Present results to HLTC September meeting 2017; and</td>
<td>Report going to next HLTC meeting Sep-17</td>
</tr>
<tr>
<td>2. Council request Police to monitor driver behaviour along Hintons Lane when their resources permit.</td>
<td>Email to Police with request to monitoring 17/07/2017</td>
</tr>
</tbody>
</table>

**Item 17/12:**

<table>
<thead>
<tr>
<th>1. Engage a registered surveyor to undertake a boundary identification survey to identify the road reserve property boundaries in relation to the existing fence lines and to include identifying the centreline horizontal alignment of the road and location of trees that are in close proximity of the existing road formation with a view to proposing a realignment of the road formation;</th>
<th>Boundary identification survey and road centreline levels to be undertaken. Weedallion local community representatives advised #246047. Further report to be provided in due course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Design horizontal and vertical alignment improvements to the reverse curve to maximise the line of sight at this location;</td>
<td></td>
</tr>
<tr>
<td>3. Discuss design options with the Weedallion local community representatives and obtain commitment to land donation and fencing required; and</td>
<td>Letter sent to the Weedallion local community representatives #246047</td>
</tr>
<tr>
<td>4. Receive a further report on preferred road design and land acquisition arrangements.</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL BUSINESS**

| That Council inspect the location and check approval of the school bus stop on Wombat-Harden Road east of the Wombat Village on or around a horizontal curve in the 100km/h speed zone. | Report to be included in the September Local Traffic Committee meeting. |
### 17/178 EXPRESSION OF INTEREST FOR CROWN LAND NEGOTIATION PROGRAM

- **Submit an expression of interest for the Land Negotiation Program; and**
  - EOI submitted awaiting response
  - Oct-17

- **Commit to allocating the resources necessary to successfully deliver the program should the EOI be successful;**

### 17/180 SAFE AND SECURE WATER PROGRAM and WATER & SEWERAGE SERVICE

- **4. Request a joint meeting with Goldenfields Water County Council and the Honourable Niall Blair to demonstrate to the Minister a mutual commitment to addressing Boorowa’s Water Security issue and delivering a safe and secure water supply across the Hilltops area**
  - GM
  - Oct-17

### 17/181 DRAFT CODE OF MEETING PRACTICE

1. **Approve the Draft Code of Meeting Practice be placed on Public Exhibition for 28 Days, with changes as tabled; and**
   - EDC Policy on Public Display until 25th August
   - Complete - Suggest Deletion

2. **If there are no submissions received adopt the Hilltops Council Code of Meeting Practice at the completion of the 28-day exhibition period.**
   - 1 Submission received report to go to council.
   - Sep-17

### 17/182 DRAFT HILLTOPS COUNCIL LIVE STREAMING OF COUNCIL MEETINGS POLICY

1. **Approve the Draft Live Streaming of Council Meetings Policy be placed on Public Exhibition for 28 Days; and**
   - EDC Policy on Public Display until 25th August
   - Complete - Suggest Deletion

2. **If there are no submissions received adopt the Hilltops Council Live Streaming of Council Meetings Policy at the completion of the 28-day exhibition period.**
   - 1 Submission received report to go to council.
   - Sep-17

### 17/183 DRAFT CUSTOMER SERVICE POLICY & CHARTER

1. **Approve the Draft Customer Service Policy & Charter be placed on Public Exhibition for 28 Days; and**
   - EDC Policy on Public Display until 25th August
   - Complete - Suggest Deletion

2. **If there are no submissions received, adopt the Hilltops Council Customer Service Policy & Charter at the completion of the 28-day exhibition period.**
   - 1 Submission received report to go to council.
   - Sep-17

### 17/184 DRAFT COMPLAINTS MANAGEMENT POLICY

1. **Approve the Draft Hilltops Council Complaints Management Policy be placed on Public Exhibition for 28 Days; and**
   - EDC Policy on Public Display until 25th August
   - Complete - Suggest Deletion

2. **If there are no submissions received adopt the Hilltops Council Complaints Management Policy at the completion of the 28-day exhibition period.**
   - 1 Submission received report to go to council.
   - Sep-17

### 17/185 DRAFT HILLTOPS COUNCIL COUNCILLOR EXPENSES AND FACILITIES POLICY

1. **Approve the Draft Councillor Expenses and Facilities Policy be placed on Public Exhibition for 28 Days; and**
   - EDC Policy on Public Display until 25th August
   - Complete - Suggest Deletion

2. **If there are no submissions received adopt the Hilltops Council Councillor Expenses and Facilities Policy at the completion of the 28-day exhibition period.**
   - 1 Submission received report to go to council.
   - Sep-17
<table>
<thead>
<tr>
<th>Draft Policy</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DRAFT POLICY ON SPONSORSHIP</strong></td>
<td>EDCC</td>
</tr>
<tr>
<td>1. Place the Draft Sponsorship Policy on public exhibition for 28 days and Policy on Public Display until 25th August Complete - Suggest Deletion</td>
<td>Sep-17</td>
</tr>
<tr>
<td>2. If no submissions are received, adopt the Sponsorship Policy at the completion of the 28 day exhibition period. 1 Submission received report to go to council.</td>
<td></td>
</tr>
<tr>
<td><strong>DRAFT POLICY ON RELATED PARTY DISCLOSURE</strong></td>
<td>EDCC</td>
</tr>
<tr>
<td>1. Place the Draft Related Party Disclosures Policy on public exhibition for 28 days and Policy on Public Display until 25th August Complete - Suggest Deletion</td>
<td>Sep-17</td>
</tr>
<tr>
<td>2. If no submissions are received adopt the Related Party Disclosures Policy at the completion of the 28 day exhibition period. 1 Submission received report to go to council.</td>
<td></td>
</tr>
<tr>
<td><strong>MANAGING CONFLICTS OF INTEREST</strong></td>
<td>Suggest Deletion</td>
</tr>
<tr>
<td>2. Make available conflict of interest forms to elected officials and the Administrator to enable the reporting and management of Conflicts of interest. Will be made available at first Council meeting following election</td>
<td>Sep-17</td>
</tr>
<tr>
<td><strong>AMENDED 2017/2018 FEES AND CHARGES</strong></td>
<td>EDCC</td>
</tr>
<tr>
<td>1. Approve the Revised 2017/2018 Fees and Charges be placed on Public Exhibition for 28 Days; and Policy on Public Display until 25th August Complete - Suggest Deletion</td>
<td>Sep-17</td>
</tr>
<tr>
<td>2. If there are no submissions received adopt the revised 2017/2018 Fees and Charges at the completion of the 28-day exhibition period 1 Submission received report to go council.</td>
<td></td>
</tr>
<tr>
<td><strong>DRAFT ENFORCEMENT POLICY</strong></td>
<td>DSG</td>
</tr>
<tr>
<td>1. Place the draft Enforcement Policy on public exhibition for a period of 28 days; and Policy on Public Display until 25th August Complete - Suggest Deletion</td>
<td>Sep-17</td>
</tr>
<tr>
<td>2. Should no submissions be received, adopt the Hilltops Council Enforcement Policy. 1 Submission received report to go to council.</td>
<td></td>
</tr>
<tr>
<td><strong>DRAFT SUBDIVISION BONDS AND GUARANTEES POLICY</strong></td>
<td>DSG</td>
</tr>
<tr>
<td>1. Place the draft Subdivision Bonds and Guarantees Policy on public exhibition for a period of 28 days; and Policy on Public Display until 25th August Complete - Suggest Deletion</td>
<td>Sep-17</td>
</tr>
<tr>
<td>2. Should no submissions be received, adopt the Subdivision Bonds and Guarantees Policy. 1 Submission received report to go to council.</td>
<td></td>
</tr>
<tr>
<td><strong>DRAFT SWIMMING POOL INSPECTION PROGRAM POLICY</strong></td>
<td>DSG</td>
</tr>
<tr>
<td>1. Place the draft Swimming Pool Inspection Program Policy on public exhibition for a period of 28 days; and Policy on Public Display until 25th August Complete - Suggest Deletion</td>
<td>Sep-17</td>
</tr>
<tr>
<td>2. Should no submissions be received, adopt the Swimming Pool Inspection Program Policy. DSG 1 Submission received report to go to council.</td>
<td></td>
</tr>
<tr>
<td><strong>DRAFT ON SITE SEWERAGE MANAGEMENT POLICY</strong></td>
<td>DSG</td>
</tr>
<tr>
<td>1. Place the draft On Site Sewerage Management Policy on public exhibition for a period of 28 days; and Policy on Public Display until 25th August Complete - Suggest Deletion</td>
<td>Sep-17</td>
</tr>
<tr>
<td>2. Should no submissions be received, adopt the On Site Sewerage Management Policy. 1 Submission received report to go to council.</td>
<td></td>
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<tr>
<td>Date</td>
<td>Category</td>
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<td>--------</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>
| 17/200 | DRAFT ACTIVITIES APPROVAL POLICY              | DSG  
1. Place the draft Activities Approval Policy on public exhibition for a period of 28 days and  
2. Should no submissions be received, adopt the Activities Approval Policy.  
Money has been carried forward into current financial.  
Letter sent to Young Lions Club #247211  
Report to council. Sep-17 |
| 17/201 | DRAFT PLANNING AGREEMENT POLICY               | DSG  
1. Place the draft Planning Agreement Policy on public exhibition for a period of 28 days and  
2. Should no submissions be received, adopt the Planning Agreement Policy.  
Report to council. Sep-17 |
| 17/202 | DRAFT PLUMBING AND DRAINAGE POLICY            | DSG  
1. Place the draft Plumbing and Drainage Policy on public exhibition for a period of 28 days and  
2. Should no submissions be received, adopt the Plumbing and Drainage Policy.  
Report to council. Sep-17 |
| 17/207 | APPLICATION TO AMEND SCHEDULE 1 OF THE YOUNG LOCAL ENVIRONMENTAL PLAN TO INCLUDE “VEHICLE SALES OR HIRE PREMISES” AS AN ADDITIONAL PERMITTED USE ON LAND IN WOMBAT AND MURRINGO STREETS (LOT 9 SECTION 57 DP759144 AND LOT 2A DP976203)  | DSG  
That Council prepare a Planning Proposal to amend Schedule 1 to the Young Local Environmental Plan to allow a “vehicle sales or hire premises” on Lot 2A DP976203 and Lot 9 Section 57 DP759144 as detailed in this report.  
Currently with Casual planner being drafted  
Report to council. Sep-17 |
| 17/208 | PROPOSED OFF LEASH DOG PARK, JACK HOWARD RESERVE YOUNG | DI  
1. Allocate the $25,000 funds held in reserve toward a fenced dog off leash enclosure in the Jack Howard Reserve; and  
2. Advise the Young Lions Club that their proposed contributions towards this project will be welcomed.  
Money has been carried forward into current financial.  
Letter sent to Young Lions Club #247211  
Report to council. Oct-17 |
| 17/214 | TENDER 327 OF 2017: WASTE MANAGEMENT SERVICE | DSG  
1. Accept the tender of $225,000 from Elouera for the operation of the MRF and gatehouse; and  
2. Accept the alternate tender using refurbished vehicles for the provision of recycling and garbage collections of $481,187.64 from JR Richards.  
Legal advice currently being sought further report to council. Sep-17 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Title</th>
<th>Action Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>23rd August 2017</td>
<td>17/221</td>
<td>END OF ADMINISTRATION PERIOD REPORT</td>
<td>EDCC</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>1. the report be noted;</td>
<td>Complete</td>
<td></td>
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<td></td>
<td></td>
<td>2. a copy be made available on Council’s website; and</td>
<td>Suggest</td>
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<td></td>
<td></td>
<td>3. the report be forwarded to the Office of Local Government</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>17/222</td>
<td></td>
<td>DRAFT HILLTOPS COUNCIL UNREASONABLE COMPLAINANT CONDUCT POLICY</td>
<td>EDCC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Approve the Draft Hilltops Council Unreasonable Complainant Conduct Policy be placed on Public Exhibition for 28 Days; and</td>
<td>Has been placed on public exhibition until noon 22 September 2017</td>
<td>Oct</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. If there are no submissions received adopt the Hilltops Council Unreasonable Complainant Conduct Policy at the completion of the 28-day exhibition period.</td>
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<td></td>
<td></td>
<td>● Galong Progress Association - 29 June 2017</td>
<td>DI</td>
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<td></td>
<td>17/227 That Council approves the VPA Steering Committee recommendations</td>
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<tr>
<td></td>
<td></td>
<td>1. Heating of the Hall;</td>
<td>Electrical upgrade due end of September with heating to follow</td>
<td>Oct-17</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Shade cover over playground; and</td>
<td>Quotations being received</td>
<td>Oct-17</td>
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<td>3. Engage consultant to assist in development of a long-term plan</td>
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<td>● Local Traffic Committee - Electronic Meeting - 30 July 2017</td>
<td>DI</td>
<td></td>
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<td></td>
<td>17/228 That Council approves the following street closures for Irish Woolfest;</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>1. The temporary road closures and regulatory traffic control required on Saturday 30th September and Sunday 1st October for the Irish Woolfest Special Event;</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>2. The Traffic and Transport Management of Special Events application for the Irish Woolfest received with required supporting information;</td>
<td></td>
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<tr>
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<td></td>
<td>3. Temporary road closures are in accordance with Traffic Control Plans (TCP) submitted;</td>
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<td>4. Council to advertise temporary road closures in two consecutive editions of the local newspaper prior to the event;</td>
<td></td>
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<td>5. Council staff to install temporary road closures in accordance with TCP’s and assist with detouring traffic;</td>
<td></td>
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<td>6. Notify NSW Ambulance and NSW Fire and Rescue;</td>
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<td>7. RMS and NSW Police Force approval conditions form part of Council approval; and</td>
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<td>8. Adhere to Police directions.</td>
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<td></td>
<td>● Hilltops Access Committee - 9 August 2017</td>
<td>DSG</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>17/229 That an options paper be developed to determine the most appropriate way of providing clear, consistent urban house numbering to assist emergency services and be presented to a future meeting of the Access Committee.</td>
<td></td>
<td>Nov-17</td>
</tr>
<tr>
<td>Resolution Number</td>
<td>Description</td>
<td>Responsible Party</td>
<td>Completion Date</td>
<td></td>
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</tbody>
</table>
| 17/230            | 1. the transport needs, including community transport bus operation, of the elderly, non-ambulant and mobility restricted be recognised and incorporated into the planning for the proposed new library in Campbell Street; and  
                      2. the provision of a bus stop in, or close to, the main street be considered as part of the transport planning process required for the proposed new library. | EDCC              | Nov-17          |
| 17/232            | 1. An audit be undertaken of all Council's facilities to assess accessibility and provide a programme that includes priority listing and timeframe for the upgrading, where necessary, of facilities;  
                      2. The Disability Inclusion Action Plan be updated to reflect the programme identified by the audit. | DI                | Mar-18          |
| 17/233            | Galong Limestone Mine VPA Steering Committee - 3 August 2017  
                      That the attached be provided to the successful consultant for the preparation of the Galong Strategic Plan. | DI                | Oct-17          |
| 17/234            | Harden Regional Development Corporation tabled at the meeting be noted.  
                      That the list of items for consideration of funding prepared by Harden Regional Development Corporation be noted. | DI                | Oct-17          |
| 17/235            | Healthy Shires Committee - 15 August 2017  
                      That Council maintenance, asset management and infrastructure staff undertake fall prevention training to raise educational awareness of how to prevent falls in and around public areas and facilities. | Not yet commenced to be considered in future training budget allocations | Mar-18          |
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

17/162 - COMMUNITY STRATEGIC PLAN

 Responsible Officer: Executive Director Corporate and Community

PURPOSE

The purpose of this report is to seek Council’s endorsement of the Community Engagement Strategy and support the promotion and engagement of the community in the development of the Community Strategic Plan 2030.

REPORT

The Community Engagement Strategy for the Community Strategic Plan 2030 is based on social justice principles (equity, access, participation and rights) and best practice for community engagement in developing the Community Strategic Plan. The government requirement calls for a more comprehensive approach of community participation beyond informing and consulting. Council is required to demonstrate stronger evidence of involvement and collaboration to address the principle that all members of the community have a right and a responsibility to contribute to their community’s future.

This report demonstrates the process of how Council will engage all community stakeholders including agencies, staff, community groups and individuals to identify the key priorities and aspirations of the community leading up to 2030.

Councillors are invited to assist with the promotion and engagement of the community at any of the events to encourage feedback and capturing of the community challenges and aspirations for the future. A separate Councillor workshop will be scheduled.

The Community Strategic Plan 2030 will create the direction of Council (and Councillors) and will inform the remaining Integrated Planning and Reporting documentation including the Delivery Program (4 yr) and Operational Plan (1 yr), and the Resourcing Strategy [the Long Term Financial Plan (10 yr); the Asset Management Plan (10 yr); the Workforce Management Plan (4 yr); and the IT Plan (4 yr)].

STATUTORY PROVISIONS

➢ Local Government Act 1993, Section 402 - Community Engagement Strategy and Community Strategic Plan requirements.

CONSULTATION

The Community Engagement Strategy outlines the process Council staff will follow to consult the Community prior to developing the Community Strategic Plan 2030 for endorsement by Council. Engagement includes: Meetings, Workshops, Forums, Surveys, Photographic and drawing competitions, and mailbox drops.
POLICY IMPLICATIONS

A thorough community consultation and engagement process will ensure the CSP has the support of the community and that council planning and activity is focused on meeting the community’s aspirations.

FINANCIAL IMPLICATIONS

The budget for the CSP is part of the 2017/18 Operational Plan.

ATTACHMENTS

Attachment 1 - Community Engagement Strategy for the Community Strategic Plan 2030.

RECOMMENDATION

It is recommended that Council endorse the Community Engagement Strategy for the Community Strategic Plan 2030.
COMMUNITY ENGAGEMENT STRATEGY
for the Hilltops Community Strategic Plan 2030
Welcome to the Hilltops Community Engagement Strategy. This strategy is an outline of how Council will be engaging with our community and stakeholders in developing the Community Strategic Plan 2030.

Under the Local Government Act 1993, Council is required to develop a Community Strategic Plan (CSP) on behalf of the community. The formation of the Hilltops Council from the former councils of Boorowa, Harden and Young means that a new Community Strategic Plan will be developed in consultation with the community and stakeholders.

The Community Strategic Plan is a document owned by everyone: the community, agencies, government and non-government stakeholders that is facilitated by the Council to independently record the community’s current values, challenges and future desires on behalf of the community. We all play a valuable role in working towards creating the ambitions of our collective and future generations.

Council relies on the expertise, skills and knowledge of the community and stakeholders when making decisions. Council has a responsibility and influence on matters that affect your lives. Similarly, the community should be influencing the activities and priorities of Council. Therefore, Council needs increasing community participation to ensure everyone has access to fair and informed decision making.

The newly elected Councillors are your representatives and are expected to take on an increased role in Community engagement. Council encourages you to contact your elected councillors to discuss the collective future of the Hilltops community for the benefit of all.

Contact details of your councillors can be found at: www.hilltops.nsw.gov.au/councillors

We trust the community engagement strategy will promote active and engaging communication. It is with great pleasure I commend Hilltops Councils Community Engagement Strategy to you.

Yours Sincerely,

Clr Brian Ingram
Mayor of Hilltops Council
CONTENTS

MAYOR’S Forward ........................................... 2
CONTENTS ......................................................... 3
PURPOSE .......................................................... 4
WHAT IS community engagement? ............... 5
OUR Community .................................................. 7
COMMUNITY ENGAGEMENT Roles and Tools ......................................................... 10
METHODS of engagement ................................. 11
WHAT is the process? ........................................ 12
FEEDBACK to this Strategy .............................. 16
APPENDIX 1: COMMUNITY ENGAGEMENT Timeline .............................................. 17
APPENDIX 2: SPECTRUM of engagement ................................................................. 18
APPENDIX 3: 2016 AUSTRALIAN BUREAU OF STATISTICS Census Data ................. 19
Council actively encourages community participation in the governance and decision making process and see that this is an essential factor to successful decision making. Council is committed to having open, honest, respectful and truthful communication with the community and encourages the community to do the same.

The Community Engagement Strategy provides a framework to guide the communication between Council and the community in planning for the future Community Strategic Plan that:

- Distils and articulates the vision of the community for the Hilltops region.
- Clearly demonstrates Council’s commitment, expectations and process for Community Engagement.
- Clarifies Council’s roles and responsibilities.
- Provides avenues for productive participation by the community.
- Seeks input from the community to ensure decisions made are for the long-term benefit and sustainability of the community.
- Provides an opportunity to educate the community on the diversity and limitation of services provided by Council.

### About the Community Engagement Strategy

The Community Engagement Strategy outlines how Council is going to engage individuals, community groups, Government agencies and non-government organisations (NGO’s) in the formation of the Hilltops Community Strategic Plan.

The Strategy:

- Outlines how Council will listen and seek feedback from the community.
- Is based on feedback from the community.
- Involves collaboration with Government agencies and non-government organisations.
- Follows social justice principles to ensure that a broad range of community members are engaged to reflect the region’s demographics.
- Follows good practice for engagement in alignment with Council’s Community Engagement Policy and the principles of the International Association of Public Participation (IAP2).
- Ensures Council delivers a variety of engagement activities across the Region to maximise access.
- Includes input from internal staff from across the organisation.
WHAT IS community engagement?

The International Association of Public Participation (IAP2) defines community engagement as a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome.

Council has adapted IAP2’s approach to define how we at Hilltops Council communicate with our community, and to shape the future of community engagement, as it is considered best practice in community engagement and public participation. IAP2 is referenced throughout this strategy. Community engagement is also known as Public Participation or Participatory Democracy.

Public participation includes all aspects of identifying problems and opportunities, developing alternatives and making decisions. It uses tools and techniques which are common to a number of dispute resolution and communications fields.

Levels of engagement

IAP2 considers community engagement to be any process that involves the public in problem solving or decision making and uses public input to make decisions. The accompanying IAP2 Community Engagement Model explains the various roles between the organisations and community depending on the situation or circumstance. More information on IAP2 can be found at www.iap2.org.au

Why engage?

Community engagement provides a valuable link between Councillors, Council staff and the community by:

- Enabling Council to gain a better understanding of local needs.
- Encouraging the community to put forward ideas.
- Enabling the community to be better informed.
- Reducing the level of misconception or misinformation.
- Ensuring commitment and greater ownership of the final decision by the community.
• Helping to identify issues which may not otherwise have been considered—others outside of Council may well be the experts.

• Acknowledging the basic human need for people to be involved in decisions that impact them.

• Enabling Council to make sustainable decisions with the wellbeing of the whole community in mind - changes that will be adopted by the community.

EVERYONE having a voice

Council’s principles
Council’s principles (as set out in Section 8 of the Local Government Act 1993) provide guidance to enable councils to carry out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

Council is committed to ensuring that all groups in our community have an equal opportunity to participate and be involved in decision making through the activities which form the Community Engagement Strategy.

Community engagement is any process that involves the community in problem solving or decision making and uses community input to assist in making decisions (IAP2, 2006). Community Engagement does not necessarily mean consensus, however; it does involve seeking broad agreement and the best possible solution for Council and the community.

Council has based this Community Engagement Strategy on the engagement spectrum developed by IAP2: Inform; Consult; Involve; Collaborate; and Empower as recommended by the Office of Local Government (refer to Appendix 2: Spectrum of Engagement diagram).

Section 402(4) of the Local Government Act 1993 requires councils to develop and implement a Community Engagement Strategy for consultation with the community which must also be based on social justice principles:

- Equity
- Access
- Participation
- Rights

In all dealings with the community, Council will also employ its internal Cultural Values that staff work to:

- Customer Centric Service
- Collaboration
- Continuous Improvement

The Strategy is designed to ensure that all members of the community have the opportunity to actively participate. The Strategy includes:

- A wide range of engagement methods which will allow Council to reach a diverse range of target groups.

- Engagement activities delivered in various locations across the region to maximise access.

- Promotion of engagement activities through community media, school newsletters, and local networks.

- Engagement information prepared in plain English.
## Our Community

### Who is the community?

Hilltops is a diverse region located on the southern tablelands and slopes of NSW, encompassing the towns of Boorowa, Harden and Young, with a population of approximately 19,000. It has a land area of 7,140 square kilometres and has a population density of 0.03 persons per hectare. 4.4% of the population identify themselves as Aboriginal and Torres Strait Islander. Overall, 5.6% of the population was born overseas and 2.6% were from non-English speaking background. In terms of age groups 25.2% of the population was aged under 17 years and 27% were aged 60 years and over.

With 4,494 local businesses operating in the Hilltops area, the region generates 3% of the NSW gross regional productivity totalling $864 million. Key industry sectors include: agriculture, retail trade, healthcare and social assistance, education and training, manufacturing, public administration and safety, mining, and accommodation and food services. There are several business chambers and associations which operate in Young, Harden and Boorowa.

Additional community statistics can be found on www.id.com.au/hilltops and in Appendix 3.

(Taken from 2016 ABS Statistics for Hilltops [www.id.com.au/hilltops] and Council data)
Including the community

A community is considered to be any individual or group of individuals, organisation or political entity with an interest in the outcome of a decision - they are often referred to as stakeholders. They may be, or perceive that they may be, affected directly or indirectly by the outcome of a decision.

Stakeholders include all individuals and groups based in and outside the Hilltops region who have an interest in the future of the Hilltops. Internal stakeholders are also part of the community and the community participation process should also reflect their needs.

Council, in its engagement activities, will make every effort to ensure that all perspectives are considered, in order to:

- Attract and reach a cross section of the community by using a wide range of communication methods to maximise connections and community knowledge.
- Invite specific targeted community groups with a view to reaching those that identify on the basis of cultural, language, sexuality, minority status and/or special needs.
- Involve community groups and individuals who are sometimes hard to reach or geographically isolated such as children, young people, people with disabilities, women, socially disadvantaged, people from culturally and linguistically diverse backgrounds and people from Aboriginal and Torres Strait Islander backgrounds.

The following target groups have been identified as part of this Strategy:
- People with disabilities
- Aboriginal and Torres Strait Islander communities
- People from culturally or linguistically diverse backgrounds (CALD)
- Children and young people
- People in geographically isolated areas
- Single parents
- The elderly
- Community groups & businesses (including service clubs, special interest clubs [recreational and cultural pursuits], philanthropic trusts and community service providers)
- Councillors & Council staff
- Other Government Agencies (Federal & State including education, health, transport, policing, environment and water)

Connecting with hard to reach groups and individuals

To engage with hard to reach people Council will:

- Ensure cultural protocols are followed and the person we are ‘engaging with’ has authority to speak on behalf of their community.
- Avoid using assumptions, generalisations, insensitive language about people/beliefs from culturally diverse backgrounds.
- Utilise existing newsletters and existing forums.
- Design engagement and workshop activities that factor for low literacy levels and access for people with disabilities.
- Use age appropriate methods and materials considering competency levels of participants.
- Provide workshops and activities outside business hours.
- Provide incentives to encourage groups and individuals to get involved.
Ensuring a balance between the towns, villages and rural areas
To ensure a balanced representation between towns, villages and rural areas Council will:

- Conduct engagement activities which provide opportunities for engagement for residents in the towns and villages within the Hilltops region.
- Utilise public spaces and buildings such as libraries, community halls and sporting facilities.
- Maximise on-site visits to community group meetings (e.g. service clubs, youth groups, recreation and sporting clubs/organisations).
- Provide incentives to encourage groups and individuals to get involved.
- Utilise web-based interactive engagement activities (and provide access to internet in libraries).

Maximising connections and community knowledge
To maximise existing connections and community knowledge within the Hilltops region, Council will:

- Use ‘community connectors’ and leaders within the community.
- Maximise opportunities to piggy back on activities, events and festivals occurring in the community.
- Utilise a range of communication methods (not just written material)

including the internet and radio and ensure written communication uses plain English and is jargon free.
- Provide incentives to encourage groups and individuals to get involved.
COMMUNITY ENGAGEMENT
Roles and Tools

Community Engagement at Hilltops Council is underpinned by two key documents:

Community Engagement Strategy
(This document)
- Overview of how Council will engage with the community.
- Summary of methods and techniques.
- Reference to best practice required under the Act.

Community Engagement Toolkit
An internal staff resource will be developed to provide templates and resources to assist Council staff develop a community engagement plan for a variety of projects and policies.

Councillors and Council staff
Council staff and elected Council members are also valued members of our community. To ensure everyone has the opportunity to contribute, the following principles have been established to understand and articulate our roles:

Councillors: A Councillor’s role in community engagement is to participate as an elected member, promote engagement activities to highlight the opportunity to the broader community, listen to the views of the community and consider these views when making decisions at Council. Councillors can also participate as a member of the community in the feedback process through a range of mechanisms.

Community engagement provides valuable opportunities for Councillors to hear and understand the voice of the community and ensure that this voice is properly represented when Council meet and make resolutions which impact the future of our community.

The endorsement of Community ambitions raised under the Community Strategic Plan and the development of supporting strategic actions under the Delivery Program will be considered for the new Council term commencing September 2017.

What role will Council have?
Executive and Management Staff of Council: Executive and Management staff will have the opportunity to participate in the feedback process in their individual capacity as a member of our community. Comments, values and issues raised by Executive and Management staff will be collected through the same process as the broader community and stakeholder groups and will hold no additional weighting. Internally, Executive and Management staff will support the engagement process through assisting in promotion and supporting on-ground staff who are involved in the delivery process.

Council Staff: As members of our community, many of our staff also play a role in local sporting groups, parenting groups, health and welfare support groups. Members of staff are encouraged to participate in the engagement process in the capacity of their own community life. Comments, values and issues raised by staff will be collected through the same process as the broader community and stakeholder groups and will hold no additional weighting.

Staff directly involved in community engagement: A number of staff across all sections of Council will be involved directly in the community engagement process.
By utilising a number of staff, this provides the opportunity to deliver engagement activities across the Hilltops region reaching a broad audience. Staff that are involved in the promotion of engagement and collection of feedback are strictly in the role of ‘listening and receiving’ information without guidance or predisposition.

A Council staff member’s role in community engagement is to organise and facilitate the discussion, record, provide feedback, evaluate the engagement and consider the community’s views when making recommendations to Council.

Both Councillors and Council staff are encouraged not to dominate or direct community discussions, nor to dismiss the community’s input. Instead, Councillors and Staff should allow discussions to move forward in an open, respectful and inclusive way.

**METHODS of engagement**

**Online**
Council will use its website ([www.hilltops.nsw.gov.au](http://www.hilltops.nsw.gov.au)) and community newsletter to provide information on the CSP. As well as providing timely and detailed information, opportunities exist for using online media to generate discussion and accept feedback.

**Communication Strategy**
Council will encourage broad awareness and participation by providing information through diverse and easily accessible channels such as the internet, social media, local media, libraries and other community meeting places and face-to-face engagement. Information and feedback will be gathered through workshops, online engagement techniques and community surveys.

**Media & Social Media**
Council will work with local print, television, radio and internet based media agencies to promote each stage of the consultation to the community. Council will include messages in its columns in local print media.

Council has a presence on Twitter (@HilltopsCouncil) and Instagram, (#HilltopsRegion) which are becoming increasingly useful platforms to communicate with the general public and community leaders about Council activities for the purpose of trying to boost community engagement, with the intention of capturing the views of the community.

**Community groups & networks**
Community associations and committees are a valuable means of giving and receiving feedback and accessing expertise on a range of issues. Council will promote information about this engagement process through the website, libraries and community centres and work with schools and other community organisations to include messages in their newsletters and at meetings.

**Councillors**
You can contact any of your elected representatives to discuss issues for the community. Contact details are available via [www.hilltops.nsw.gov.au](http://www.hilltops.nsw.gov.au) or 6380 1200. Councilor’s also attend many Council facilitated community events in public places, giving community members the opportunity to ‘drop-in’ and raise issues with their Councillors in person.
Focus groups or Forums
These are discussion groups usually led by a trained facilitator to identify specific issues and discuss a range of available options to maximise the delivery of the CSP. Participants are invited because they are residents or have a particular interest, involvement or stake in the outcomes. The group may comprise a range of people with expertise and interests relevant to the measurement and fulfillment of the CSP objectives.

Local neighbourhood
Placing articles on local notice boards, in local newsletters and publications such as community and school newsletters, may also include neighbourhood networks and social groups as a vehicle for communication.

Council will be hosting a specific meeting for the rural villages and small communities in each of the three main towns, where community representatives can raise issues and speak directly to Councillors and Council staff.

Letter box drops & rates notices
Council will be seeking feedback through the rates notices, or a newsletter delivered to residents. The newsletter will summarise the community engagement and Community Strategic Plan process, and will promote the range of ways for the community to contribute.

Survey
This method will be used to capture qualitative and quantitative data that will form the foundation of the feedback. The information requested includes data that also addresses individual’s attitudes, beliefs and aspirations.

Media Release
This involves issuing media releases and conducting interviews with local journalists emphasising the crucial value of community feedback in developing the CSP.

The media release will be forwarded to local media and is also available to the community via www.hilltops.nsw.gov.au

Email
Community members can contact Council or Councillors at any time by emailing mail@hilltops.nsw.gov.au.

Telephone
Council is always available on the other end of the phone. Contact us on 02 6380 1200.

WHAT is the process?

PHASE 1: Understanding and Visioning
Feedback from recent community engagement will be used to inform the process including the Disability Inclusion Action Plan, the Economic Development and Tourism Strategy, and the Operational Plan.

Council has conducted a comprehensive stakeholder analysis to ensure that all stakeholder groups will be provided with an opportunity to contribute to the development of the Community Strategic Plan.

The focus is on developing alternative future visions for the community of the Hilltops council region, understanding community values, identifying emerging issues and challenges, and understanding community ambitions.

The aim of Phase 1 is to start “community conversations” and connect with as many community stakeholders as possible to gain information via questionnaires, conversations and pictures.

Community conversation starters:
• What do you value most about the Hilltops region?
• What are the most important issues for the Hilltops at the moment?
• Can you remember what the region was like 10 or even 20 years ago?
• How do you imagine it in 10 or 20 year’s time?

Participants will be encouraged to complete a questionnaire either on paper or online. In addition, a multi-media advertising campaign will also direct people to the online questionnaire. The questionnaire follows on from the “community conversations” and asks a series of questions that will provide Council with information about the values and aspirations of the community.

Phase 1 uses three methods to engage:

• The general community
• Hard to reach people
• People who prefer non-written communication

General community conversations
1. Listening posts in the CBDs of the 3 major town centres (Boorowa, Harden and Young) during the day.
2. Listening posts at Community events throughout the Hilltops Council area.
3. Attend community group meetings and discussions with elected councillors.

Targeted community conversations
Contact difficult to reach people by:
1. Working with staff from key organisations /NGO’s to host conversations.
2. Delivery of age specific engagement techniques for pre-school, primary school and high school children.
3. Tailoring questions and meeting formats for the local Aboriginal community.
4. Providing a range of opportunities to participate and appropriate incentives, such as prizes and publishing comments, photos or drawings.
5. Targeted meetings specifically for the rural villages and communities.
6. Attending Senior’s events to engage with people over 60 years.
7. Attending Council’s Section 355 Committee meetings.
8. Contact support networks for Culturally and Linguistically Diverse groups.
9. Contacting parent/carer/play groups and providing appropriate resources to encourage participation.
10. Reaching people in geographically isolated areas through promotion in Council’s Newsletter, rates notice, newspapers, and using local contacts.
11. Arrange a Councillor workshop.

Drawing Competition:
The pre-schools and primary schools will be invited to participate in the process by submitting a drawing of their best day, or something they love about living in the hilltops.

Photo Competition
To capture non-written feedback from people who might not otherwise participate, a competition will be held for people to submit photos showing what they love about the Hilltops Council region.
**PHASE 2: Goal and Priority Setting**

The focus is on holding targeted engagement activities with special interest groups and key government agencies on the issues identified during Phase 1 of community engagement to identify goals and set priorities.

A workshop will be held with key sectoral groups representing but not limited to addressing the five key themes:

- Community wellbeing
- Economy
- Natural & Built Environment
- Infrastructure
- Governance & Civic Leadership

Key stakeholders will be encouraged to participate in the workshop to identify any gaps in community needs, to establish roles, determine key indicators and shared measurement, influence policy and goal setting. It is envisaged that the Phase 2 engagement will provide the groups with the opportunities to discuss issues, to hear from and gain knowledge from industry sectors, and to establish and draft goals.

It is expected the workshop will be facilitated by an independent consultant with Council playing a leading role as a host and participant in this process and not the owner.

Phase 2 of community engagement will be held in November 2017.

The results of the community engagement will be used in the development of the Community Strategic Plan as well as the Resourcing Strategy, Delivery Program and Operational Plan.

**PHASE 3 – Exhibition of Draft Plans**

Following intensive community engagement in the months of late October – November 2017, Council is expecting to place the Community Strategic Plan 2030 on public exhibition prior to Christmas, until mid-February (to comply with the minimum period of 28 days).

It is expected that all remaining Integrated Planning and Reporting documents, including the Council’s Delivery Program and Operational Plan, and the Resourcing Strategy will be drafted and available for public exhibition in March/April 2018.

During a public exhibition period, any member of the community can provide feedback on the proposed documents prior to finalisation and Council adoption.

**Methods of Feedback**

We want to make sure that when you have participated in Community Engagement activities, you feel your contribution is valued and utilised during the process. Council undertakes a commitment that:

- Upon completion of a Community Engagement activity, outcomes from the activity will be communicated to all participants.
- Information will be provided more broadly to the community outlining the community engagement outcomes, considerations and recommendations made by Council – this will be available on Council’s website.
- A formal report to Council will contain a statement about how we engaged with the community when providing recommendations.
Evaluation of community engagement activities

Staff (and where appropriate Councillors) undertaking engagement activities are encouraged to evaluate the effectiveness of the engagement – this may be via a survey or questionnaire. Your honest feedback will help Council ensure that future techniques used are improved to make them more relevant.

All feedback will be considered in the spirit in which it is offered.

Ongoing community engagement

Council is dedicated to ensuring that ongoing Community Engagement activities evolve to meet the needs of the community. To ensure the ongoing needs of both Council and the community are met effectively, Council will:

- Continually review and update methods of engagement for relevance.
- Try to combine, where possible, engagement activities to ensure convenience, value and reduced duplication of activities.
FEEDBACK to this Strategy

Your feedback to the ongoing development and review of this strategy is encouraged.

Feedback can be directed to:
mail@hilltops.nsw.gov.au
or
Phone: 02 6380 2000

Boorowa Office - 6-8 Market St BOOROWA
Harden Office - 3 East St HARDEN
Young Office - 189 Boorowa St YOUNG
### APPENDIX 1: COMMUNITY ENGAGEMENT Timeline (Tentative)

<table>
<thead>
<tr>
<th>Week</th>
<th>Task</th>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Working Group Meetings (Staff)</td>
<td>Monthly</td>
<td>Young Offices</td>
<td>TBC</td>
</tr>
<tr>
<td>1</td>
<td>PUBLIC HOLIDAY</td>
<td>2 Oct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Media Release and advertising of CSP &amp; dates</td>
<td>3 Oct</td>
<td>To all outlets</td>
<td></td>
</tr>
<tr>
<td>1-6</td>
<td>Library Displays x 3</td>
<td>3 Oct- 10 Nov</td>
<td>Boorowa, Harden &amp; Young Libraries - Ongoing throughout consultation</td>
<td>Opening Hours</td>
</tr>
<tr>
<td>1</td>
<td>Rates Insert to Printers</td>
<td>4 Oct</td>
<td>Printing House</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Staff briefing (Combined Indoor - Separate Outdoor)</td>
<td>4, 5, 6 Oct</td>
<td>Indoor – Skype</td>
<td>Mornings TBC</td>
</tr>
<tr>
<td>1</td>
<td>Combined School Principals - meeting (Primary, Secondary, Tertiary)</td>
<td>TBC - 5 Oct</td>
<td>Young</td>
<td>Evening</td>
</tr>
<tr>
<td>2 - 6</td>
<td>Listening post stalls - Weekends Community Events throughout Oct and Nov (Staff &amp; Councillors to assist)</td>
<td>7 Oct – 12 Nov</td>
<td>Region wide</td>
<td>Days and Evenings</td>
</tr>
<tr>
<td>2</td>
<td>Photographic &amp; Drawing Competition</td>
<td>9 Oct – 10 Nov</td>
<td>Region wide</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Online Adult Survey (+ printouts available around the region)</td>
<td>9 Oct – 10 Nov</td>
<td>Region wide</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Online Youth Survey (+ printouts available throughout the schools)</td>
<td>9 Oct – 10 Nov</td>
<td>Region wide</td>
<td></td>
</tr>
<tr>
<td>2 - 5</td>
<td>Preschool Directors - Individual meetings x 7</td>
<td>Tuesdays: 10 - 31 Oct</td>
<td>Region Wide</td>
<td>Day</td>
</tr>
<tr>
<td>2</td>
<td>Kite Festival - Listening post stall</td>
<td>14 Oct</td>
<td>Harden</td>
<td>All Day</td>
</tr>
<tr>
<td>3 - 5</td>
<td>Aboriginal Community Meeting/s- Young/Onerwal/Cowra LALCs</td>
<td>TBC – 17, 24 Oct, 1 Nov</td>
<td>Young, Yass, Cowra</td>
<td>TBC - Morning</td>
</tr>
<tr>
<td>3</td>
<td>Listening post - Street stalls</td>
<td>18, 19, 20 Oct</td>
<td>18th Boorowa, 19th Harden, 20th Young.</td>
<td>All Day</td>
</tr>
<tr>
<td>3</td>
<td>Council Workshop</td>
<td>TBC – 19 Oct</td>
<td>Young Office</td>
<td>Evening</td>
</tr>
<tr>
<td>4</td>
<td>Community Workshops (2/town - Day and Evening)</td>
<td>TBC – 25, 26, 31 Oct</td>
<td>25th Boorowa, 26th Harden, 31st Young.</td>
<td>TBC - Morning and Evening</td>
</tr>
<tr>
<td>5</td>
<td>Meeting with the Village representatives</td>
<td>TBC – 31 Oct, 2, 3 Nov</td>
<td>31st Boorowa, 2nd Harden, 3rd Young.</td>
<td>Evening</td>
</tr>
<tr>
<td>8</td>
<td>Workshop with Council Staff</td>
<td>TBC – 22nd Nov</td>
<td>Young</td>
<td>Day</td>
</tr>
<tr>
<td>7-8</td>
<td>Drafting CSP (for Stakeholder Forum)</td>
<td>24th Nov Completed</td>
<td>Internal - Staff</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Interagency Stakeholder Forum</td>
<td>TBC – 30 Nov</td>
<td>Young</td>
<td>Day</td>
</tr>
<tr>
<td>10</td>
<td>Report and Draft CSP ready for Council</td>
<td>6 Dec</td>
<td>Internal - Staff</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Council Endorsement - CSP</td>
<td>20 Dec</td>
<td>Council Meeting - TBC</td>
<td>Evening</td>
</tr>
<tr>
<td>12</td>
<td>Public Exhibition - CSP</td>
<td>21 Dec – 9 Feb</td>
<td>Region Wide</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>PUBLIC HOLIDAY</td>
<td>25, 26 Dec</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>PUBLIC HOLIDAY</td>
<td>1 Jan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Report prepared for Council meeting - CSP</td>
<td>12 Feb</td>
<td>Internal - Staff</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Council Adoption - CSP</td>
<td>28 Feb</td>
<td>Council Meeting - TBC</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 2: SPECTRUM of engagement

<table>
<thead>
<tr>
<th>Participation Goal</th>
<th>Our Promise</th>
<th>Example Tools</th>
<th>Role of Stakeholder/Community</th>
</tr>
</thead>
</table>
| Goal: Inform       | Council’s Promise to the Public: We will share information about a decision or direction. | • Fact Sheets  
• Website  
• Email  
• Newsletters  
• Press releases | Listen |
| Goal: Consult      | We will keep you informed, listen to and acknowledge concerns and aspirations, explore options, gain feedback and an understanding of your concerns and preferences. We will provide feedback on how public input influenced the decision. | • Surveys  
• Public meetings  
• Public comment  
• Focus Groups or individual presentations | Contribute |
| Goal: Involve      | We will involve you in the process so your ideas, concerns and aspirations are directly reflected in the alternatives developed or the final decision. We will provide direct feedback on how public input influenced the decision. | • Workshops  
• Deliberative polling  
• Advisory or working group  
• Partner in policy advocacy | Participate |
| Goal: Partnership (or Collaborate) | We will collaborate with you so your advice, innovation and recommendations are incorporated in the final decision that we make together. | • Working Groups - to help shape strategies.  
• Steering Committee - decision making power.  
• Ballot, vote  
• Citizen juries | Partner |
| Goal: Empower      | To place final decision-making in the hands of the community. | We will implement what you decide. | Decide |

(Modified from IAP2 – Spectrum of Engagement)
## APPENDIX 3: 2016 AUSTRALIAN BUREAU OF STATISTICS Census data

<table>
<thead>
<tr>
<th>Demographic Feature</th>
<th>Key Statistics</th>
<th>Strategies for Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population</td>
<td>18,993 people</td>
<td>To ensure all people across the LGA are provided with an opportunity to participate, Council will carry out targeted engagement methods to enable the best opportunity for community involvement.</td>
</tr>
<tr>
<td></td>
<td>The local government area extends from Koorawatha in the North, to the Murrumbidgee River in the South, Bribbaree in the West and the Lachlan River in the East.</td>
<td></td>
</tr>
<tr>
<td>Age Structure</td>
<td></td>
<td>To reach people from across all age groups, a variety of strategies will be used during each stage of the community engagement process, Council will:</td>
</tr>
<tr>
<td></td>
<td>0-4 years – 6.0%</td>
<td>• Use electronic and non-electronic media</td>
</tr>
<tr>
<td></td>
<td>5-14 years – 13.6%</td>
<td>• Schedule engagement activities at various times</td>
</tr>
<tr>
<td></td>
<td>15-24 years – 11.1%</td>
<td>• Seek advice from appropriate people on engaging with children and young people.</td>
</tr>
<tr>
<td></td>
<td>25 to 34 years – 9%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>35-49 years – 17.1%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50-59 years – 13.9%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60-69 years – 14.3%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Over 70 years – 15%</td>
<td></td>
</tr>
<tr>
<td>Aboriginal and Torres Strait Islander</td>
<td>4.4% of the population identify as Aboriginal or Torres Strait Islander.</td>
<td>All engagement will be promoted through existing local Aboriginal Groups and networks primarily the Aboriginal Land Councils.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council will work with the Aboriginal Land Councils to ensure that strategies for engagement are culturally appropriate.</td>
</tr>
<tr>
<td>Culturally and Linguistically Diverse (CALD)</td>
<td>3% of the population speak a language other than English at home.</td>
<td>Engage the various CALD community representative groups to extend the promotion and increase awareness of the community engagement.</td>
</tr>
<tr>
<td></td>
<td>6% of the population were born overseas.</td>
<td></td>
</tr>
<tr>
<td>People with a Disability</td>
<td>6.2%, with 16% being under 50 years old.</td>
<td>Engagement activities will be held in accessible venues. Engagement activities will be taken to existing groups and networks to maximise involvement.</td>
</tr>
</tbody>
</table>

17/163 – ANNUAL GOVERNMENT INFORMATION PUBLIC ACCESS (GIPA) RETURN

Reference: File No. 40.05  
Responsible Officer: Executive Director Corporate and Community

PURPOSE

The purpose of this report is to provide the Council and community with information provided to the Information Privacy Commissioner (IPC) in line with Council’s obligations under the Government Information (Public Access) Act 2009. Council is required to furnish an annual report to the IPC. A copy of Council’s annual return is attached to the report.

REPORT

During the 2016-17 year the Hilltops Council received five formal GIPA applications from members of the public and or private organizations. One application was ruled invalid, (the requisite fee was not paid), 1 application was granted in part, and three applications had access granted in full. All applications were made for information pertaining to 2015/DA-00078 – Blantyre Farms, Eulie Road, Harden.

The council is not required to report on informal applications.

STATUTORY PROVISIONS

➢ The Government Information (Public Access) Act 2009 enables the maintenance and advancement of a system of responsible and representative democratic government that is open, accountable, fair and effective by authorising and encouraging the proactive release of Council information and by giving members of the public an enforceable right to access government information. The Act provides that access to Council information is restricted only when there is an overriding public interest against disclosure.

POLICY IMPLICATIONS

The Hilltops Council is committed to providing access to Council information and meeting its obligations under the Government Information (Public Access) 2009 Act.

ATTACHMENTS

Attachment 1 – Government Information (Public Access) Act – Annual Report for Agency Hilltops Council
<table>
<thead>
<tr>
<th>RECOMMENDATION</th>
</tr>
</thead>
</table>

It is recommended that Council;

1. **Reaffirm its commitment to providing access to Council information in line with its obligations under the Government Information (Public Access) Act 2009.**
2. **Note the Government Information (Public Access) Act - Annual Report for Agency Hilltops Council.**
**Clause 7A:** Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

<table>
<thead>
<tr>
<th>Reviews carried out by the agency</th>
<th>Information made publicly available by the agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Clause 7B:** The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

<table>
<thead>
<tr>
<th>Total number of applications received</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

**Clause 7C:** The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

<table>
<thead>
<tr>
<th>Number of Applications Refused</th>
<th>Wholly</th>
<th>Partly</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>% of Total</td>
<td>0%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome*

<table>
<thead>
<tr>
<th></th>
<th>Access Granted in Full</th>
<th>Access Granted in Part</th>
<th>Access Refused in Full</th>
<th>Information not Held</th>
<th>Information Already Available</th>
<th>Refuse to Deal with Application</th>
<th>Refuse to Confirm/Deny whether Information is held</th>
<th>Application Withdrawn</th>
<th>Total</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Members of Parliament</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Private sector business</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>20%</td>
</tr>
<tr>
<td>Not for profit organisations or community groups</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>80%</td>
</tr>
<tr>
<td>Members of the public (by legal representative)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Members of the public (other)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>% of Total</td>
<td>60%</td>
<td>20%</td>
<td>0%</td>
<td>0%</td>
<td>20%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.
Table B: Number of applications by type of application and outcome*

<table>
<thead>
<tr>
<th></th>
<th>Access Granted in Full</th>
<th>Access Granted in Part</th>
<th>Access Refused in Full</th>
<th>Information not Held</th>
<th>Information Already Available</th>
<th>Refuse to Deal with Application</th>
<th>Refuse to Confirm/Deny whether Information is held</th>
<th>Application Withdrawn</th>
<th>Total</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal information applications</strong>*</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Access applications</strong> (other than personal information applications)</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Access applications that are party personal information applications and partly other</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>% of Total</td>
<td>60%</td>
<td>20%</td>
<td>20%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).
### Table C: Invalid applications

<table>
<thead>
<tr>
<th>Reason for invalidity</th>
<th>No of applications</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application does not comply with formal requirements (section 41 of the Act)</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Application is for excluded information of the agency (section 43 of the Act)</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Application contravenes restraint order (section 110 of the Act)</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total number of invalid applications received</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Invalid applications that subsequently became valid applications</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

<table>
<thead>
<tr>
<th></th>
<th>Number of times consideration used*</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overriding secrecy laws</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Cabinet information</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Executive Council information</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Contempt</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Legal professional privilege</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Excluded information</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Documents affecting law enforcement and public safety</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Transport safety</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Adoption</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Care and protection of children</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Ministerial code of conduct</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Aboriginal and environmental heritage</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E*
Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

<table>
<thead>
<tr>
<th>Consideration</th>
<th>Number of times consideration used*</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible and effective government</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Law enforcement and security</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Individual rights, judicial processes and natural justice</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Business interests of agencies and other persons</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Environment, culture, economy and general matters</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Secrecy provisions</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Exempt documents under Interstate Freedom of Information legislation</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Table F: Timeliness

<table>
<thead>
<tr>
<th>Timeliness Conditions</th>
<th>Number of applications*</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decided within the statutory timeframe (20 days plus any extensions)</td>
<td>5</td>
<td>100%</td>
</tr>
<tr>
<td>Decided after 35 days (by agreement with applicant)</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Not decided within time (deemed refusal)</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
# Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

<table>
<thead>
<tr>
<th></th>
<th>Decision varied</th>
<th>Decision upheld</th>
<th>Total</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal review</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Review by Information Commissioner*</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Internal review following recommendation under section 93 of Act</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Review by NCAT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>% of Total</td>
<td>0%</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

# Table H: Applications for review under Part 5 of the Act (by type of applicant)

<table>
<thead>
<tr>
<th>Applications by access applicants</th>
<th>Number of applications for review</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications by persons to whom information the subject of access application relates (see section 54 of the Act)</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

# Table I: Applications transferred to other agencies.

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Number of applications transferred</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency-initiated Transfers</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Applicant - Initiated Transfers</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
### PURPOSE
A monthly report detailing all Council investments in accordance with Clause 212 of the Local Government (General) Regulation 2005.

### REPORT
A list of Council’s cash and investments as at 31 August 2017, and the source of the cash invested is detailed below.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date Lodged</th>
<th>Maturity Date</th>
<th>Interest Rate</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMP Bank Ltd</td>
<td>20-Mar-17</td>
<td>20-Sept-17</td>
<td>2.75%</td>
<td>500,000</td>
</tr>
<tr>
<td>AMP Bank Ltd</td>
<td>27-Mar-17</td>
<td>25-Sept-17</td>
<td>2.75%</td>
<td>500,000</td>
</tr>
<tr>
<td>Bank of Queensland</td>
<td>20-Jan-17</td>
<td>21-Jul-17</td>
<td>2.80%</td>
<td>800,000</td>
</tr>
<tr>
<td>574 Newcastle PBS</td>
<td>13-Sept-16</td>
<td>13-Sept-17</td>
<td>2.70%</td>
<td>250,000</td>
</tr>
<tr>
<td>589 National Australia Bank</td>
<td>28-Feb-17</td>
<td>18-Oct-17</td>
<td>2.59%</td>
<td>400,000</td>
</tr>
<tr>
<td>590 Bankwest</td>
<td>28-Feb-17</td>
<td>25-Oct-17</td>
<td>2.60%</td>
<td>500,000</td>
</tr>
<tr>
<td>593 Gateway Credit Union</td>
<td>08-Mar-17</td>
<td>04-Sept-17</td>
<td>2.65%</td>
<td>500,000</td>
</tr>
<tr>
<td>596 National Australia Bank</td>
<td>28-Mar-17</td>
<td>28-Sep-17</td>
<td>2.57%</td>
<td>250,000</td>
</tr>
<tr>
<td>598 National Australia Bank</td>
<td>24-May-17</td>
<td>20-Dec-17</td>
<td>2.52%</td>
<td>500,000</td>
</tr>
<tr>
<td>600 ME Bank</td>
<td>26-May-17</td>
<td>20-Feb-18</td>
<td>2.65%</td>
<td>500,000</td>
</tr>
<tr>
<td>601 ME Bank</td>
<td>26-May-17</td>
<td>25-May-18</td>
<td>2.70%</td>
<td>500,000</td>
</tr>
<tr>
<td>602 Commonwealth Bank</td>
<td>28-May-17</td>
<td>28-Apr-18</td>
<td>2.50%</td>
<td>500,000</td>
</tr>
<tr>
<td>603 Newcastle PBC</td>
<td>13-Jun-17</td>
<td>20-Dec-17</td>
<td>2.50%</td>
<td>250,000</td>
</tr>
<tr>
<td>605 Bendigo Bank</td>
<td>28-Jun-17</td>
<td>20-Dec-17</td>
<td>2.50%</td>
<td>250,000</td>
</tr>
<tr>
<td>606 Bendigo Bank</td>
<td>20-Jul-17</td>
<td>20-Dec-17</td>
<td>2.55%</td>
<td>3,776,862</td>
</tr>
<tr>
<td>607 National Australia Bank</td>
<td>11-Aug-17</td>
<td>11-Dec-17</td>
<td>2.44%</td>
<td>500,000</td>
</tr>
<tr>
<td>608 ME Bank</td>
<td>30-Aug-17</td>
<td>30-Jan-18</td>
<td>2.50%</td>
<td>500,000</td>
</tr>
<tr>
<td>609 Commonwealth Bank</td>
<td>30-Aug-17</td>
<td>30-Apr-18</td>
<td>2.70%</td>
<td>1,750,000</td>
</tr>
<tr>
<td>610 Bendigo Bank</td>
<td>31-Aug-17</td>
<td>28-Feb-18</td>
<td>2.50%</td>
<td>750,000</td>
</tr>
<tr>
<td>492 St George Bank</td>
<td>7-Sept-16</td>
<td>7-Sept-17</td>
<td>3.00%</td>
<td>1,000,000</td>
</tr>
<tr>
<td>494 St George Bank</td>
<td>21-Oct-16</td>
<td>21-Oct-17</td>
<td>2.85%</td>
<td>9,000,000</td>
</tr>
<tr>
<td>504 Bananacoast Credit Union</td>
<td>2-Mar-17</td>
<td>16-Nov-17</td>
<td>2.80%</td>
<td>2,000,000</td>
</tr>
<tr>
<td>508 Auswide Bank Ltd</td>
<td>13-Apr-17</td>
<td>18-Apr-18</td>
<td>2.80%</td>
<td>1,500,000</td>
</tr>
<tr>
<td>509 Big Sky Building Society Ltd</td>
<td>08-Aug-17</td>
<td>08-Nov-17</td>
<td>2.40%</td>
<td>2,000,000</td>
</tr>
<tr>
<td>512 St George Bank</td>
<td>01-Jul-17</td>
<td>01-Oct-17</td>
<td>2.60%</td>
<td>1,000,000</td>
</tr>
<tr>
<td>513 MyState</td>
<td>06-Jun-17</td>
<td>06-Dec-17</td>
<td>2.70%</td>
<td>2,000,000</td>
</tr>
<tr>
<td>514 MyState</td>
<td>01-Jun-17</td>
<td>01-Dec-17</td>
<td>2.70%</td>
<td>2,000,000</td>
</tr>
<tr>
<td>515 Beyond Bank</td>
<td>15-Jul-17</td>
<td>19-Sep-17</td>
<td>2.65%</td>
<td>2,000,000</td>
</tr>
<tr>
<td>516 Australian Military Bank</td>
<td>27-Jun-17</td>
<td>28-Sep-17</td>
<td>2.65%</td>
<td>1,000,000</td>
</tr>
<tr>
<td>517 SA Police Credit Union</td>
<td>29-Jun-17</td>
<td>09-Jan-18</td>
<td>2.75%</td>
<td>2,000,000</td>
</tr>
<tr>
<td>518 ME Bank</td>
<td>07-Jul-17</td>
<td>18-Oct-17</td>
<td>2.52%</td>
<td>2,000,000</td>
</tr>
<tr>
<td>519 Beyond Bank</td>
<td>12-Jul-17</td>
<td>12-Oct-17</td>
<td>2.65%</td>
<td>2,000,000</td>
</tr>
<tr>
<td>520 AMP Bank</td>
<td>13-Jul-17</td>
<td>13-Dec-17</td>
<td>2.60%</td>
<td>5,000,000</td>
</tr>
</tbody>
</table>

48,476,862
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

<table>
<thead>
<tr>
<th>Bank and Cash Managed Fund</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B12 Bendigo Bank</td>
<td>Ongoing</td>
<td>170,434</td>
</tr>
<tr>
<td>B13 NSW Treasury Corp</td>
<td>Ongoing</td>
<td>7,813</td>
</tr>
<tr>
<td>Commonwealth Bank</td>
<td>Ongoing</td>
<td>1,734,693</td>
</tr>
<tr>
<td>254 NAB Premium</td>
<td>Ongoing</td>
<td>98,717</td>
</tr>
<tr>
<td>NAB</td>
<td>Ongoing</td>
<td>5,000</td>
</tr>
<tr>
<td>Commonwealth Bank</td>
<td>Ongoing</td>
<td>968,509</td>
</tr>
<tr>
<td>149 IMB OnCall</td>
<td>Ongoing</td>
<td>5,000</td>
</tr>
<tr>
<td>NAB OnCall</td>
<td>Ongoing</td>
<td>7,961</td>
</tr>
<tr>
<td>233 Commonwealth Bank</td>
<td>Ongoing</td>
<td>7,100,950</td>
</tr>
<tr>
<td>Commonwealth Bank OnCall</td>
<td>Ongoing</td>
<td>616,416</td>
</tr>
</tbody>
</table>

Total Cash and Investments 59,192,354

STATUTORY PROVISIONS


Certified by Judy Jordan, Responsible Accounting Officer on the 15 September 2017.

POLICY IMPLICATIONS

The Investment Policy was adopted by Hilltops Council on the 24 May 2016.

FINANCIAL IMPLICATIONS

The actual interest income earned for the financial year is 24% of the budget.

RECOMMENDATION

It is recommended that the Statement of cash and investments as at 31 August 2017 be received.
17/165 – FINANCIAL STATEMENTS – FORMER SOUTHERN SLOPES COUNTY COUNCIL

Reference:   File No. B1.4.2
Responsible Officer:   General Manager

PURPOSE

To report to Council on the former Southern Slopes County Council 2016/17 Financial Statements results, and to meet statutory requirements in regards to the referral of the annual financial statements to Council’s auditor.

REPORT

The financial statements for the year ended 30 June 2017, have been completed and pursuant to section 413(1) of the Local Government Act, Council is required to refer the statements to audit.

In order to enable the auditing process to proceed with minimum delay, a resolution of Council is required to sign the statement by members and to inform Council’s auditor that the reports are ready for audit.

STATUTORY PROVISIONS

- Section 413 of the Local Government Act requires a resolution of Council to refer the draft financial statements to audit.

- Section 413 (2c) requires a resolution of Council that the annual financial statements have been prepared in accordance with;
  - The Local Government Act 1993 (as amended) and the Regulations made there under
  - The Australian Accounting Standard and professional pronouncements,

  And that, to the best of their knowledge and belief, the financial statements present fairly the operating result and financial position, and accord with Council’s accounting and other records.

- Section 418 of the Act requires that as soon as practicable after Council receives a copy of the auditor’s report, it must fix a date for a meeting to present the audited financial statements to the public, and it must make the financial statements available for public inspection for at least seven days prior to the meeting date.
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

RELATIONSHIP TO INTEGRATED PLANS

Strategic Link – Demonstrate sound management and forward financial planning.

ATTACHMENTS

Attachment 1 - Draft, unaudited financial statements for the year ended 30 June 2017. (GPFS & SPFS)

RECOMMENDATION

It is recommended;

1. That the former Southern Slopes County Council 2016/17 Financial Statements be referred to audit in accordance with section 413(1) of the Local Government Act.
2. That Council note that the financial statements have been prepared in accordance with;
   • The Local Government Act 1993 (as amended) and the Regulations made there under
   • The Australian Accounting Standard and professional pronouncements,
   • The Local Government Code of Accounting Practice and Financial Reporting.
3. That Council note that the financial statements present fairly the operating result and financial position, and accord with Council’s accounting and other records.
4. That Council is not aware of any matter that would render the financial statements false or misleading in anyway.
5. That, in accordance with section 413(2)c the Mayor, Deputy Mayor, General Manager and Responsible Accounting officer sign the Statement by Members and Management of the financial statements.
6. That the General Manager be delegated authority to issue the financial statements upon receipt of the audit report.
Southern Slopes County Council

Income Statement
for the year ended 30 June 2017

<table>
<thead>
<tr>
<th></th>
<th>Budget 2017 $ '000</th>
<th>Actual 2017</th>
<th>Actual 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income from continuing operations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Rates and annual charges</td>
<td>3a</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>722 User charges and fees</td>
<td>3b</td>
<td>678</td>
<td>755</td>
</tr>
<tr>
<td>12 Interest and investment revenue</td>
<td>3c</td>
<td>11</td>
<td>15</td>
</tr>
<tr>
<td>15 Other revenues</td>
<td>3d</td>
<td>20</td>
<td>18</td>
</tr>
<tr>
<td>219 Grants and contributions provided for operating purposes</td>
<td>3e,f</td>
<td>233</td>
<td>216</td>
</tr>
<tr>
<td>– Grants and contributions provided for capital purposes</td>
<td>3e,f</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Other income:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Net gains from the disposal of assets</td>
<td>5</td>
<td>75</td>
<td>–</td>
</tr>
<tr>
<td>– Net share of interests in joint ventures and associates using the equity method</td>
<td>19</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Total income from continuing operations</strong></td>
<td>1,003</td>
<td>1,017</td>
<td>1,004</td>
</tr>
<tr>
<td><strong>Expenses from continuing operations</strong></td>
<td>1,013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>632 Employee benefits and on-costs</td>
<td>4a</td>
<td>592</td>
<td>591</td>
</tr>
<tr>
<td>– Borrowing costs</td>
<td>4b</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>215 Materials and contracts</td>
<td>4c</td>
<td>186</td>
<td>212</td>
</tr>
<tr>
<td>78 Depreciation and amortisation</td>
<td>4d</td>
<td>56</td>
<td>70</td>
</tr>
<tr>
<td>– Impairment</td>
<td>4d</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>88 Other expenses</td>
<td>4e</td>
<td>60</td>
<td>75</td>
</tr>
<tr>
<td>– Net losses from the disposal of assets</td>
<td>5</td>
<td>–</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total expenses from continuing operations</strong></td>
<td>1,013</td>
<td>894</td>
<td>949</td>
</tr>
<tr>
<td><strong>Operating result from continuing operations</strong></td>
<td>(10)</td>
<td>123</td>
<td>55</td>
</tr>
<tr>
<td><strong>Discontinued operations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– Net profit/(loss) from discontinued operations</td>
<td>24</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Net operating result for the year</strong></td>
<td>(10)</td>
<td>123</td>
<td>55</td>
</tr>
<tr>
<td>(10) Net operating result attributable to Council</td>
<td></td>
<td>123</td>
<td>55</td>
</tr>
<tr>
<td>– Net operating result attributable to non-controlling interests</td>
<td></td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Net operating result for the year before grants and contributions provided for capital purposes</strong></td>
<td>(10)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Original budget as approved by Council – refer Note 16

This statement should be read in conjunction with the accompanying notes.
Southern Slopes County Council

Statement of Comprehensive Income
for the year ended 30 June 2017

<table>
<thead>
<tr>
<th>$ '000</th>
<th>Actual 2017</th>
<th>Actual 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Net operating result for the year** *(as per Income Statement)*

123

**Other comprehensive income:**

Amounts which will not be reclassified subsequently to the operating result

Nil

Amounts which will be reclassified subsequently to the operating result when specific conditions are met

Nil

**Total comprehensive income for the year**

123

**Total comprehensive income attributable to Council**

123

**Total comprehensive income attributable to non-controlling interests**

–
Southern Slopes County Council

Statement of Financial Position
as at 30 June 2017

<table>
<thead>
<tr>
<th>$ '000</th>
<th>Actual 2017</th>
<th>Actual 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ASSETS**

**Current assets**
- Cash and cash equivalents
  - 6a: 323
  - 278
- Investments
  - 6b: 367
  - 428
- Receivables
  - 7: 37
  - 59
- Inventories
  - 8: 16
  - 10
- Other
  - 8
- Non-current assets classified as ‘held for sale’
  - 22

**Total current assets**
- 743
- 775

**Non-current assets**
- Investments
  - 6b
- Receivables
  - 7
- Inventories
  - 8
- Infrastructure, property, plant and equipment
  - 9: 314
  - 194
- Investments accounted for using the equity method
  - 19
- Investment property
  - 14
- Intangible assets
  - 25

**Total non-current assets**
- 314
- 194

**TOTAL ASSETS**
- 1,057
- 969

**LIABILITIES**

**Current liabilities**
- Payables
  - 10: 42
  - 39
- Income received in advance
  - 10: 8
  - 1
- Borrowings
  - 10
- Provisions
  - 10: 162
  - 207

**Total current liabilities**
- 212
- 247

**Non-current liabilities**
- Payables
  - 10
- Income received in advance
  - 10
- Borrowings
  - 10
- Provisions
  - 10

**Total non-current liabilities**
- –
- –

**TOTAL LIABILITIES**
- 212
- 247

**Net assets**
- 845
- 722

**EQUITY**

- Retained earnings
  - 20: 845
  - 722
- Revaluation reserves
  - 20
- Council equity interest
  - 845
  - 722
- Non-controlling equity interests
  - –
  - –

**Total equity**
- 845
- 722

This statement should be read in conjunction with the accompanying notes.
### Statement of Changes in Equity

for the year ended 30 June 2017

<table>
<thead>
<tr>
<th>$'000</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Retained earnings</td>
<td>Other reserves</td>
</tr>
<tr>
<td>Opening balance (as per last year’s audited accounts)</td>
<td>722</td>
<td>–</td>
</tr>
<tr>
<td>a. Correction of prior period errors</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>b. Changes in accounting policies (prior year effects)</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Revised opening balance</td>
<td>722</td>
<td>–</td>
</tr>
<tr>
<td>c. Net operating result for the year</td>
<td>123</td>
<td>–</td>
</tr>
<tr>
<td>d. Other comprehensive income</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>– Revaluations: IPP&amp;E asset revaluation rsve</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Other comprehensive income</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Total comprehensive income (c&amp;d)</td>
<td>123</td>
<td>–</td>
</tr>
<tr>
<td>e. Distributions to(non-controlling interests)</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>f. Transfers between equity</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

Notes:
1. (Refer 20b) – Refer to the notes to the financial statements for details.

This statement should be read in conjunction with the accompanying notes.
Southern Slopes County Council

Statement of Cash Flows
for the year ended 30 June 2017

<table>
<thead>
<tr>
<th>Budget 2017 $ ’000</th>
<th>Actual 2017</th>
<th>Actual 2016</th>
</tr>
</thead>
</table>

**Cash flows from operating activities**

**Receipts:**
- User charges and fees 747
- Investment and interest revenue received 12
- Grants and contributions 219
- Other 15

**Payments:**
- Employee benefits and on-costs (630)
- Materials and contracts (210)
- Other (90)

Net cash provided (or used in) operating activities 63

**Cash flows from investing activities**

**Receipts:**
- Sale of investment securities 95

**Payments:**
- Purchase of investment securities (30)
- Purchase of infrastructure, property, plant and equipment (60)

Net cash provided (or used in) investing activities 5

**Cash flows from financing activities**

Nil

Net increase/(decrease) in cash and cash equivalents 68

Additional Information:

- Cash and cash equivalents – beginning of year 11a 278

Cash and cash equivalents – end of the year 11a 323

Total cash, cash equivalents and investments 690

Please refer to Note 11 for information on the following:
- Non-cash financing and investing activities
- Financing arrangements
- Net cash flow disclosures relating to any discontinued operations

This statement should be read in conjunction with the accompanying notes.
17/166 – DEVELOPMENT APPLICATION STATISTICS FOR AUGUST 2017

Reference: 154.00 (Y) / 15.1.1 (B)
Responsible Officer: Director Sustainable Growth

PURPOSE

The purpose of this report is to provide information on the status of development applications (DA) determined and outstanding as at 31 August 2017.

REPORT

The DA statistics table provided below, outlines the status and processing times of development applications for the month of August 2017.

The figures provided indicated that at the end of the reporting period:
- forty-one (41) applications were approved under delegated authority,
- one (1) application was approved at the August Council meeting,
- one (1) application was withdrawn;
- fifty-nine (59) applications were undetermined,
- the net average processing time was 28 days, and
- the median processing time was 20 days.

It should be noted that these figures are a monthly average, and include those applications undetermined, and are not necessarily a true indication of DA time frames. However, they are a good indication of how staff are progressing.

Complying development certificates (CDCs) are reported for information only, and are not included in the processing figures, as these have a 10-day time frame as prescribed by legislation. At the end of the reporting period:
- five (5) CDCs were lodged,
- seven (7) CDCs were issued,
- three (3) CDCs remained unissued.

STATUTORY PROVISIONS

- Council is required to provide development applications data to the Department of Planning and Environment by 31 August each year. The data identifies all development applications and modifications determined by Council, and all CDCs and ancillary certificates (such as occupation, construction and subdivision certificates) issued by Council. This data provided for information, helps in compiling the data to send to the Department.
CONSULTATION

No consultation undertaken or required to be undertaken as part of this report.

POLICY IMPLICATIONS

This report is for information only, and there are no policy implications arising from this report.

FINANCIAL IMPLICATIONS

This report is for information only, and there are no financial implications arising from this report.

ATTACHMENTS

Attachment 1 - DA report
Attachment 2 - CDC report

RECOMMENDATION

It is recommended that Council receive and note the status and processing times for development applications, as at 31 August 2017.
<table>
<thead>
<tr>
<th>DA Number</th>
<th>Date lodged</th>
<th>Applicant</th>
<th>Site address</th>
<th>Works</th>
<th>Status</th>
<th>Clock stopped (days)</th>
<th>External referrals</th>
<th>Date Determined</th>
<th>Processing time (days - including weekends &amp; public holidays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2013-058</td>
<td>29/10/2013</td>
<td>M Dujik</td>
<td>Lot 687 Saleyards Road, Harden</td>
<td>Dwelling (alterations and additions)</td>
<td>Clock stopped</td>
<td>1396</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T2015-040</td>
<td>27/07/2015</td>
<td>D Tyrrell</td>
<td>171 Swift Street, Harden</td>
<td>Shed</td>
<td>Clock stopped</td>
<td>764</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015/DA-00066 REV01</td>
<td>6/08/2015</td>
<td>Australian Mustard Oil</td>
<td>90 &amp; 114 Telegraph Road, Young</td>
<td>Modification - Industrial alterations</td>
<td>Approved</td>
<td>259</td>
<td></td>
<td>31/08/2017</td>
<td>497</td>
</tr>
<tr>
<td>T2016-012</td>
<td>17/02/2016</td>
<td>N Barber</td>
<td>Lot 247, Hume Highway, Jugiong</td>
<td>Dwelling</td>
<td>Clock stopped</td>
<td>547</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016/DA-00027</td>
<td>22/02/2016</td>
<td>S Nomis</td>
<td>52 Elizabeth Street, Young</td>
<td>Sign</td>
<td>Clock stopped</td>
<td>554</td>
<td>RMS - 240 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016/DA-00064</td>
<td>28/04/2016</td>
<td>Robert Hardy &amp; Danny Hardy</td>
<td>1 Whites Road, Young</td>
<td>Industrial building</td>
<td>Clock stopped</td>
<td>489</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016/DA-00139</td>
<td>22/08/2016</td>
<td>W Anthony</td>
<td>18 Ewens Street, Bendick Murrell</td>
<td>Subdivision - 4 lots</td>
<td>Clock stopped</td>
<td>362</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T2017-006</td>
<td>15/02/2017</td>
<td>CPC Land Development Consultants Pty Ltd</td>
<td>Lot 2, Neill Street, Harden</td>
<td>Mixed use development</td>
<td>Approved</td>
<td>172</td>
<td>RMS - 36 days</td>
<td>14/08/2017</td>
<td>8</td>
</tr>
<tr>
<td>2017/DA-00033</td>
<td>1/03/2017</td>
<td>D Gilbert</td>
<td>4404 Olympic Highway North, Koowara</td>
<td>Removal of demountable dwelling</td>
<td>Clock stopped</td>
<td>174</td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>2017/DA-00055</td>
<td>29/03/2017</td>
<td>CPC Land Development Consultants</td>
<td>36 Thornhill Street, Young</td>
<td>Subdivision (2 lots) and dwelling (new)</td>
<td>Clock stopped</td>
<td>114</td>
<td></td>
<td></td>
<td>41</td>
</tr>
<tr>
<td>2017/DA-00058</td>
<td>6/04/2017</td>
<td>Mr J Steel</td>
<td>47 Currawong Street, Young</td>
<td>Sheds - two (2)</td>
<td>Approved</td>
<td>27</td>
<td></td>
<td>24/08/2017</td>
<td>113</td>
</tr>
<tr>
<td>2017/DA-00070</td>
<td>20/04/2017</td>
<td>Ms A M Streltschenko</td>
<td>14 McGee Place, Murringo</td>
<td>Shed/Studio - to erect a colourbond shed with amenities</td>
<td>Clock stopped</td>
<td>122</td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>DA Number</td>
<td>Date lodged</td>
<td>Applicant</td>
<td>Site address</td>
<td>Works</td>
<td>Status</td>
<td>Clock stopped (days)</td>
<td>External referrals</td>
<td>Date Determined</td>
<td>Processing time (days - including weekends &amp; public holidays)</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
<td>----------------------------</td>
<td>-----------------------------------</td>
<td>--------------------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>-------------------</td>
<td>-----------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>2017/DA-00072</td>
<td>20/04/2017</td>
<td>W Anthony</td>
<td>62 Briggs Street, Young</td>
<td>Dual occupancy - to erect two free standing fibre cement dwellings</td>
<td>Approved</td>
<td>27</td>
<td></td>
<td>22/08/2017</td>
<td>97</td>
</tr>
<tr>
<td>T2017-012</td>
<td>4/05/2017</td>
<td>G B Property Pty Ltd</td>
<td>Linden Road, Galong</td>
<td>Composting facility</td>
<td>Clock stopped</td>
<td>65</td>
<td>RMS - 73 days</td>
<td></td>
<td>54</td>
</tr>
<tr>
<td>T2017-017</td>
<td>15/05/2017</td>
<td>L Jarad</td>
<td>2 Jack Ward Drive, Harden</td>
<td>Storage sheds</td>
<td>Clock stopped</td>
<td>93</td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>2017/DA-00084</td>
<td>11/05/2017</td>
<td>MA Steel</td>
<td>4179 Olympic Highway South, Young</td>
<td>Commercial shed extension - loading bay</td>
<td>Approved</td>
<td>84</td>
<td>RMS - 44 days</td>
<td>22/08/2017</td>
<td>19</td>
</tr>
<tr>
<td>2017/DA-00085</td>
<td>11/05/2017</td>
<td>M Eldick</td>
<td>30 Old Temora Road, Young</td>
<td>Industrial (manufacturing of shower screens and wardrobes)</td>
<td>Clock stopped</td>
<td>93</td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>DA020-2017</td>
<td>22/05/2017</td>
<td>A Dillon</td>
<td>Lot 149 Lachlan Valley Road, Godfreys Creek</td>
<td>Rural fire shed</td>
<td>Approved</td>
<td>3</td>
<td></td>
<td>29/08/2017</td>
<td>96</td>
</tr>
<tr>
<td>2015/DA-00166 REVO1</td>
<td>23/05/2017</td>
<td>J TTown Planning</td>
<td>15 Giuni Place, Young</td>
<td>Modification: Change subdivision from Strata to Community Title</td>
<td>To be determined at September Council Meeting</td>
<td>20</td>
<td></td>
<td></td>
<td>80</td>
</tr>
<tr>
<td>2017/DA-00088</td>
<td>24/05/2017</td>
<td>George Ferguson, Design West</td>
<td>4388 Olympic Highway North, Koorawatha</td>
<td>Dwelling (alterations and additions)</td>
<td>Approved</td>
<td>36</td>
<td></td>
<td>28/08/2017</td>
<td>60</td>
</tr>
<tr>
<td>T2017-018</td>
<td>26/05/2017</td>
<td>TSD Surveying</td>
<td>Galong Road, Galong</td>
<td>Subdivision (rural) - 2 lots</td>
<td>To be determined</td>
<td>78</td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>2017/DA-00094</td>
<td>29/05/2017</td>
<td>CPC Land Development Consultants Pty Ltd</td>
<td>2 Purchas Street, Young</td>
<td>Subdivision (residential) - 4 lots</td>
<td>To be determined</td>
<td>53</td>
<td></td>
<td></td>
<td>41</td>
</tr>
<tr>
<td>DA Number</td>
<td>Date lodged</td>
<td>Applicant</td>
<td>Site address</td>
<td>Works</td>
<td>Status</td>
<td>Clock stopped (days)</td>
<td>External referrals</td>
<td>Date Determined</td>
<td>Processing time (days - including weekends &amp; public holidays)</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>----------------------------</td>
<td>-------------------------------------</td>
<td>---------------------------------------------</td>
<td>----------------</td>
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<td>2017/DA-00096</td>
<td>31/05/2017</td>
<td>G Singh &amp; P Wati</td>
<td>34 Uppingham Street, Koorawatha</td>
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<td>78</td>
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<td>Eahab Arjo</td>
<td>3524 Moppity Road, Young</td>
<td>Place of public worship (alterations and additions) - pergola</td>
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<td>DA022-2017</td>
<td>9/06/2017</td>
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<td>59 Scott Street, Boorowa</td>
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<td>DA023-2017</td>
<td>16/06/2017</td>
<td>A Munns</td>
<td>Rugby Road, Boorowa</td>
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<td>DA024-2017</td>
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<td>2025 Rugby Road, Frogmore</td>
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<td>CPC Land Development</td>
<td>1171 Kingsvale Road and 121 Normans Road, Young</td>
<td>Subdivision - to subdivide existing two (2) lots into two (2) lots of 2ha and 5.45ha</td>
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<td>Anthony Prodan</td>
<td>2 Short Street, Koorawatha</td>
<td>Shed - residential storage, colorbond</td>
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<td>E &amp; P Cockburn</td>
<td>122 Dananbilla Drive, Young</td>
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<td>AD Tanner ConstructionsPty Ltd</td>
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<td>46 Demondrille Street, Young</td>
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<td>Processing time (days - including weekends &amp; public holidays)</td>
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<td>3/07/2017</td>
<td>Mr Ian Roach</td>
<td>211 Willawong Street, Young</td>
<td>Staged development - Stage 1 - dwelling envelope; Stage 2 - erection of a dwelling</td>
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<td>4/07/2017</td>
<td>Mr G D Drewe</td>
<td>15 Lachlan Street, Koorawatha</td>
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<td>CPC Land Development Consultants Pty Ltd</td>
<td>15 Giugni Place, Young</td>
<td>Modification - Multiple residential development (location of dwelling)</td>
<td>To be determined at September Council Meeting</td>
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<td>5/07/2017</td>
<td>D Watts</td>
<td>26 Neill Street, Harden</td>
<td>Commercial - change of use (coffee shop)</td>
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<td>Prater Nominees Pty Ltd</td>
<td>Sir George Tavern, Riverside Drive, Jugiong</td>
<td>Motel units</td>
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<td>Mrs J R Farley</td>
<td>17 Dwyer Drive, Young</td>
<td>Dwelling (alterations)</td>
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<td>MRM L Williams</td>
<td>113 Wombat Street, Young</td>
<td>Sheds - two (2)</td>
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<td>Young RSL Sub-Branch</td>
<td>Campbell Street, Young</td>
<td>Community facility - colorbond shed</td>
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<td>12/07/2017</td>
<td>Mellross</td>
<td>14 Smith Street, Harden</td>
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<td>Mellross</td>
<td>267 Sherlocks Creek Road, Nubba</td>
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<td>Scott Mellross</td>
<td>74 Dowling Drive, Murringo</td>
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<td>11/08/2017</td>
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<td>Mr ST McRae</td>
<td>28 McMahons Road, Young</td>
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<td>18/07/2017</td>
<td>Mr W &amp; Mrs K Ginn</td>
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<td>2017/DA-00119</td>
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<td>Young Dressage Association Ltd</td>
<td>2 Bendick Murrell Road, Bendick Murrell</td>
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<td>The Lacey Family Trust</td>
<td>156 Willawong Street, Young</td>
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<td>2017/DA-00121</td>
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<td>L O Braham</td>
<td>4 Russell Street, Young</td>
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<td>19/07/2017</td>
<td>J Guth</td>
<td>521 Bobbara Road, Galong</td>
<td>Private cemetery</td>
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<td>20/07/2017</td>
<td>Hilltops Council</td>
<td>40 Binalong Street, Young</td>
<td>Dismantling of grandstand</td>
<td>Approved (Council meeting)</td>
<td>9/08/2017</td>
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<td>T2017-026</td>
<td>24/07/2017</td>
<td>A &amp; R &amp; A &amp; G Hoad</td>
<td>780 Kingsvale Road, Kingsvale</td>
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<td>25/07/2017</td>
<td>Mr M Reid</td>
<td>3054 Olympic Highway North, Crowther</td>
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<td>25/07/2017</td>
<td>Mr Z Smith &amp; Ms T McInerney</td>
<td>60 Jordan Place, Young</td>
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<td>2017/DA-00125</td>
<td>25/07/2017</td>
<td>Mr M Lavender</td>
<td>38 Bumbaldy Street, Koorawatha</td>
<td>Garage / garaport</td>
<td>Approved</td>
<td>22/08/2017</td>
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<td>26/07/2017</td>
<td>CPC Land Development Consultants</td>
<td>29 Hardys Road and 31 Spring Creek Road, Young</td>
<td>Subdivision - 3 lots</td>
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<td>Mr W M Ali</td>
<td>3473 Moppity Road, Young</td>
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<td>T2017-048 MOD1</td>
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<td>S Higgins</td>
<td>1859 Douglas Gap Road, Barwang</td>
<td>Modification - dwelling (new)</td>
<td>To be determined</td>
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<td>28/07/2017</td>
<td>Mrs M L Henry</td>
<td>31 Levetts Road, Young</td>
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<td>Computertrans (Aust) Pty Ltd</td>
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<td>Commercial - installation of an ATM</td>
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<td>W Merriman</td>
<td>35 Rugby Road, Boorowa</td>
<td>Demolition of existing building</td>
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<td>W Merriman</td>
<td>822 Murringo Road, Boorowa</td>
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<td>Muzahid Hossain</td>
<td>3 Rose Street, Monteagle</td>
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<td>Mr M Corkery</td>
<td>180 Wickham Lane, Young</td>
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<td>M Axtell</td>
<td>Frogmore Road, Hovells Creek</td>
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<td>Gary &amp; Christine McCorkindale</td>
<td>4 Spring Creek Road, Young</td>
<td>Modification - self-storage units</td>
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<td>11 Giunni Place, Young</td>
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<td>Dickinson Building &amp; Livestock Pty Ltd</td>
<td>2 Francis Place, Young</td>
<td>Dwelling (new), swimming pool and Shed</td>
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<td>Paul &amp; Wendy Hobson</td>
<td>96 Boundary Road, Young</td>
<td>Modification - shed</td>
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<td>235 Henry Lawson Way, Young</td>
<td>Subdivision - four (4) lots</td>
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<td>John Coulter</td>
<td>28 Lachlan Street, Young</td>
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<td>Ben Shipp</td>
<td>109 Brobbaree Road, Young</td>
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<td>Kellie Gielis</td>
<td>55 Binalong Street, Young</td>
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<td>GB &amp; K Martin-Dye</td>
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<td>31/08/2017</td>
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<td>393 Spring Creek Road, Young</td>
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<td>Rural Fire Service</td>
<td>761 Schillers Lane, Tubbul</td>
<td>Infrastructure - extension to the existing RFS shed</td>
<td>Approved</td>
<td>29/08/2017</td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>2017/DA-00140</td>
<td>10/08/2017</td>
<td>Rural Fire Service</td>
<td>1291 Scenic Road, Monteagle</td>
<td>Infrastructure - extension to the existing RFS shed</td>
<td>Approved</td>
<td>29/08/2017</td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>T2017-029</td>
<td>11/08/2017</td>
<td>J &amp; A Stevenson</td>
<td>126 North Street, Harden</td>
<td>Dwelling (alterations and additions)</td>
<td>To be determined</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>2016/DA-00186 REV01</td>
<td>11/08/2017</td>
<td>Ms Christabel Stolhand</td>
<td>92 Lynch Street, Young</td>
<td>Modification - shed</td>
<td>To be notified</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
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<tr>
<td>2016/DA-00061 REV02</td>
<td>11/08/2017</td>
<td>Carol White</td>
<td>41 Rockdale Road, Young</td>
<td>Modification - industrial shed</td>
<td>To be determined at September Council Meeting</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>2017/DA-00141</td>
<td>14/08/2017</td>
<td>Belfate Pty Ltd</td>
<td>8H Old Temora Road, Young</td>
<td>Self-storage units</td>
<td>To be determined</td>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>2017/DA-00142</td>
<td>14/08/2017</td>
<td>John White</td>
<td>41 Rockdale Road and 2 Withers Lane, Young</td>
<td>Industrial - change to operating hours</td>
<td>On notification</td>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>2017/DA-00143</td>
<td>14/08/2017</td>
<td>69L Property Pty Ltd</td>
<td>69 Lynch Street, Young</td>
<td>Commercial - external alterations</td>
<td>Approved</td>
<td>21/08/2017</td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>2017/DA-00144</td>
<td>14/08/2017</td>
<td>David Hamilton</td>
<td>19 Byrne Close, Young</td>
<td>Shed</td>
<td>Clock stopped</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>DA Number</td>
<td>Date lodged</td>
<td>Applicant</td>
<td>Site address</td>
<td>Works</td>
<td>Status</td>
<td>Clock stopped (days)</td>
<td>External referrals</td>
<td>Date Determined</td>
<td>Processing time (days - including weekends &amp; public holidays)</td>
</tr>
<tr>
<td>-----------------</td>
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<tr>
<td>2017/DA-00145</td>
<td>14/08/2017</td>
<td>Michelle Weaver</td>
<td>2E Campbell Street, Young</td>
<td>Signage</td>
<td>To be determined</td>
<td></td>
<td></td>
<td>31/08/2017</td>
<td>17</td>
</tr>
<tr>
<td>DA014-2017</td>
<td>16/08/2017</td>
<td>W Adams</td>
<td>37 - 39 Campbell Street, Boorowa</td>
<td>Modification - dwelling (new) and shed</td>
<td>Approved</td>
<td></td>
<td></td>
<td>31/08/2017</td>
<td>15</td>
</tr>
<tr>
<td>DA031-2017</td>
<td>16/08/2017</td>
<td>Hilltops Council</td>
<td>Ballyryan Road, Boorowa</td>
<td>Sports facility building</td>
<td>On notification / To be determined at September Council meeting</td>
<td></td>
<td></td>
<td>31/08/2017</td>
<td>15</td>
</tr>
<tr>
<td>2017/DA-00146</td>
<td>21/08/2017</td>
<td>John McCaffery</td>
<td>16 Goldview Close, Young</td>
<td>Garage</td>
<td>To be determined</td>
<td></td>
<td></td>
<td>31/08/2017</td>
<td>10</td>
</tr>
<tr>
<td>2017/DA-00147</td>
<td>22/08/2017</td>
<td>Sally Duffey</td>
<td>24 Demondrille Street, Young</td>
<td>Dwelling (alterations/additions)</td>
<td>Clock stopped 7</td>
<td></td>
<td></td>
<td>31/08/2017</td>
<td>2</td>
</tr>
<tr>
<td>DA033-2017</td>
<td>23/08/2017</td>
<td>T Flanery</td>
<td>462 Murringo Road, Boorowa</td>
<td>Farm shed</td>
<td>To be determined</td>
<td></td>
<td></td>
<td>31/08/2017</td>
<td>0</td>
</tr>
<tr>
<td>2017/DA-00148</td>
<td>24/08/2017</td>
<td>Matt Bryant</td>
<td>1 Lachlan Cose, Young</td>
<td>Garage</td>
<td>Clock stopped 7</td>
<td></td>
<td></td>
<td>31/08/2017</td>
<td>0</td>
</tr>
<tr>
<td>2017/DA-00149</td>
<td>25/08/2017</td>
<td>Young Dressage Association Inc</td>
<td>2 Bendick Murrell Road, Bendick Murrell</td>
<td>Erection of roof over existing horse yards</td>
<td>On notification</td>
<td></td>
<td></td>
<td>31/08/2017</td>
<td>6</td>
</tr>
<tr>
<td>2017/DA-00150</td>
<td>25/08/2017</td>
<td>Bruce Robertson</td>
<td>251 Boorowa Street, Young</td>
<td>Commercial - motel</td>
<td>On notification and referral</td>
<td></td>
<td></td>
<td>31/08/2017</td>
<td>6</td>
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<tr>
<td>2013/DA-00178 REV01</td>
<td>25/08/2017</td>
<td>Ben Everdell</td>
<td>610 Maimuru SS Road, Maimuru</td>
<td>Modification - dwelling (new)</td>
<td>To be determined</td>
<td></td>
<td></td>
<td>31/08/2017</td>
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<tr>
<td>T2017-030</td>
<td>29/08/2017</td>
<td>Andy's Design &amp; Drafting</td>
<td>Araluen Road, Harden</td>
<td>Dwelling (new)</td>
<td>To be processed</td>
<td></td>
<td></td>
<td>31/08/2017</td>
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<tr>
<td>T2017-031</td>
<td>29/08/2017</td>
<td>St Lawrence Home</td>
<td>Boorowa Street, Galong</td>
<td>Commercial - transitional group home</td>
<td>To be processed</td>
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<td>31/08/2017</td>
<td>2</td>
</tr>
<tr>
<td>2017/DA-00151</td>
<td>29/08/2017</td>
<td>G C Sales</td>
<td>23 West Street, Bibbarea</td>
<td>Dwelling (alterations/additions)</td>
<td>To be determined</td>
<td></td>
<td></td>
<td>31/08/2017</td>
<td>2</td>
</tr>
<tr>
<td>DA Number</td>
<td>Date lodged</td>
<td>Applicant</td>
<td>Site address</td>
<td>Works</td>
<td>Status</td>
<td>Clock stopped (days)</td>
<td>External referrals</td>
<td>Date Determined</td>
<td>Processing time (days - including weekends &amp; public holidays)</td>
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<tr>
<td>DA034-2017</td>
<td>30/08/2017</td>
<td>A McMahon</td>
<td>Court Street, Boorowa</td>
<td>Rodeo (30th September 2017)</td>
<td>On notification</td>
<td></td>
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<td>1</td>
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<tr>
<td>Certificate No.</td>
<td>Date lodged</td>
<td>Applicant</td>
<td>Site address</td>
<td>Works</td>
<td>Status of determination</td>
<td>Date issued</td>
<td>Processing time (days - including weekends &amp; public holidays)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2017/CD-00008 REV01</td>
<td>28/6/2017</td>
<td>B Scifleet</td>
<td>148 Rifle Range Road, Young</td>
<td>Modification - change location of pool and erect a retaining wall</td>
<td>To be determined</td>
<td>64</td>
<td></td>
<td></td>
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<tr>
<td>CDC 2017-004</td>
<td>10/7/2017</td>
<td>Sibelco Australia</td>
<td>342 Eubindal Road, Galong</td>
<td>Industrial - Shed</td>
<td>To be determined</td>
<td>52</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2017/CD-00014</td>
<td>14/7/2017</td>
<td>S Murray &amp; J Bowring</td>
<td>69 Lynch Street, Young</td>
<td>Commercial - Change of use (shop to office)</td>
<td>Issued</td>
<td>21/8/2017</td>
<td>38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017/CD-00015</td>
<td>17/7/2017</td>
<td>P Coddington</td>
<td>3743 Murringo Road, Young</td>
<td>Swimming pool</td>
<td>Issued</td>
<td>9/8/2017</td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017/CD-00016</td>
<td>20/7/2017</td>
<td>Hilltops Council</td>
<td>2 Lachlan Street, Young</td>
<td>Demolition of units</td>
<td>Issued</td>
<td>10/8/2017</td>
<td>21</td>
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<td></td>
</tr>
<tr>
<td>2017/CD-00017</td>
<td>1/8/2017</td>
<td>C &amp; J McInemey</td>
<td>95 Batinichs Road, Young</td>
<td>Dwelling (new)</td>
<td>Issued</td>
<td>9/8/2017</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017/CD-00019</td>
<td>3/8/2017</td>
<td>C R Powderly</td>
<td>46 Forsythe Avenue, Young</td>
<td>Swimming pool</td>
<td>Issued</td>
<td>21/8/2017</td>
<td>18</td>
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<td></td>
</tr>
<tr>
<td>2017/CD-00020</td>
<td>9/8/2017</td>
<td>M McDowall</td>
<td>1101 Olympic Highway, Young</td>
<td>Infrastructure - telecommunications tower</td>
<td>To be determined</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016/CD-00009 REV01</td>
<td>29/8/2017</td>
<td>T Fraser</td>
<td>23B Clarke Street, Young</td>
<td>Modification - commercial (change of use)</td>
<td>Issued</td>
<td>29/8/2017</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
17/167 – ENFORCEABLE UNDERTAKING

Reference: File No. YF23.00
Responsible Officer: Director Sustainable Growth

PURPOSE

The report is presented to Council for information in relation to enforcement action undertaken by the NSW Environment Protection Authority (EPA) in response to a pollution incident at the Murrumburrah Transfer Station.

REPORT

In October 2016, a fire occurred in stockpiled material at the Murrumburrah Transfer Station in which prohibited material was burnt and smoke was emitted from the site for a number of days. The incident resulted in air pollution and a complaint being made to the NSW EPA as the regulatory authority for Council controlled sites.

The NSW EPA investigated the incident and it was found that Council, as the authority responsible for the control of the Transfer Station site, had failed to prevent air pollution in accordance with the provisions of the Protection of the Environment (Clean Air) Regulation, 2010. Council was ordered to stop the source of the air pollution immediately and clean up the site. Upon notification from the EPA, Council took immediate steps to stop smoke being emitted from the site and remove the burnt material, which included asbestos. A review of internal operations of its waste transfer sites was also commenced. The clean-up operation, disposal of material and remediation of the site exceeded $70,000. Despite this, due to the nature of the material, Council would have been required to bear the cost of disposal of the material to Bald Hill regional facility in any event.

The EPA informed Council that the incident was a serious breach of legislation and that prosecution, punitive or other legal action was being considered.

Council recognised the seriousness of the incident and the possible legal ramifications. Accordingly, an offer to enter into an enforceable undertaking in accordance with guidelines published by the EPA was made. Council believed that it was appropriate to make this offer based on the guidelines due to Council having no previous history of serious legislative breaches, the quick action taken to remedy the situation and the fact that the incident was not a malicious or deliberate act. The EPA accepted Council’s offer to enter into an enforceable undertaking rather than pursue prosecution or punitive actions. In considering what action should be taken against Council for permitting the incident to occur, the NSW EPA took account of the money already expended by Council, the swift action of Council in responding to the incident and the tightening up of internal operations regarding the management of its waste sites.
An enforceable undertaking is one-way Council can demonstrate to the EPA and the community that it has taken responsibility for its actions in permitting a breach of the legislation to occur and making retribution for that breach. An enforceable undertaking allows those that have permitted breaches of legislation to make retribution through actions and works rather than through prosecution and fines. A list of enforceable undertakings which have been entered into is available on the NSW EPA website together with the works and commitments that have been provided.

The enforceable undertaking however is a legal agreement that sets actions and timeframes that Council must meet and if not met further legal action can be instigated by the EPA to ensure the commitments given are completed. In this instance Council will provide security cameras for surveillance of known illegal dumping areas, a review of its waste handling operations and community education around waste, illegal dumping and correct material disposal. It is also a requirement that media notification is carried out as part of the enforceable undertaking. Nonetheless, the option of entering into an enforceable undertaking is seen as a win for Council and a win for the community, rather than Council simply paying a substantial fine for the incident with no real outcome for the community.

Upon signing of the enforceable undertaking by Council, it will then be sent to the Chief Environmental Regulator of the EPA. This must occur in a reasonable timeframe. Should the enforceable undertaking not be signed or not forwarded as required the EPA would need to reconsider the actions taken to date and investigate the possibility of other enforcement measures.

The incident occurred in the settling period post Council merger when reporting lines, processes and staffing was in a state of flux and uncertainty. Since that time staff changes have occurred, reporting lines, waste handling process and staff knowledge have improved to ensure that such an incident does not occur again at any of Council’s sites.

**STATUTORY PROVISIONS**

- It is a breach of the Protection of the Environment Operations Act, 1997 and Protection of the Environmental (Clean Air) Regulation, 2010 to permit pollution to occur. As this incident occurred at a Council, the NSW EPA is the Appropriate Regulatory Authority (ARA) to investigate this incident and take action accordingly.

**CONSULTATION**

Media notification is required as part of the terms of the enforceable undertaking.

**POLICY IMPLICATIONS**

As a result of this incident, Council has reviewed its operating procedures at its waste facilities and is required to provide documentary evidence of improved to the NSW EPA as part of the enforceable undertaking.
FINANCIAL IMPLICATIONS

There is a financial implication to Council in the order of $17,170 for the works committed to as part of the enforceable undertaking, plus an additional $1,000 for the payment of legal fees. However, this implication is considerably less than defending a prosecution with penalties up to $5million; being the maximum penalty for a tier one offence committed wilfully by a corporation, or paying fines in excess of $20,000 for such an incident.

ATTACHMENTS

Attachment 1 - Enforceable Undertaking as agreed to between NSW EPA and Hilltops Council.

RECOMMENDATION

It is recommended that Council; endorse entering into the enforceable undertaking with the NSW Environment Protection Authority as attached to this report.
3. **Undertakings**

For any projects listed in Sections 3.1 – 3.3 below please provide a detailed outline of the project and budget, including breakdowns for each phase of the project.

Under section 253A of the *Protection of the Environment Operations Act, 1997* (POEO Act), the applicant proposes the following undertakings:

### 3.1 Undertaking to drive improvements in environmental performance

<table>
<thead>
<tr>
<th>Activities</th>
<th>Indicative Cost</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.1 Review of waste materials accepted at the Facility, and the knowledge and understanding of staff regarding waste types, with written criteria regarding knowledge being updated in job descriptions and duty statements where appropriate. Appropriate training supplied to Waste Transfer Station staff in regard to waste identification and handling. All Staff working on site are to have appropriate training in regard to asbestos identification and awareness. Construction and timber waste is being more appropriately managed by sorting and separation for correct disposal to Ecofill in Jugiong or reuse. Review of Facility operating hours, to ensure that staff have time to check correct disposal of materials on the site, and identify incidents of disposal or prohibited items such as ACM.</td>
<td>$300</td>
<td>Immediate</td>
</tr>
<tr>
<td>3.1.2 Installation of signage to delineate disposal areas and to clearly identify wastes accepted and not accepted (No Asbestos on the site). Procedures to be developed for disposal of wastes at the transfer stations, including procedures following the identification of any ACM on the site.</td>
<td>$500</td>
<td>$200</td>
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</tbody>
</table>

**TOTAL estimated cost** $1,000
3.2 Undertaking to deliver benefits to the local environment and/or community

<table>
<thead>
<tr>
<th>Activities</th>
<th>Indicative Cost</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.1 Illegal Dumping Project and Strategy</td>
<td></td>
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<tr>
<td>Council proposes to undertake a targeted project to reduce illegal dumping in the Hilltops Shire, and in particular two hotspot locations near Harden. The Project will involve:</td>
<td></td>
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<tr>
<td>• The installation of a solar powered remote surveillance camera with telemetry to Council Offices at Site 1 (the most prevalent site of illegal dumping)</td>
<td>$8,000</td>
<td>October 2017</td>
</tr>
<tr>
<td>• The installation of solar lights at Site 2, which is within the town area</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>• The installation of signage at Hotspot sites</td>
<td></td>
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<tr>
<td>• The installation of signage on main roads throughout the Hilltops area, which will have two messages of “Report Illegal Dumping” and the EPA’s “Report a Tosser”</td>
<td></td>
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</tr>
<tr>
<td>• Ongoing audits of dump site and consideration of other structural installation including barriers and fencing.</td>
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<tr>
<td>• A comprehensive community education campaign for the whole Hilltops area, including a focus on asbestos awareness.</td>
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<tr>
<td>The project will be supported by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• A review of waste services, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The introduction of a waste voucher system, where ratepayers will receive two vouchers per year to dispose of problem wastes such as mattresses and whitegoods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The purpose of the project will be to target illegal dumping in the former Harden Council area, in particular the dumping of household and hard waste at the Demondrille site (Site 1). A solar powered remote surveillance camera will be installed at Site 1 along with appropriate surveillance signage and prevention of illegal dumping signage.</td>
<td></td>
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<tr>
<td>Solar lights and prevention signage will be installed at a second site within the town area</td>
<td></td>
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<tr>
<td>3.2.2 Community Education and Awareness</td>
<td>$280</td>
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</tr>
<tr>
<td>The project will be supported with an education and community awareness campaign which will include the installation of signage, production and distribution of print materials and media releases</td>
<td>$440</td>
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<tr>
<td>Signage will have an illegal dumping prevention message and encourage the community to report dumpers. Signage will be supported by media releases and print materials to inform the community of their responsibilities and the impacts of illegal dumping. Council will make use of the opportunity to also install signage and distribute message supporting the “Don’t be a Tosser” campaign.</td>
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</tbody>
</table>
Studies have shown that provide adequate and well publicised waste collection services is one of the most effective ways to reduce illegal dumping of household waste (NSW EPA).

Council is to undertake a comprehensive waste review and develop a Waste Strategy for the Hilltops LGA. As part of the Strategy Council aims to ensure that operating hours of tip sites are efficient and adequate for the communities they service, and that options for resource recovery and disposal of recyclables are investigated and established. The Waste review and the development of a Waste Strategy are not being undertaken as part of this project, but will support it by ensuring the provocation to dump is reduced.

Council will, as part of this project, develop and print a range of materials for distribution throughout the community via direct mail out, community facilities and Council’s offices, on-line and via community events such as local festivals and shows. The media campaign will include information on:
- Illegal dumping (the community’s responsibilities, the impact of illegal dumping and how to report it)
- Hey Tosser materials
- A guide for where to dispose of waste (perhaps an A-Z)
- Asbestos Awareness
- A calendar of upcoming waste events, e.g. Household chemical cleanout, Garage Sale, etc

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Community Education Campaign Banners</td>
<td>$750</td>
</tr>
<tr>
<td>Print materials including design, print and postage</td>
<td>$5000</td>
</tr>
<tr>
<td>What waste goes where/ A-Z of waste (to every household, community surveillance messages, illegal dumping, Hey Tosser, Asbestos Awareness)</td>
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</tr>
<tr>
<td>Staff Administration of Project</td>
<td>$1000</td>
</tr>
<tr>
<td>Also supporting the project will be free waste vouchers, which are going to be distributed to all ratepayers across the LGA. The waste vouchers will enable residents to dispose of hard waste, including mattresses and whitegoods to the waste facilities for free. The initiative is not part of the project but will support it.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL estimated cost** $17,170
For the purposes of clauses 4.2 and 4.3 of this enforceable undertaking, Hilltops Council undertakes to place an advertisement at the minimum size of an eighth of a page within the first 5 pages of the Harden Murrumburrah Express and The Land between Monday and Sunday not later than 28 days after the date of execution of this enforceable undertaking by the Chief Environmental Regulator.

Each of the advertisements the subject of the undertaking in clause 4.2 and 4.3 of this enforceable undertaking are to be in exactly the following terms:

**Hilltops Council Enforceable Undertaking –**

**Air Pollution Incident October 2016**

Hilltops Council (Council) entered into an enforceable undertaking with the Environment Protection Authority (EPA) after an air pollution incident that occurred from 8 to 26 October to 2016 at the Harden-Murrumburrah Waste Transfer Station at Arulen Road, Harden NSW. The incident involved the burning of asbestos waste, a tyre, timbers treated with copper chromium arsenate, coated wires and paint containers. Council’s failure to have adequate processes in place, and its failure to properly train and supervise relevant staff members contributed to the incident, which was contrary to Council’s obligations under the Protection of the Environment Operations Act 1997 and Protection of the Environment Operations (Clean Air) Regulation 2010. Council will implement procedures and train staff to ensure a similar incident does not occur again. Council agreed to pay the EPA’s legal costs associated with entering into the undertaking. A copy of the enforceable undertaking is available from the EPA’s public register.
17/168 – 2016/DA-00061 REV02 – INDUSTRIAL SHED – 41 ROCKDALE ROAD, YOUNG

Reference: F29.02 (Y)
Responsible Officer: General Manager

PURPOSE

This report is presented to Council for determination as the original application was presented to Council for determination due to submissions being received. This report recommends approval, subject to conditions.

REPORT

Application

- DA No.: 2016/DA-00061 REV02
- Applicant: Mr J White
- Owner: Mrs C S White
- Property: Lot 1 DP 1205380, 41 Rockdale Road, Young, NSW, 2594
- Approved Development: Industrial – erection of a steel framed, corrugated aluminium clad shed to be utilised as a workshop (see report in July 2016 Hilltops Council business paper).
- Approved modification: (REV01) To modify the location of the shed by moving it eleven (11) metres to the west (see Figure 1).
- Proposed modification: (REV02) Modification to shed by the addition of a PA door on the eastern elevation, and the addition of four (4) sliding doors to the southern elevation (See Figure 2).
Figure 1 – Site plan (shed circled)

Figure 2 – Elevations
Site

The proposed site is located approximately 1.7 km west of the CBD, on the northern side of Milvale Road, 400 metres along Rockdale Road on the western side. Access to the site is from a gravel Crown road (known as Withers Road) – see Figure 3.

The site is 6394 m² in area, and there is an existing industrial shed on the property, and ancillary infrastructure (access, parking areas, vehicle movement areas). It currently operates in conjunction with the adjacent property to the west (2 Withers Road), which also contains an industrial shed, but both lots are capable of operating independently of each other, through a recent subdivision formalising same.

The site is bounded to the north by the Demondrille – Blayney Railway line and to the east by cleared land which supports a house in the adjacent corner. There is cleared land to the west and south, with more houses approximately 200 metres to the south-east. Burrangong Creek flows to the west of the site, fairly close to the south-western corner of the greater site.
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

Figure 3 – Location plan

Figure 4 – Aerial view
Discussion

These matters need to be considered under section 79(C) of the Environmental Planning and Assessment Act, 1979, as part of the assessment of the proposed modification.

S96(1)(A) modification request

Prior to considering the modification application, Council must be satisfied that the modification request is of minimal environmental impact, will result in substantially the same development and has been notified in accordance with any development control plan.

The modifications proposed will result in minor changes to the development, and will not alter the size, location or approved use of the shed. Furthermore, the proposed modification would result in substantially the same development, which is a shed for the purposes of a workshop. As such, it is considered that the proposed modification is of minimal environmental impact.

Adjoining owner notification has occurred on this application, and no submissions were received.

79C(1)(a)(i) & (ii) - The provision of any EPI or draft EPI

State Environmental Planning Policies (SEPPs) and deemed SEPP’s

The proposed modification does not result in any change to the original assessment, pertaining to the following SEPPs:

State Environmental Planning Policy No 55 – Remediation of Land

Clause 7 of SEPP 55 requires the consent authority to consider whether land is contaminated prior to granting consent to the carrying out of any development on that land, and to be satisfied that the land is suitable for the proposed use. The proposed modification will not impact on the original assessment under the SEPP, that found that the land is not a site of possible contamination (former orchard or other potentially contaminating use) and therefore no further assessment of contamination is required.

State Environmental Planning Policy (Infrastructure) 2007

The relevant provisions of this SEPP relate to works adjacent the railway line, but the modification does not result in any change to the original assessment in this regard.
Local Environmental Plan (LEP)

The applicable LEP is the Young LEP 2010, and the relevant provisions of the LEP are discussed as follows. Broadly, the site has not been identified as having heritage significance, nor is it within a heritage conservation zone. Furthermore, the land is not affected by the natural resources mapping (land or biodiversity).

2.2 Zone

The site is zoned IN1 General Industrial, and the modification is to a general industry, which is permissible, with development consent.

2.3 Zone objectives

The proposed modification is not inconsistent with the objectives of the zone, which are:

- to provide a wide range of industrial and warehouse land uses,
- to encourage employment opportunities,
- to minimise any adverse effect of industry on other land uses,
- to support and protect industrial land for industrial uses.

6.4 Water

This clause and the accompanying map set identifies areas of groundwater vulnerability and riparian corridors, and in this instance, all of the site is impacted upon by the groundwater vulnerability affectation. It was determined that the original development would not adversely impact on groundwater, and the modification does not alter this assessment.

6.6 Flood Planning

This clause applies to land that is at or below the flood planning level (FPL), which means the level of a 1:100 ARI (average recurrent interval) flood event plus 0.5 metre freeboard. The site is partially affected, but it was demonstrated that the original development would not be adversely affected. The modification does not change this outcome.

Draft EPIs

Nil affecting this development.

79C(1)(a)(iii) - Development control plan

1.3 DA Notification

This section identifies the requirements for DA notification. This modification was notified in accordance with the DCP, and no submissions were received. A submission was received in relation to the original application, but the modification does not impact on, or change those issues raised and dealt with, in that submission.
2.9 Industrial Development

The objectives of this section are to ensure that industrial lots function effectively for industrial purposes and to improve the appearance of industrial areas when viewed from a public place. An assessment of both modifications, against the relevant performance standards and development controls, is as follows.

**PID5** To ensure that new industrial developments do not result in unacceptable noise, vibration or overshadowing impacts on adjoining or nearby properties.

**AID5.6** Building design and machinery installation effectively minimises any noise emissions.

The proposed modification will potentially result in a better outcome in this regard, as the southern elevation was only partially enclosed. The southern elevation will now have four sliding doors, allowing the building to be fully enclosed.

The other elements of this section of the DCP are not affected by the proposed modification, and do not result in any fundamental changes to the original assessment or conditions of consent. This relates to such issues as: servicing and infrastructure, access, parking, manoeuvrability, setbacks, appearance, landscaping, fencing, signage.

4.1 Car Parking and Vehicular Access

The objectives of this section are to ensure that sufficient parking is provided on site in a convenient and functional way that balances vehicular and pedestrian needs and is maintained in a suitable condition over the life of the development.

None of the controls in this section of the DCP are affected by the proposed modification, and do not result in any fundamental changes to the original assessment or conditions of consent. This relates to such issues as, the amount of parking, manoeuvrability and standard of construction.

**79(C)(1)(a)(ixia) - planning agreement or draft planning agreement**

The developer has not entered into any planning agreement under section 93F of the Act, nor has the developer offered to enter into any draft planning agreement under section 93F.

**79(C)(1)(a)(iv) - matters prescribed by the Regulations**

None of the matters prescribed by the Regulations under Clauses 92, 93, 94, 94A or 288, are applicable to this modification.

**79C(1)(a)(v) - any coastal zone management plan**

Not applicable.
79C(1)(b) - The likely impacts of that development

Context & Setting

The original assessment of this issue, with specific reference to the suitability of the development, its context and setting, and the scale, bulk, height, form, density and design, is still relevant to the proposed modification, and requires no further assessment. The additional doors do not substantially change the form or scale of the shed.

Noise and Vibration

The provision of sliding doors, allowing the shed to be fully enclosed, actually creates a better environment for attenuating noise, when the doors are in closed position. This is seen as a positive result.

Safety, Security and Crime Prevention

The provision of sliding doors, allowing the shed to be fully enclosed, actually improves site safety and security, which is considered a positive outcome.


There is no change to the assessment of these issues, as a result of the modification.

79C(1)(c) - The suitability of the site for the development

Does the proposal fit in the locality?

There is no change to the assessment of this issue as a result of the modification.

Are the site attributes conducive to development?

There is no change to the assessment of this issue as a result of the modification.

79C(1)(d) - Any submissions made

Nil received.

79C(1)(e) - The public interest

Staff are not aware of any policy statements from either Federal or State Government that are relevant to this modification, nor any planning studies or strategies. There is no management plan or planning guideline that is applicable to a development of this nature. There are no covenants, easement or agreements that affect the proposal.

Conclusion

The proposed modification is minor in nature and impact, and only requires a change to the approved elevation plan (Part 2, Condition 1).
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

STATUTORY PROVISIONS

➢ The modification has been assessed in accordance with the matters for consideration under section 79C of the Environmental Planning & Assessment Act 1979, all relevant environmental planning instruments and policies.

CONSULTATION

Neighbour consultation, as detailed in report.

POLICY IMPLICATIONS

There are no policy implications arising from the approval of this development application.

FINANCIAL IMPLICATIONS

There are no budget implications for Council from this report or this development. The development will be at the applicant’s expense.

RECOMMENDATION

That Council determine the following modification application, by way of approval, subject to the conditions identified below:

▪ Application No.: 2016/DA-00061 REV02,
▪ Property: Lot 1 DP 1205380, 41 Rockdale Road, Young
▪ Modification: Modification to shed by the addition of a PA door on the eastern elevation, and the addition of four (4) sliding doors to the southern elevation

1. Modify Condition 1 in Part 2 of the consent, by deleting reference to the following plan:

| 89C-34001 | 1 | Steelwork Marking plans and elevations | 29th November 2007 | 27th April 2016 |

and inserting in its place, a reference to the following plans:

| ALLIED-16-002 | D | Architectural plans, north, east south and west elevations | 18th July 2017 | 7th August 2017 |
| ALLIED-16-001 | F | Architectural plans, floor and roof plans | 18th July 2017 | 7th August 2017 |
The purpose of this report is for Council to consider a Development Application (DA031/2017), for demolition of canteen and amenities block and erection of a sporting facilities building and associated services, access and carpark at the ‘Boorowa Showground’ Ballyryan Road, Boorowa.

Council is the Applicant for the application and the land owner. Accordingly, the application is being presented to Council for determination.
The proposal
The application seeks to establish a sporting facility building, incorporating amenities, storage areas and canteen on the ground level, and a function area and viewing area on the first floor. The facility would be used for sporting club meetings, functions and events. Specifically, the proposal involves:

- Demolition of canteen and amenities block;
- Erection of a two storey sporting facilities building (shown below), comprising, ground floor: canteen, showers, toilets, change rooms and storage; and first floor: accessible lift, bar, viewing and lounge area, toilets and storage. External building materials and finishes are a mix of concrete, red face brick and shale grey Colorbond cladding; and
- Construction of an off-street parking facility with 100 car parking spaces and 2 disabled bays.

The proposal is consistent with the “Boorowa Showground Regional Community & Sports Precinct 2015-2025 Masterplan” reproduced below, adopted by the former Boorowa Council.

Figure: Showground Masterplan with the land to be developed shown blue
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

Figure: site plan

Figure: ground plan
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

Figure: first floor plan

south west elevation

Figure: elevation plans
Consultation
In accordance with the Boorowa Development Control Plan 2013, the application was advertised in a local newspaper and notified to adjoining and neighbouring owners from 24 August 2017 to 8 September 2017. No submissions have been received by Council.

Environmental Assessment
In determining this application, Council must take into consideration the following matters as listed under Section 79C of the Environmental Planning and Assessment Act, 1979 which are of relevance to the development:

79C Evaluation (1)(a) (i) any environmental planning instrument

Boorowa Local Environmental Plan 2012
The Boorowa Local Environmental Plan 2012 (BLEP) applies to all land within the former Boorowa LGA (part of the Hilltops LGA).

The site of the proposal is zoned RE1 Public Recreation under the BLEP. The proposal is ancillary to the major recreation facility (showground), and includes a function centre (defined below), and the Land Use Table for this zone permits such development with the consent of Council.

function centre means “a building or place used for the holding of events, functions, conferences and the like, and includes convention centres, exhibition centres and reception centres, but does not include an entertainment facility”.

The objectives of the RE1 Public Recreation zone are:
   a) To enable land to be used for public open space or recreational purposes.
   b) To provide a range of recreational settings and activities and compatible land uses.
   c) To protect and enhance the natural environment for recreational purposes.
Clause 2.3(2) of the BLEP requires Council to have regard to whether the development is consistent with the RE1 Public Recreation zone objectives. The proposal is consistent with these zone objectives, particularly (b) and (c), as it provides amenities and facilities to support local and visiting sporting clubs and showground users identified by Council’s Boorowa Showground Regional Community & Sports Precinct 2015-2025 Masterplan. The proposal enhances the setting for competitors and spectators without any negative impacts on surrounding recreational activities. Access and parking arrangements would be formalised to safeguard the environment.

Clause 2.7 of the BLEP requires consent for demolition. Accordingly, this application seeks consent for demolition of a canteen and amenities block and standard demolition conditions are included in the recommendation.

Clause 5.10 of the BLEP requires Council to consider heritage. Accordingly, the proposal does not involve a heritage item nor is it located within the vicinity of any items of environmental heritage listed under Schedule 5 or adopted by Council.

Clause 6.1 of the BLEP addresses and requires consent for earthworks, unless the works are identified as exempt development. In this regard, the proposal involves minor soil disturbance limited to the building envelope and associated access, parking and servicing works. These works are acceptable as the natural topography of the site is retained, existing access and parking arrangements are improved and such works would not result in any adverse impacts on adjoining lands with suitable erosion and sediment control measures.

Clause 6.2 of the BLEP requires Council to minimise flood risks on land that is at or below the flood planning level (which is the 1:100 ARI plus 0.5m). The site is above the flood planning level (476mAHD) identified by the draft Boorowa Flood Study.

The BLEP Terrestrial Biodiversity Map classifies part of the site, along the northern property boundary, as ‘high conservation value vegetation’. This area relates to a cluster of vegetation along the road reserve and on site. Under clause 6.3 of the BLEP, Council must be satisfied that the development is designed, sited and managed to minimise any significant adverse impacts on ecological processes and native fauna and flora. In consideration, the proposal is acceptable as no tree or vegetation removal is required and stormwater and wastewater would be suitably managed on site or directed to Council’s infrastructure.

The BLEP Groundwater Vulnerability Map classifies the whole of the site as ‘groundwater vulnerability’ and Council is required to consider the impact of the development on the groundwater system under clause 6.4 of the BLEP. The land to be developed is 290m east of a gully draining to the Boorowa River (800m north of the site). The proposed amenities will be connected to Council’s sewerage service to avoid any interaction with groundwater resources.
Clause 6.8 of the BLEP requires Council to ensure that adequate provisions have been made for any required essential services. The land is serviced and is connected to electricity and Council’s reticulated service with suitable access to sealed road. The site would be adequately serviced for the development subject to stormwater being properly managed on site and Council’s sewerage service being extended along Ballyryan Road. The statement supporting the application indicates that water and sewer infrastructure would be installed to support the development (and future developments).

**State Environmental Planning Policy No. 55**

Clause 7 of SEPP 55 requires Council to consider whether the land is contaminated. Should the land be contaminated, Council must be satisfied that the land is suitable in its contaminated state (or with remediation works) for the purpose of the development. Council’s records indicate the site is used for recreational purposes and historically as a showground. Such activities are not potentially contaminating under the SEPP55 Managing Land Contamination Planning Guidelines and the site poses no risk of contamination. Therefore, no further consideration is required under Clauses 7(1)(b) and (c) of SEPP 55.

**State Environmental Planning Policy No. 64**

Clauses 8 and 13 of SEPP 64 control the display of signage. There is no signage proposed and a condition for the control of signage is included in the recommendation.

**State Environmental Planning Policy – Infrastructure 2007**

Clause 45 of SEPP Infrastructure requires Council to consider any development carried out:

a) within or immediately adjacent to an easement for electricity purposes (whether or not the electricity infrastructure exists),
b) immediately adjacent to an electricity substation,
c) within 5 metres of an overhead power line,
d) installation of a swimming pool any part of which is: within 30 metres of a structure supporting an overhead electricity transmission line and/or within 5 metres of an overhead electricity power line, or

The proposal is not within or immediately adjacent to any of the above infrastructure; as such, it is considered to satisfy SEPP Infrastructure.

**79C (1)(a)(ii) Any draft environmental planning instrument**

There are no draft environmental planning instruments that apply to the development.
79C(1)(a)(iii) - Development control plan

The Boorowa Development Control Plan 2013 (BDCP), Section 1.4 DA Notification, Section 2.5 Food Premises – Additional Provisions and Section 3.1 Car Parking and Vehicle Access apply to the proposal. The following is an assessment of compliance against the relevant development controls and provisions.

Section 1.4 DA Notification
In accordance with the BDCP, the application was advertised in a local newspaper and notified to adjoining and neighbouring owners from 24 August 2017 to 8 September 2017. No submissions have been received by Council.

Section 2.5 Food Premises – Additional Provisions
The BDCP requires food premises to be designed and operated to comply with the Food Act 2003, Food Safety Standards and Council’s Trade Waste Policy. The proposal involves food preparation and storage areas and limited details have been submitted on the internal fitout and operation of the food premises. Accordingly, standard conditions are recommended to protect public health and infrastructure.

Section 3.1 Car Parking and Vehicle Access
The supporting Statement indicates 300 people would use the function centre at any time. The BDCP prescribe car parking rates for function centres as 1 space per 3 guests. Based on the expected number of patrons, a total of 100 car parking spaces would be required to cater for functions and events. The submitted site plan shows 2 carparks each with 100 spaces (one carpark is a future stage), which achieves the parking requirements of the BDCP.

However, limited details have been provided on layout, design and marking of the off-street car parking facility. Accordingly, standard conditions are included in the recommendation to comply with Australian Standards AS2890.1:2004 Off-Street Car Parking and AS2890.6:2009 Off-Street Car Parking for People with Disabilities.

S 79C(1)(a)(iiia) provisions of any Planning Agreement(s)
There are no planning agreements relating to the site.

S 79C(1)(a)(iv) any matters prescribed by the regulations
Division 8 of Part 6 of the Environmental Planning and Assessment Regulation 2000 specifies additional matters that must be taken into consideration by Council, specifically:

- **Clause 92 - Government Coastal Policy** - not applicable.
- **Clause 92 - Building Demolition:**

Clause 92 requires Council to consider the provisions of Australian Standard AS2601:1991 - Demolition of Structures when demolition of building or structures is proposed. In this regard, a condition is recommended to ensure compliance with the Standard.
• **Clauses 93 & 94 – Fire Safety Upgrades** - not applicable.
• **Clause 94A - Temporary Structures** - not applicable.
• **Clause 95 - Deferred Commencement** - not applicable.
• **Clause 96 - Ancillary aspects of development** - not relevant to the proposal.
• **Clause 97 - Modification or surrender of consent or use** - not applicable.
• **Clause 97A - Fulfilment of BASIX commitments** - not applicable.
• **Clause 98D - maximum building occupancy**:

Clause 98D requires Council to consider the maximum occupancy for the function centre. The maximum occupancy is calculated based on the public amenities provided in accordance with the Building Code of Australia. The function centre includes a unisex toilet, 3 female toilets, a male toilet, 3 urinals and 7 basins. Accordingly, a maximum occupancy of 200 persons at any time is recommended based on amenities provided.

**Section 94 contributions**
The function centre is a community facility, used by sporting groups, visitors and showground users, and is deemed to be a type of development that is exempt from development contributions under clause 2.7.3 of the Boorowa Council Section 94A Development Contributions Plan 2012.

**Section 64 contribution**
Council’s Boorowa Development Servicing Plans for Water and Sewer applies to developments that increase demand on public water and service services. The proposal would be connected to such services and therefore, headworks are payable under the Plans.

The function centre has a floor area of 110sqm and generates demand for 0.01 water and sewer ET per sqm. While, ground floor amenities generate demand for 0.1 water ET and 0.16 sewer ET per shower or toilet based on a comparison of developments with similar activities. In accordance with the Plans, headwork charges after factoring credits for 4 toilets may be calculated as follows:

110sqm function centre x 0.01 water ET = 1.1 water ETs x $7,980.00 = $8,778.00
110sqm function centre x 0.01 sewer ET = 1.1 sewer ETs x $550.00 = $605.00
Subtotal = $9,383.00.
26 amenities x 0.10 water ET = 2.6 water ETs x $7,980.00 = $20,748.00
26 amenities x 0.16 sewer ET = 4.16 sewer ETs x $550.00 = $2,288.00
Subtotal = $23,036.00
**Total = $32,419.00**

In view of the above, a standard condition is recommended to ensure that all headwork charges are paid in full prior to the issue of a Construction Certificate in accordance with Council’s Boorowa Development Servicing Plans for Water and Sewer.
S 79C(1)(b) the likely environment, social and economic impacts in the locality

Context and Setting
The site is currently occupied by several pavilions, a grandstand and stockyard buildings used for recreational purposes. The amenities, canteen, function centre building is similar, being a sporting facility building that is ancillary to the recreational area and will be used by visitors, sporting teams and spectators. The proposal utilises similar building materials and finishes used by surrounding developments. It is orientated to reduce its dominance with other buildings and would be acceptable within this context.

Access, transport and traffic
Access to the site is by two existing openings onto Ballyryan Road. The most eastern access, which is sealed, would be utilised by the development to provide access to the off-street car parking facility. The proposal is likely to generate moderate traffic demand and the local road network has adequate capacity to cater for such demand. Off-street parking and circulation areas would be constructed to an all-weather standard, which is considered suitable for the intended use.

Public domain
Boorowa Showground is community land intended to be used for public recreational opportunities in the broader locality. The proposal is recreational in nature and identified by Council’s Boorowa Showground Regional Community & Sports Precinct 2015-2025 Masterplan. The proposal is expected to maximise community use and ownership of the Boorowa Showground.

Utilities
The site is presently connected to essential services and some changes are required to service the development as previously discussed in this report. Liquid trade waste would be generated by the food premises and discharged to Council’s sewer system. Accordingly, conditions are recommended to ensure adequate pre-treatment equipment is installed under Council’s Trade Waste Policy.

Heritage
The information supplied by the applicant with the application did not identify any sites items or places of cultural heritage. A Heritage Study conducted in 2015 identified the grandstand as having heritage significance, but is not heritage listed. In this regard, the potential significance has been considered and the proposal is designed utilising earthy colours to blend with the landscape and is sited well outside the grandstand curtilage.

Other land resources
The site is zoned RE1 Public Recreation and has been historically used for recreational purposes. The proposal is unlikely to have detrimental effects on conserving and using valuable land resources and water catchments.
Water
Stormwater would be harvested on-site by rainwater tanks with the overflow directed to Council’s drainage infrastructure. Surface waters would also be directed towards Council’s drainage infrastructure. A standard condition is recommended to ensure that the proposal is properly drained in accordance with the Plumbing Code of Australia and discharged to the satisfaction of Council’s Works Engineer – East.

Wastewater would be suitably managed by Council’s sewerage services and arrangements have been made to connect the development.

Soils
The implications for soil erosion can be addressed through the imposition of a condition requiring soil erosion and sedimentation control during the construction phase of the development. The ongoing use of the development is unlikely to create soil impacts.

Air & Microclimate
There are no significant air quality or pollution issues arising from existing activities carried out on site. The ongoing use of the development is unlikely to result in emissions of dust, odours, fumes, gases or pollutants. However, a standard condition is recommended to safeguard the amenity of the locality.

Flora and fauna
The Statement supporting the application has not identified any threatened species of flora or fauna that may be impacted by the proposal. No tree or vegetation removal is proposed.

Waste
Standard conditions relating to waste management for the collection, storage, treatment and disposal are included in the recommendation to maintain the amenity of the locality. Further, a condition is recommended to ensure that any refuse/bin storage areas are suitably screened from public view.

Noise and vibration
The proposal is unlikely to result in noise above the level of normal recreational use. Functions and events would cease by 10pm and the major openings on the first floor (lounge and viewing area) has been designed so that noise generating devices are projected towards rural land, not dwellings and other showground users. It is considered that this arrangement mitigates potential function noise and a standard condition is also recommended to ensure that a reasonable amenity is maintained at all times.

Hazards
There are no known risks to people, property or the biophysical environment from geologic or soil instability, flooding or bushfire. Limited information has been provided on the buildings to be removed and standard conditions are recommended to ensure compliance with SafeWork NSW requirements for demolition and asbestos removal.
Safety, security and crime prevention
Security lighting would be erected along the front of the building and flood lighting along the rear. There would be limited light over the off-street parking facility for proposed night time functions and it is recommended that vandal resistant lighting be installed to assist in wayfinding and public safety. The proposal, subject to suitable lighting, does not pose a safety, security or crime prevention risk as access is controlled, casual surveillance is maintained and the building would be illuminated by a security light that can be observed by public road and other showground users.

Social and economic impacts
The proposal will not have a negative impact on the locality in economic and social terms. It is expected that the proposal will have a positive social impact by providing a socially inclusive function centre with accessible facilities.

Site and internal design
The proposal complies with all relevant environmental planning instruments and standards. The buildings are able to comply with the requirements of the Building Code of Australia and Food Act 2003.

Construction
Conditions limiting the times of construction will be applied to manage impacts during the construction phase. Worksite fencing would be erected during the demolition and construction phases of the development and would prevent any unauthorised access by the public and showground users.

Cumulative impacts
It is considered that the proposal will not result in any detrimental impacts on the environment and that it is compatible with the RE1 Public Recreation zone, the locality and the Boorowa Showground Masterplan. The cumulative impacts of the proposal are not such that the application should be refused.

79C(1)(c) - The suitability of the site for the development

There are two key heads of consideration in the assessment of site suitability:

Does the proposal fit in with the locality?
The proposal is considered appropriate with regards to the zoning of the site and is not expected to have any negative impacts on the amenity of the locality or surrounding developments. The proposal is identified by the Boorowa Showground Masterplan.

Are the attributes of the site conducive to the proposed development?
The land to be developed is not subject to natural hazards including subsidence, slip, mass movement, flooding or bushfire. The site is considered to be suitable for the development as the proposal is likely to have minimal environmental impact.
79C(1)(d) - Any submissions made
Nil.

79C(1)(e) - The public interest

The proposal does not present any issues that are contrary to the public interest.

CONCLUSION

The proposal has been considered against the relevant matters for consideration under Section 79C of the Environmental Protection and Assessment Act, 1979. This assessment has taken into consideration the submitted plans, Statement of Environmental Effects and all documentation supporting the application.

The development is not considered likely to have a significant detrimental impact on the natural or built environment and is suitable for the site, having regard to its compatibility with surrounding development and compliance with relevant development controls and provisions. Accordingly, the application is recommended to be approved subject to conditions.

STATUTORY PROVISIONS

- The application has been assessed against Section 79c of the Environmental Planning and Assessment Act, 1979 and its Regulations, Boorowa Local Environmental Plan 2012 and relevant State Environmental Planning Policies and Boorowa Development Control Plan 2013. These instruments outline the permissibility and development standards for the proposal within the RE1 Public Recreation zone.

CONSULTATION

Consultation was by notification with adjoining and neighbouring land owners, and no submissions have been received.

RECOMMENDATION

It is recommended that Council; approves Development Application DA031/2017 on Lots 19, 20, 21 & 22 DP2492, Lots 72, 73 & 74 DP2493 & Lot 1 DP327058, ‘Boorowa Showground’ Ballyryan Road, Boorowa for demolition of a canteen and amenities block and erection of a sporting facilities building and associated services, access and carpark, subject to the following conditions of consent:
APPROVED DEVELOPMENT

1. The development shall be generally in accordance with Development Application number DA031-2017 submitted by the Applicant and be in accordance with the supporting documentation submitted with that application, including, but not limited to, the following:

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<th>Drawings prepared by Design West Architecture</th>
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as modified by any conditions of this consent.

2. No signage is approved as part of the development, no signs or advertising material (other than exempt development) shall be erected on the site without a subsequent Development Application being approved by Council.

3. All building work must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the Construction Certificate was made).

4. A copy of the stamped approved plans and documentation must be kept onsite for the duration of site works and be made available upon request to either the Certifying Authority or an officer of the Council.

PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

5. A Construction Certificate is required to be issued by the Principal Certifying Authority prior to the commencement of any building works on site.

6. The fit out of the food premises must comply with Australian Standard AS4674-2004 Design, construction and fit-out of food premises and Council’s Trade Waste Policy. Details demonstrating compliance are to be submitted to the Certifying Authority prior to the issue of the Construction Certificate.

7. Council’s water main shall be extended to meet any fire service requirements for the development, at full cost to the person having the benefit of this Consent. Designed plans for the extension shall be submitted to Council and approved prior to the issue of the Construction Certificate.

8. Detailed plans associated with the drainage of sewerage for the development shall be submitted to Council for approval in accordance with the Sewerage Code of Australia prior to the issue of the Construction Certificate.
9. A suitable grease arrester and system shall be installed and connected to Council's sewer. Details of the size and type of grease arrester shall be submitted to Council prior to the issue of the Construction Certificate.

10. Should the buildings be provided with mechanical ventilation or air-conditioning system, it must comply with Australian Standards AS1668.2 The Use of Ventilation and Air Conditioning in Buildings - Ventilation Design for Indoor Air Contaminant Control and AS3666 Air-Handling and Water Systems of Buildings. The design of the system is to be prepared by a suitably qualified person and certified in accordance with the Building Code of Australia, to the satisfaction of the Certifying Authority prior to the issue of the Construction Certificate.

11. The person having the benefit of this consent must provide the Certifying Authority evidence from Hilltops Council, pursuant to Division 5 of Part 2 of Chapter 6 of the Water Management Act 2000, certifying that all water and sewer headwork charges associated with the development have been paid in full prior to the issue of the Construction Certificate.

Note: Equivalent Tenement (ET) payable for the development is calculated to be 3.7 water ET and 5.26 sewer ET under the Boorowa Development Servicing Plans for Water and Sewer. A water ET and sewer ET for the current financial year is $7,980.00 and $550.00 respectively, and if paid prior to 30 June 2018, the total contribution will be $32,419.00.

PRIOR TO COMMENCEMENT OF WORKS

12. The person having the benefit of this consent must obtain all relevant approvals under the Local Government Act, 1993 to carry out sewerage, stormwater drainage and/or water supply work from Council prior to commencing such works and comply with any conditions of that permit.

13. A sign must be erected in a prominent position on any site on which building work is being carried out:
   a) showing the name, address and telephone number of the principal certifying authority for the work, and
   b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
   c) stating that unauthorised entry to the site is prohibited.

Any such sign is to be maintained while the building work is being carried out, but must be removed when the work has been completed.
14. **No work must commence until:**
   a) a Principal Certifying Authority has been appointed. Where an Accredited Certifier is the appointed, Council must be notified within two (2) days of the appointment; and
   b) a minimum of two (2) days written notice must be given to Council of the intention to commence work.

**DURING WORKS**

15. The works must be undertaken in accordance with the ‘Interim Construction Noise Guideline’ published by the NSW Environment Protection Authority. Building activities and excavation work involving the use of electric of pneumatic tools or other noisy operations should only be carried out between 7:00 am and 6:00 pm on weekdays and Saturdays.

16. The development shall provide for adequate on-site vehicle parking for all tradesmen, plant and equipment and the storage of materials at all times during construction phase of the development.

17. Soil and water management measures consistent with Managing Urban Stormwater - Soils and Construction Volumes 1 and 2, 4th Edition (Landcom, 2004) shall be employed during the construction of the development to minimise soil erosion and the discharge of sediment and other pollutants to land and/or waters. The measures shall not be removed until such time as the ground cover has been re-established.

18. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at a lawful waste facility. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the development.

19. Toilet facilities are to be provided during construction, on the work site, at the rate of one (1) toilet for every twenty (20) persons or part of twenty (20) persons employed at the site.

20. The carrying out of work during the construction of the development shall be done in such a manner as to not to interfere with the amenity of the locality by reason of the emission of noise, vibration, dust, smell, fumes, smoke vapour, steam, soot, ash, waste water, waste products or grit, oil or otherwise.

**Demolition**

ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

22. A Waste Management Plan must be provided to Council prior to commencing demolition works. The Plan must address, but not be limited to, the following matters:
   a) Details of demolition works and the presence of any asbestos or other hazardous waste;
   b) Details of waste to be generated by the work;
   c) Arrangements for removal of waste material from site; and
   d) Sestination of waste materials being removed from the site.

23. The person having the be nefit of this consent must notify the adjoining neighbours at least two (2) days prior to commencing demolition work. The notification shall detail the type of machinery to be utilised, hours of operation, likely duration of works, and safety measures taken to protect property and persons from damage.

24. All works involving the removal and disposal of asbestos cement and other products containing asbestos must only be undertaken by contractors who hold a current SafeWork NSW licence appropriate to the work being undertaken.

25. All removal, transport and disposal of asbestos or other contaminated waste materials shall be controlled in accordance with the Work Health and Safety Act, 2011 and the Safe Work Australia Code of Practice - How to Manage and Control Asbestos in the Workplace.

Construction

26. All cut or fill must be appropriately graded, drained and revegetated or suitably retained by a retaining structure, designed and constructed to appropriate engineering standards. All works must be carried out without effecting the structural integrity of fencing or neighbouring structures.

27. Access for the disabled must be provided to the buildings in accordance with Australian Standard AS1428.1 Design for Access and Mobility - General Requirements for Access - New Building Work. All required tactile indicators, audible indicators and signage applicable to the level of development proposed shall be provided.

28. Toilet accommodation shall be provided for disabled persons in accordance with the design criteria in Australian Standard AS1428.1 Design for Access and Mobility - General Requirements for Access - New Building Work.

29. Ramps provided for disabled access shall comply with Australian Standard AS1428.1 Design for Access and Mobility - General Requirements for Access - New Building Work.

30. All stormwater must be properly managed and discharged at least three (3) metres clear of any building in accordance with the approved stormwater system. Stormwater disposal drains shall be connected to all roof gutter down pipes within fourteen (14) days of installation of the down pipes and/or the
construction of hard standing areas, as may be appropriate, to discharge
stormwater to the approved method of disposal. All plumbing and drainage
work must be carried out by a licensed plumber and drainer in accordance
with Australian Standard AS/NZS3500, the Plumbing Code of Australia.

31. Following the completion, installation, and testing of all mechanical
ventilation systems, a Mechanical Ventilation Certificate of Completion and
Performance in accordance with the Building Code of Australia, must be
provided to the Principal Certifying Authority from a qualified person.

32. All external lights shall be operated and maintained in accordance with the
Australian Standard AS4282 - Control of the Obtrusive Effects of Outdoor
Lighting so as not to cause a nuisance or adverse impact on the amenity of
the surrounding area or to motorists on nearby roads.

Access and parking

33. Parking and manoeuvring areas and a minimum of one hundred (100) car
parking spaces and two disabled bays as shown on the approved site plan
must be constructed to an all-weather standard, drained, and delineated
in accordance with Australian Standards 2890.1:2004 Off Street Parking and
AS2890.6:2009 Off-street parking for people with disabilities.

34. A continuous accessible path of travel must be provided between parking
for individuals with a disability and the main building entrance. All applicable
tactile indicators, audible indicators and signage shall be provided under
Australian Standard AS1428.1:2009 Design for Access and Mobility – General
Requirements for Access – New Building Work.

35. The off-street parking facility and accessible pedestrian pathway must
incorporate vandal-resistant pedestrian lighting designed, mounted,
screened and directed in such a manner that it does not create a nuisance
to surrounding dwellings in accordance with AS4292-1997 Control of
Obtrusive Effects of Outdoor Lighting.

PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE

36. An Occupation Certificate must be issued by the Principal Certifying
Authority (PCA) prior to occupation or use of the development. When all
work as indicated on the approved plans/specifications is completed, the
person having the benefit of this consent shall notify the PCA to arrange for
the issue of a Final Occupation Certificate.

37. Prior to the issue of an Occupation Certificate, the owner must submit to
Council a final Fire Safety Certificate stating that each essential fire safety
measure specified in the current Fire Safety Schedule for the building to
which the certificate relates:
   a) has been assessed by a properly qualified person; and
   b) was found, when it was assessed, to be capable of performing to a
      standard not less than that required by the current Fire Safety Schedule
      for the building.
Further, the assessment must be carried out within a period of three (3) months of the date on which the final Fire Safety certificate was issued. The owner of the building must forward a copy of the certificate to the New South Wales Fire Brigades and must prominently display a copy in the building.

38. A trade waste approval (or exemption) shall be obtained from Council, in accordance with Section 68 of the Local Government Act, 1993 and Liquid Trade Waste Management Guidelines prior to the issue of an Occupation Certificate.

39. Prior to the issue of an Occupation Certificate, the food premises shall be inspected by Council's Environmental Health Officer to determine compliance with applicable food legislation.

40. Signs shall be erected in prominent positions in the building stating the maximum number of persons/seating capacity of the building is 200 persons at any time prior to the issue of an Occupation Certificate.

41. All works required by this consent must be completed prior to the issue of a Final Occupation Certificate.

GENERAL

42. The hours of operation of the function centre use are to be restricted to between 8:00am and 10:00pm on any day. Any variation to these hours is to be subject to the prior consent of Council.

43. All activities, including loading and unloading, associated with the development must be carried out wholly on site.

44. The operation of the food premises must comply with the Food Act 2003 and its Regulations, the Food Standards Code and Council's Trade Waste Policy.

45. The food premises shall be subject to payment of an annual registration fee and scheduled and random inspections. Fees and Charges will be charged at the rate nominated in Council's Operational Plan.

46. All waste generated by the development shall be collected and stored in an appropriate receptacle. The receptacle must be regularly emptied and waste must not be allowed to lie or accumulate on the property other than in the receptacle.

47. The use of the premises and operating noise level of plant and equipment shall not give rise to an 'offensive noise' as defined by the Protection of the Environment Operations Act, 1997.

48. No injury must be caused to the amenity of the area by the emission of noise, smoke, smell, vibration, gases, vapours, odours, dust, particular matter, or other impurities which are a nuisance or injurious or dangerous or prejudicial to health, the exposure to view of any unsightly matter or otherwise.
49. The owner/operator must submit to Hilltops Council an Annual Fire Safety Statement, each twelve (12) months after the final Fire Safety Certificate is issued.
17/170 – 2015/DA-000166 REV01 and REV02 - MULTIPLE RESIDENTIAL DEVELOPMENT AND SUBDIVISION – 15 GIUGNI PLACE, YOUNG

Reference: F29.01 (Y)
Responsible Officer: Director Sustainable Growth

PURPOSE

This report is presented to Council for determination as the original application was determined by Council, due to a submission being received. This report recommends approval, subject to conditions.

REPORT

Application details

Original application – 2015/DA-00166

- Property: Lot 11 DP 1094011, 15 Giugni Place, Young, NSW, 2594
- Approved Development: Multiple residential development - three (3) x three (3) bedroom, single storey, brick veneer, attached single garages; and Strata Subdivision (See Figure 1 – approved site plan)
- Owner: Claudanna Pty Ltd

Modification 1 - DA No. 2015/DA-00166 REV01

- Applicant: J T Town Planning
- Proposed modification: To change the form of subdivision from a strata subdivision to a community title subdivision (REV01)

This is a relatively straightforward modification, resulting in a not dissimilar outcome in terms of subdivision. Both a strata and community title subdivision have a form of common or community property, with the essential difference between them being:

- in a community title subdivision, the boundaries of the land are defined by surveyed lines, and the owner of a lot owns the land and the buildings on it (like a conventional Torrens title subdivision), and
- in a strata title subdivision, the lot boundaries are defined by the building or other permanent structures within the land parcel (the physical extents of the building), and everything else within the greater land parcel which does not form part of a strata lot, is common property.
Modification 2 DA No. 2015/DA-00166 REV02

- **Applicant:** Mr W J Chapman

- **Proposed modification:** To change the location of Dwelling 1 (western dwelling), by moving it 540 mm (0.54 metres) closer to the western boundary (REV02) (see Figure 2 – proposed site plan).

This modification is slightly more complicated, which requires a partial reiteration of the history of the original application for context.

The original application received an objection from the owner of the vacant land immediately to the west of the site. This submission raised concern with a number of issues, including the covenant, cut and fill, privacy, character and style of the development, internal driveways, stormwater, clothes drying yards, bin storage areas and water tanks and pumps.

A report was presented to the Young Shire Council Ordinary Meeting (October 2015), at which time Council debated a number of issues, including extra visitor parking, a larger bin enclosure and additional fencing height (adjacent Dwelling 1). Ultimately Council resolved that a further report be presented back to Council relating to drainage matters and more detail with regards to impacts on local land owners (amenity, scale, density, paved areas, stormwater, bin storage, traffic impacts and the covenant).

A further report was presented to the Young Shire Council Ordinary Meeting (November 2015), which saw the development approved, subject to some minor changes from the first iteration. These changes related to removing the common bin storage area (now within the curtilage of each dwelling), providing an additional visitor parking space and a higher fence along the western boundary.

This proposed modification has come about, as Dwelling 1 (western dwelling), has been constructed in the wrong location. The dwelling was approved at a distance of:

- 1.9 metres from the boundary to the main wall of the dwelling, and
- 1.5 metres from the boundary to a small wall projection.

Due to an error in the survey setout of the dwelling, it has actually been constructed:

- 1.36 metres from the boundary to the main wall, and
- 0.96 metres from the boundary to the wall projection.

The survey also revealed that the timber retaining wall to the west of Dwelling 1, was constructed entirely on the wrong property. It has been erected 0.45 metres into the lot located immediately to the west of the site (14 Giugni Place, Young).
This is a 0.54 metre variation to the approved plans, which means the development is now in breach of the consent. Equally important, this error has now caused the building to be in conflict with the numerical standards of the Young DCP. There are several options available to rectify this error, including:

- demolition of the existing dwelling, or
- a subdivision to move the western boundary of the lot, to achieve compliance with the plans and the DCP, or
- modification of the approved plans.

The Applicant and Owner have considered these variations, and have consulted with the affected neighbour, and have chosen to pursue the option of a modification. The merits of this modification and the alternatives are discussed within this report, along with the reassessment of the relevant issues such as privacy and overshadowing.

**Figure 1 - Approved site plan (subject dwelling circled)**
Site

The subject site is 1885m² in size. It is a somewhat awkwardly shaped block that sits at the north-eastern corner of the Giugni Place cul-de-sac (Figure 3 and 4). Giugni Place itself is some 1.5km (direct line) to the north of the Young town centre and is the result of an earlier subdivision (registered in 2004). It is not yet fully developed, with vacant blocks still remaining within the subdivision.

The site has direct access off Giugni Place, which is sealed, kerbed and guttered. The frontage to Giugni Place is some 10m in width and on an arc. The land rises fairly sharply from a point a few metres into the site, and continues to rise, with the steepest part of the site being the north-western corner. Levels across the site change by around 7 metres, falling generally from the north to the south of the site, achieving a 17% slope from the back corner to the street.

A 2 metre wide easement (drainage of sewage) runs across the front of the block.

The site directly to the south contains a dwelling house that sits a few metres off the southern boundary of the subject site. To the east of the site are a number of long, narrow blocks that have been developed with houses that sit close to their Elizabeth Street frontages, providing for a separation distance of some 150-200 metre from the proposed development. To the north of the subject site is another residential block developed with a house that sits close to its Iandra Street frontage, leaving some 80 metre separation distance from the common boundary with the subject lot. To the west is an undeveloped residential block.
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

Figure 3 - Location plan

Figure 4 - Aerial view
Discussion

These matters need to be considered under section 79(C) of the Environmental Planning and Assessment Act, 1979, as part of the assessment of the proposed modification.

S96 modification requests

Prior to considering both the modification applications, Council must be satisfied that the modification requests are of minimal environmental impact, will result in substantially the same development and has been notified in accordance with any development control plan, and considered any submissions.

The proposed modifications would result in substantially the same development, being three (3) units and the subsequent subdivision of the land. It is also considered that the modifications proposed would result in only minor changes to the development, and as such, it is considered that the proposed modifications are of minimal environmental impact (an issue explored further in this report).

Adjoining owner notification has occurred on this application, and no submissions were received.

79C(1)(a)(i) & (ii) - The provision of any EPI or draft EPI

State Environmental Planning Policies (SEPPs) and deemed SEPP’s

The proposed modification does not result in any change to the original assessment, pertaining to the following SEPPs:

State Environmental Planning Policy No 55 – Remediation of Land

Clause 7 of SEPP 55 requires the consent authority to consider whether land is contaminated prior to granting consent to the carrying out of any development on that land, and to be satisfied that the land is suitable for the proposed use. The proposed modification will not impact on the original assessment under the SEPP, that found that the land is not a site of possible contamination (former orchard or other potentially contaminating use) and therefore no further assessment of contamination is required.

Local Environmental Plan (LEP)

The applicable LEP is the Young LEP 2010, and the relevant provisions of the LEP are discussed as follows. Broadly, the site has not been identified as having heritage significance, nor is it within a heritage conservation zone. Furthermore, the land is not affected by the natural resources mapping (land, water or biodiversity), or flood mapping.
1.9 **Suspension of covenants, agreements and instruments**

A number of restrictions as to use are registered against the title of the subject lot, most of which go to materials to be used for fencing, walls and roofs of buildings on the land, but also a restriction stating that only one main building may be placed on any lot in the subdivision. These restrictions were imposed by the developer at subdivision stage and were not requirements of Council, and Council is not the beneficiary of the restrictions.

This clause of the LEP provides Council with the legal mechanism to not consider these types of restrictions in its assessment and determination of an application, as long as the development is permissible under, and consistent with, the LEP.

This was what occurred in the original assessment of the application, and the proposed modifications, do not alter this position.

2.2 **Zone**

The site is zoned R1 Residential, and the modifications are to a subdivision and multi-residential development, both of which are permissible, with development consent.

2.3 **Zone objectives**

The proposed modification is not inconsistent with the objectives of the zone, which are:

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.

Draft EPIs

Nil affecting this development.

**79C(1)(a)(iii) - Development control plan**

1.3 DA Notification

A submission was received in relation to the original application from the neighbour to the west, which raised concerns over a number of issues, as detailed earlier in the report. This section of the DCP identifies the requirements for DA notification, and this modification was notified in accordance with the DCP, and no submissions were received, during the notification period.
However, the application lodged for Modification 2 (relocation of the dwelling), was also accompanied by a letter from Garden and Montgomerie Solicitors, acting for the affected land owner to the west (14 Giugni Place). This letter stated, among other things:

- a timber retaining wall has been constructed at or near the boundary between the two lots;
- our client objects to the location of the wooden retaining wall, and the components of that construction;
- the issue can be rectified to our client’s satisfaction by:
  - the removal of the wooden retaining wall, and
  - the construction of a masonry retaining wall (i.e an engineered retaining wall), entirely within their boundary of Lot 11;
- our client does not object to the offset to the existing adjoining unit on Lot 11;
- it is our client’s preference that the boundary remain in its current location accepting the location of the building as erected.

2.3 Multi-residential development

The objectives of this section are to ensure that residential development is of high visual quality and amenity while minimising amenity impacts on surrounding development. An assessment of both modifications, against the relevant performance standards and development controls, is as follows.

**PMD2.4** The dwelling shall be appropriately located on the site with setbacks to adjoining or adjacent properties that ensure privacy, overshadowing and amenity are respected

**AMD2.4.1** Side and rear boundary setbacks for single storey dwellings in the R1 zone are 3 metre or between 3 metres and 1.5 metres where techniques such as high-sill windows or opaque glass are used. No setback less than 1.5 metres.

Initially, Dwelling 1 was proposed to be set back predominantly 1.9 metres (and 1.5 metres for the wall projection) from the western side boundary. Related to this, an issue of privacy pertaining to the windows was raised in an objection, and this issue was addressed in the Council report as follows:

"The property to the west of Dwelling 1 is vacant and there is, therefore, no privacy to be compromised. It is not reasonable to expect a development proposal to cater for all possible design alternatives that may arise on an adjoining vacant block of land at some point in the future. The adjoining land to the west is also some 1400m², providing ample opportunity for any future development to be freely designed, paying attention to existing development as would normally be the case."
Even were a dwelling on the site to the west, the proposal provides for opaque glazing on two of the three windows on the western elevation (those windows being to a bathroom and an ensuite). A third window on the western elevation is to a bedroom, a room that would not be used as often as a living room or kitchen, for example, and a room in which the inhabitants would themselves be seeking privacy. It is reasonable to expect that residents of Dwelling 1 would provide curtains or similar to their bedroom window and, as a room used largely for sleep, would not be likely to spend time at the bedroom window looking directly into the property next door.”

The modification (REV02) if approved, would see Dwelling 1 located 1.36 metres (and 0.96 metres for the wall projection), from the western boundary. This is contrary to the DCP, which states “no setback less than 1.5 metres”. Were this proposed in the original application, the variation would not have been supported.

Whilst the preference would be for a boundary adjustment to rectify this policy encroachment and non-compliance with the approved plans, support of the modification is recommended, given the following circumstances:

- the erection of the dwelling in the wrong location was not malicious or intentional, and was purely an honest mistake,
- the Applicant approached Council once the mistake was discovered, in an attempt to rectify the matter,
- no formal objection has been received from the affected neighbour, following the notification of the application,
- the Applicant has been co-operative in stopping work on Dwelling 1, until such time as this matter has been resolved,
- the affected neighbour has advised (via a Solicitor) that there is no objection to the setback of the building as constructed,
- the affected neighbour has advised (via a Solicitor), that the preference is for the boundary to remain in its current location,
- the bathroom and ensuite windows are opaque, which was an issue critical to the original assessment pertaining to privacy, and is even more pertinent given the reduced setbacks,
- there is an existing condition that requires the fence along the western boundary to be a minimum height of 2 metres,
- the development will not result in any significant or detrimental increase in overshadowing (which only occurs in the morning),
- suitable privacy standards will be maintained through the use of opaque windows and fencing (as approved and constructed),
- the dwelling complies with the requirements of the Building Code of Australia,
- demolition of the building would be unreasonable in this circumstance.
The other elements of this section of the DCP are not affected by either of the proposed modifications, and do not result in any fundamental changes to the original assessment or conditions of consent. This relates to such issues as: site attributes, cut and fill, streetscape, front setback, bulk and scale, permeability, private open space, parking, access, infrastructure, letterboxes, clothing drying areas, bin enclosures, vehicle safety.

4.1 Car Parking and Vehicular Access

The objectives of this section are to ensure that sufficient parking is provided on site in a convenient and functional way that balances vehicular and pedestrian needs and is maintained in a suitable condition over the life of the development.

None of the controls in this section of the DCP are affected by either of the proposed modifications, and do not result in any fundamental changes to the original assessment or conditions of consent. This relates to such issues as, the amount of parking, manoeuvrability and standard of construction.

5.2 Subdivision in the General Residential zone (R1)

The objective of Section 5.2 is to ensure that land is developed in a way that is consistent with existing character and that minimises environmental impact while ensuring efficient distribution of public amenities and services.

None of the controls in this section of the DCP are affected by either of the proposed modifications, and do not result in any fundamental changes to the original assessment.

However, some conditions will need to be changed, deleted or added to, to reflect the change from strata subdivision to community title subdivision. This will relate to such things as:

- referencing the approved plans,
- requirement for a management statement (which sets out all the by-laws necessary for the efficient running of the scheme),
- by-laws (relating to the control, management, use and maintenance of the common access way).

79(C)(1)(a)(iii) - planning agreement or draft planning agreement

The developer has not entered into any planning agreement under section 93F of the Act, nor has the developer offered to enter into any draft planning agreement under section 93F.

79(C)(1)(a)(iv) - matters prescribed by the Regulations

None of the matters prescribed by the Regulations under Clauses 92, 93, 94, 94A or 288, are applicable to this modification.
ORDINARY MEETING AGENDA  
27 September 2017  
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

79C(1)(a)(v) - any coastal zone management plan

Not applicable.

79C(1)(b) - The likely impacts of that development

Context & Setting

The original assessment of the issue, with specific reference to the suitability of the development, its context and setting, and the scale, bulk, height, form, density and design, is still relevant to the proposed modification. The change to the location of the dwelling, does make the dwelling more dominant on the boundary, but does not dramatically change the impact in terms of privacy and overshadowing.

Also, relevant to this issue, is that of fencing and retaining walls. As indicated previously, the retaining wall has been constructed on the wrong property, and the neighbour has objected to the material (timber). The approved plans indicated that the retaining wall was in fact to be constructed 900 mm inside the boundary, of concrete block and had been certified by a structural engineer.

Clearly the wall conflicts with the approved construction plans, and cannot be constructed as per these plans, due to the relocation of the dwelling. As no alternate plan has been submitted to Council for consideration, it is necessary for a further condition to be imposed, relating to this retaining wall (in terms of its location, fabric and structural integrity).


There is no change to the assessment of these issues, as a result of the either of the proposed modifications.

79C(1)(c) - The suitability of the site for the development

Does the proposal fit in the locality?

There is no change to the assessment of this issue as a result of the modification.

Are the site attributes conducive to development?

There is no change to the assessment of this issue as a result of the modification.
ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

79C(1)(d) - Any submissions made
Nil received.

79C(1)(e) - The public interest
Staff are not aware of any policy statements from either Federal or State Government that are relevant to this modification, nor any planning studies or strategies. There is no management plan or planning guideline that is applicable to a development of this nature. There are no covenants, easement or agreements that affect the proposal.

Conclusion
The proposed modifications are minor in nature and impact, and whilst contrary to Council’s DCP (in terms of side setback), it is considered that there are sufficient grounds in this instance to support the proposal.

STATUTORY PROVISIONS
The modification has been assessed in accordance with the matters for consideration under section 79C of the Environmental Planning & Assessment Act 1979, all relevant environmental planning instruments and policies.

CONSULTATION
Neighbour consultation, as detailed in report.

POLICY IMPLICATIONS
There are no policy implications arising from the approval of this development application.

FINANCIAL IMPLICATIONS
There are no budget implications for Council from this report or this development. The development will be at the applicant’s expense.

RECOMMENDATION
Recommendation A
That Council determine the following modification application, by way of approval, subject to the conditions identified below:

- Application No.: 2015/DA-00166 REV01,
- Property: Lot 11 DP 1094011, 15 Giugni Place, Young
- Modification: To change the form of subdivision from a strata subdivision to a community title subdivision.

2. Modify Condition 1 of the consent, by deleting reference to the following plans:

<table>
<thead>
<tr>
<th>Subdivision Drawing prepared by Samaro Homes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheet: 10 of 11</td>
</tr>
</tbody>
</table>

and inserting in its place, a reference to the following plans:

<table>
<thead>
<tr>
<th>Subdivision Drawing prepared by William John Chapman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheet: 1 of 3</td>
</tr>
<tr>
<td>Sheet: 2 of 3</td>
</tr>
<tr>
<td>Sheet: 3 of 3</td>
</tr>
</tbody>
</table>

3. Delete the following heading and conditions:

**By-laws**

73. The visitor car parking space located in the common lot shall be designated as visitor parking in the strata plan by-laws.

74. A restriction, preventing the parking of vehicles within the driveway area (other than in the designated dwelling, or visitor parking spaces), shall be included in the by-laws.

and inserting in their place, the following heading and condition:

**Management Statement**

73. A management statement shall be prepared for the community title subdivision, which shall address the following as a minimum:

(a) Mandatory matters - The issue of private access ways shall specifically address the control, management, use and maintenance of the access ways.

(b) Public Authority By-Laws - Council will require the inclusion of a by-law under this part, regarding:

(i) visitor car parking spaces located in the common lot to be designated as visitor parking;

(ii) A restriction, preventing the parking of vehicles within the driveway area (other than in the designated dwelling, or visitor parking spaces).
Recommendation B

That Council determine the following modification application, by way of approval, subject to the conditions identified below:

- Application No.: 2015/DA-00166 REV02
- Property: Lot 11 DP 1094011, 15 Giugni Place, Young
- Modification: To change the location of Dwelling 1 (western dwelling), by moving it 540 mm closer to the western boundary.


2. Modify Condition 1 of the consent, by inserting in the table, under Sheet 7 of 11, a reference to the following plan:

<table>
<thead>
<tr>
<th>Identification plan prepared by WJ Chapman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref: 18575</td>
</tr>
</tbody>
</table>

3. Modify Condition 1 of the consent, by inserting in the table, in respect of Sheet 10 of 11, the following words “as amended by plan 18575”.

4. Modify Condition 1 of the consent, by inserting in the table, in respect of Sheet 11 of 11, the following words “as amended by plan 18575”.

5. Insert the following condition, after Condition 1:

1A. In the event of any inconsistency between the documentation referred to in Condition 1, the most recent document shall prevail to the extent of the inconsistency.

6. Insert the following condition, after Condition 9:

9A. The retaining wall to the west of Dwelling 1, shall be located wholly within the boundaries of the subject lot, shall be masonry in construction, and shall be designed and certified by a suitably qualified, practising and insured Structural Engineer.
The purpose of this report is to consider the renaming of an existing public road.

In 1988, the residential subdivision of land off Fontenoy Street, Young, occurred, which included the construction of a public road (see Figure 1).

Figure 1 – Excerpts from registered subdivision plan (DP 778084)
As evidenced from the registered plan of subdivision the street was identified as “Anderson Avenue”. Council’s property and rating system, identifies all properties addressed to this street as Anderson Avenue, as does Property NSW, and none of the residents have their postal address recorded with Council, as Jim Anderson Avenue. Furthermore, the Geographical Names Board (GNB) also recognises the street name as Anderson Avenue, as do most internet mapping search engines.

Until recently (and for an unverified period of time), the street signs erected have indicated that the name of the street is in fact “Jim Anderson Avenue”. Over the years, this has caused some level of confusion for Council, residents, real estate agents, and solicitors and conveyancers.

When the street signs were recently replaced, as part of Council’s on-going program of upgrading street signs, the decision was made to replace the signs with the registered name “Anderson Avenue”, which was widely in use, and had been for some time.

Subsequent to this, Council received representation from the Family of the late Jim Anderson, expressing dismay in the change to the street signs, resulting in the removal of the name “Jim”. The family was contacted, and the circumstances behind the change in name was explained to them, and whilst they understood the reason, clearly their preference is for the name “Jim Anderson Avenue” to be re-instated.

Based on the following information supplied by the family, a strong case has been mounted for Council to consider formally renaming “Anderson Avenue” to “Jim Anderson Avenue”:

- Jim Anderson was a well-known and respected pianist and Dance Band Leader,
- he lived in Young for 60 years and for 50 of those he tirelessly gave the gift of music to the people of Young and district, entertaining at Old Time Dances, debutante balls and charity functions,
- he often donated his time and talent for no cost, including providing the music for the annual RSL ANZAC day dinner, for each and every one of those 50 years, until his death at 74 years of age,
- we feel it is important for the street to remain named “Jim Anderson Avenue”, as it distinguishes our father from another notable, but unrelated resident of Young, the late Charles Anderson, after whom Anderson Park was named,
- the GNB Guidelines stated that “a given name should only be included with a family name, where it is essential to identify an individual or where it is necessary to avoid ambiguity”.1

1 See further discussion of this issue below.

In accordance with the requirements of the Roads Act, 1993 and the accompanying Regulations, Council is responsible for naming public roads.
In terms of the naming of roads and other facilities, the NSW Addressing Manual, issued by the Geographical Names Board of NSW, identifies the principles of road naming, as outlined in Australian Standard AS4819:2011 Rural and Urban Addressing. An assessment of the name, against this criterion is as follows:

<table>
<thead>
<tr>
<th>Principles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ensuring public safety and service delivery</strong></td>
</tr>
<tr>
<td>Road names shall not risk public and operational safety for emergency responses and other public services</td>
</tr>
<tr>
<td><strong>Language</strong></td>
</tr>
<tr>
<td>Road names shall be written in standard Australian English</td>
</tr>
<tr>
<td>Road names should be easy pronounce, spell and write</td>
</tr>
<tr>
<td>Punctuation and apostrophe marks shall not be used</td>
</tr>
<tr>
<td>Road names shall not include a preposition or definite article</td>
</tr>
<tr>
<td>Road names shall not be abbreviated or include abbreviations</td>
</tr>
<tr>
<td>Where numbers are used in road names, they shall be written in full</td>
</tr>
<tr>
<td>Initials shall not be used</td>
</tr>
<tr>
<td><strong>Uniqueness, duplication</strong></td>
</tr>
<tr>
<td>Name duplication shall be avoided within, the same locality, an adjoining locality and a local government area</td>
</tr>
<tr>
<td><strong>Acceptable road names</strong></td>
</tr>
<tr>
<td>Names of early settlers, war servicemen and women and other persons who have contributed to the heritage of an area</td>
</tr>
<tr>
<td>Local history themes, flora, fauna</td>
</tr>
<tr>
<td>Aboriginal names</td>
</tr>
<tr>
<td>Shall not be offensive, racist, derogatory or demeaning</td>
</tr>
<tr>
<td>Commercial and business names shall not be used</td>
</tr>
<tr>
<td>Road types shall not be used in the formation of a road name</td>
</tr>
<tr>
<td>The use of given or first names in conjunction with a surname is not acceptable</td>
</tr>
<tr>
<td>The names of people who are still alive shall not be used</td>
</tr>
</tbody>
</table>

As can be seen, the name is largely consistent with the road naming criterion above. The exception is that which relates to the use of a first name. In 2015, the GNB issued revised Guidelines and a Manual, which modified their position on the use of first names (2003 guidelines referred to by the Anderson Family). This removed the reference to use of a first name being acceptable, where it is essential to identify an individual or where it is necessary to avoid ambiguity.
Despite the removal of this exception, it is considered that this is still a valid argument to be used in this situation, particularly when there is another geographical feature (Anderson Park) with the same name, but a different person and unrelated family.

### STATUTORY PROVISIONS

- Roads Act, 1993
- Roads Regulation, 2008

### CONSULTATION

Consultation will be undertaken in accordance with Part 2, Division 2, Clause 7 of the Roads Regulation, 2008.

This requires public notification in a local newspaper, as well as consultation with the following organisations:

- Geographical Names Board,
- Australia Post
- Surveyor-General,
- Registrar-General,
- Ambulance Service of NSW,
- NSW Fire Brigade,
- NSW Rural Fire Service,
- NSW Police Force,
- NSW State Emergency,
- NSW Volunteer Rescue Association Incorporated.

Although not legislatively required, Council will also write to each owner in Anderson Avenue, advising them of the proposed name change.

### POLICY IMPLICATIONS

Nil. Council has no applicable policy that pertains to the naming of roads.

### FINANCIAL IMPLICATIONS

The approximate costs to Council associated with this road naming is:

- $225.00 – notice in local newspaper calling for submissions on the proposed name, and
- $225.00 – notice in local newspaper regarding Council’s decision to proceed with the naming of the road,
- $300.00 – two (2) replacement street name blades.
RECOMMENDATION

It is recommended that Council;

1. agree to the proposal to rename “Anderson Avenue”, to “Jim Anderson Avenue”, and proceed to advertise the proposal; and

2. Provided no submissions are received in response to the advertising of the proposal, Council proceed to rename “Anderson Avenue”, to “Jim Anderson Avenue”.
17/172 – DRAFT SUBMISSION – PROPOSAL FOR MINIMUM STANDARDS IN THE SCRAP METAL INDUSTRY

Reference: File No. Y F23.00
Responsible Officer: Director Sustainable Growth

PURPOSE

The purpose of this report is to inform Council of the EPA’s Consultation Paper - Proposal for minimum environmental standards in the scrap metal industry, and Council’s draft submission in response.

REPORT

The NSW Environment Protection Authority (EPA) is seeking feedback on a proposal for minimum environmental standards for scrap metal facilities, which would be legislated and be applicable across the industry. The proposal is to apply the standard to ‘any site that stores, stockpiles, collects, dismantles, or processes scrap metal from end-of-life vehicles, white goods and other sources’. This would include Council’s waste facilities and Depots.

The consultation paper, outlines the proposed standards and asks if these standards are ‘appropriate’ or not. Although staff understand the reason for the proposed regulatory framework, the impacts on Council, small business, the community and the environment would be significant.

Due to the timeframe of Council elections and the closing date for submissions, Council staff have lodged the attached draft submission to the NSW EPA in anticipation of Council’s approval. Staff have advised the NSW EPA that Council will submit any amendments to the draft if required.

Council’s draft submission outlines why staff believe that the minimum standards #1, 2, 3, 5 and 8 are not appropriate for Council sites. The submission also recommends that a clear definition of the scrap metal industry is included in any proposed standards, which does not include council waste and recycling facilities, and that standards applied to facilities are based on the risk associated with the operations and processes undertaken on site.

CONSULTATION

Council have consulted with LGNSW and other Council’s in the development of the attached draft submission.
FINANCIAL IMPLICATIONS

The proposed standards will impact both Council and the community through cost of compliance (which would be prohibitive), loss of small business, and increased illegal dumping.

ATTACHMENTS

Attachment 1 - Draft Hilltops Council Submission ‘Proposal for minimum environmental standards in the scrap metal industry’

Attachment 2 - Proposal for minimum environmental standards in the scrap metal industry Consultation Paper

RECOMMENDATION

It is recommended that Council; resolve to endorse the Draft Hilltops Council Submission ‘Proposal for minimum environmental standards in the scrap metal industry’.
Dear Waste Strategy Team,

Draft Hilltops Council Submission
‘Proposal for minimum environmental standards in the scrap metal industry’

Hilltops Council would like to thank-you for this opportunity to provide feedback on the draft proposal.

Please note that in order to meet the consultation timeframe and due to the recent Council elections, this submission is provided in draft form in anticipation of Council’s approval. Council will advise the NSW EPA of any amendments to the submission at that time.

While Council appreciates the need for improved controls in the scrap metal industry, Council believes that this proposal will impact negatively on the small scrap metal yards in our LGA, on Council waste and recycling facilities, the environment and the community.

The scrap metal industry is already facing uncertainty with changing economic markets. In recent years scrap yards in rural areas have closed their gates for periods of time, with Council facilities sometimes becoming the only option for metal recycling. Council has concerns that the infrastructure required will make metal recycling for small scrap yards and Council facilities financially unviable.

The Proposed Standards currently capture any site which stores, stockpiles, collects, dismantles, or processes scrap metal from end-of-life vehicles, white goods or other sources. Council believes that this definition is far too broad, and should not include Council facilities such as landfills, transfer stations, materials recycling facilities, depots and CDS collection points.
The majority of metals accepted and stored on Council sites are metal sheeting and construction materials, fencing materials and whitegoods. There are few end-of-life vehicles. Many of the standards, appear to relate to risks associated with the processing of scrap metal. Although Council understands the need for some of the standards, Council does not process materials on site and have existing environmental and safety controls in place which address many of the standards.

For this reason, Council does not feel that the following Standards are appropriate for a Council Waste and Resource Recovery Facility;

1. **Storage and dismantling of end-of-life vehicles, white goods and other scrap metal**

   *All end-of-life vehicles, white goods, and other scrap metal must be stored and dismantled/processed on hardstands under-covered areas with appropriate drainage infrastructure.*

   At the moment Council accepts scrap metal for free at Council waste facilities across the LGA. Council currently stockpiles scrap metal, sometimes for up to twelve (12) months until there is a sufficient load for a metal recycler to collect. The stockpile is usually loaded by excavator into trucks for transport. Financially the cost implications of meeting the requirements of the proposal - for the construction of covered hardstand areas and associated drainage - would make metal recycling unviable on Council sites.

   To provide a hardstand area at each facility, large enough to support a 12 month stockpile, and covered while allowing for plant movements for loading of trucks, would be unreasonable.

2. **Clean and dirty water systems**

   *Clean and dirty water systems and areas must be separated (including bunding to separate them), and all dirty water is to be contained and treated on site.*

   Our facilities have environmental controls in place, including spill kits, drainage and leachate controls at our larger facilities.

   Council does not dismantle or remove liquid from scrap vehicles, and Council uses appropriately qualified scrap metal companies to collect scrap metals who manage spillage of fluids in the process of bulk loading sealed trucks.

3. **Liquid and chemical controls**

   *Liquids, spills and chemicals must be handled, stored and disposed of appropriately.*

   Council already manages liquids, spills and chemicals, and has spill kits available for use.

   Council does not remove liquids from end-of-life vehicles.

4. **End-of-life vehicles, white goods, and other scrap metal to be free of other waste**
End-of-life vehicles, white goods, and other scrap metal sent to a hammermill and/or shredder or for other processing either on site or off site must be free of other waste (including waste tyres).

Although Council agrees with the intent of this Standard, Council does not have the staff to undertake any processing on site. Council does not remove capacitors in fluorescent lights or the tyres from vehicles (which would be part of the 'original' vehicle). The removal of ozone depleting gases from refrigerators and conditioners before processing is already legislated.

8. **Construction of Bunds**

It is unlikely that the construction of bunds would be appropriate at every facility depending on their processes and the materials accepted and stored. Council only stores metals and already has environmental protections in place. Bunding is expensive and would impact of the viability of accepting metals for recycling.

**Summary**

The Standards as proposed, would be cost prohibitive for Council and the community to comply. Council would have to consider whether to not accept metals for recycling at their sites, or to introduce charges to the community to offset the investment in infrastructure. This would result in increased illegal dumping, significant costs to the community and worse environmental outcomes.

Council’s already have environmental controls in place on their sites, and do not undertake any processing that would increase the risk to the environment.

**Recommendation**

Council recommends that a clear definition of the scrap metal industry is included in any proposed standards, which does not include council waste and recycling facilities, and that standards applied are based on the risk associated with the operations and processes undertaken on site.

Yours Faithfully,

Anthony McMahon
GENERAL MANAGER
Proposal for minimum environmental standards in the scrap metal industry

Consultation paper
Proposal

The Environment Protection Authority (EPA) is seeking feedback on proposed minimum environmental standards for scrap metal facilities, which would be legislated and be applicable across the industry. This consultation paper outlines this proposal.

In New South Wales, the scrap metal industry is diverse, ranging from small car wrecking yards to larger processing facilities. The industry plays an important resource recovery and waste management role in New South Wales.

There are many businesses in the NSW scrap metal industry. Most are regulated by local councils, while only a few require an environment protection licence issued by the EPA. Increasingly, some of these businesses have come to the attention of regulatory agencies, which have observed poor environmental controls at several facilities. Inadequate management practices can lead to soil and groundwater contamination, water, noise and air pollution, and a greatly increased risk of fires. A volatile economic market for scrap metal, including lower prices, may lead to further decreases in environmental standards.

The EPA is concerned about the impact the above practices could have on the health of our environment, communities and businesses (see the Appendix). This consultation paper seeks feedback on a proposed regulatory scheme that would introduce minimum environmental standards across the scrap metal industry.

Under this proposal, scrap metal facilities that do not currently require a licence from the EPA will not be required to obtain one, but would need to comply with the proposed standards.

Scrap metal facilities that are licensed by the EPA will need to comply with these standards in addition to their licence conditions. If licence conditions are different, the stricter standard or condition applies.

Potential environmental and human health impacts

While some operators in the industry have a good record of environmental performance, there are recurring site-management issues common to scrap metal facilities that are not managed responsibly. These environmental concerns are greatest where end-of-life vehicles and/or ‘white goods’ are received, as opposed to sites that receive scrap metal that has already been processed, sorted and drained of any liquids. However, some common issues across the industry have been observed:

- poor management practices for storage and handling of oils, grease, fuel, solvent, batteries and degreasers, particularly at small auto dismantlers. This means the presence of hydrocarbons, metals, heavy metals and polychlorinated biphenyls (PCBs) could result in soil and groundwater contamination, as well as water pollution
- inadequate draining of fuel, oil and other liquids from end-of-life vehicles
- a lack of hardstands, covered areas, and appropriate stormwater infrastructure to prevent fuel, oil and grease and other potentially contaminating materials from coming into contact with soil and waters
- the storage of too many waste tyres (which are a fire risk and are the perfect environment for mosquitoes to breed)

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1 NSW EPA, NSW Police and industry sources
2 White goods: electrical appliances, such as fridges and washing machines.
3 Hardstand: often a concrete (or similar material) covering the ground of a facility or area.
• air pollution and odour issues, including dust, fumes and particulates from burning, as well as hydrocarbon odours from processing activities
• noise and vibration, including high-impact and high-intensity noise and vibration generating activities (with occasional explosions)
• fire risk due to the equipment being used (such as oxy cutters) and the presence of combustibles (such as fuel); this is especially relevant where the yard is poorly laid out, there is too much scrap on the site, or there are inadequate distances between scrap stockpiles
• inadequate capture of liquid pollutants and clean-up procedures for spillages
• the packing of general waste, chemical containers, gas bottles, and waste tyres into end-of-life vehicles and metal waste, such as white goods, which results in increased shredder floc.4

Noise and air pollution may be particularly relevant at larger facilities where hammermills/shredders are being used. While most smaller facilities have been found to be using hand held tools for dismantling end-of-life vehicles, some use other equipment, such as oxy cutters and balers, adding to noise and air pollution, and an increased risk of fire.

Poor practices for the management of liquids, such as fuel, oils and grease (including draining fluid from end-of-life vehicles at small auto dismantlers), and a lack of appropriate covered areas, hardstands, stormwater and drainage controls are generally the major environmental risks on site. This can lead to the contamination of soil and water both on and off site. Chemical and oil storage on site and hot works (the use of equipment, such as oxy cutters) can also increase the risk of fires starting at these facilities. These environmental concerns can, in turn, have possible human health impacts on site workers and residents in neighbouring communities.

The systematic introduction of minimum environmental standards would create a level playing field for lawful business, and ensure that any environmental and human health risks are minimised.

Table 1: Common pollutants at scrap metal sites

<table>
<thead>
<tr>
<th>Pollutant</th>
<th>Possible sources</th>
<th>Potential environmental impacts</th>
<th>Potential human health impacts</th>
</tr>
</thead>
</table>
| Total petroleum hydrocarbons and benzene, toluene, ethylbenzene and xylene (BTEX) | Fuel and oily parts from end-of-life vehicles that may leak or drain into soils or waters during storage or processing | • Soil contamination  
• Groundwater contamination  
• Poisoning of aquatic life  
• Limited oxygen in waterways | • Can affect the brain, central nervous system, immune system, liver, spleen, kidneys, developing foetuses and lungs  
• Benzene and other fuel components are classified as known human carcinogens (i.e. they increase the risk of developing cancer) |
| Particulate matter (PM)                | Cutting and shredding activities                                                 | n/a5                                                                | Can be breathed in and cause lung cancer, respiratory problems and cardiovascular problems |
| Heavy metals                           | Contained in used and unused oils and attached to PM                             | Some heavy metals are toxic to aquatic life                          | • Some metals are carcinogenic  
• Lead can affect brain development in children |

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4 Shredder floc: residual waste generated directly from the shredding of scrap metal.
5 n/a – not applicable – the main direct effects of PM are on human health rather than the environment. Some environmental impacts may be seen due to other chemicals attached to the PM (e.g. metals, PAHs) if the PM settles on the ground or in a waterway
### Proposal for minimum environmental standards in the scrap metal industry: Consultation paper

<table>
<thead>
<tr>
<th>Pollutant</th>
<th>Possible sources</th>
<th>Potential environmental impacts</th>
<th>Potential human health impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polycyclic aromatic hydrocarbons (PAHs)</td>
<td>Contained in used and unused oils and attached to PM</td>
<td>Some PAHs are toxic to aquatic life</td>
<td>Some PAHs are carcinogenic</td>
</tr>
<tr>
<td>Polychlorinated biphenyls (PCBs)</td>
<td>May be contained in oils from older cars and equipment</td>
<td>• Do not readily breakdown in the environment</td>
<td>• Carcinogenic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can accumulate in the fatty tissues of animals</td>
<td>• Can cause skin conditions, irritation of the nose/lungs, gastrointestinal discomfort, changes in the blood and liver, depression and fatigue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• May effect growth and reproduction</td>
<td>• May cause reduced immune system function and behavioural changes, and impair reproduction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Toxic to aquatic life</td>
<td></td>
</tr>
<tr>
<td>Ozone depleting substances</td>
<td>White goods</td>
<td>• Depletion of the ozone layer</td>
<td>Can increase the potential for skin and eye conditions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Increased effect on climate change</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Increased UV radiation</td>
<td></td>
</tr>
<tr>
<td>Ethylene glycol</td>
<td>Engine coolants</td>
<td>It is toxic to aquatic life</td>
<td>Can damage the kidney, nervous system and heart if large amounts are consumed</td>
</tr>
</tbody>
</table>

### Existing legal controls

The EPA is the appropriate regulatory authority (ARA) for the activities specified in Schedule 1 of the **Protection of the Environment Operations Act 1997** (POEO Act). These are known as ‘scheduled activities’. In most cases, local councils are the regulatory authorities for non-scheduled activities. The EPA currently licences scrap metal facilities that receive over 30,000 tonnes per annum of scrap metal for processing.

New South Wales environment protection legislation\(^6\) applies to the scrap metal industry. Therefore, facilities in the industry need to comply with a range of regulatory controls, or they could be considered in breach of the law. For example, there are general offences for pollution of land, water and air. Operators or persons undertaking activities at scrap metal facilities can be held in breach of these offences in certain circumstances.

The EPA can use several tools to achieve environmental compliance including:

- formal warnings
- official cautions
- penalty notices
- licence conditions
- clean-up and prevention notices and directions
- mandatory audits
- enforceable undertakings
- legally binding pollution reduction programs, and
- prosecutions.

Local councils also have regulatory tools under environment protection and planning legislation.

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Appropriate on-site environmental management techniques set by legislated minimum standards can help avoid any potential harm to the environment and human health from the operation of scrap metal facilities.

There is a national and international move to focus on the prevention of environmental issues within the scrap metal industry. In the European Union, this has led to an End of Life Vehicle Directive. This includes measures to ‘de-pollute’ vehicles prior to any processing and dismantling, which are now incorporated into legislation in the United Kingdom.

**Why is a policy change proposed?**

There is growing evidence of risks to the environment and human health due to the current practices of some businesses in the scrap metal industry. We can make the existing regulatory framework stronger by providing more tools to effectively regulate this industry and reduce any environmental and human health risks. Therefore, the EPA is proposing to introduce minimum environmental standards for scrap metal facilities into environment protection legislation.

Minimum standards can reduce the need to react to breaches of regulations (e.g. by issuing fines, and clean-up notices), by placing more emphasis on preventing environmental harm in the first place. This approach should not cause an increase in regulatory duties for local councils.

Improved environmental management practices at scrap metal facilities will help create a level playing field within the industry. It will also help by removing any unfair advantage caused by illegal activities and poor environmental practices. Business owners will be given a clear direction and guidance on the expected minimum standards.

The EPA will provide support during the introduction of any policy change. A reasonable ‘grace’ period will be given to industry so it can make any regulatory changes.

The EPA is seeking comment on the following:

1. Are the standards proposed below appropriate? If not, why not?
2. What would be considered a reasonable implementation period for industry to adopt the proposed minimum environmental standards?

**Minimum environmental standards**

This proposal applies to any site that stores, stockpiles, collects, dismantles, or processes scrap metal from end-of-life vehicles, white goods or other sources.

The standards would be included in the NSW environment protection legislation, with local councils remaining as the ARA for unlicensed facilities.

The proposed minimum standards are outlined below.

1. **Storage and dismantling of end-of-life vehicles, white goods and other scrap metal**

   All end-of-life vehicles, white goods, and other scrap metal must be stored and dismantled/processed on hardstands under-covered areas with appropriate drainage infrastructure.

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7 European Union, Directive 2000/53/EC.

Ensure that end-of-life vehicles and white goods are not stored on porous surfaces\(^9\) or near drains, as this could enable harmful liquids to reach soil and waters.

Ensure work areas drain inward to a collection system and not to stormwater and other areas of the site.

Ensure scrap metal is always placed on hardstands made of a resistant and waterproof material, such as concrete, during storage and processing. This will help retain any liquids and avoid spillages.

Ensure storage of scrap metal on site is orderly and in manageably sized stockpiles with adequate distances between stockpiles so that stockpiles are always accessible.

**Are these proposed standards appropriate?**

2. **Clean and dirty water systems**

   **Clean and dirty water systems and areas must be separated (including bunding to separate them), and all dirty water is to be contained and treated on site.**

   Appropriate drainage must be in place on site to collect surface water run-off, with separation of clean and dirty areas of the site with bunding.

   Run-off from dirty areas (wastewater) can only be discharged to a sewer if a facility has a permit from the appropriate water authority (trade waste agreement). Otherwise, it must be collected and disposed of at a lawful facility.

   Stormwater entry points must be clearly marked so they can be easily identified.

   Businesses need to be aware of licence thresholds for liquid waste storage, including storage of hazardous waste to ensure they are compliant with environment protection legislation.

   **Are these proposed standards appropriate?**

3. **Liquid and chemical controls**

   **Liquids, spills and chemicals must be handled, stored and disposed of appropriately.**

   Fuel and other liquids must be drained prior to any processing or storage of end-of-life vehicles. Liquids that are removed must be stored on covered and suitably bunded hardstand areas.

   Handling practices for fluids and chemicals must be sufficient to contain and safely store and dispose of all liquids. This must include an easily accessible spill kit always being available at the facility.

   Facilities must have a documented procedure kept on site outlining how spills will be prevented and what to do in the event of a spill. This procedure must be reviewed annually.

   All liquid waste collected must be sent to a facility that is lawfully able to receive liquid waste\(^{10}\), and records of disposal must be kept.

   **Are these proposed standards appropriate?**

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\(^9\) Surfaces that allow liquid to seep through.

\(^{10}\) Liquid waste is all waste not capable of being picked up by a spade or shovel. The full definition of liquid waste is provided in Schedule 1 of the *Protection of the Environment Operations Act 1997*. 
4. Battery handling and storage areas

Battery handling and storage areas are to be bunded, covered and on a hardstand.

To prevent contamination of soil and waters, battery storage areas must be on a hardstand in a bunded, and covered area. Stored quantities should not exceed amounts authorised by the appropriate planning consent and/or environment protection licence, if applicable.

Batteries must be disposed of at a lawful facility – that is, a facility that has the appropriate development and environmental approvals to receive hazardous waste.

Are these proposed standards appropriate?

5. End-of-life vehicles, white goods, and other scrap metal to be free of other waste

End-of-life vehicles, white goods, and other scrap metal sent to a hammermill and/or shredder or for other processing either on site or off site must be free of other waste (including waste tyres).

To prevent unnecessary contamination and an increase in shredder floc, end-of-life vehicles, white goods, and other scrap metal sent to a hammermill and/or shredder or for other processing either on site or off site must be free of other waste, that is, those wastes that are not part of the original vehicle or appliance.

Ozone depleting substances in refrigerators and conditioners should be recovered and disposed of in accordance with Australia’s international commitment to the Montreal Protocol on Substances that Deplete the Ozone Layer.\(^\text{11}\)

Capacitors in fluorescent lights, which may contain PCBs, must be placed in a polyethylene bag which should then be put in a sealable metal container. Once contained, the capacitor must be transported by an appropriately licensed transporter for disposal at a facility lawfully able to receive this waste.\(^\text{12}\)

Are these proposed standards appropriate?

6. No burning of waste

Mattresses or any other waste that contains metals must not be burnt to make metal more readily accessible. All other types of waste must not be burnt.

7. Noise vibration and controls

Transporting, tipping, handling, processing and storing scrap metal at facilities must be carried out in a controlled and competent manner so noise and vibrations are minimised.

Plant and equipment installed at the premises must be maintained and operated in a proper and efficient condition so that noise and vibrations are minimised.

Facilities must have a documented procedure outlining how noise and vibrations will be avoided or minimised. This procedure must be updated when facility operations change, such as when new plant and equipment is introduced. This procedure must be reviewed annually.

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\(^{11}\) Information on take-back programs for refrigerants is available in the Refrigerant Reclaim Australia (RRA) website at www.refrigerantreclaim.com.au

\(^{12}\) Information on how to identify PCB-containing capacitors is available in the document Identification of PCB-containing Capacitors – an information booklet for electricians and electrical contractors, ANZECC 1997.
Facilities that process scrap metal must have a documented system of inspecting, and removing or rendering inert, gas cylinders, petrol tanks and other such potentially explosive items to minimise the likelihood of explosions in the facility. Also, they must record the date and time of any explosions and document the measures taken to reduce the likelihood of future explosions.

**Are these proposed standards appropriate?**

8. **Construction of bunds**

Before any work starts on the construction of bunds, facilities must consider whether the local authority needs to be consulted regarding necessary planning approvals.

Bunds must:

- have the following characteristics:
  - walls and floors constructed of impervious materials
  - sufficient capacity to contain 110% of the volume of the tank (or 110% volume of the largest tank where a group of tanks are installed)
  - floors graded to a collection sump
  - **no** drain valve incorporated in the bund structure, or

- be constructed and operated in a way that achieves the same environmental outcome.

**Are these proposed standards appropriate?**

**Non-compliance with minimum environmental standards**

Non-compliance with these standards may result in regulatory action, such as penalty notices (fines) and prosecutions.
Appendix: Environmental and human health impacts from primary contaminants found at scrap metal sites

Scrap metal facilities recycle a wide range of scrap metal products that can contain many potential contaminants that may be released into the environment. Released contaminants can end up in waterways, groundwater or air, and may have negative impacts on the environment and human health. The types of contaminants will vary depending on the activities conducted at a facility, as well as the type/origin of metal and the year of production.

The following sections highlight some of the main contaminants that might be found at these facilities and a summary of their possible impacts on the environment and human health.

What contaminants might come from a scrap metal facility?

Contaminants that might pollute waterways and groundwater

The list of contaminants from a scrap metal facility that might pollute waterways and groundwater will vary depending on the facility, but in general, the greatest concerns are from facilities that receive and process end-of-life vehicles. This is because of the wide range of contaminants that end-of-life vehicles contain.

The main concern is the possible contamination from oil (for example, petrol, diesel, and transmission fluid) that may be left on the ground at these facilities. These oils contain mainly petroleum compounds, including benzene, toluene, ethylbenzene and xylene (BTEX), but also other additives (5-20%) (Ramadass et al. 2015).

Other fluids used in car engines also have the potential to contaminate waterways and groundwater. For example, engine coolants that can contain a range of chemicals, including ethylene glycol, may be released into the environment if fluids from end-of-life vehicles are not handled correctly.

Some of the other chemicals that are commonly found in motor oils include polycyclic aromatic hydrocarbons (PAHs)\textsuperscript{13} and metals, including, zinc, barium and lead (Ramadass et al. 2015). Used motor oils have a higher concentration of PAHs compared to unused oils as PAHs are formed through combustion processes.

The concentrations of metals in used oil also increases due to wear of the engine parts. Used motor oil is known to contain high concentrations of the metals zinc, barium and lead and lower concentrations of iron, copper, aluminium, chromium, manganese, nickel, tin, boron and molybdenum (ATSDR 1997).

Depending on the age of the end-of-life vehicle or other products being processed at a facility, the oils removed may also contain PCBs. Polychlorinated biphenyls were historically used in a range of equipment including transformers, generators and capacitors. They were phased out from the 1980s onwards because they are toxic and persistent in the environment, but may still be found in some older equipment and vehicles.

The dismantling of end-of-life vehicles can also result in acids being left on the ground. This is mainly from lead acid batteries, but can also be from various solvents and degreasers. These acids can change the chemistry of soil by lowering the pH (making it more acidic). This can affect the mobility of other chemicals and increase the likelihood that they might contaminate waterways or groundwater.

\textsuperscript{13} Polycyclic aromatic hydrocarbons are a large group of organic chemicals containing carbon and hydrogen (hydrocarbons) that are mainly formed through incomplete combustion. Therefore, they can be found in combustion engines.
If these contaminants are left on the ground at scrap metal facilities, they can be transported into waterways or leach into groundwater if suitable controls are not in place. There are several ways this can happen. For example, during and following a rainfall event contamination on the ground at a scrap metal facility can:

1. move with the rainwater that runs off the site directly into a nearby waterway
2. move with the water into street gutters and then into storm water drains which release the water into creeks, rivers and the ocean
3. leach through the soil and into the groundwater below.

The contamination of waterways is mainly a concern for the environment, but human health can also be affected if the water is used for recreational or domestic purposes. Groundwater contamination mainly affects human health if there are groundwater bores near the contamination. Groundwater contamination can also enter waterways, as groundwater and surface water are often connected.

Contaminants that might pollute air

Depending on the activities conducted at a scrap metal facility, the potential for air contaminants to be released from the site will vary. A list of potential sources of air contaminants from scrap metal facilities include:

- shredders
- shearsers
- crushers
- conveyors
- balers
- cutters (especially torch, such as gas and plasma arc)
- plant exhaust emissions (for example, diesel operating plant listed above).

These different activities may release different contaminants into the air. In addition to these activities, contaminated soil from unsealed areas can be blown off a site. The main concern is the small particles that can be released and are suspended in the air (also called particulate matter (PM)), which can travel long distances depending on their size and the wind speed and direction.

Particulate matter can be a concern on its own, but the different chemicals that make up the particles or are attached to the particles can also have an impact. These chemicals are most likely to be metals that are often used in alloys and surface coatings. In a recent study, air samples collected from outside of five scrap metal facilities found concentrations of iron, manganese, copper, chromium, nickel, lead, cobalt cadmium and mercury that were above normal (background) concentrations (Raun et al. 2013). The particles from scrap metal facilities may also contain high concentrations of other chemicals that are present at the site (e.g. PAHs).

Air contamination is primarily a concern for human health as the contaminants can be breathed in.

What are the environmental and human health impacts of these contaminants?

Oils and petroleum hydrocarbons

If motor oil reaches a waterway, some of the soluble components may dissolve in the water but, generally, the oil will float on the surface of the water. This is because oil does not mix with water and is less dense than water. This can affect the look of the waterway but also have a negative effect on the environment. The oil can have a smothering effect on aquatic plants and animals and it can coat the gills of fish and affect the ability of the fish to take in oxygen from the water (ANZECC & ARMCANZ 2000; Bhattacharyya et al. 2003). At high
enough concentrations, oil on the surface of water may also affect aquatic birds by coating vital body parts.

Oil that is present in a waterway can also affect aquatic organisms by limiting oxygen that they need for survival. Oil on the water surface can block the transfer of oxygen from air into the water. Furthermore, in the environment, oil can be degraded or broken down by bacteria, a process which uses oxygen. This can limit the availability of oxygen for aquatic organisms (ANZECC & ARMCANZ 2000).

Human exposure to petroleum hydrocarbons can have a range of effects depending on the length of exposure, the types of chemical compounds and the concentrations. In general, petroleum hydrocarbons can negatively affect the central nervous system, immune system, liver, spleen, kidney, developing foetuses and lungs (ATSDR 1999).

Particulate matter

Particulate matter can travel long distances in the air and can remain in the air for days or weeks where it can be breathed in by people (WHO 2013). Particulate matter is commonly described in terms of its size; for example, PM$_{10}$ refers to PM with a size less than 10 micrometres and PM$_{2.5}$ refers to PM with a size less the 2.5 micrometres. The smaller particles are normally the biggest concern for human health because they can be inhaled or breathed into the lungs. The health effects of inhaled PM are well documented and include:

- respiratory and cardiovascular problems, such as aggravation of asthma, respiratory symptoms and an increase in hospital admissions
- mortality (death) from cardiovascular and respiratory diseases and from lung cancer (WHO 2013).

People with pre-existing lung or heart disease are particularly at risk, as well as elderly people and children. For example, childhood exposure to PM can affect lung development, lung growth rate and lung function (WHO 2013).

Metals

Metals released from scrap metal facilities may affect both the environment and human health. When metals enter waterways they can attach to the sediment and settle to the bottom, dissolve into the water or attach to sediment that floats in the water. Due to this, there are many ways that aquatic organisms might be exposed to metals that enter waterways. The metals can move into the organism through the skin or through the gills of fish, or when they swallow sediment or eat smaller organisms that have already ingested the metals. Aquatic plants can also take the metals in through the roots or through the leaves.

The possible effects of metals on aquatic animals and plants varies with different metals but, generally, at high concentrations, they may cause animals and plants to die, and at lower concentrations, they may affect normal growth and reproduction (ANZECC & ARMCANZ 2000). Metals can also accumulate and increase in concentration within aquatic organisms through a process known as bioaccumulation. This can affect that organism directly or the animals or humans that might eat these organisms.

There are a range of possible human health risks associated with metals. For example, long-term exposure of children to lead can affect brain development resulting in reduced intelligence and behavioural changes. Several of the metals are also considered to be carcinogens, meaning that they increase the risk of developing cancer. These include, nickel, cadmium, chromium and cobalt (Raun et al. 2013).

Polycyclic aromatic hydrocarbons

There are possible risks to the environment and human health from PAHs. Polycyclic aromatic hydrocarbons have low water solubility and, therefore, when they enter a waterway, they are usually found attached to the sediment rather than dissolved in the water. Due to this, aquatic animals that live in the sediment are likely to be the most exposed
to PAHs released into a waterway. These chemicals are also moderately persistent and, therefore, may remain in the environment for an extended time.

Polycyclic aromatic hydrocarbons can be directly toxic to aquatic organisms, causing death as well as affecting growth and reproduction at lower concentrations (ANZECC & ARMCANZ 2000). Some studies have also shown that mixtures of PAHs can cause tumours in fish (Hawkins et al. 1990).

The main human health risk associated with PAHs is that some of them are classified as known, possible or probable carcinogens by the International Agency for Research on Cancer (IARC) and/or the United States Environmental Protection Agency (US EPA). This means that exposure to these PAH chemicals can increase the risk of developing cancer.

**Benzene, toluene, ethylbenzene and xylene**

Benzene, toluene, ethylbenzene and xylene are found in a wide range of petroleum products. They can evaporate quickly but they can also dissolve in water. Benzene, toluene, ethylbenzene and xylene have been shown to negatively affect aquatic organisms if present at high enough concentrations, but the main risk from these chemicals is to human health. All BTEX chemicals are readily absorbed by humans and long-term exposure can have a range of effects, for example, on the brain, immune system and nervous system. Benzene is also classed as a known human carcinogen by the IARC and the US EPA.

**Polychlorinated biphenyls**

As outlined above, PCBs were historically used in a wide range of equipment. Polychlorinated biphenyls do not break down easily and, therefore, they are very persistent in the environment. They can accumulate in animals and fish and negatively affect their health. Larger animals, fish or people can also eat the smaller animals and fish that have accumulated these chemicals.

Human exposure to PCBs can cause skin conditions, irritation of the nose and lungs, gastrointestinal discomfort, changes in the blood and liver, depression and fatigue (ASTDR 2000). Based on animal studies, PCBs have also been shown to reduce immune system function, cause behavioural changes and impair reproduction (ATSDR 2000). In addition, both the IARC and the US EPA have classified PCBs as probable carcinogens.

**Ethylene glycol**

Ethylene glycol is often found as a component of engine coolants. It mixes easily with water and, therefore, can enter surface water or groundwater with runoff or leachate. In the environment, it is likely to degrade rapidly. However, some field studies of areas near airports that use ethylene glycol have reported toxic signs consistent with ethylene glycol poisoning, fish kills and reduced biodiversity (WHO 2000). It should be noted, however, that these effects cannot definitively be ascribed to ethylene glycol. In contrast, short-term (acute) toxicity data shows that ethylene glycol is ‘practically non-toxic’ to aquatic organisms, as defined by the US EPA acute toxicity evaluation criteria (Staples et al. 2001). In humans, if ethylene glycol is consumed in large amounts it can damage the kidney, nervous system and heart. However, health is unlikely to be affected by consuming very small amounts (ATSDR 2010).
References


ORDINARY MEETING AGENDA
27 September 2017
Held in the Hilltops Council, Young Chamber, 189 Boorowa Street, Young

CORRESPONDENCE FOR ATTENTION

ACTION
♦ Nil

INFORMATION
♦ Local Government Grants Commission (LGGC) - Information to Councils, from (LGGC) - how the commission calculates Financial Assistance Grants.

♦ MEDIA RELEASE
  – Hilltops Council Elects Inaugural Mayor - 20 September 2017
  – Work to get Underway on Vital Transport Link - 18 September 2017
  – Council Secures $5.2M in Federal Funding for Local Bridges - 15 September 2017
  – First Mayor of Hilltops Council to be Elected Next Week - 14 September 2017
  – Council Lobbies State Govt for Arts & Cultural Funding Boost - 12 September 2017
  – Don’t Rely on the Luck of the Irish: Plan Ahead for Woollfest - 7 September 2017
  – Waiting for Word on Project Wish-List - 5 September 2017
  – Support Available for Community Groups - 31 August 2017
  – Second Illegal Chemical Discovered at Sewerage Plant - 28 August 2017
  – Avoid a Fine and Vote On time - 24 August 2017
  – Boorowa Sewerage Treatment Plant Update - 24 August 2017
  – Council Secures Funding for New School Bus Shelters - 22 August 2017
  – Illegal Pollutant Leads to Temporary Plant Shutdown - 21 August 2017
  – Water Supply Network Improvements in Boorowa - 21 August 2017
  – Major Road Upgrade to be Ready by Harvest Time - 21 August 2017

ATTACHMENTS

Correspondence - Local Government Grants Commission - Helen Pearce Executive Officer
Media Releases - Hilltops Council

RECOMMENDATION

It is recommended that the balance of correspondence be noted.
Dear Mr McMahon

The Commission has a policy of providing information to councils about the way it calculates financial assistance grants. Accordingly, please find attached detailed summaries of the 2017-18 grant calculations for the former entities of Boorowa, Harden Shire and Young Shire Councils which have been aggregated to calculate a total general purpose component of $4,934,129, a total local roads component of $2,709,567, and total financial assistance grant of $7,643,696 for Hilltops Council.

Variations in the general purpose component to individual councils tend to be due to, but are not limited to, changes in relativities in property values, changes in ABS resident population data, changes in state standard costs and councils' reported local road and bridge length. Variations in the local roads component to individual councils are caused by changes in the relativities of councils' local road and bridge length, and ABS resident population data.

In addition to these calculations, in its 2017 Budget, the Federal Government made two decisions affecting its Financial Assistance Grants program. Firstly, it decided to bring forward payment of 50 per cent of the financial assistance grants based on the 2016-17 estimates for payment. Councils, therefore, received half of their estimated 2017-18 financial assistance grants on 8 June 2017. The remainder of the grant entitlements will be paid in quarterly instalments in August, November, February and May.

Secondly, in 2017-18 the Federal Government resumed indexation of the financial assistance grants after pausing it for three years, increasing this year's quantum of fund by approximately 3.4%.

21 August 2017
DETAILS OF 2017-18 GRANT CALCULATIONS

Appendix A, titled *Disability Calculations Summary – 2017-18*, shows the measures used in the calculation of grants for your council area. This information should be examined if council is considering making a special submission.

Appendix B, titled *Explanation of Calculation Summaries*, explains how the revenue and expenditure allowances are calculated and used in the grant determination process.

Appendix C, titled *Details of Disability Factors*, provides background information relating to what each expenditure disability factor recognises, the measures used, their source, the standards (State average) and weightings.

SPECIAL SUBMISSIONS RELATING TO 2017-18 GRANTS

Special submissions are invited from council in relation to the distribution of financial assistance grants for 2018-19. However, council is not required to make a submission.

The purpose of a submission is to give council the opportunity to present information on the financial impact of inherent expenditure disabilities beyond its control that are not generally recognised in the current methodology. This allows the Commission to adequately consider all legitimate factors that affect council's capacity to deliver services.

Appendix D, titled *Guidelines for Special Submissions*, contains guidelines for preparing submissions – please read the guidelines carefully.

Submissions should be e-mailed to the Commission at grants@olg.nsw.gov.au by 30 November 2017.

I would ask that this letter be tabled at the next council meeting.

If you have any questions concerning these matters please contact me on (02) 4428 4131.

Yours sincerely

Helen Pearce
Executive Officer
## Boorowa

### POPULATION BASED FUNCTIONS

**POPULATION:** 2,628

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
</tr>
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<tbody>
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<td>Population, Below Average Growth (5yr Average):</td>
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<td>Sparsity (sq km per capita):</td>
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<td><strong>Rounded Total:</strong></td>
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<td>152</td>
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| **AERODROMES (STANDARD COST): $3.34**       |                 |                |           |                   |
| Net Expenditure - Aerodromes:               | 0.00            | 3.34           | 1.000     | 0.0               |
| Other:                                      |                 |                |           | 0.0               |
| **Rounded Total:**                          |                 |                |           | 0.0               |

| **AGED PERSON'S SERVICES (STANDARD COST): $0.84** |                 |                |           |                   |
| Aged Persons (>=60 Yrs):                     |                  |                |           |                   |
| Pensioners:                                  | 30.21%           | 21.18%         | 1.000     | 42.6             |
| Population Distribution:                    | 20.02%           | 13.23%         | 1.200     | 61.6             |
| Other:                                      | 0.00             | 2.43           | 0.002     | 0.0               |
| **Rounded Total:**                          |                  |                |           | 104              |

| **ANIMAL CONTROL (STANDARD COST): $2.61**    |                 |                |           |                   |
| Population Distribution:                    | 0.00            | 2.43           | 0.070     | 0.0               |
| Other:                                      |                 |                |           | 0.0               |
| **Rounded Total:**                          |                 |                |           | 0.0               |

| **CEMETRIES (STANDARD COST): $0.28**         |                 |                |           |                   |
| Population Distribution:                    | 0.00            | 2.43           | 0.015     | 0.0               |
| Other:                                      |                 |                |           | 0.0               |
| **Rounded Total:**                          |                 |                |           | 0.0               |
### APPENDIX A

**LOCAL GOVERNMENT GRANTS COMMISSION**  
**DISABILITY CALCULATION SUMMARY - 2017-18**

**Boorowa**

**POPULATION BASED FUNCTIONS**

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
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<td>One Parent Families:</td>
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<tr>
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| **COMMUNITY SERVICES (STANDARD COST): $12.15** |                 |                |           |                   |
| Aboriginal and/or Torres Strait Islander:     | 2.00%           | 2.49%          | 0.116     | 0.0               |
| Non-English Speaking Background:             | 2.13%           | 18.45%         | 0.125     | 0.0               |
| Occupation:                                   | 28.41%          | 24.51%         | 0.750     | 11.9              |
| Pension and Benefit Recipients (<60 yrs):     | 29.80%          | 24.93%         | 0.965     | 18.9              |
| Population Distribution:                     | 0.00            | 2.43           | 0.001     | 0.0               |
| Youth (15-24 yrs):                          | 10.17%          | 12.98%         | 0.200     | 0.0               |
| Other:                                        |                 |                |           | 0.0               |
| **Rounded Total:**                          |                 |                |           | 31                |

| **CULTURAL FACILITIES (STANDARD COST): $18.88** |                 |                |           |                   |
| Duplication of Halls:                        | 18.55           | 11.02          | 0.100     | 6.8               |
| Non-Resident Use - Cultural Facilities:      | 100             | 100            | 1.000     | 0.0               |
| Other:                                       |                 |                |           | 0.0               |
| **Rounded Total:**                          |                 |                |           | 7                 |

| **FIRE CONTROL & EMERGENCY SERVICES (STANDARD COST): $16.87** |                 |                |           |                   |
| Duplication of SES Units                    | 1.00            | 1.00           | 0.002     | 0.0               |
| Floodboats:                                 | 0.00            | 0.05           | 0.026     | 0.0               |
| Flood Prone Buildings:                      | 1.90            | 24.05          | 0.027     | 0.0               |
| Rural Fire Fighting Contributions:          | 56.15           | 4.30           | 0.300     | 361.6             |
| Urban Fire Levy:                            | 8.16            | 11.03          | 0.800     | 0.0               |
| Other:                                      |                 |                |           | 0.0               |
| **Rounded Total:**                          |                 |                |           | 362               |

| **HEALTH & SAFETY (STANDARD COST): $9.39**   |                 |                |           |                   |
| Food Premises:                               | 6.47            | 5.91           | 0.751     | 7.1               |
| Non-English Speaking Background:            | 2.13%           | 18.45%         | 0.100     | 0.0               |
| Population Distribution:                    | 0.00            | 2.43           | 0.015     | 0.0               |
| Public Toilets:                              | 315             | 100            | 0.250     | 53.8              |
| Vandalism and Crime:                         | 0.57%           | 0.83%          | 0.022     | 0.0               |
| Other:                                       |                 |                |           | 0.0               |
| **Rounded Total:**                          |                 |                |           | 61                |
## APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

### Boorowa

**POPULATION BASED FUNCTIONS**

**POPULATION:** 2,628

<table>
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<th>FUNCTION</th>
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<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
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<td>Other:</td>
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<td><strong>Rounded Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

| **PLANNING & BUILDING (STANDARD COST): $29.73** |                    |                 |                |           |                   |
| Development Activity:                       | 63.00              | 58.58           | 0.250          | 1.9       |                   |
| Environmental Sensitivity:                  | 1                  | 1               | 0.060          | 0.0       |                   |
| Heritage:                                   | 1                  | 1               | 0.028          | 0.0       |                   |
| Non-English Speaking Background:           | 2.13%              | 18.45%          | 0.040          | 0.0       |                   |
| Non-Residential Urban Properties:          | 2.63               | 2.52            | 0.200          | 0.8       |                   |
| Population Distribution:                   | 0.00               | 2.43            | 0.017          | 0.0       |                   |
| Regional Centres and Secondary CBD's:      | 100                | 100             | 1.000          | 0.0       |                   |
| Other:                                      |                    |                 |                |           | 0.0               |
| **Rounded Total:**                          |                    |                 |                |           | 3                 |

| **RECREATION (STANDARD COST): $105.52**     |                    |                 |                |           |                   |
| Age Structure (5-29 yrs):                   | 28.88%             | 32.44%          | 0.750          | 0.0       |                   |
| Beach Lifesaving:                           | 100                | 100             | 1.000          | 0.0       |                   |
| Climate Measure:                            | 1,281              | 898             | 0.277          | 11.8      |                   |
| Day Trippers:                               | 100                | 100             | 1.000          | 0.0       |                   |
| Duplication of Playing Fields:              | 1.84               | 1.12            | 0.480          | 30.0      |                   |
| Duplication of Pools:                       | 64.15              | 12.34           | 0.080          | 25.2      |                   |
| Non-Resident Use - Recreation:             | 100                | 100             | 1.000          | 0.0       |                   |
| Non-Urban Measure:                         | 100                | 100             | 1.000          | 0.0       |                   |
| Population Distribution:                   | 0.00               | 2.43            | 0.003          | 0.0       |                   |
| Tidal/Rock Pools:                           | 0.00               | 1.28            | 0.005          | 0.0       |                   |
| Other:                                      |                    |                 |                |           |                   |
| **Rounded Total:**                          |                    |                 |                |           | 67                |
APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

Boorowa
PROPERTY BASED FUNCTIONS
URBAN PROPERTIES: 1,214
NON-URBAN PROPERTIES: 736

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Disability Measure</th>
<th>State Standard</th>
<th>Weighing</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater Drainage &amp; Flood Control (Standard Cost): $86.16</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Flood Prone Urban Buildings:</td>
<td>1.00</td>
<td>1.00</td>
<td>1.810</td>
<td>0.7</td>
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<tr>
<td>Levee Measure:</td>
<td>0.00</td>
<td>0.19</td>
<td>0.010</td>
<td>0.0</td>
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<tr>
<td>Stormwater Drainage Index:</td>
<td>1.07</td>
<td>1.00</td>
<td>1.000</td>
<td>7.4</td>
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<td>Other:</td>
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<tr>
<td>Rounded Total:</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
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<tr>
<td>Street &amp; Gutter Cleaning (Standard Cost): $40.33</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Non-Res. Urban Props (Excl. Non-Metro LGAs):</td>
<td>5.68%</td>
<td>6.51%</td>
<td>0.500</td>
<td>N/A</td>
</tr>
<tr>
<td>Urban Density:</td>
<td>1</td>
<td>1,250</td>
<td>0.200</td>
<td>0.0</td>
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<td>Other:</td>
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<td>0.0</td>
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<tr>
<td>Rounded Total:</td>
<td></td>
<td></td>
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<td>0</td>
</tr>
<tr>
<td>Street Lighting (Standard Cost): $37.13</td>
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<td></td>
</tr>
<tr>
<td>Net Expenditure - Street Lighting:</td>
<td>100</td>
<td>100</td>
<td>1.000</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
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<td>0.0</td>
</tr>
<tr>
<td>Rounded Total:</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Non-Urban Property Based Function</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noxious Plants &amp; Pest Control (Standard Cost): $146.79</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infestation:</td>
<td>Low</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0</td>
</tr>
<tr>
<td>Terrain:</td>
<td>0.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rounded Total:</td>
<td></td>
<td></td>
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<td>0</td>
</tr>
</tbody>
</table>
APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

Boorowa

ISOLATION ALLOWANCE DATA
POPULATION: 2,628

Adjusted Population (ceiling = 7,500): 2,628
Distance from Sydney: 339 km
Distance from Nearest Major Regional Centre: 112 km
Per Capita Allowance: $83.34
Western Zone Per Capita Allowance: $0.00
Total Per Capita Allowance: $76.01

REVENUE ALLOWANCE DATA

URBAN:
No. of Properties: 1,214
Standard Value Per Property: $353,306
Council Value: $59,015
Standard Rate: 0.003704

NON-URBAN:
No. of Properties: 736
Standard Value Per Property: $563,690
Council Value: $452,705
Standard Rate: 0.004484

PENSIONER REBATE ALLOWANCE:
Pensioner Assessments as a % of Residential Assessments: 24.45%
Standard Percentage: 17.06%

LOCAL ROADS COMPONENT DATA 2017-18

<table>
<thead>
<tr>
<th>Item</th>
<th>Council Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>2,628</td>
</tr>
<tr>
<td>Local Road Length</td>
<td>608 km</td>
</tr>
<tr>
<td>Length of Bridges on Local Roads</td>
<td>391 m</td>
</tr>
<tr>
<td>Road Allowance (based on Road Length and Population):</td>
<td>$805,764</td>
</tr>
<tr>
<td>Bridge Allowance (based on Bridge Length):</td>
<td>$31,077</td>
</tr>
<tr>
<td>Total Allowance</td>
<td>$836,841</td>
</tr>
</tbody>
</table>
## APPENDIX A

LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

Boorowa

### STANDARD COSTS USED IN THE CALCULATION OF EXPENDITURE ALLOWANCES

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Value</th>
<th>State Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION AND GOVERNANCE</td>
<td>$386.99</td>
<td>$196.02</td>
</tr>
<tr>
<td>AERODROMES</td>
<td>$0.00</td>
<td>$3.34</td>
</tr>
<tr>
<td>AGED PERSONS’ SERVICES</td>
<td>$0.00</td>
<td>$0.84</td>
</tr>
<tr>
<td>ANIMAL CONTROL</td>
<td>$1.90</td>
<td>$2.61</td>
</tr>
<tr>
<td>CEMETERIES</td>
<td>$13.70</td>
<td>$0.28</td>
</tr>
<tr>
<td>CHILDREN’S SERVICES</td>
<td>$0.00</td>
<td>$3.41</td>
</tr>
<tr>
<td>COMMUNITY SERVICES</td>
<td>$0.00</td>
<td>$12.15</td>
</tr>
<tr>
<td>CULTURAL FACILITIES</td>
<td>$6.09</td>
<td>$18.68</td>
</tr>
<tr>
<td>FIRE CONTROL AND EMERGENCY SERVICES</td>
<td>$42.24</td>
<td>$16.67</td>
</tr>
<tr>
<td>HEALTH AND SAFETY</td>
<td>$22.45</td>
<td>$9.39</td>
</tr>
<tr>
<td>LIBRARIES</td>
<td>$21.69</td>
<td>$34.73</td>
</tr>
<tr>
<td>NOXIOUS PLANTS AND PEST CONTROL</td>
<td>$82.88</td>
<td>$146.79</td>
</tr>
</tbody>
</table>
  (per non-urban property)                      |               |                |
| PLANNING & BUILDING                           | $10.65        | $29.73         |
| RECREATION                                    | $283.87       | $105.52        |
| STORMWATER DRAINAGE AND FLOOD CONTROL         | ($28.83)      | $86.16         |
  (per urban property)                          |               |                |
| STREET AND GUTTER CLEANING                    | $23.89        | $40.33         |
  (per urban property)                          |               |                |
| STREET LIGHTING                                | $10.71        | $37.13         |
  (per urban property)                          |               |                |
# APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

**Boorowa**

**STANDARD COSTS USED IN THE CALCULATION OF EXPENDITURE ALLOWANCES**

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Value</th>
<th>State Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINTENANCE - URBAN LOCAL ROADS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Cost per length (km) of roads in urban/built-up areas for which council is responsible:</td>
<td>$9,072.92</td>
<td>$20,661.43</td>
</tr>
<tr>
<td>b) Urban length (m) per urban property:</td>
<td>29.14</td>
<td>11.03</td>
</tr>
<tr>
<td>c) Cost of maintenance of bridges and major culverts per network km of roads:</td>
<td>$1,950.25</td>
<td>$387.07</td>
</tr>
<tr>
<td>d) Bridge length (m) per network km of roads:</td>
<td>0.00</td>
<td>0.81</td>
</tr>
<tr>
<td><strong>MAINTENANCE - SEALED RURAL LOCAL ROADS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Cost per length (km) of sealed roads in non-urban areas for which the council is responsible:</td>
<td>$5,718.74</td>
<td>$4,997.57</td>
</tr>
<tr>
<td>b) Sealed rural length (m) per non-urban property:</td>
<td>235.45</td>
<td>301.01</td>
</tr>
<tr>
<td>c) Cost of maintenance of bridges and major culverts per network km of roads:</td>
<td>$0.00</td>
<td>$630.62</td>
</tr>
<tr>
<td>d) Bridge length (m) per network km of roads:</td>
<td>1.61</td>
<td>2.26</td>
</tr>
<tr>
<td><strong>MAINTENANCE - UNSEALED RURAL LOCAL ROADS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Cost per length (km) of unsealed roads in non-urban areas for which the council is responsible:</td>
<td>$2,717.12</td>
<td>$2,017.79</td>
</tr>
<tr>
<td>b) Unsealed rural length (m) per non-urban property:</td>
<td>542.6</td>
<td>681.42</td>
</tr>
<tr>
<td>c) Cost of maintenance of bridges and major culverts per network km of roads:</td>
<td>$0.00</td>
<td>$98.52</td>
</tr>
<tr>
<td>d) Bridge length (m) per network km of roads:</td>
<td>0.28</td>
<td>0.62</td>
</tr>
</tbody>
</table>

**NOTES**

* Unless otherwise shown, costs are per capita, based on ABS estimated resident population data (provisional), as at 30 June 2016, as determined by the Australian Bureau of Statistics.

* The "Council Value" is the unit cost for the Council based principally on 2015-16 Schedule 1 data.

* State Standard costs are based on annual State averages costs, which are then averaged over 5 years (2011-12 to 2015-16). Annual average costs exclude extreme values in some cases. Standard costs are not intended to represent an ideal or optimal level of expenditure.

* Information on the standard cost for each function is provided for information only and individual council values are generally not used to determine grants.
APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

Harden (S)

POPULATION BASED FUNCTIONS

<table>
<thead>
<tr>
<th>Function</th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration and Governance (Standard Cost): $196.02</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aboriginal and/or Torres Strait Islander:</td>
<td>4.46%</td>
<td>2.46%</td>
<td>0.005</td>
<td>0.4</td>
</tr>
<tr>
<td>Economies of Scale:</td>
<td>209</td>
<td>100</td>
<td>1.280</td>
<td>139.5</td>
</tr>
<tr>
<td>Non-English Speaking Background:</td>
<td>2.46%</td>
<td>18.45%</td>
<td>0.010</td>
<td>0.0</td>
</tr>
<tr>
<td>Population Distribution:</td>
<td>0.00</td>
<td>2.43</td>
<td>0.006</td>
<td>0.0</td>
</tr>
<tr>
<td>Population, Below Average Growth (5yr Average):</td>
<td>0.16%</td>
<td>1.37%</td>
<td>0.019</td>
<td>1.7</td>
</tr>
<tr>
<td>Sparsity (sq km per capita):</td>
<td>0.50</td>
<td>0.26</td>
<td>0.010</td>
<td>1.0</td>
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<tr>
<td>Other:</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Total:</td>
<td></td>
<td></td>
<td></td>
<td>143</td>
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</tbody>
</table>

Aerodromes (Standard Cost): $3.34

<table>
<thead>
<tr>
<th>Function</th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Expenditure - Aerodromes:</td>
<td>1.93</td>
<td>3.34</td>
<td>1.000</td>
<td>0.0</td>
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<tr>
<td>Other:</td>
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<td></td>
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<tr>
<td>Round Total:</td>
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<td></td>
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<td>0</td>
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</table>

Aged Person's Services (Standard Cost): $0.84

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<thead>
<tr>
<th>Function</th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aged Persons (&gt;60 Yrs):</td>
<td>32.35%</td>
<td>21.18%</td>
<td>1.000</td>
<td>52.8</td>
</tr>
<tr>
<td>Pensioners:</td>
<td>19.90%</td>
<td>13.23%</td>
<td>1.200</td>
<td>60.5</td>
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<td>Population Distribution:</td>
<td>0.00</td>
<td>2.43</td>
<td>0.002</td>
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<td>Other:</td>
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<tr>
<td>Round Total:</td>
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<td></td>
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<td>113</td>
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Animal Control (Standard Cost): $2.61

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<thead>
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<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
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</thead>
<tbody>
<tr>
<td>Population Distribution:</td>
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<td>2.43</td>
<td>0.070</td>
<td>0.0</td>
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<tr>
<td>Other:</td>
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<tr>
<td>Round Total:</td>
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<td></td>
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</table>

Cemeteries (Standard Cost): $0.28

<table>
<thead>
<tr>
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<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population Distribution:</td>
<td>0.00</td>
<td>2.43</td>
<td>0.015</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
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<td></td>
</tr>
<tr>
<td>Round Total:</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
# APPENDIX A

LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

## Harden (S)

### POPULATION BASED FUNCTIONS

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILDREN'S SERVICES (STANDARD COST): $3.41</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Parent Families</td>
<td>13.29%</td>
<td>16.28%</td>
<td>0.815</td>
<td>0.0</td>
</tr>
<tr>
<td>Population Distribution</td>
<td>0.00</td>
<td>2.43</td>
<td>0.001</td>
<td>0.0</td>
</tr>
<tr>
<td>Pre-School Children (0-4 Yrs)</td>
<td>5.37%</td>
<td>6.46%</td>
<td>1.000</td>
<td>0.0</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rounded Total:</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| COMMUNITY SERVICES (STANDARD COST): $12.15   |                 |                |           |                   |
| Aboriginal and/or Torres Strait Islander:    | 4.46%           | 2.49%          | 0.116     | 9.2               |
| Non-English Speaking Background:             | 2.46%           | 18.45%         | 0.125     | 0.0               |
| Occupation:                                  | 28.08%          | 24.51%         | 0.750     | 10.9              |
| Pension and Benefit Recipients (<60 Yrs):    | 21.10%          | 24.93%         | 0.965     | 0.0               |
| Population Distribution:                    | 0.00            | 2.43           | 0.001     | 0.0               |
| Youth (15-24 Yrs):                          | 8.66%           | 12.98%         | 0.200     | 0.0               |
| Other                                        |                 |                |           |                   |
| Rounded Total:                               | 20              |                |           |                   |

| CULTURAL FACILITIES (STANDARD COST): $18.88 |                 |                |           |                   |
| Duplication of Halls:                        | 78.54           | 11.02          | 0.100     | 50.0              |
| Non-Resident Use - Cultural Facilities:      | 100             | 100            | 1.000     | 0.0               |
| Other                                        |                 |                |           |                   |
| Rounded Total:                               | 50              |                |           |                   |

| FIRE CONTROL & EMERGENCY SERVICES (STANDARD COST): $16.67 |                 |                |           |                   |
| Duplication of SES Units                     | 1.00            | 1.00           | 0.002     | 0.0               |
| Floodboats:                                  | 0.00            | 0.05           | 0.026     | 0.0               |
| Flood Prone Buildings:                       | 4.03            | 24.05          | 0.027     | 0.0               |
| Rural Fire Fighting Contributions             | 48.51           | 4.30           | 0.300     | 308.3             |
| Urban Fire Levy:                             | 6.12            | 11.03          | 0.800     | 0.0               |
| Other                                        |                 |                |           |                   |
| Rounded Total:                               | 308             |                |           |                   |

| HEALTH & SAFETY (STANDARD COST): $9.39 |                 |                |           |                   |
| Food Premises:                              | 5.59            | 5.91           | 0.751     | 34.1              |
| Non-English Speaking Background:            | 2.46%           | 18.45%         | 0.100     | 0.0               |
| Population Distribution:                   | 0.00            | 2.43           | 0.015     | 0.0               |
| Public Toilets:                             | 290             | 100            | 0.250     | 47.5              |
| Vandalism and Crime:                        | 0.86%           | 0.83%          | 0.022     | 0.1               |
| Other                                       |                 |                |           |                   |
| Rounded Total:                              | 82              |                |           |                   |
### APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

#### Harden (S)
**POPULATION BASED FUNCTIONS**
POPULATION: **3,724**

<table>
<thead>
<tr>
<th>FUNCTION Accurately Reported</th>
<th>Disability Measure</th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighing</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIBRARIES (STANDARD COST):</strong> $34.73</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aged Persons:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-English Speaking Background:</td>
<td>32.35%</td>
<td>21.18%</td>
<td>0.260</td>
<td>13.7</td>
<td></td>
</tr>
<tr>
<td>Non-Resident Borrowers:</td>
<td>2.46%</td>
<td>18.45%</td>
<td>0.100</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Population Distribution:</td>
<td>101.44</td>
<td>116.63</td>
<td>1.000</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Students - Full Time:</td>
<td>0.00</td>
<td>2.43</td>
<td>0.018</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>16.41%</td>
<td>19.45%</td>
<td>0.195</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td><strong>Rounded Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

| **PLANNING & BUILDING (STANDARD COST):** $28.73 | | | | | |
| Development Activity: | 63.20 | 58.58 | 0.250 | 2.0 |
| Environmental Sensitivity: | 1 | 1 | 0.060 | 0.0 |
| Heritage: | 1 | 1 | 0.028 | 0.0 |
| Non-English Speaking Background: | 2.46% | 18.45% | 0.040 | 0.0 |
| Non-Residential Urban Properties: | 6.26 | 2.52 | 0.200 | 29.6 |
| Population Distribution: | 0.00 | 2.43 | 0.017 | 0.0 |
| Regional Centres and Secondary CBD's: | 100 | 100 | 1.000 | 0.0 |
| Other: | | | | | 0.0 |
| **Rounded Total:** | | | | | 32 |

| **RECREATION (STANDARD COST):** $105.52 | | | | | |
| Age Structure (5-28 yrs): | 27.50% | 32.44% | 0.750 | 0.0 |
| Beach Lifesaving: | 100 | 100 | 1.000 | 0.0 |
| Climate Measure: | 1,279 | 898 | 0.277 | 11.7 |
| Day Trippers: | 100 | 100 | 1.000 | 0.0 |
| Duplication of Playing Fields: | 1.16 | 1.12 | 0.460 | 1.8 |
| Duplication of Pools: | 90.54 | 12.34 | 0.060 | 38.0 |
| Non-Resident Use - Recreation: | 100 | 100 | 1.000 | 0.0 |
| Non-Urban Measure: | 100 | 100 | 1.000 | 0.0 |
| Population Distribution: | 0.00 | 2.43 | 0.003 | 0.0 |
| Tidal/Rock Pools | 0.00 | 1.28 | 0.005 | 0.0 |
| Other: | | | | | 0.0 |
| **Rounded Total:** | | | | | 52 |
APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

Harden (S)
PROPERTY BASED FUNCTIONS
URBAN PROPERTIES: 1,523
NON-URBAN PROPERTIES: 822

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>URBAN PROPERTY BASED FUNCTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STORMWATER DRAINAGE &amp; FLOOD CONTROL (STANDARD COST): $86.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flood Prone Urban Buildings:</td>
<td>1.01</td>
<td>1.00</td>
<td>1.810</td>
<td>1.7</td>
</tr>
<tr>
<td>Levee Measure:</td>
<td>0.00</td>
<td>0.19</td>
<td>0.010</td>
<td>0.0</td>
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<tr>
<td>Stormwater Drainage Index:</td>
<td>1.13</td>
<td>1.00</td>
<td>1.000</td>
<td>13.4</td>
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<tr>
<td>Other:</td>
<td></td>
<td></td>
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<td>0.0</td>
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<tr>
<td>Rounded Total:</td>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>STREET &amp; GUTTER CLEANING (STANDARD COST): $40.33</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Res. Urban Props (Excl. Non-Metro LGAs):</td>
<td>14.36%</td>
<td>6.51%</td>
<td>0.500</td>
<td>N/A</td>
</tr>
<tr>
<td>Urban Density:</td>
<td>2</td>
<td>1.250</td>
<td>0.200</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Rounded Total:</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>STREET LIGHTING (STANDARD COST): $37.13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Expenditure - Street Lighting:</td>
<td>100</td>
<td>100</td>
<td>1.000</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Rounded Total:</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>NON-URBAN PROPERTY BASED FUNCTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOXIOUS PLANTS &amp; PEST CONTROL (STANDARD COST): $146.79</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Infestation:</td>
<td>Low</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0</td>
</tr>
<tr>
<td>Terrain:</td>
<td>0.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0</td>
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<tr>
<td>Other:</td>
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</tr>
<tr>
<td>Rounded Total:</td>
<td></td>
<td></td>
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<td>0</td>
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APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

Harden (S)

ISOLATION ALLOWANCE DATA

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>3,724</td>
</tr>
<tr>
<td>Adjusted Population (ceiling = 7,500)</td>
<td>3,724</td>
</tr>
<tr>
<td>Distance from Sydney</td>
<td>349 km</td>
</tr>
<tr>
<td>Distance from Nearest Major Regional Centre</td>
<td>125 km</td>
</tr>
<tr>
<td>Per Capita Allowance</td>
<td>$70.20</td>
</tr>
<tr>
<td>Western Zone Per Capita Allowance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Per Capita Allowance</td>
<td>$84.24</td>
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</table>

REVENUE ALLOWANCE DATA

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>URBAN</td>
<td>No. of Properties</td>
<td>1,623</td>
</tr>
<tr>
<td></td>
<td>Standard Value Per Property</td>
<td>$353,306</td>
</tr>
<tr>
<td></td>
<td>Council Value</td>
<td>$36,990</td>
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<tr>
<td></td>
<td>Standard Rate</td>
<td>0.003704</td>
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<tr>
<td>NON-URBAN</td>
<td>No. of Properties</td>
<td>822</td>
</tr>
<tr>
<td></td>
<td>Standard Value Per Property</td>
<td>$563,690</td>
</tr>
<tr>
<td></td>
<td>Council Value</td>
<td>$601,515</td>
</tr>
<tr>
<td></td>
<td>Standard Rate</td>
<td>0.004484</td>
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PENSIONER REBATE ALLOWANCE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pensioner Assessments as a % of Residential Assessments</td>
<td>36.12%</td>
</tr>
<tr>
<td>Standard Percentage</td>
<td>17.08%</td>
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</table>

LOCAL ROADS COMPONENT DATA 2017-18

<table>
<thead>
<tr>
<th>Item</th>
<th>Council Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>3,724</td>
</tr>
<tr>
<td>Local Road Length</td>
<td>778 km</td>
</tr>
<tr>
<td>Length of Bridges on Local Roads</td>
<td>695 m</td>
</tr>
<tr>
<td>Road Allowance (based on Road Length and Population)</td>
<td>$780,718</td>
</tr>
<tr>
<td>Bridge Allowance (based on Bridge Length)</td>
<td>$55,239</td>
</tr>
<tr>
<td>Total Allowance</td>
<td>$835,957</td>
</tr>
</tbody>
</table>
# APPENDIX A

LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

**Harden ($)**

**STANDARD COSTS USED IN THE CALCULATION OF EXPENDITURE ALLOWANCES**

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Value</th>
<th>State Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION AND GOVERNANCE</td>
<td>$562.30</td>
<td>$196.02</td>
</tr>
<tr>
<td>AERODROMES</td>
<td>$0.00</td>
<td>$3.34</td>
</tr>
<tr>
<td>AGED PERSONS' SERVICES</td>
<td>$5.37</td>
<td>$0.84</td>
</tr>
<tr>
<td>ANIMAL CONTROL</td>
<td>$1.88</td>
<td>$2.61</td>
</tr>
<tr>
<td>CEMETERIES</td>
<td>$17.45</td>
<td>$0.28</td>
</tr>
<tr>
<td>CHILDREN'S SERVICES</td>
<td>$0.54</td>
<td>$3.41</td>
</tr>
<tr>
<td>COMMUNITY SERVICES</td>
<td>$0.00</td>
<td>$12.15</td>
</tr>
<tr>
<td>CULTURAL FACILITIES</td>
<td>$50.48</td>
<td>$18.88</td>
</tr>
<tr>
<td>FIRE CONTROL AND EMERGENCY SERVICES</td>
<td>$69.01</td>
<td>$16.67</td>
</tr>
<tr>
<td>HEALTH AND SAFETY</td>
<td>$15.57</td>
<td>$9.38</td>
</tr>
<tr>
<td>LIBRARIES</td>
<td>$30.88</td>
<td>$34.73</td>
</tr>
<tr>
<td>NOXIOUS PLANTS AND PEST CONTROL</td>
<td>($51.83)</td>
<td>$29.73</td>
</tr>
<tr>
<td>(per non-urban property)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANNING &amp; BUILDING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECREATION</td>
<td>$229.32</td>
<td>$105.52</td>
</tr>
<tr>
<td>STORMWATER DRAINAGE AND FLOOD CONTROL</td>
<td>$93.04</td>
<td>$86.16</td>
</tr>
<tr>
<td>(per urban property)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STREET AND GUTTER CLEANING</td>
<td>$43.75</td>
<td>$40.33</td>
</tr>
<tr>
<td>(per urban property)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STREET LIGHTING</td>
<td>$11.71</td>
<td>$37.13</td>
</tr>
<tr>
<td>(per urban property)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

**Harden (S)**

**STANDARD COSTS USED IN THE CALCULATION OF EXPENDITURE ALLOWANCES**

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Value</th>
<th>State Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINTENANCE - URBAN LOCAL ROADS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Cost per length (km) of roads in urban/built-up areas for which council is responsible:</td>
<td>$9,397.34</td>
<td>$20,661.43</td>
</tr>
<tr>
<td>b) Urban length (m) per urban property:</td>
<td>36.19</td>
<td>11.03</td>
</tr>
<tr>
<td>c) Cost of maintenance of bridges and major culverts per network km of roads:</td>
<td>$0.00</td>
<td>$387.07</td>
</tr>
<tr>
<td>d) Bridge length (m) per network km of roads:</td>
<td>0.00</td>
<td>0.81</td>
</tr>
<tr>
<td><strong>MAINTENANCE - SEALED RURAL LOCAL ROADS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Cost per length (km) of sealed roads in non-urban areas for which the council is responsible:</td>
<td>$45.33</td>
<td>$4,997.57</td>
</tr>
<tr>
<td>b) Sealed rural length (m) per non-urban property:</td>
<td>375.72</td>
<td>301.01</td>
</tr>
<tr>
<td>c) Cost of maintenance of bridges and major culverts per network km of roads:</td>
<td>$0.00</td>
<td>$630.62</td>
</tr>
<tr>
<td>d) Bridge length (m) per network km of roads:</td>
<td>2.00</td>
<td>2.26</td>
</tr>
<tr>
<td><strong>MAINTENANCE - UNSEALED RURAL LOCAL ROADS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Cost per length (km) of unsealed roads in non-urban areas for which the council is responsible:</td>
<td>$2,234.38</td>
<td>$2,017.79</td>
</tr>
<tr>
<td>b) Unsealed rural length (m) per non-urban property:</td>
<td>499.8</td>
<td>681.42</td>
</tr>
<tr>
<td>c) Cost of maintenance of bridges and major culverts per network km of roads:</td>
<td>$0.00</td>
<td>$98.52</td>
</tr>
<tr>
<td>d) Bridge length (m) per network km of roads:</td>
<td>0.19</td>
<td>0.62</td>
</tr>
</tbody>
</table>

**NOTES**

* Unless otherwise shown, costs are per capita, based on ABS estimated resident population data (preliminary), as at 30 June 2016, as determined by the Australian Bureau of Statistics.
* The “Council Value” is the unit cost for the Council based principally on 2015-16 Schedule 1 data.
* State Standard costs are based on annual State averages costs, which are then averaged over 5 years (2011-12 to 2015-16). Annual average costs exclude extreme values in some cases. Standard costs are not intended to represent an ideal or optimal level of expenditure.
* Information on the standard cost for each function is provided for information only and individual council values are generally not used to determine grants.
**APPENDIX A**
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

**Young (S)**

**POPULATION BASED FUNCTIONS**

| Population: | 12,641 |

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighing</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMINISTRATION AND GOVERNANCE (STANDARD COST): $196.02</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aboriginal and/or Torres Strait Islander:</td>
<td>3.08%</td>
<td>2.49%</td>
<td>0.005</td>
<td>0.1</td>
</tr>
<tr>
<td>Economies of Scale:</td>
<td>150</td>
<td>100</td>
<td>1.280</td>
<td>64.0</td>
</tr>
<tr>
<td>Non-English Speaking Background:</td>
<td>2.81%</td>
<td>18.45%</td>
<td>0.010</td>
<td>0.0</td>
</tr>
<tr>
<td>Population Distribution:</td>
<td>0.00</td>
<td>2.43</td>
<td>0.006</td>
<td>0.0</td>
</tr>
<tr>
<td>Population, Below Average Growth (5yr Average):</td>
<td>0.03%</td>
<td>1.37%</td>
<td>0.019</td>
<td>1.9</td>
</tr>
<tr>
<td>Sparsity (sq km per capita):</td>
<td>0.21</td>
<td>0.26</td>
<td>0.010</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0</td>
</tr>
<tr>
<td><strong>Rounded Total:</strong></td>
<td><strong>66</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **AERODROMES (STANDARD COST): $3.34** | | | | |
| Net Expenditure - Aerodromes: | 1.96 | 3.34 | 1.000 | 0.0 |
| Other: | 0.00 | 0.00 | 0.00 | 0.0 |
| **Rounded Total:** | **0** | | | |

| **AGED PERSON’S SERVICES (STANDARD COST): $0.84** | | | | |
| Aged Persons (>=60 Yrs): | 26.62% | 21.18% | 1.000 | 25.7 |
| Pensioners: | 17.54% | 13.23% | 1.200 | 35.1 |
| Population Distribution: | 0.00 | 2.43 | 0.002 | 0.0 |
| Other: | 0.00 | 0.00 | 0.00 | 0.0 |
| **Rounded Total:** | **65** | | | |

| **ANIMAL CONTROL (STANDARD COST): $2.61** | | | | |
| Population Distribution: | 0.00 | 2.43 | 0.070 | 0.0 |
| Other: | 0.00 | 0.00 | 0.00 | 0.0 |
| **Rounded Total:** | **0** | | | |

| **CEMETRIES (STANDARD COST): $0.28** | | | | |
| Population Distribution: | 0.00 | 2.43 | 0.015 | 0.0 |
| Other: | 0.00 | 0.00 | 0.00 | 0.0 |
| **Rounded Total:** | **0** | | | |
## APPENDIX A

LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

### Young (S)

**POPULATION BASED FUNCTIONS**

<table>
<thead>
<tr>
<th>POPULATION:</th>
<th>12,641</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUNCTION</th>
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<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHILDREN’S SERVICES (STANDARD COST): $3.41</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Parent Families:</td>
<td>17.33%</td>
<td>16.28%</td>
<td>0.815</td>
<td>5.3</td>
<td></td>
</tr>
<tr>
<td>Population Distribution:</td>
<td>0.00</td>
<td>2.43</td>
<td>0.001</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Pre-School Children (0-4 Yrs):</td>
<td>6.67%</td>
<td>6.46%</td>
<td>1.000</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td><strong>Rounded Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>9</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **COMMUNITY SERVICES (STANDARD COST): $12.15** | | | | |
| Aboriginal and/or Torres Strait Islander: | 3.08% | 2.49% | 0.116 | 2.8 |
| Non-English Speaking Background: | 2.81% | 18.45% | 0.125 | 0.0 |
| Occupation: | 31.98% | 24.51% | 0.750 | 22.8 |
| Pension and Benefit Recipients (<60 Yrs): | 29.46% | 24.93% | 0.965 | 17.5 |
| Population Distribution: | 0.00 | 2.43 | 0.001 | 0.0 |
| Youth (15-24 Yrs): | 12.10% | 12.98% | 0.200 | 0.0 |
| Other: | | | | 0.0 |
| **Rounded Total:** | | | | **43** |

| **CULTURAL FACILITIES (STANDARD COST): $18.88** | | | | |
| Duplication of Halls: | 30.85 | 11.02 | 0.100 | 18.0 |
| Non-Resident Use - Cultural Facilities: | 100 | 100 | 1.000 | 0.0 |
| Other: | | | | 0.0 |
| **Rounded Total:** | | | | **18** |

| **FIRE CONTROL & EMERGENCY SERVICES (STANDARD COST): $16.67** | | | | |
| Duplications of SES Units | 1.00 | 1.00 | 0.002 | 0.0 |
| Floodboats: | 0.00 | 0.05 | 0.028 | 0.0 |
| Flood Prone Buildings: | 0.00 | 24.05 | 0.027 | 0.0 |
| Rural Fire Fighting Contributions | 13.69 | 4.30 | 0.300 | 65.5 |
| Urban Fire Levy: | 4.30 | 11.03 | 0.800 | 0.0 |
| Other: | | | | 0.0 |
| **Rounded Total:** | | | | **66** |

| **HEALTH & SAFETY (STANDARD COST): $9.39** | | | | |
| Food Premises: | 6.39 | 5.91 | 0.751 | 2.3 |
| Non-English Speaking Background: | 2.81% | 18.45% | 0.100 | 0.0 |
| Population Distribution: | 0.00 | 2.43 | 0.015 | 0.0 |
| Public Toilets: | 140 | 100 | 0.250 | 10.0 |
| Vandalism and Crime: | 1.87% | 0.63% | 0.022 | 2.8 |
| Other: | | | | 0.0 |
| **Rounded Total:** | | | | **15** |
## APPENDIX A

LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

### Young (S)

**POPULATION BASED FUNCTIONS**

| POPULATION: | 12,641 |

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Disability Measure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIBRARIES (STANDARD COST): $34.73</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aged Persons:</td>
<td>26.62%</td>
<td>21.18%</td>
<td>0.260</td>
<td>6.7</td>
</tr>
<tr>
<td>Non-English Speaking Background:</td>
<td>2.81%</td>
<td>18.45%</td>
<td>0.100</td>
<td>0.0</td>
</tr>
<tr>
<td>Non-Resident Borrowers:</td>
<td>101.44</td>
<td>116.63</td>
<td>1.000</td>
<td>0.0</td>
</tr>
<tr>
<td>Population Distribution:</td>
<td>0.00</td>
<td>2.43</td>
<td>0.018</td>
<td>0.0</td>
</tr>
<tr>
<td>Students - Full Time:</td>
<td>18.21%</td>
<td>19.45%</td>
<td>0.195</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PLANNING &amp; BUILDING (STANDARD COST): $29.73</strong></td>
<td>63.27</td>
<td>58.58</td>
<td>0.250</td>
<td>2.0</td>
</tr>
<tr>
<td>Development Activity:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Sensitivity:</td>
<td>1</td>
<td>1</td>
<td>0.080</td>
<td>0.0</td>
</tr>
<tr>
<td>Heritage:</td>
<td>2</td>
<td>1</td>
<td>0.028</td>
<td>2.8</td>
</tr>
<tr>
<td>Non-English Speaking Background:</td>
<td>2.81%</td>
<td>18.45%</td>
<td>0.040</td>
<td>0.0</td>
</tr>
<tr>
<td>Non-Residential Urban Properties:</td>
<td>3.68</td>
<td>2.52</td>
<td>0.200</td>
<td>9.2</td>
</tr>
<tr>
<td>Population Distribution:</td>
<td>0.00</td>
<td>2.43</td>
<td>0.017</td>
<td>0.0</td>
</tr>
<tr>
<td>Regional Centres and Secondary CBD’s:</td>
<td>100</td>
<td>100</td>
<td>1.000</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RECREATION (STANDARD COST): $105.52</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age Structure (5-25 yrs):</td>
<td>31.47%</td>
<td>32.44%</td>
<td>0.750</td>
<td>0.0</td>
</tr>
<tr>
<td>Beach Lifesaving:</td>
<td>100</td>
<td>100</td>
<td>1.000</td>
<td>0.0</td>
</tr>
<tr>
<td>Climate Measure:</td>
<td>1,240</td>
<td>888</td>
<td>0.277</td>
<td>10.5</td>
</tr>
<tr>
<td>Day Trippers:</td>
<td>102</td>
<td>100</td>
<td>1.000</td>
<td>2.0</td>
</tr>
<tr>
<td>Duplication of Playing Fields:</td>
<td>1.16</td>
<td>1.12</td>
<td>0.460</td>
<td>1.7</td>
</tr>
<tr>
<td>Duplication of Pools:</td>
<td>13.34</td>
<td>12.34</td>
<td>0.060</td>
<td>0.5</td>
</tr>
<tr>
<td>Non-Resident Use - Recreation:</td>
<td>100</td>
<td>100</td>
<td>1.000</td>
<td>0.0</td>
</tr>
<tr>
<td>Non-Urban Measure:</td>
<td>100</td>
<td>100</td>
<td>1.000</td>
<td>0.0</td>
</tr>
<tr>
<td>Population Distribution:</td>
<td>0.00</td>
<td>2.43</td>
<td>0.003</td>
<td>0.0</td>
</tr>
<tr>
<td>Tidal/Rock Pools</td>
<td>0.00</td>
<td>1.28</td>
<td>0.005</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rounded Total</strong>:</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rounded Total</strong>:</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rounded Total</strong>:</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# APPENDIX A

LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

**Young (S)**

**PROPERTY BASED FUNCTIONS**

<table>
<thead>
<tr>
<th></th>
<th>Council Measure</th>
<th>State Standard</th>
<th>Weighting</th>
<th>Disability Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>URBAN PROPERTIES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>URBAN PROPERTY BASED FUNCTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STORMWATER DRAINAGE &amp; FLOOD CONTROL (STANDARD COST): $86.16</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flood Prone Urban Buildings:</td>
<td>1.00</td>
<td>1.00</td>
<td>1.810</td>
<td>0.0</td>
</tr>
<tr>
<td>Levee Measure:</td>
<td>0.00</td>
<td>0.19</td>
<td>0.010</td>
<td>0.0</td>
</tr>
<tr>
<td>Stormwater Drainage Index:</td>
<td>1.22</td>
<td>1.00</td>
<td>1.000</td>
<td>22.2</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>Rounded Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td><strong>STREET &amp; GUTTER CLEANING (STANDARD COST): $40.33</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Res. Urban Props (Excl. Non-Metro LGAs):</td>
<td>8.35%</td>
<td>6.51%</td>
<td>0.500</td>
<td>N/A</td>
</tr>
<tr>
<td>Urban Density:</td>
<td>5</td>
<td>1,250</td>
<td>0.200</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>Rounded Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>STREET LIGHTING (STANDARD COST): $37.13</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Expenditure - Street Lighting:</td>
<td>100</td>
<td>100</td>
<td>1.000</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>Rounded Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>NON-URBAN PROPERTY BASED FUNCTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NOXIOUS PLANTS &amp; PEST CONTROL (STANDARD COST): $146.79</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infestation:</td>
<td>Low</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0</td>
</tr>
<tr>
<td>Terrain:</td>
<td>0.0%</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td><strong>Rounded Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

Young (S)

ISOLATION ALLOWANCE DATA

| Population: | 12,641 |

| Adjusted Population (ceiling = 7,500): | 7,500 |
| Distance from Sydney: | 385 km |
| Distance from Nearest Major Regional Centre: | 141 km |
| Per Capita Allowance: | $79.04 |
| Western Zone Per Capita Allowance: | $0.00 |
| Total Per Capita Allowance: | $94.85 |

REVENUE ALLOWANCE DATA

| URBAN: |
| No. of Properties: | 5,567 |
| Standard Value Per Property: | $353,306 |
| Council Value: | $72,267 |
| Standard Rate: | 0.003704 |

| NON-URBAN: |
| No. of Properties: | 1,048 |
| Standard Value Per Property: | $563,690 |
| Council Value: | $583,460 |
| Standard Rate: | 0.004484 |

PENSIONER REBATE ALLOWANCE:

- Pensioner Assessments as a % of Residential Assessments: 24.46%
- Standard Percentage: 17.08%

LOCAL ROADS COMPONENT DATA 2017-18

<table>
<thead>
<tr>
<th>Item</th>
<th>Council Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population:</td>
<td>12,641</td>
</tr>
<tr>
<td>Local Road Length:</td>
<td>1,057 km</td>
</tr>
<tr>
<td>Length of Bridges on Local Roads:</td>
<td>742 m</td>
</tr>
<tr>
<td>Road Allowance (based on Road Length and Population):</td>
<td>$1,177,793</td>
</tr>
<tr>
<td>Bridge Allowance (based on Bridge Length):</td>
<td>$58,975</td>
</tr>
<tr>
<td>Total Allowance:</td>
<td>$1,236,768</td>
</tr>
</tbody>
</table>
# APPENDIX A

LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

**Young (S)**

**STANDARD COSTS USED IN THE CALCULATION OF EXPENDITURE ALLOWANCES**

<table>
<thead>
<tr>
<th>Function</th>
<th>Council Value</th>
<th>State Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION AND GOVERNANCE</td>
<td>$307.33</td>
<td>$196.02</td>
</tr>
<tr>
<td>AERODROMES</td>
<td>$2.06</td>
<td>$3.34</td>
</tr>
<tr>
<td>AGED PERSONS' SERVICES</td>
<td>$0.00</td>
<td>$0.84</td>
</tr>
<tr>
<td>ANIMAL CONTROL</td>
<td>$8.07</td>
<td>$2.61</td>
</tr>
<tr>
<td>CEMETERIES</td>
<td>$9.02</td>
<td>$0.28</td>
</tr>
<tr>
<td>CHILDREN'S SERVICES</td>
<td>$12.10</td>
<td>$3.41</td>
</tr>
<tr>
<td>COMMUNITY SERVICES</td>
<td>$0.71</td>
<td>$12.15</td>
</tr>
<tr>
<td>CULTURAL FACILITIES</td>
<td>$12.58</td>
<td>$18.88</td>
</tr>
<tr>
<td>FIRE CONTROL AND EMERGENCY SERVICES</td>
<td>$13.05</td>
<td>$16.67</td>
</tr>
<tr>
<td>HEALTH AND SAFETY</td>
<td>$28.26</td>
<td>$9.39</td>
</tr>
<tr>
<td>LIBRARIES</td>
<td>$16.69</td>
<td>$34.73</td>
</tr>
<tr>
<td>NOXIOUS PLANTS AND PEST CONTROL</td>
<td>$82.06</td>
<td>$146.79</td>
</tr>
<tr>
<td>(per non-urban property)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANNING &amp; BUILDING</td>
<td>$29.67</td>
<td>$29.73</td>
</tr>
<tr>
<td>RECREATION</td>
<td>$101.18</td>
<td>$105.52</td>
</tr>
<tr>
<td>STORMWATER DRAINAGE AND FLOOD CONTROL</td>
<td>$21.56</td>
<td>$86.16</td>
</tr>
<tr>
<td>(per urban property)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STREET AND GUTTER CLEANING</td>
<td>$29.10</td>
<td>$40.33</td>
</tr>
<tr>
<td>(per urban property)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STREET LIGHTING</td>
<td>$13.29</td>
<td>$37.13</td>
</tr>
<tr>
<td>(per urban property)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION
DISABILITY CALCULATION SUMMARY - 2017-18

Young (S)
STANDARD COSTS USED IN THE CALCULATION OF EXPENDITURE ALLOWANCES

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Council Value</th>
<th>State Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAINTENANCE - URBAN LOCAL ROADS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Cost per length (km) of roads in urban/built-up areas for which council is responsible:</td>
<td>$1,274.36</td>
<td>$20,661.43</td>
</tr>
<tr>
<td>b) Urban length (m) per urban property:</td>
<td>19.45</td>
<td>11.03</td>
</tr>
<tr>
<td>c) Cost of maintenance of bridges and major culverts per network km of roads:</td>
<td>$27.70</td>
<td>$387.07</td>
</tr>
<tr>
<td>d) Bridge length (m) per network km of roads:</td>
<td>1.35</td>
<td>0.81</td>
</tr>
<tr>
<td>MAINTENANCE - SEALED RURAL LOCAL ROADS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Cost per length (km) of sealed roads in non-urban areas for which the council is responsible:</td>
<td>($1,847.70)</td>
<td>$4,997.57</td>
</tr>
<tr>
<td>b) Sealed rural length (m) per non-urban property:</td>
<td>274.22</td>
<td>301.01</td>
</tr>
<tr>
<td>c) Cost of maintenance of bridges and major culverts per network km of roads:</td>
<td>$424.52</td>
<td>$630.62</td>
</tr>
<tr>
<td>d) Bridge length (m) per network km of roads:</td>
<td>1.32</td>
<td>2.26</td>
</tr>
<tr>
<td>MAINTENANCE - UNSEALED RURAL LOCAL ROADS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Cost per length (km) of unsealed roads in non-urban areas for which the council is responsible:</td>
<td>$405.02</td>
<td>$2,017.79</td>
</tr>
<tr>
<td>b) Unsealed rural length (m) per non-urban property:</td>
<td>631.4</td>
<td>681.42</td>
</tr>
<tr>
<td>c) Cost of maintenance of bridges and major culverts per network km of roads:</td>
<td>$3.02</td>
<td>$98.52</td>
</tr>
<tr>
<td>d) Bridge length (m) per network km of roads:</td>
<td>0.33</td>
<td>0.62</td>
</tr>
</tbody>
</table>

* Unless otherwise shown, costs are per capita, based on ABS estimated resident population data (preliminary), as at 30 June 2016, as determined by the Australian Bureau of Statistics.

* The "Council Value" is the unit cost for the Council based principally on 2015-16 Schedule 1 data.

* State Standard costs are based on annual State averages costs, which are then averaged over 5 years (2011-12 to 2015-16). Annual average costs exclude extreme values in some cases. Standard costs are not intended to represent an ideal or optimal level of expenditure.

* Information on the standard cost for each function is provided for information only and individual council values are generally not used to determine grants.
APPENDIX B

LOCAL GOVERNMENT GRANTS COMMISSION
EXPLANATION OF CALCULATION SUMMARIES – 2017-18

INTRODUCTION

The Commission's general purpose component of the grant calculations is made up of two elements. The revenue element attempts to assess the relative revenue raising capacity of councils. The expenditure element recognises the additional costs faced by councils in providing services because of inherent cost disabilities. Council policy decisions are not considered.

REVENUE ALLOWANCES

The calculation of revenue allowances by the Commission seeks to compensate councils for their relative revenue raising capacity. Land values are used to rank councils along a continuum ranging from those with the strongest capacity to raise revenue to those that have the weakest capacity.

On the basis of aggregated property information purchased by the Commission from the Valuer-General and information submitted by councils to the Office of Local Government (the Office) in the annual financial data return, the total rateable valuation figure for each council is calculated to a common base date, as at 1 July each year. For the 2017-18 calculations the total figure is an average valuation for the years 2013, 2014, and 2015 with the 2013 and 2014 figures adjusted for changes in the number of properties between these years and 2015. Only the value of rateable property is used in the calculations. Councils are not penalised for non-rateable properties.

The property numbers and valuations for each council are split into urban and non-urban components on the basis of the Office's annual financial data return.

For the urban component a State average property value is determined based on the weighted average of all councils' values. An average rate-in-the-dollar is determined by dividing the State-wide rate revenue by the State-wide valuation.

The average value of urban properties for the council is compared to the State average value. The difference is multiplied by the number of properties and the State average rate-in-the-dollar to calculate a revenue allowance for urban properties. If the average value of urban properties for the council is higher than the State average the allowance is negative, if it is lower the allowance is positive.

A similar calculation is undertaken for non-urban properties.

The revenue allowances for the urban and non-urban components of each council are then added to give the total notional revenue allowance. The notional revenue allowances are then discounted to give them the same weight as the expenditure allowances.

In the absence of suitable alternative measures for assessing the relative capacity of councils to raise revenue the Commission considers the use of land values, with its discounting concession, to be the most equitable method of comparative assessment. Property values provide a good and simple indicator of the relative strength of the economic base of different local government areas. Valuations are somewhat sensitive to market fluctuations across all council areas brought about by circumstances such as drought, population growth or decline, and rising or falling economic activity.
The general formula for the calculation of revenue allowances is:

\[ \text{Revenue Allowance} = Nc \times ts \times (Ts - Tc) \]

where:

- \( Nc \) = number of properties (assessments)
- \( ts \) = standard rate-in-the-dollar
- \( Ts \) = standard value per property
- \( Tc \) = council's value per property.

The standard per property (\( Ts \)) is calculated as follows:

\[ Ts = \frac{\text{sum of rateable values for all councils}}{\text{sum of number of properties for all councils}} \]

The standard tax rate (\( ts \)) is calculated as follows:

\[ ts = \frac{\text{sum of general purpose revenue of all councils}}{\text{sum of rateable values of all councils}} \]

The accompanying summary provides details of the calculation of urban and non-urban revenue allowance for council. Individual council's figures are provided to each council.

PENSIONER REBATE ALLOWANCES

An additional allowance is calculated which compensates councils for the cost of the mandatory rebate of rates to pensioners. Positive allowances are calculated for councils with an above average number of eligible assessments as a proportion of residential assessments.

The general formula used to calculate the pensioner rebate allowance is:

\[ \text{Pensioner Rebate Allowance} = Rc \times Nc \times (Pc - Ps) \]

where:

- \( Rc \) = the standardised rebate per property for the council
- \( Nc \) = the number of residential properties
- \( Pc \) = the proportion of eligible pensioner assessments for the council
- \( Ps \) = the proportion of eligible pensioner assessments for all councils.
APPENDIX B
LOCAL GOVERNMENT GRANTS COMMISSION
EXPLANATION OF CALCULATION SUMMARIES – 2017-18

The standardised rebate for council (Rc) in the above formula is:

\[
\text{Standardised Rebate for Council} = 0.25 \times Vc \times Ts
\]

where:

\[
Vc = \text{the average value per residential property in the council}
\]

\[
Ts = \text{the standard rate-in-the-dollar for residential properties.}
\]

The maximum value for Rc is set at $125.00.

The attached summary provides details of the calculation of the pensioner rebate allowance for council.

EXPENDITURE ALLOWANCES

Expenditure disability allowances attempt to compensate councils for the extent to which it is expected to cost the council more than the standard council to provide a service due to inherent factors. The policy decisions of councils concerning the level of service provided or whether or not there is a service provided at all, are not considered (effort neutral).

These allowances are the dollar values of the estimated additional costs due to disabilities considered by the Commission. There are three elements in the calculation of disability allowances:

Unit: measures the number of units to be serviced. For the functions covered by the accompanying notes the units are population (estimated resident population), or urban properties, or non-urban properties, or road and bridge lengths.

Standard Cost: is generally five-yearly annual average of net operating costs, per unit, by all councils in the State, for the years 2011-12 to 2015-16.

Disability Factor: estimate of the additional cost, expressed as a percentage, of providing a standard service due to inherent disabilities (see the following section for details).

Expenditure disability allowances are calculated on the following general formula:

\[
\text{Expenditure Disability Allowances} = \text{Unit} \times \text{Standard Cost} \times \text{Disability Factor}
\]

Disability allowances for some functions are discounted to take account of specific purpose grants for those functions.
APPENDIX B
LOCAL GOVERNMENT GRANTS COMMISSION
EXPLANATION OF CALCULATION SUMMARIES – 2017-18

DISABILITY FACTORS

Disability factors are used in the calculation of expenditure allowances as part of the expenditure component of the calculations.

A disability factor is the Commission's estimate of the additional cost, expressed as a percentage, of providing a standard service due to inherent disabilities.

Inherent disabilities are characteristics of the council area beyond council control. The Commission does not compensate councils for cost differences, which arise due to policy decisions of council, management performance, or accounting differences.

For each function the Commission has identified a number of variables that are considered to be the most significant in influencing a council's expenditure on that particular function. These variables are termed disabilities. In addition to disabilities identified by the Commission, "other" disabilities relating to individual councils may be determined when the Commission visits councils for public hearings or through council submissions.

The accompanying notes provide details of the disabilities considered for each function under a series of headings. These are:

Disability: specifies the variable.
Recognises: explains the reason for including the disability and its relationship to the standardised council expenditure.
Measure: explains the basis on which the disability is assessed.
Source: the source of the data used for the determined factor.
Standard Value: the value with which individual council values are compared. It is usually the average value for the State.
Weightings: relates to the variation in the disability to the estimated additional cost due to that disability. The weightings have generally been determined by establishing a factor for the maximum disability based on a sample of councils and/or through discussion with appropriate organisations.

The general approach for calculating a disability factor is to take each disability relating to a function and apply the following formula:

\[
\text{DisabilityFactor} = \left( \frac{\text{CouncilValue}}{\text{Standard}} - 1 \right) \times 100 \times \text{Weighting}
\]

For some disabilities the factor is a set percentage. Where this occurs in the notes the weighting is shown as N/A.

Generally, negative scores are not calculated, that is, if the council score is less than the standard, a factor of 0 is substituted. Where negative disability factors are calculated it is shown in the summary. The factors calculated for each disability are then added together and rounded to give a total disability factor for the function.
APPENDIX B
LOCAL GOVERNMENT GRANTS COMMISSION
EXPLANATION OF CALCULATION SUMMARIES – 2017-18

ISOLATION

In addition to the calculation of allowances for each expenditure function, the Commission also calculates an allowance for additional costs associated with isolation for all non-metropolitan councils. The isolation allowance is calculated using regression analysis of the additional costs of isolation reported by council and their distance from Sydney and nearest major regional centre. An additional component is included which specifically recognises the additional industrial obligations of councils in western NSW.

A population ceiling of 7,500 was used when calculating the total allowance. This recognises the economies of scale that exist in larger centres, which reduce the cost effects of isolation.

Calculations for isolation allowances are based on the following formula:

\[
\text{Isolation Allowance} = P_c \times (D_{sc} \times K_1 + D_{nc} \times K_2 + I_c)
\]

where:

- \( P_c \) = the adjusted population for each council (7,500 ceiling).
- \( D_{sc} \) = the distance from council’s administrative centre to Sydney.
- \( D_{nc} \) = the distance from council’s administrative centre to the nearest major regional centre.
- \( I_c \) = the additional per capita allowance due to industrial award obligations (if applicable).

\( K_1 \) and \( K_2 \) are constants.

The summary attached provides details of the isolation allowance calculated for council.

STANDARD UNIT COSTS

The calculation of allowances for expenditure disabilities is generally based on a five year rolling average of annual state standard unit costs for each expenditure function. Standard unit costs are based on state average unit cost by aggregating the net costs for each function and dividing this by the number of units in the state. The net costs are sourced from Special Schedule 1, reported by councils to the Office in their financial reports.

The five year averaged standard unit costs for the functions considered in the calculation of grants for 2017-18 are shown on pages 6-7 in the enclosed Appendix A. These standard unit costs do not represent an ideal or optimal level of expenditure. Council’s most recent annual unit costs are also shown in Appendix A for information. Generally, whether a council’s unit costs are greater or less than the standard unit cost does not have any direct effect on the grant to the council. The standard unit costs simply determine the weightings for the particular function in relation to other functions in the calculation of allowances for expenditure disabilities.
APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
DETAILS OF DISABILITY FACTORS – 2017-18

ADMINISTRATION

Aboriginal or Torres Strait Islander
Recognises: additional costs for councils with a significant aboriginal population.
Measure: proportion of the population Aboriginal or Torres Strait Islander.
Source: Australian Bureau of Statistics (ABS), Census 2011, usual residents profile.
Standard: 2.49%
Weighting: 0.005

Economies of Scale
Recognises: higher per capita costs of administration for councils with small populations.
Measure: a population based score of 100 to 225 is used with councils whose population is
greater than 20,000 receiving nil disability and those whose population is less than
1,250 receiving the maximum disability score.
Source: ABS, Regional Population Growth, Australia, 2015-16.
Standard: 100
Weighting: 1.28

Non-English Speaking Background
Recognises: additional costs of information provision.
Measure: proportion of population born in non-English speaking countries.
Source: ABS, Census 2011, usual residents profile.
Standard: 18.45%
Weighting: 0.01

Population Distribution
Recognises: costs of staff travel and duplication of services.
Measure: the larger of:
   (a) the sum of the population of centres greater than 200 multiplied by their
distance from council headquarters(km) divided by the overall council
   population;
   or
   (b) according to population:
       between 50,000 and 100,000 3.65
       between 100,000 and 150,000 4.87
       greater than 150,000 7.30
Source: ABS, Census 2011, Census counts for small areas (place of enumeration)
Standard: 2.43
Weighting: 0.006

Population: Below Average Growth
Recognises: additional cost relativities resulting from below average growth.
Measure: annual average percentage change in population over the previous five years.
Source: ABS, Regional Population Growth, Australia, 2015-16.
Standard: 1.37%
Weighting: 0.019

Sparsity
Recognises: additional costs due to large council areas.
Measure: area (sq km) per capita.
Standard: 0.258
Weighting: 0.01

Appendix C - Page 1
## APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
DETAILS OF DISABILITY FACTORS – 2017-18

### AERODROMES

*Net Expenditure: Aerodromes*

- **Recognised:** above average expenditure, which is generally beyond council control.
- **Measure:** adjusted net expenditure per capita averaged over 5 years.
- **Source:** Office of Local Government, Special Schedule 1 (2011-12 to 2015-16); ABS, Regional Population Growth, Australia, 2015-16.
- **Standard:** 3.34
- **Weighting:** 1.0 (maximum DF of 497)

### AGED PERSONS’ SERVICES

*Aged Persons (60 years and over)*

- **Recognised:** additional need for services.
- **Measure:** proportion of the population aged 60 years and over.
- **Source:** ABS, Population by Age and Sex - 30 June 2015.
- **Standard:** 21.18%
- **Weighting:** 1.0

**Pensioners**

- **Recognised:** additional council responsibility for aged services.
- **Measure:** proportion of the population receiving the aged pension, and mature age allowances.
- **Source:** Centrelink, Customers by Postcodes - June 2008, (Recipients of Pensions, Benefits and Family Payments). Postcode data adjusted for council boundaries using ABS concordance.
- **Standard:** 13.23%
- **Weighting:** 1.2

**Population Distribution**

- **Recognised:** costs of staff travel and duplication of services.
- **Measure:** as for Administration.
- **Source:** ABS, Census 2011, census counts for small areas.
- **Standard:** 2.43
- **Weighting:** 0.002

### ANIMAL CONTROL

**Population Distribution**

- **Recognised:** costs of staff travel and duplication of services.
- **Measure:** as for Administration.
- **Source:** ABS, Census 2011, census counts for small areas.
- **Standard:** 2.43
- **Weighting:** 0.070

### CEMETERIES

**Population Distribution**

- **Recognised:** costs of staff travel and duplication of services.
- **Measure:** as for Administration.
- **Source:** ABS, Census 2011, census counts for small areas.
- **Standard:** 2.43
- **Weighting:** 0.015

Appendix C - Page 2
APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
DETAILS OF DISABILITY FACTORS – 2017-18

CHILDREN’S SERVICES

One Parent Families
Recognises: additional need for child care facilities.
Measure: proportion of families classified as "one parent family".
Source: ABS, Census 2011 of Population and Housing, selected social and housing characteristics for statistical local areas.
Standard: 16.28%
Weighting: 0.815

Population Distribution
Recognises: costs of staff travel and duplication of services.
Measure: as for Administration.
Source: ABS, Census 2011, census counts for small areas.
Standard: 2.43
Weighting: 0.001

Pre-School Children (0-4 years)
Recognises: additional need for services targeted at this age group which makes up the bulk of local government involvement in children’s services.
Measure: proportion of the population in 0-4 years age group.
Standard: 6.46%
Weighting: 1.0

COMMUNITY SERVICES

Aboriginal or Torres Strait Islander
Recognises: additional costs for councils with a significant aboriginal population.
Measure: proportion of the population Aboriginal or Torres Strait Islander.
Source: ABS, Census 2011, usual residents profile.
Standard: 2.49%
Weighting: 0.116

Non-English Speaking Background
Recognises: additional costs of information provision.
Measure: proportion of population born in non-English speaking countries.
Source: ABS, Census 2011, usual residents profile.
Standard: 18.45%
Weighting: 0.125

Occupation
Recognises: additional council responsibility for community services in areas of low socio-economic status.
Measure: proportion of the employed persons in lower socio-economic occupational groups.
Source: ABS, Census 2011, usual residents profile.
Standard: 24.51%
Weighting: 0.750

Pension and Benefit Recipients
Recognises: low income persons as a target group for community services.
Measure: proportion of the population receiving social security pensions.
Standard: 24.93%
Weighting: 0.965

Appendix C - Page 3
APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
DETAILS OF DISABILITY FACTORS – 2017-18

Population Distribution

Recognises: costs of staff travel and duplication of services.
Measure: as for Administration.
Source: ABS, Census 2011, census counts for small areas.
Standard: 2.43
Weighting: 0.001

Youth (15-24 years)

Recognises: youth as a target group for community services.
Measure: proportion of population in the 15-24 years age group.
Standard: 12.28%
Weighting: 0.200

CULTURAL FACILITIES

Duplication of Halls

Recognises: the additional costs related to the provision of facilities in a number of centres of less than optimum population size.
Measure: number of licensed halls multiplied by the standard net loss per hall divided by the LGA population for non-metropolitan councils.
Standard: 11.02
Weighting: 0.1 (maximum DF of 50)

Non-Resident Use - Cultural Facilities

Recognises: additional cost of the provision of higher order facilities in regional centres.
Measure: maximum score of 150 based on Commission assessment.
Source: Grants Commission.
Standard: 100
Weighting: 1.0

FIRE CONTROL AND EMERGENCY SERVICES

Duplication of SES Units

Recognises: cost of duplication of SES units.
Measure: index based on the population of each centre with an SES unit located more than 10 km from the administrative centre multiplied by its distance from the administrative centre divided by the total population of the LGA.
Source: SES Headquarters; ABS, Census 2011, census counts for small areas.
Standard: 1.0
Weighting: 0.002

Flood Boats

Recognises: requirement for flood rescue in non-urban areas.
Measure: number of SES registered flood boats per thousand of population.
Source: Grants Commission return, 2015-16; ABS, Regional Population Growth, Australia, 2015-16.
Standard: 0.053
Weighting: 0.026
APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
DETAILS OF DISABILITY FACTORS – 2017-18

Flood Prone Buildings
Recognises: flood rescue as the major area of SES expenditure.
Measure: number of buildings subject to mainstream flooding (1 in 100 years) per thousand of population.
Source: Grants Commission return, 2015-16; ABS, Regional Population Growth, Australia, 2015-16.
Standard: 24.05
Weighting: 0.027

Rural Fire Fighting Contributions
Recognises: contributions to the rural fire fighting fund.
Measure: average contributions to the NSW Rural Fire Service for a five year period, per capita (2011-12 - 2015-16).
Source: Ministry for Police and Emergency Services.
Standard: 4.30
Weighting: 0.3

Urban Fire Levy
Recognises: payment of this levy is the major local government expenditure item.
Measure: per capita NSW Fire Rescue contributions.
Source: Ministry for Police and Emergency Services, 2015-16.
Standard: 11.03
Weighting: 0.8

HEALTH AND SAFETY

Food Premises
Recognises: additional inspection costs in areas with high proportions of food premises.
Measure: proportion of food premises per thousand of population.
Source: Grants Commission return, 2015-16.
Standard: 5.91
Weighting: 0.751 (maximum DF of 110)

Non-English Speaking Background
Recognises: population of non-English speaking backgrounds as a target group for health services.
Measure: proportion of population born in non-English speaking countries.
Source: ABS, Census 2011, usual residents profile.
Standard: 18.45%
Weighting: 0.100

Population Distribution
Recognises: costs of staff travel and duplication of services.
Measure: as for Administration.
Source: ABS, Census 2011, census counts for small areas.
Standard: 2.43
Weighting: 0.015

Public Toilets
Recognises: significant variation in Council expenditure related to non-resident use.
Measure: score based on expenditure and Commission’s assessment of need to provide public toilets.
Source: Office of Local Government, Special Schedule 1, 2015-16.
Standard: 100
Weighting: 0.25
APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
DETAILS OF DISABILITY FACTORS – 2017-18

Vandalism and Crime
Recognises: additional costs associated with repairing damage to public property.
Measure: malicious damage to property incidents per capita.
Standard: 0.83%
Weighting: 0.022

LIBRARIES

Aged Persons (60 years and over)
Recognises: additional cost of providing specialist services and materials.
Measure: proportion of the population aged 60 years and over.
Standard: 21.18%
Weighting: 0.26

Non-English Speaking Background
Recognises: additional costs of information provision.
Measure: proportion of population born in non-English speaking countries.
Source: ABS, Census 2011, usual residents profile.
Standard: 18.45%
Weighting: 0.1

Non-Resident Borrowers
Recognises: additional cost of providing services for non-residents.
Measure: percentage of non-resident borrowers plus 100.
Standard: 116.63
Weighting: 1.0 (maximum DF of 10)

Population Distribution
Recognises: costs of staff travel and duplication of services.
Measure: as for Administration.
Source: ABS, Census 2011, census counts for small areas.
Standard: 2.43
Weighting: 0.018

Students: Full Time
Recognises: students as a major user group of library services.
Measure: proportion of the population attending an educational institution full time.
Source: ABS, Census 2011, usual residents profile.
Standard: 19.45%
Weighting: 0.195

PLANNING AND BUILDING SERVICES

Development Activity
Recognises: that expenditure is related to additional costs of inspection, certification, etc. per capita estimated (R) based on a regression of expenditure on planning and building control, number of building approvals for new dwellings per capita (a) and the total value of non-residential building approvals per capita (b).

\[
R = 58.19 + (730.36 \times a) + (0.00227 \times b)
\]

Source: Office of Local Government, Special Schedule 1, 2015-16; ABS, Building Approvals, June 2016.
Standard: 58.58
Weighting: 0.25 (maximum DF of 20)
APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
DETAILS OF DISABILITY FACTORS – 2017-18

Environmental Sensitivity

Recognises: additional costs of being classified as “environmental sensitive” by the Environmental Protection Authority.
Measure: councils are divided into 5 categories on the basis of environmentally sensitive areas (extreme 24%, very high 18%, high 12%, above average 8%, average and below 0).
Source: Environmental Protection Authority and Grants Commission.
Standard: 1
Weighting: 0.06

Heritage

Recognises: additional costs due to greater complexity in plan preparation and development control.
Measure: councils are divided into 5 categories on the basis of heritage considerations and environmentally sensitive areas, as assessed by the Commission (extreme 11%, very high 8%, high 8%, average 3%, average and below 0).
Source: Heritage Council and Grants Commission.
Standard: 1
Weighting: 0.028

Non-English Speaking Background

Recognises: additional costs of information provision.
Measure: proportion of population born in non-English speaking countries.
Source: ABS, Census 2011, usual residents profile.
Standard: 18.45%
Weighting: 0.04

Non-Residential Urban Properties

Recognises: greater complexity of processing development applications.
Measure: number of urban properties which are classified as “business” per hundred of population.
Standard: 2.52
Weighting: 0.2 (maximum DF of 30)

Population Distribution

Recognises: costs of staff travel and duplication of services.
Measure: as for Administration.
Source: ABS, Census 2011, census counts for small areas.
Standard: 2.43
Weighting: 0.017

Regional Centres and Secondary CBDs

Recognises: additional costs of forward planning generally related to non-resident use.
Measure: range of disabilities between 0 and 24 recognising extra planning expenditure necessary.
Source: Department of Infrastructure, Planning and Natural Resources.
Standard: 100
Weighting: 1.0
APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
DETAILS OF DISABILITY FACTORS – 2017-18

RECREATION

Age Structure (5-29 years)
Recognises: additional need for facilities due to a high proportion of population in the sport-playing age group.
Measure: proportion of the population in the 5-29 years age group.
Standard: 32.44%
Weighting: 0.75

Beach Lifesaving
Recognises: cost of additional facilities associated with beaches, principally lifesavers.
Measure: score based on Commission assessment.
Source: Office of Local Government, Special Schedule 1, 2015-16.
Standard: 100
Weighting: 1.0

Climate Measure
Recognises: additional costs in watering on low rainfall areas and the cost of mowing in high rainfall areas.
Measure:
(a) low rainfall – the difference between the council’s annual average rainfall (mm) and NSW highest rainfall (1898 mm); and
(b) high rainfall – councils with rainfall above 1330 mm receive 5% disability.
Source: Bureau of Meteorology, Rainfall Statistics, Australia, 1977 (minimum 30 years of observations)
Standard: a) 898  b) 0
Weighting: a) 0.277  b) N/A

Day Trippers
Recognises: additional costs related to the provision of facilities for one-off day visitors.
Measure: index in the range 100-105 determined by the Grants Commission.
Standard: 100
Weighting: 1.0

Duplication of Playing Fields
Recognises: additional costs related to the provision of facilities in a number of centres of less than optimum population size.
Measure: index based on the per capita area of playing fields that should be provided taking each urban centre above 200 population in turn, based on Research Study 1, Sydney Region Open Space Survey, NSW Planning and Environment Commission, 1975.
Source: ABS, 2001 Census, census counts for small areas.
Standard: 1.112
Weighting: 0.480

Duplication of Pools
Recognises: additional costs related to the provision of facilities in a number of centres of less than optimum population size.
Measure: number of pool complexes operated by council multiplied by the standard net loss per pool divided by population.
Source: Grants Commission return, 2015-16; Office of Local Government, Special Schedule 1, 2015-16; ABS, Regional Population Growth, Australia, 2015-16.
Standard: 12.34
Weighting: 0.06
APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
DETAILS OF DISABILITY FACTORS – 2017-18

Non-Resident Use - Recreation
Recognises: costs of additional services required in regional and tourist centres.
Measure: index generally in range 100-125 determined by the Commission based on a sampling of councils.
Source: Grants Commission.
Standard: 100
Weighting: 1.0

Non-Urban Measure
Recognises: cost advantages of councils whose residents have the opportunity to use facilities provided in adjacent centres.
Measure: index in a range 80-100 determined by the Commission based on a sampling of councils (negatives are calculated).
Source: Grants Commission.
Standard: 100
Weighting: 1.0

Population Distribution
Recognises: cost of staff travel and duplication of services.
Measure: as for Administration
Source: ABS, Census 2011, census counts for small areas
Standard: 2.43
Weighting: 0.003

Tidal/Rock Pools
Recognises: additional maintenance costs associated with tidal rock pools.
Measure: number of rock/tidal pools operated by the councils multiplied by the stand net loss per pool divided by population.
Source: Grants Commission return, 2015-16; ABS, Regional Population Growth, Australia, 2015-16
Standard: 1.28
Weighting: 0.005

STORMWATER DRAINAGE AND FLOOD CONTROL

Flood Prone Urban Buildings
Recognises: need for expenditure is proportional to the number of flood prone buildings.
Measure: based on the number of flood prone urban buildings subject to mainstream flooding (1 in 100 years) as a proportion of the total urban properties.
Source: Grants Commission return, 2015-16.
Standard: 1.0
Weighting: 1.81

Levee Measure
Recognises: maintenance of levee banks.
Measure: metres of levee banks per urban property.
Source: Grants Commission return, 2015-16.
Standard: 0.188
Weighting: 0.01
APPENDIX C
LOCAL GOVERNMENT GRANTS COMMISSION
DETAILS OF DISABILITY FACTORS – 2017-18

Stormwater Drainage Index

Recognises: variation in cost of construction and maintenance related to a number of variables considered to be most significant.
Measure: index provided by consultants after studying rainfall, urban land use and impervious area, ground slope, associated construction costs, soil and geology, and the age of the stormwater system.
Standard: 1.0
Weighting: 1.0

STREET AND GUTTER CLEANING

Non-Residential Urban Properties

Recognises: increased amounts of litter collected from commercial areas.
Measure: proportion of urban properties classified as "business". The measure excludes non-metropolitan councils.
Standard: 6.51%
Weighting: 0.5 (maximum DF of 20)

Urban Density

Recognises: additional maintenance costs of facilities in densely populated areas.
Measure: population divided by the total area of LGA in square kilometres.
Standard: 1,250
Weighting: 0.2 (maximum DF of 20)

STREET LIGHTING

Net Expenditure: Street Lighting

Recognises: additional expenditure largely beyond the control of individual councils.
Measure: adjusted net expenditure per urban property averaged over 5 years.
Standard: 100
Weighting: 1.0

NOXIOUS PLANTS AND PEST CONTROL

Infestation

Recognises: increased costs in areas of high weed infestation.
Measure: Noxious Plant Advisory Board index and the Grants Commission.
Source: Department of Agriculture
Standard: Low
Weighting: N/A

Terrain

Recognises: additional costs related to access and constraints on using machinery in mountainous areas.
Measure: disability factors based on the proportion of council areas classified "mountainous" or "hilly".
Source: CSIRO
Standard: N/A
Weighting: N/A
APPENDIX D
LOCAL GOVERNMENT GRANTS COMMISSION
GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2018-19 GRANTS

1. GENERAL

All submissions must be consistent with the principles which have been adopted by the Commission. The principles are attached in Table 1.

Information in the submissions must relate to the year ended 30 June 2017, in order to be compatible with the Grants Commission's Return of General Information for that year.

Only recurrent costs should be included; capital costs are to be excluded.

Submissions should be based only on inherent disabilities and problems, which are outside Council's control. Additional costs that result from deliberate policy decisions made by Council to provide a higher than average standard of service are not considered disabilities.

Information provided on disabilities should be brief and the costing estimates of the disabilities should be as accurate as is practicable to determine.

It is expected that submissions will generally relate to expenditure disabilities.

If you have further questions, then please contact: Helen Pearce on (02) 4428 4131 or by email at helen.pearce@olg.nsw.gov.au

Submissions should be e-mailed to the Commission at grants@olg.nsw.gov.au as soon as possible, but no later than 30 November 2017.

2. EXPENDITURE DISABILITIES

(a) Content

Details of the Commission's expenditure calculations for the Council area are enclosed (See Appendix A). This information should be used in assessing whether to make a submission on expenditure disabilities; that is, in assessing whether the particular disabilities of council's area are already recognised in the formula. If council believes that disabilities other than those currently identified by the formula have an impact on the cost of providing services, then this should be substantiated in the submission.

Similarly, if council believes that the impact of any disability already identified by the Commission is greater than indicated, then the case should be argued in the submission.

It should be noted that water, sewerage and waste management services are not considered.
APPENDIX D
LOCAL GOVERNMENT GRANTS COMMISSION
GUIDELINES FOR SPECIAL SUBMISSIONS IN RELATION TO THE 2018-19 GRANTS

(b) Required Format

Table 2 shows the REQUIRED FORMAT for submissions on expenditure disabilities. Submissions should be brief and include:

1. the function affected (using the Commission's functional heading);
2. a brief description of the disability;
3. a brief account of the action taken, or which would need to be taken, to deal with that disability;
4. the estimated additional cost impact of that action.

Where a disability factor affects costs across a number of council functions, separate details should be used showing the cost impact in each function area.

(c) Outcome

Where the Commission recognises an additional disability raised in a submission, which is particular to one or a small number of councils, their disability factors for that function will be adjusted in the "other" category.

Where an additional disability is recognised which has an impact on a number of councils, the methodology will be adjusted and all councils will be affected according to the extent of the relevant disability.

3. REVENUE DISABILITIES

While the approved principles generally bind the Commission's operation in this area, councils may wish to comment on the current methodology if it is considered that these unfairly disadvantage them.

It should be noted that non-rateable properties are taken into consideration in the Commission's calculation automatically. The loss of revenue from non-rateable properties does not need to be specified in the submission. However, additional net costs associated with services to non-rateable properties may be raised as an expenditure disability.
TABLE 1

APPROVED PRINCIPLES

1. General purpose grants to local governing bodies will be allocated as far as practicable on a full equalisation basis as defined in the Local Government (Financial Assistance) Act 1995; that is a basis which attempts to compensate local governing bodies for differences in expenditure required in the performance of their functions and in their capacity to raise revenue.

2. The assessment of revenue and expenditure allowances of local governing bodies will, as far as is practicable, be independent of the policy or practices of those bodies in raising revenue and the provision of services.

3. Revenue raising capacity will primarily be determined on the basis of property values; positive and negative allowances relative to average standards may be calculated.

4. Revenue allowances may be discounted to achieve equilibrium with expenditure allowances.

5. Generally for each expenditure function an allowance will be determined using recurrent cost; both positive and negative allowances relative to average standards may be calculated.

6. Expenditure allowances will be discounted to take account of specific purpose grants.

7. Additional costs associated with non-resident use of services and facilities will be recognised in determining expenditure allowances.
TABLE 2

REQUIRED FORMAT FOR SUBMISSIONS ON

EXPENDITURE DISABILITIES

EXAMPLE:

Function:

Planning and Building Services

Disability:

Land Slip

Description and Response:

A proportion of the council area is subject to land slip. This causes additional work in the processing of development applications (DAs), estimated to be an additional 3 hours per application.

Cost Impact:

450 DAs from potential land slip areas were processed in 2016-17.

The additional cost is estimated as:-

450 applications x 3 hours/application x $45/hour = $60,750
MEDIA RELEASE

For Immediate Release 20 September 2017
Authorised by Hilltops Council Mayor Brian Ingram

HILLTOPS COUNCIL ELECTS INAUGURAL MAYOR

Councillor Brian Ingram has been elected unopposed as the first Mayor of Hilltops Council, with Councillor Tony Wallace elected to serve as Deputy Mayor.

In accepting the position, Mayor Ingram said he is humbled by the honour and is looking forward to representing the interests of the entire Hilltops region.

"To be elected as the first Mayor of Hilltops Council is an honour and a privilege; I'm a proud resident of this area and have been for many years, and I look forward to leading a united Council team as we embark on an exciting new chapter for the region," Mayor Ingram said.

"I'm confident that with the combined efforts of the eleven-member Council, the best interests of each and every town and village will be at the forefront of our decision making.

"From the outset, I'm determined to ensure the newly elected Hilltops Council is an inclusive one; one that talks and listens to the community and maintains an ongoing conversation with residents about what Council is doing right, what Council can do better, and importantly, what the community's ideas are for the future.

"As the new Council takes the reigns, there's plenty on the agenda for us to start working on as we review future priorities, and plan for the long-term and sustainable future of the Hilltops Council region.

"There's certainly a number of projects underway that the new Council will have the opportunity to take carriage of and work with the community to deliver, including the development of a new 'Community Strategic Plan' along with a new 'Local Environment Plan'.

"These - and many other initiatives - will require extensive community consultation and I encourage all residents to contribute when the time comes.

"I'd like to thank my fellow Councillors - and of course the wider community - for putting their trust in me as Mayor. I assure residents that the new Council team will hit the ground running and will get to work representing the interests of each and every community; you're all an important part of the Hilltops Council region, a region we can all be proud to call home," he said.

-Ends.

Media Contact: Hilltops Council Mayor Brian Ingram, ph: 0417 233 687.
MEDIA RELEASE
For Immediate Release 18 September 2017
Authorised by Anthony McMahon

WORK TO GET UNDERWAY ON VITAL TRANSPORT LINK

Work is expected to get underway this week on upgrades to Murringo Road, the latest in a series of projects aimed at enhancing what is a vital transport link within the Hilltops region.

Council is scheduled to commence work tomorrow, Tuesday 19 September 2017, on the project that involves three sections between the Lachlan Valley Way and Castles Creek.

Council General Manager Anthony McMahon said the road works have been made possible thanks to funding that Council has secured from both the Federal and State Governments.

“The upgrade work getting underway on this particular section of road is a result of funding provided under the Federal Government’s ‘National Heavy Vehicle Safety and Productivity’ program, along with the NSW Government’s ‘Fixing Country Roads’ program,” Mr McMahon said.

“This is the perfect example of Council’s coordinated approach to road funding; combining programs offered at a Federal and State level to ensure we leverage the grants that are available, in order to secure the best possible outcomes for our transport infrastructure.

“Council has also just secured over $5 million in Federal funding for bridge infrastructure, and we eagerly await a decision by the NSW Government regarding our most recent application for grants under the latest round of the ‘Fixing Country Roads’ program,” he said.

Mr McMahon said the works on the Murringo Road – which include pavement stabilisation and sealing – are expected to be completed in approximately four weeks, weather permitting.

-Ends

Media Contact: Anthony McMahon, Hilltops Council – 02 6380 1200.
MEDIA RELEASE
For Immediate Release 15 September 2017
Authorised by Anthony McMahon

COUNCIL SECURES $5.2M IN FEDERAL FUNDING FOR LOCAL BRIDGES

The allocation of more than $5.2 million from the Federal Government towards bridge infrastructure in the region, underlines how important safe, accessible and quality transport routes are in enhancing our local economic competitiveness, Hilltops Council General Manager Anthony McMahon said.

Mr McMahon said the funding, announced by the local Member for Riverina, Small Business Minister Michael McCormack, will go towards two key projects that will help contribute to the long-term viability of the local road network.

“Quality road infrastructure is not only important from a safety point of view, it’s vital to the transport of freight in and out of our region, and is a necessary part of ensuring we attract visitors – and potential new residents – to the area,” Mr McMahon said.

“Earlier this year Council put forward a proposal to the Federal Government under Round 3 of the Bridges Renewal program, and I’m extremely pleased to say we have been successful in securing $4.67 million for the replacement of Bundarbo Road Bridge, and a further $570,000 to go towards the Burrangong Creek Bridge duplication project.

“This is a significant and most welcome investment in the Hilltops region by the Federal Government; it will help us deliver on our long-term strategic plan, to put in place the infrastructure we need in order to build on the strengths of our local economy, while capitalising on our future growth potential.

“This money will go a long way towards completion of these projects which Council – together with freight transport industry representatives in our area – has identified as local productivity pinch-points.

“Council is certainly appreciative of the funding provided under the Bridges Renewal program; from our perspective, it’s considered one of the most valuable and targeted programs offered by the Federal Government,” he said.

-Ends

Media Contact: Anthony McMahon, Hilltops Council – 02 6380 1200.
FIRST MAYOR OF HILLTOPS TO BE ELECTED NEXT WEEK

The first ever Mayor and Deputy Mayor of Hilltops Council will be decided at a meeting next week, during what will be the inaugural official gathering of the eleven Councillors elected following the recent local government election.

Council General Manager Anthony McMahon said the Extraordinary Meeting of Council will take place on Wednesday 20 September 2017, commencing at 5:30pm, at the Hilltops Council’s Young Chambers.

Mr McMahon said that although the final results of the election are yet to be announced by the NSW Electoral Commission, it was important to announce a date for the meeting as soon as possible, to ensure all prospective attendees are aware well in advance.

"The latest information I have been provided by the NSW Electoral Commission is that we can expect to know the results of preference distributions late Friday, which will be well ahead of Wednesday’s scheduled meeting," Mr McMahon said.

"By announcing the date now, it gives everyone plenty of time to make appropriate arrangements, should they need to be there depending on the outcome of the Electoral Commission’s announcement.

"I as General Manager will initially chair the meeting, with the first item of business requiring the newly elected Councillors to take an oath or affirmation. The next item will be the election of the Mayor, who will then chair the remainder of the meeting.

"Once elected, the Mayor holds office for two years which is a change from previous arrangements, while the Deputy Mayor may be elected for the same term or a shorter period, if in fact Council elect to have a Deputy Mayor, which is not compulsory.

"We will also have a ‘Welcome to Country’ at the start of the meeting by representatives from our local Aboriginal community," he said.

...cont.
Mr McMahon explained the period of Administration ends immediately before the first Hilltops Council meeting after the election.

"At the commencement of the first meeting the Administration period formally ends and that is the time when the newly elected representatives officially become the governing body of Council," Mr McMahon said.

Mr McMahon explained that in addition to electing the Mayor and Deputy Mayor, Councillors will also set their ‘Ordinary Meeting’ schedule for the year at next Wednesday’s meeting.

"This first meeting of the Hilltops Council is certainly a historic moment, one that marks the start of a new and exciting phase for our region, as we continue to build on our strengths and capitalise on the possibilities the future presents, in order to provide the services, infrastructure, facilities and opportunities our residents deserve," Mr McMahon said.

"I'd like to congratulate all the candidates that stood for election, which in itself demonstrates a strong level of community engagement. Along with the rest of the community, Council staff are now looking forward to getting the results of the count and working with the elected Councillors.

"There's a lot of exciting projects underway that the new Council will have the opportunity to take carriage of and work with the community to deliver, and I encourage residents to take an active and constructive role in helping inform Council's future priorities," he said.

*The Extraordinary Meeting of the Hilltops Council will be held at the Hilltops Council Chambers in Young on Wednesday 20 September 2017 at 5.30pm. Members of the public are welcome to attend.*

-Ends.

**Media Contact:** Anthony McMahon, Hilltops Council – 02 6380 1200.
MEDIA RELEASE
For Immediate Release 12 September 2017
Authorised by Anthony McMahon

COUNCIL LOBBIES STATE GOVT FOR ARTS & CULTURAL FUNDING BOOST

Hilltops Council will have to wait until the end of October to learn if a bid to secure local funding from the State Government’s ‘Regional Cultural Fund’ has been shortlisted, with a final announcement expected in early 2018.

General Manager Anthony McMahon said Council lodged an Expression of Interest last week, seeking $3 million from the fund, which is slated to invest $100 million from the State Government over four years into regional NSW.

Mr McMahon said Council’s application is an important part of a long-term vision that Council has, to help make available to the local community the arts, cultural and educational resources that metro areas have long enjoyed.

“If successful, this application will go towards the creation of the Cultural, Community and Education precinct in Young, which includes the construction of a state-of-the-art Library and University Centre; a project that heralds the start of an exciting new phase in the development of our local resources and infrastructure,” Mr McMahon said.

“The State Government has promoted the program as a means to ensure regional NSW gets ‘its fair share’ of arts and cultural infrastructure; I’m confident our application will help achieve just that, and will be seen as an extremely worthwhile investment.

“Council is committed to working with stakeholders in the local arts, cultural and education sectors so that together we can develop facilities that support the creation of social and economic benefits that will enhance opportunities and outcomes for residents of all ages, for generations to come,” he said.

Although the current funding bid is focused on a new facility in Young, it is part of a larger Hilltops-wide vision of improving cultural, community and education access and facilities.

“A key aspect of the proposed investment in Young will be ensuring quality digital connectivity to the facilities in Harden and Boorowa, which will enable community programs and events to be accessed virtually across communities,” Mr McMahon said.

...cont
“At the same time Council has recently submitted further grant applications for historical and cultural projects in Harden, that will directly compliment the project in Young,” he said.

Mr McMahon said Council continues to engage with the local community regarding the location of the new Library and University Centre, and is encouraging residents with a view, to make their voices heard.

“Council is maintaining an ongoing dialogue with the community about the preferred location for the new Library and University Centre. When the newly elected Council is on board I expect a final round of consultation to occur that will allow Council and the community to bed down a site to move forward with,” Mr McMahon said.

Anyone who has a view on the sites being discussed is encouraged to write to Council by emailing: mail@hilltops.nsw.gov.au.

-Ends

*Media Contact: Anthony McMahon, Hilltops Council – 02 6380 1200.*
MEDIA RELEASE
For Immediate Release 7 September 2017
Authorised by Anthony McMahon

DON’T RELY ON THE LUCK OF THE IRISH:
PLAN AHEAD FOR WOOLFEST

Irish Woolfest-goers are being encouraged to start thinking now about their travel plans to this year’s event, with Hilltops Council offering a shuttle bus service for the first time, to ferry passengers from various locations throughout the region to the celebrations.

General Manager Anthony McMahon said Council is providing the bus as a means of opening-up the entire Hilltops area to the benefits the renowned Irish Woolfest provides to the local economy.

“In order to truly capitalise on the influx of visitors, Council is for the first time this year, providing a shuttle bus service to and from the event from a number of key locations across the area. This will help expand opportunities for local businesses throughout the entire Hilltops region and ensure we leverage the event in a way that maximises the benefits it brings,” Mr McMahon said.

Mr McMahon said those heading to Boorowa in private vehicles should be aware of various road closures and detours planned for the Boorowa CBD during the festivities.

“There are a number of temporary road closures set down for the weekend; closure times and locations vary but the main one for anyone heading to or through Boorowa on Sunday 1 October will be the closure of Marsden Street, from Jugiong Street to Briol Street from 6:00am to 6:00pm,” Mr McMahon said.

“Some parking restrictions will also be in place, with disabled parking available at St Patrick's Church,” he said.

The following roads will be closed during the Irish Woolfest celebrations:

- Scott Street between Queen Street and Lachlan Valley Way from 6am to 6pm on 1 October 2017;
- Pudman Street between Scott Street and Marsden Street 6:00pm 30/09/2017 to 6:00pm 1/10/2017;
- Pudman Street from Marsden Street to Market Street 6:00am to 6:00pm 1/10/2017;

cont...
- Marsden Street between Jugiong Street and Brial Street 6:00am to 6:00pm 1/10/2017 for through traffic, parking vehicles will be directed to parking areas;
- Queen Street from St Patrick's Catholic Church to Market Street 8:00pm 30/9/2017 to 6:00pm 1/10/2017; and
- Park & Stevenson Streets between Brial and Pudman Streets ‘residential traffic only’ 6.00am to 6.00pm 1/10/2017.

The following detours will be in place:

- From Yass: right into Jugiong Street, left into Market Street, right onto Pudman Street, left onto Court Street, left into Brial Street and right onto Lachlan Valley Way, 6:00am to 6:00pm 1/10/2017; and
- From Cowra: left into Brial Street, right into Court Street, right onto Pudman Street, left onto Market Street, right onto South Street and left onto Lachlan Valley Way, 6:00am to 6:00pm 1/10/2017.

Parking in Marsden Street and some side streets including Queen, Scott and Pudman from midnight Saturday 30 September until 6:00pm Sunday 1 October will be prohibited due to the scheduled event.

More information on road closures and the Council’s shuttle bus service can be found at: www.irishwoolfest.com.au

-Ends

Media Contact: Anthony McMahon, Hilltops Council – 02 6380 1200.
Waiting for Word on Project Wish-list

The NSW State Government is currently considering a funding bid from Hilltops Council, aimed at securing $3.4 million in financial support for a total of 14 local community projects around the region.

General Manager Anthony McMahon said the application is part of the Council’s broad and long-term strategy to grow and enhance the area well into the future.

“Hilltops Council is continuing its region-building agenda with a funding application for a variety of local projects – spread across the entire Hilltops Council district – under the NSW Government’s Stronger Country Communities Fund program,” General Manager Anthony McMahon said.

Mr McMahon said Council sought community feedback as part of the application process.

“After Council’s extensive consultation with residents on the recently allocated Stronger Communities Fund, we received valuable community input that assisted in guiding priorities for this grant submission,” Mr McMahon said.

“We also invited direct submissions on project proposals from the community during the public promotion of the program, that we were able to undertake during the relatively short submission period available. This feedback was then incorporated into Council’s final funding application, which helped ensure our bid was as robust as possible.

“Assessment timeframes and processes around these sorts of programs vary, but we’re hopeful of hearing from the State Government relatively soon on how successful our application has been.

“We are currently seeing unprecedented investment in Regional NSW by the State Government and it is critical that as a council and community, we work together to get as much funding for our area as possible, in order to strategically develop the infrastructure needed to future-proof our growing region,” he said.
Council’s Stronger Country Communities Fund application includes the following projects:

- Young sporting fields and recreational areas shared pathway.
- Harden-Murrumburrah Museum access linkages and building refurbishments.
- Boorowa Showground pathway connectivity and jockey rooms.
- Upgraded public toilets for the Young Arts & Cultural precinct.
- Harden-Murrumburrah Visitor Information Centre.
- Boorowa Recreation Park: amenities upgrade, lighting improvements, cricket oval fencing replacement and disability-access play equipment.
- Young Rugby League amenities refurbishment.
- ‘Bill the Bastard’ war horse statue precinct.
- ‘Bill the Bastard’ bronzing project.
- Murrumburrah Showground linkage.
- Demolition of Monteagle Community Hall and construction of new, larger hall.

A description of each individual project is available on Council’s website:
www.hilltops.nsw.gov.au

-Ends.

Media contacts:
Anthony McMahon, General Manager Hilltops Council – 02 6380 1200
MEDIA RELEASE
For Immediate Release 31 August 2017
Authorised by Anthony McMahon

SUPPORT AVAILABLE FOR COMMUNITY GROUPS

Applications are now open for community groups and organisations to obtain funding from Hilltops Council for infrastructure projects, special programs or events.

General Manager Anthony McMahon said Council has two funding streams available for community groups to potentially utilise during the current financial year.

"Council is operating two funds that community groups and organisations can tap into; as the name suggests, the ‘small scale infrastructure fund’ is designed to offer some financial assistance for infrastructure projects," Mr McMahon said.

"The second ‘general’ fund is aimed at providing groups with some financial assistance for special programs or events they may be organising," he said.

Mr McMahon said funding of up to $10,000 will be made available to individual groups under the infrastructure fund, with a maximum of $500 available under the general fund.

"Council will fund a maximum of up to 50 per cent of the cost of the infrastructure or the event/program being undertaken; in other words, groups will be required to provide at least half of the cost of the project," Mr McMahon said.

Mr McMahon explained that the grant programs are replacing the arrangements that were in place under the former councils for providing financial support to community organisations. He said those groups that previously sought funding from council are encouraged to apply under the new program.

"In addition to the two funding programs currently open, a further program is expected to be rolled out in coming months relating to sponsorships. This third program is reliant on the incoming council finalising and adopting the sponsorship policy, which has recently been on exhibition for public comment," Mr McMahon said.

"Further details on the sponsorship program will be made available once the new policy is finalised," he said.

More information is available on Council’s website or by phoning Leanne Leihnh at Hilltops Council on (02) 6380 2000.

...cont
Application forms are also available for download on the website: www.hilltops.nsw.gov.au or at Council’s offices in Young, Harden and Boorowa.

Applications were originally set to close by 12 noon on September 7; that deadline has now been pushed back a further week. Applications should now be returned to Council no later than 12 noon on Friday, September 15, 2017.

**Fund 1 ~ Small Scale Infrastructure Fund**
This fund is designed to assist organisations provide infrastructure for their community group. Maximum funding available per group: $10,000.

**Fund 2 ~ General Fund for Community Financial Assistance**
This fund is designed to assist community groups and organisations to undertake special programs or events. Maximum funding available per group: $500.

-Ends.

**Media contacts:**
Anthony McMahon, General Manager Hilltops Council ~ 02 6380 1200.
MEDIA RELEASE
For Immediate Release 28 August 2017
Authorised by Anthony McMahon

SECOND ILLEGAL CHEMICAL DISCOVERED AT SEWERAGE PLANT

Hilltops Council is urging residents in Boorowa to report any incidents of suspected illegal waste disposal after a second unidentified chemical contaminant made its way into the town’s sewerage treatment plant.

Just one week after Council was forced to activate mitigation measures at the plant following the discovery of an unknown chemical pollutant, Council has advised the NSW Environment Protection Authority (EPA) of a second suspicious substance at the Boorowa plant.

Council staff have now isolated the bulk of the recent contaminant; samples have been taken and Council is working with the EPA to identify the substance in order to determine if any further remedial measures are required at the plant.

Council is again urging members of the public who have information regarding suspected illegal waste disposal, or who may have seen something suspicious, to contact the Council either by email: mail@hilltops.nsw.gov.au or by phone: (02) 6380 2000; the information provided will be treated in confidence.

Examples of suspicious activity may include trucks near sewerage manholes for extended periods of time, or noticing strange odours in a particular area, or other suspicious activity around sewerage manholes with non-council employees interfering with sewerage infrastructure.

-Ends

Media contacts:
Anthony McMahon, General Manager Hilltops Council – (02) 6380 1200.
AVOID A FINE AND VOTE ON TIME

Pre-poll voting for the Hilltops Council election opens in Young on Monday (28th August), and in Harden and Boorowa the following week (Monday, 4 September).

Council General Manager Anthony McMahon said pre-poll voting, together with the option of postal voting, are both available to those who may be away on election day, Saturday 9 September.

“Anyone who can’t get to a polling place on election day should arrange for a postal or pre-poll vote so they can have their say and avoid a penalty notice from the Electoral Commission for not voting,” Mr McMahon said.

“There’s no absent voting at council elections, so I expect postal and pre-poll voting will be a preferred option for a lot of people,” he said.

A total of 18 candidates have put their hand up to contest the Hilltops Council election.

“11 councillors will be elected by the community, with the position of mayor and deputy mayor to be decided by the newly elected council,” Mr McMahon said.

“The first term of the new Hilltops Council will be for three years to re-align with the next ordinary election of councils. Subsequent council terms will revert back to the standard four year terms,” he said.

Information on candidates and the ballot paper can be found at www.votensw.info.

Pre-poll

Pre-poll voting opens in Young on Monday, 28 August and closes Friday, 8 September. Pre-poll voting in Harden and Boorowa opens on Monday, 4 September and closes Friday, 8 September:

• Hilltops Council office, Boorowa (8.30-5pm);
• Hilltops Council office, Harden (8.30-5pm); and
• Hilltops Returning Officer’s office, Young (times vary, check www.votensw.info for details).

For further information visit www.votensw.info or call 1300 135 736.

...cont.
Postal Voting

People can apply for a postal vote online at www.votensw.info or by calling 1300 135 736. Applications must be received by 5pm on Monday, 4 September. People are encouraged to apply as soon as possible to allow for postage time.

Check your details

People can check their enrolment details online at www.votensw.info or by calling 1300 135 736.

-Ends

Media contacts;
Anthony McMahon, General Manager Hilltops Council – 02 6380 1200.
MEDIA RELEASE

For Immediate Release 24 August 2017
Authorised by Anthony McMahon

BOOROWA SEWERAGE TREATMENT PLANT UPDATE

The unidentified chemical pollutant found at the Boorowa Sewerage Treatment Plant on Monday has been contained and the system has resumed normal operations.

Temporary mitigation measures were put in place earlier in the week after Council staff discovered a chemical substance in the system, most likely the result of illegal waste disposal.

Council is continuing to work with the NSW Environment Protection Authority (EPA) to identify the substance in order to determine if any further action is required.

If anyone has information regarding the illegal disposal of waste, contact Hilltops Council; the information you provide will be kept confidential.

Council is once again reminding residents that disposing of chemicals in sewerage and storm water drainage systems is illegal. Anyone caught illegally disposing of chemical products can be issued with an on the spot fine from the EPA of up to $7,500 ($15,000 for companies).

Further information on illegal chemical disposal, including reporting, can be found on the EPA’s website: www.epa.nsw.gov.au

-Ends

Media contacts:
Anthony McMahon, General Manager Hilltops Council – 02 6380 1200
MEDIA RELEASE
For Immediate Release 22 August 2017
Authorised by Anthony McMahon

Hilltops Council

COUNCIL SECURES FUNDING FOR NEW SCHOOL BUS SHELTERS

Hilltops Council has been successful in securing NSW State Government funding for the construction of new bus shelters at six schools in the region.

General Manager Anthony McMahon said Council also received funding to upgrade bus areas at a further 11 schools.

"With Term 3 of the school year well underway, school bus safety is front of mind for teachers, parents and students," Mr McMahon said.

"Ensuring school children have appropriate areas to get off the bus in the morning, and back on at the end of the day is a big part of making sure school bus drop-off and collection zones are as safe and accessible as possible for students," he said.

Mr McMahon explained the $82,000 funding was awarded by Transport for NSW under the Country Passenger Transport Infrastructure Grants Scheme.

"As part of the grant funding allocated by the NSW Government, new shelters will be built at six schools across the region, with a further 11 schools to benefit from the provision of ‘hard-stand’ zones, designed to ensure the areas where students get on and off the bus, are accessible,” Mr McMahon said.

New shelters will be constructed at the following schools:

- Jugiong Public School;
- St Joseph's Primary School, Boorowa;
- Murringo Public School;
- Rye Park Public School;
- Bribberee Public School; and
- Maimuru Public School.

Locations for the 11 designated upgrades will be determined based on need among remaining schools in the Hilltops LGA.

-Ends

Media Contact
Anthony McMahon, Hilltops Council – 02 6380 1200.
MEDIA RELEASE
For Immediate Release 21 August 2017
Authorised by Anthony McMahon

#248765

ILLEGAL POLLUTANT LEADS TO TEMPORARY PLANT SHUTDOWN

Residents in Boorowa are being asked to minimise their use of the town’s sewerage system as Council works to offset any damage caused at the treatment plant after a chemical was illegally disposed of into the system.

A routine plant inspection on Monday morning uncovered the toxic substance at the Boorowa Sewerage Treatment Plant.

Council is now working with the NSW Environment Protection Authority (EPA) to identify the chemical in order to assess the damage it may have caused, and the most appropriate course of action.

Until then, Council is diverting the system’s flow into a holding pond; this pond has limited capacity so residents are asked to minimise their use of the system over the next 24 to 48 hours while a mitigation plan is put in place.

Council is reminding residents that disposing of chemicals in sewerage and storm water drainage systems is illegal. Anyone caught illegally disposing of chemical products can be issued with an on the spot fine from the EPA of up to $7,500 ($15,000 for companies).

Further information on illegal chemical disposal, including reporting, can be found on the EPA’s website: http://www.epa.nsw.gov.au

-Ends.

Media contacts:
Anthony McMahon, General Manager Hilltops Council - 02 6380 1200.
MEDIA RELEASE
For Immediate Release 21 August 2017
Authorised by Anthony McMahon

WATER SUPPLY NETWORK IMPROVEMENTS
IN BOOROWA

Hilltops Council will next week start work on water main upgrades at various locations in Boorowa.

Commencing on Monday 28 August 2017, work will be carried out in the following locations:

- Little Street; and
- Intersection of Long Street and Little Street.
- Intersection of Long Street and Campbell Street.
- Intersection of Long Street and Briar Street.

The improvements will be conducted during the hours between 7:00am and 5:00pm, over a period of approximately seven days.

"Road access may be disrupted in some areas so residents and road users are asked to be patient and obey any safety signs around the construction areas," Council General Manager Anthony McMahon said.

"If necessary, residents in the construction area will be assisted in entering and exiting their properties by the Council staff working on the project."

There's expected to be minimal interruptions to water supply during the main pipe installation works. Council will make all necessary effort to minimise the impact to residents and businesses, and will contact locals directly regarding any further interruptions.

For more information contact Hilltops Council on 6380 2000 during office hours.

-Ends

Media contacts:
Anthony McMahon, General Manager Hilltops Council – 02 6380 1200.
MEDIA RELEASE
For Immediate Release 21 August 2017
Authorised by Anthony McMahon

#248763

MAJOR ROAD UPGRADE TO BE READY BY HARVEST TIME

Major upgrade work on a section of Cunningar Road will commence next week, ensuring the improvements to one of the region’s key grain freight routes are completed in time for this year’s harvest.

Hilltops Council General Manager Anthony McMahon said Council staff are set to commence operations next Monday (28 August) on the project, which he explained, is a continuation of work carried out thanks to more than $1.2m in funding under the NSW Government’s Fixing Country Roads program.

“This road is an important piece of infrastructure in our region’s transport network, particularly during the busy harvest season,” Mr McMahon said.

“By getting these works underway now, it means the upgrade will be well and truly finished by the time local grain growers are ready to start transporting their harvest,” he said.

Mr McMahon said motorists using the road over the coming weeks should allow extra travel time for their journey.

“Over the next few weeks, the speed limit will be reduced to 40km/hr in certain areas along an approximate 4km stretch of the road between the Hughstonia Road intersection and the Campbellfields Road intersection,” Mr McMahon said.

“This will inevitably cause minor delays for those travelling along this road so I urge road users to take this into account and add extra travel time to your trip while Council staff carry out this important work,” he said.

The roadworks are expected to continue for up to four to five weeks.

-Ends.

Media contacts:
Anthony McMahon, General Manager Hilltops Council – 02 6380 1200.
COUNCIL COMMITTEE REPORTS

FOR ACTION

♦ Galong Limestone Mine VPA Steering Committee Meeting Minutes - 12 September 2017

That Council endorses;

Item 17/08:

1. Council identify a suitable standing area for trucks on Limestone, to avoid travelling through the Galong village prior to the 7:00am curfew; and
2. Sibelco advise drivers of the standing area and that Council will start compliance action for standing outside of the identified area.

GENERAL BUSINESS

1. That, the list of items for consideration of funding tabled by William McCaskill at the meeting be provided to the successful consultant for the preparation of the Galong Strategic Plan.

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♦ Local Traffic Committee - 12 September 2017

RECOMMENDATION

That Council endorses;

SPECIAL EVENTS 68th NATIONAL CHERRY FESTIVAL 2017

Item 1 - Entertainment Area, Stalls and Activities, Anderson Park/Railway Station Precinct. Thursday 30th November to Sunday 3rd December.

1. If required Lynch Street between Lovell Street and Railway Line be temporary closed to traffic for the purpose of the Entertainment Area activities;
2. General criteria for Special Events to be addressed including Risk/Hazard Assessment;
3. Council to advertise a Public Notice of event and road closures;
4. Country Link bus operator, Maimuru and Monteagle Public School bus operators be advised of precinct closure and relocation of bus pick up and drop off area at Library for Country Link and acceptable location for School Bus;
5. The area be kept clean and tidy during the event and at its completion;
6. No entertainment or food stall vehicles or trailers shall arrive at the Entertainment Area precinct prior to 5:00pm Wednesday 3rd December;
7. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;
8. Applicant to obtain written agreement from business operators affected by any temporary road closure;
9. Notify NSW Ambulance and NSW Fire and Rescue;
10. NSW Police Force approval conditions imposed form part of Council approval;
11. Adhere to NSW Police Force directions.

Fireworks Spectacular, Nasmyth Street (Lynch Street To Zouch Street). Friday 1st December 9:30pm to 10:00pm

Item 2: That Council approve the temporary road closures for the 68th National Cherry Festival Fireworks Spectacular on Friday 1st December 2017 from 9:00pm to 10:00pm as follows;

1. Nasmyth Street (Main Street to Zouch Street);
2. A cordoned off viewing perimeter in Nasmyth Street is to be implemented to a distance as stipulated by the Pyro Technion;
3. Vehicle detour is to be implemented to direct traffic around the temporary road closure;
4. Notification to residents in the section of temporary road closure length;
5. Council to advertise a Public Notice of event and road closure;
6. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;
7. Notify NSW Ambulance and NSW Fire and Rescue;
8. NSW Police Force approval conditions imposed form part of Council approval;

Car Show, Hilltops Council Administration Centre Carpark - Young. Saturday 2nd December 7:00am To 2:30pm

Item 3: That Council approve the 68th National Cherry Festival Car Show at the Public Car Park rear of Hilltops Council Administration Centre - Young Saturday 2nd December from 6:00am to 2:30pm as follows;

1. Rogan Lane between Lovell Street and Lighting Lane will be temporary closed to traffic for the Car Show. A signed acknowledgement from the business owners is required;
2. General criteria for Special Events to be addressed including Risk/Hazard Assessment;
3. Council to advertise a Public Notice of event and road closures;
4. No excessive noise be made;
5. The area be kept clean and tidy during the event and at its completion;
6. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;
7. Applicant to obtain written agreement from business operators affected by any temporary road closure or this event;
8. Notify NSW Ambulance and NSW Fire and Rescue;
9. NSW Police Force approval conditions imposed form part of Council approval;
10. Adhere to NSW Police Force directions.

Street Parade, Boorowa Street (Including Marshalling & Termination Area).
Saturday 2nd December 4:00pm To 5:00pm

Item 4: That Council approve the temporary road closures for the 68th National Cherry Festival Parade on Saturday 2nd December 2017 from 4:00pm to 5:00pm as follows;

1. Marshalling Area
   Cloete Street (east of Zouch Street)
   Calabash Street
   Junction Street
   Boorowa Street (east of Zouch Street)
   Parade Route: Boorowa Street (Zouch Street to Clarke Street)
   Termination Areas
   Walking participants
   Clarke Street between Boorowa Street and Lovell Street
   Vehicles
   Boorowa Street between Clarke Street and Thornhill Street;
2. There will be a short delay in traffic for the north-south bound passing traffic flow as the parade proceeds, Traffic Control officers located at the Boorowa Street and Zouch Street round-a-bout will evaluate the through traffic queuing and when required stop the parade participants to allow traffic to proceed. Sign posted detours via the Heavy Vehicle Bypass routes will be in place with SES personnel to assist where required;
3. Criteria for “Class 2” Special Event to be addressed including Risk/Hazard Assessment;
4. Council to advertise a Public Notice of event and road closures;
5. The organizer shall notify all residents no less than 7 days prior to the event that vehicle access to and from their property will be prohibited and other parking arrangements should be made;
6. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;
7. Notify NSW Ambulance and NSW Fire and Rescue;
8. RMS and NSW Police Force approval conditions imposed form part of Council approval;

Massed Bands/Celtic Tattoo, Boorowa Street (Clarke Street to Main Street).
Saturday 2nd December 5:30pm To 9:00pm

Item 5: That Council approve the temporary road closure for the 68th National Cherry Festival Massed Bands/Celtic Tattoo Boorowa Street (Clarke Street to Main Street) on Saturday 2nd December 2017 from 5:30pm to 9:00pm as follows;

1. Boorowa Street between Clarke Street and Main Street remain closed after the street parade;
2. Vehicle detour as follows - Lovell Street is part of the Heavy Vehicle Bypass route through the CBD for generally east - west traffic movement. For the period of the temporary road closure Heavy Vehicles as well as general through traffic east bound towards Boorowa and west bound to Temora will be detoured via Thomhill Street and Main Street towards Lovell Street;
3. Concurrence of all business operators adjacent to the temporary road closure;
4. Criteria for “Class 2” Special Event to be addressed including Risk/Hazard Assessment;
5. Council to advertise a Public Notice of event and road closure;
6. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;
7. Notify NSW Ambulance and NSW Fire and Rescue;
8. NSW Police Force approval conditions imposed form part of Council approval;

17/15 – Special Events, Hilltops Heritage Rally, Young & District Antique Engine & Tractor Club, Carrington Park, Young. Friday 1st to Sunday 3rd December

Item 6: That Council approve the temporary road closure for the Young & District Antique Engine and Tractor Club Exhibit at Carrington Park from 5:00pm Friday 1st to 5pm Sunday 3rd December 2017 as follows;

1. The temporary road closure of Ripon Street west bound lane adjacent to Carrington Park and Caple Street adjacent to Carrington Park (approximately 7 metres from the eastern kerb line) will take effect as of 5:00pm Friday;
2. The temporary road closure and associated detour be implemented by Council in accordance with the TCP;
3. Carrington Park car park be closed from 7:00am on Friday 1st to provide an unloading point for early arriving entrants;
4. The commencement of the noise emitting exhibits shall not be prior to 9:30am on Saturday or Sunday;
5. Vehicles that may cause damage to the bitumen sealed surface are not to be placed on the carriageway. Costs associated with repairing any damaged surface due to this event shall be met by the event organizer;
6. The organizer shall ensure each exhibitor are contained to the area shown on the plan submitted as part of the Special Event application;
7. Council to advertise a Public Notice of event and road closures;
8. All oil leaks are to be contained within adequate drip trays;
9. No hot water shall be placed on the lawn area;
10. Exhibits are to adhere to set out plan lodged as part of Special Event application for the event;
11. No camping or the lighting of fires will be permitted in the grounds of Carrington Park or road reserves. The consumption of alcohol outside the restriction period is prohibited;
12. The grounds of Carrington Park shall be kept in a clear and tidy manner during the event and upon the events completion;
13. NSW Police Force approval conditions imposed form part of Council approval;

SPECIAL EVENTS, BUNYIP PRESCHOOL 50TH ANNIVERSARY, BINALONG STREET, HARDEN

Item 7: That Council approve the temporary road closure for the Bunyip Preschool 50th Anniversary event on Sunday 22nd of October 2017 as follows;

1. The temporary road closure of Binalong Street between Derby Street and Lucan Street, Harden from 7:00am to 5:00pm;
2. The temporary road closure and associated detour be implemented by Council in accordance with the TCP;
3. Certificate of Currency for Public Liability for $20,000,000 minimum noting Hilltops Council and NSW Police Force as interested parties be provided to Council for record purposes;
4. Care of the road pavement surface with any erection of activity type operation ie: rides, jumping castle etc. No anchoring points are to be driven through the bitumen seal of the road. Costs associated with repairing any damaged surface due to this event shall be met by the event organizer;
5. The organizer shall ensure each activity type operation ie: rides, jumping castles etc. are contained to the area shown on the plan submitted (preferably adjacent to the preschool centre) as part of the Special Events application;
6. Council to advertise a Public Notice of event and road closures;
7. Exhibits are to adhere to set out plan lodged as part of Special Event application for the event;
8. The road reserve is to be kept in a clear and tidy manner during the event and upon the events completion;
9. NSW Police Force approval be granted and conditions imposed form part of Council approval;
10. Adhere to NSW Police Force directions.

No Parking, Dundas Street Adjacent to Eric Smith Park at Bridge Vehicle Crossing at Kerb, Young

**Item 8: That Council approve the following;**

1. The installation of No Parking signs either side of the bridge vehicle crossing located towards the eastern end of Eric Smith Park to provide unobstructed access for the resident of 11 Dundas Street and Council vehicles.

**NO ACTION**

- Young Shire Band - 31 July 2017
- Centroc - 10 August 2017
- Rye Park Progress Association - 16 August 2017
- Murringo Community Association Inc. - 28 August 2017

**ATTACHMENTS**

Minutes of each committee

**RECOMMENDATION**

That the balance of the committee reports be noted.
GALONG LIMESTONE MINE VPA STEERING COMMITTEE MEETING MINUTES

12 SEPTEMBER 2017 COMMENCING AT 5:40PM
Held in the Hilltops Council, Harden Chamber, 3 East Street, Harden

ATTENDANCE

GALONG LIMESTONE MINE VPA STEERING COMMITTEE

Andrew Seabert (Sibelco Australia); Anthony McMahon (Hilltops Council); Wendy Tuckerman (Hilltops Council); Ian Mergard (Community Representative); William McCaskill (Community Representative)

APOLOGIES

Nil

CONFIRMATION OF PREVIOUS MINUTES

The minutes of the meeting of 3 August 2017 be accepted as a true and correct copy of the proceedings.

Moved: W. McCaskill  Seconded: I. Mergard

17/08 – TRUCK QUEUING ISSUES

RECOMMENDATION

It is recommended to Council that;

1. Council identify a suitable standing area for trucks on limestone, to avoid travelling through the Galong village prior to the 7:00am curfew.
2. Sibelco advise drivers of the standing area and that Council will start compliance action for standing outside of the identified area.

Moved: W. McCaskill  Seconded: A. Seabert

17/09 – GENERAL BUSINESS

RECOMMENDATION

It is recommended to Council that; the list of items for consideration of funding tabled by William McCaskill at the meeting be provided to the successful consultant for the preparation of the Galong Strategic Plan.

Moved: W. McCaskill  Seconded: I. Mergard

Next Meeting: Monday, 11 December 2017, Hilltops Council, Harden Chambers, 3 East Street, Harden commencing at 5:30pm.

TERMINATION: There being no further business the meeting closed 6.11pm.
Projects for the Galong Community

I have put together the following list of renovation/upgrade projects that could be undertaken over the next number of years.

Note all projects have to be for the benefit of the community and not require ongoing expenditure post completion to be viable.

Should suitable projects not be found any funds not utilised will be then applied to areas listed in the VPA.

Hall area

- Heating/Cooling of the Hall
- Shade Sail over the playground area
- Replace fencing between properties with a common fence to the playground/BBQ area (current fencing has barbwire)
- Lighting of the BBQ / Playground area
- Expand the BBQ undercover table
- Upgrade the septic
- Renovate the Toilet area.
- Landscaping
- Repair and renovate the old entrance gate.

Oval precinct.

- build two toilets near Shed
- Upgrade Septic
- landscape area (level ground)
- redo oval surface.
- replace fencing around oval
- renovate entrance area
- provide seating tables at the shed
- tennis court renovation
Limestone Park
-level area
-landscape area.

General.
-Upgrade village roads including guttering and drainage.
-landscape common areas
-landscape entrances to village
-Undertake maintenance to Hall building.
-Upgrade Kitchen in annex of Hall
-Provide compact tractor with small bucket and slasher
GENERAL MANAGERS REPORT

17/14 – SPECIAL EVENTS 68th NATIONAL CHERRY FESTIVAL 2017

ENTERTAINMENT AREA (STALLS and ACTIVITIES), ANDERSON PARK/RAILWAY STATION PRECINCT
THURSDAY 30th NOVEMBER to SUNDAY 3rd DECEMBER

FIRWORKS SPECTACULAR, NASMYTH STREET (ZOUCH STREET to LYNCH STREET)
FRIDAY 1st DECEMBER 9:00pm to 10:00pm

CAR SHOW, CARPARK REAR OF HILLTOPS COUNCIL ADMIN - YOUNG OFFICE
SATURDAY 2nd DECEMBER 7:00Am to 2:30pm

STREET PARADE, BOOROWA STREET (INCLUDING MARSHALLING AREA and TERMINATION AREA SATURDAY 2nd DECEMBER 4:00pm to 5:00pm

MASSED BANDS, BOOROWA STREET (CLARKE STREET to MAIN STREET)
DAY 2nd DECEMBER 4:30pm to 9:30pm

17/18 RESOLVED:

ENTERTAINMENT AREA, STALLS AND ACTIVITIES, ANDERSON PARK/RAILWAY STATION PRECINCT,
THURSDAY 30th NOVEMBER TO SUNDAY 3rd DECEMBER

That Council approve the 68th National Cherry Festival Entertainment Area from 6:00am Thursday 30th November to 4:00pm Sunday 3rd December 2017 as follows;

1. If required Lynch Street between Lovell Street and Railway Line be temporary closed to traffic for the purpose of the Entertainment Area activities;

2. General criteria for Special Events to be addressed including Risk/Hazard Assessment;

3. Council to advertise a Public Notice of event and road closures;
4. Country Link bus operator, Maimuru and Monteagle Public School bus operators be advised of precinct closure and relocation of bus pick up and drop off area at Library for Country Link and acceptable location for School Bus;

5. The area be kept clean and tidy during the event and at its completion;

6. No entertainment or food stall vehicles or trailers shall arrive at the Entertainment Area precinct prior to 5:00pm Wednesday 3rd December;

7. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;

8. Applicant to obtain written agreement from business operators affected by any temporary road closure;

9. Notify NSW Ambulance and NSW Fire and Rescue;

10. NSW Police Force approval conditions imposed form part of Council approval;

11. Adhere to NSW Police Force directions.

FIREWORKS SPECTACULAR, NASMYTH STREET (LYNCH STREET TO TOUCH STREET). FRIDAY 1ST DECEMBER 9:30PM TO 10:00PM

That Council approve the temporary road closures for the 68th National Cherry Festival Fireworks Spectacular on Friday 1st December 2017 from 9:00pm to 10:00pm as follows;

1. Nasmyth Street (Main Street to Zouch Street);

2. A cordoned off viewing perimeter in Nasmyth Street is to be implemented to a distance as stipulated by the Pyro Technion;

3. Vehicle detour is to be implemented to direct traffic around the temporary road closure;

4. Notification to residents in the section of temporary road closure length;

5. Council to advertise a Public Notice of event and road closure;

6. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;

7. Notify NSW Ambulance and NSW Fire and Rescue;

8. NSW Police Force approval conditions imposed form part of Council approval;

That Council approve the 68th National Cherry Festival Car Show at the Public Car Park rear of Hilltops Council Administration Centre – Young Saturday 2nd December from 6:00am to 2:30pm as follows;

1. Rogan Lane between Lovell Street and Lighting Lane will be temporary closed to traffic for the Car Show. A signed acknowledgement from the business owners is required;

2. General criteria for Special Events to be addressed including Risk/Hazard Assessment;

3. Council to advertise a Public Notice of event and road closures;

4. No excessive noise be made;

5. The area be kept clean and tidy during the event and at its completion;

6. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;

7. Applicant to obtain written agreement from business operators affected by any temporary road closure or this event;

8. Notify NSW Ambulance and NSW Fire and Rescue;

9. NSW Police Force approval conditions imposed form part of Council approval;

10. Adhere to NSW Police Force directions.

That Council approve the temporary road closures for the 68th National Cherry Festival Parade on Saturday 2nd December 2017 from 4:00pm to 5:00pm as follows;

1. **Marshalling Area**

   Cloete Street (east of Zouch Street)
   Calabash Street
   Junction Street
   Boorowa Street (east of Zouch Street)

   Parade Route:
   Boorowa Street (Zouch Street to Clarke Street)
Termination Areas

Walking participants
Clarke Street between Boorowa Street and Lovell Street

Vehicles
Boorowa Street between Clarke Street and Thornhill Street;

2. There will be a short delay in traffic for the north-south bound passing traffic flow as the parade proceeds, Traffic Control officers located at the Boorowa Street and Zouch Street round-a-bout will evaluate the through traffic queuing and when required stop the parade participants to allow traffic to proceed. Sign posted detours via the Heavy Vehicle Bypass routes will be in place with SES personnel to assist where required;

3. Criteria for “Class 2” Special Event to be addressed including Risk/Hazard Assessment;

4. Council to advertise a Public Notice of event and road closures;

5. The organizer shall notify all residents no less than 7 days prior to the event that vehicle access to and from their property will be prohibited and other parking arrangements should be made;

6. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;

7. Notify NSW Ambulance and NSW Fire and Rescue;

8. RMS and NSW Police Force approval conditions imposed form part of Council approval;


MASSED BANDS/CELTIC TATTOO, BOOROWA STREET (CLARKE STREET TO MAIN STREET).
SATURDAY 2ND DECEMBER 5:30PM TO 9:00PM

That Council approve the temporary road closure for the 68th National Cherry Festival Massed Bands/Celtic Tattoo Boorowa Street (Clarke Street to Main Street) on Saturday 2nd December 2017 from 5:30pm to 9:00pm as follows;

1. Boorowa Street between Clarke Street and Main Street remain closed after the street parade;

2. Vehicle detour as follows - Lovell Street is part of the Heavy Vehicle Bypass route through the CBD for generally east - west traffic movement. For the period of the temporary road closure Heavy Vehicles as well as general through traffic east bound towards Boorowa and west bound to Temora will be detoured via Thornhill Street and Main Street towards Lovell Street;

3. Concurrence of all business operators adjacent to the temporary road closure;
4. Criteria for "Class 2" Special Event to be addressed including Risk/Hazard Assessment;

5. Council to advertise a Public Notice of event and road closure;

6. Council will assist by providing installation and removal of TCP, barricades and signage for temporary road closures and vehicle detours;

7. Notify NSW Ambulance and NSW Fire and Rescue;

8. NSW Police Force approval conditions imposed form part of Council approval;


17/15 – SPECIAL EVENTS, HILLTOPS HERITAGE RALLY, YOUNG & DISTRICT ANTIQUE ENGINE & TRACTOR CLUB, CARRINGTON PARK, YOUNG
FRIDAY 1ST TO SUNDAY 3RD DECEMBER

17/19 RESOLVED:

That Council approve the temporary road closure for the Young & District Antique Engine and Tractor Club Exhibit at Carrington Park from 5:00pm Friday 1ST to 5pm Sunday 3RD December 2017 as follows:

1. The temporary road closure of Ripon Street west bound lane adjacent to Carrington Park and Caple Street adjacent to Carrington Park (approximately 7 metres from the eastern kerb line) will take effect as of 5:00pm Friday;

2. The temporary road closure and associated detour be implemented by Council in accordance with the TCP;

3. Carrington Park car park be closed from 7:00am on Friday 1st to provide an unloading point for early arriving entrants;

4. The commencement of the noise emitting exhibits shall not be prior to 9:30am on Saturday or Sunday;

5. Vehicles that may cause damage to the bitumen sealed surface are not to be placed on the carriageway. Costs associated with repairing any damaged surface due to this event shall be met by the event organizer;

6. The organizer shall ensure each exhibitor are contained to the area shown on the plan submitted as part of the Special Event application;

7. Council to advertise a Public Notice of event and road closures;

8. All oil leaks are to be contained within adequate drip trays;

9. No hot water shall be placed on the lawn area;

10. Exhibits are to adhere to set out plan lodged as part of Special Event application for the event;
11. No camping or the lighting of fires will be permitted in the grounds of Carrington Park or road reserves. The consumption of alcohol outside the restriction period is prohibited;

12. The grounds of Carrington Park shall be kept in a clear and tidy manner during the event and upon the events completion;

13. NSW Police Force approval conditions imposed form part of Council approval;


17/16 – SPECIAL EVENTS, BUNYIP PRESCHOOL 50TH ANNIVERSARY, BINALONG STREET, HARDEN

17/20 RESOLVED:

That Council approve the temporary road closure for the Bunyip Preschool 50th Anniversary event on Sunday 22nd of October 2017 as follows;

1. The temporary road closure of Binalong Street between Derby Street and Lucan Street, Harden from 7:00am to 5:00pm;

2. The temporary road closure and associated detour be implemented by Council in accordance with the TCP;

3. Certificate of Currency for Public Liability for $20,000,000 minimum noting Hilltops Council and NSW Police Force as interested parties be provided to Council for record purposes;

4. Care of the road pavement surface with any erection of activity type operation ie: rides, jumping castle etc. No anchoring points are to be driven through the bitumen seal of the road. Costs associated with repairing any damaged surface due to this event shall be met by the event organizer;

5. The organizer shall ensure each activity type operation ie: rides, jumping castles etc are contained to the area shown on the plan submitted (preferably adjacent to the preschool centre) as part of the Special Events application;

6. Council to advertise a Public Notice of event and road closures;

7. Exhibits are to adhere to set out plan lodged as part of Special Event application for the event;

8. The road reserve is to be kept in a clear and tidy manner during the event and upon the events completion;

9. NSW Police Force approval be granted and conditions imposed form part of Council approval;

10. Adhere to NSW Police Force directions.
17/21 RESOLVED:

That Council approve the following:

1. The installation of No Parking signs either side of the bridge vehicle crossing located towards the eastern end of Eric Smith Park to provide unobstructed access for the resident of 11 Dundas Street and Council vehicles.

Endorsed electronically by:

Wendy Tuckerman (LTC Chair);
Michael Buckley (Roads and Maritime Services Rep);
Pat Smith (NSW Police Rep);
Donald Wilkinson (Cootamundra Electorate Rep).

Acknowledging that no Agenda Items within Goulburn Electorate:
John Dymock (Goulburn Electorate Rep);
Young Shire Band Minutes 31st July 2017.

Opened: 7.07pm
Chairperson: John Walker
Present: John Walker, Tracey Clark, Matthew Ricketts, Rodney Clancy, Liz Boland, Jacob Robertson, Kym Steele
Apologies: Bec Donges

Minutes of Previous Meeting: Minutes from previous meeting were circulated and read. Note of incorrect date at the top of minutes. Should read 5th June not 5th July.
Moved: Rodney and Seconded: Jacob that these be accepted. Carried.

Business arising from previous minutes:
1) Band association – still ongoing. Rodney offered to look into this further.
2) Purchase Order book – Jacob has supplied this.
3) Instrument list – ongoing
4) Curtains – ongoing. Rodney will show Liz what he thinks is needed and she will follow up with Bill Maloney at Council.
5)

Treasurer’s Report:
Opening Balance $18,499.71
Closing Balance $15,999.71 as of 31/7/17
Report moved Matt and seconded Rodney

Correspondence:
1) Email from Hilltops Council re Hall Hire. It had come to their attention that the band did not have the hall booked for rehearsals till the end of 2017. Tracey has filled in a booking form and this is sorted now for the year. The Council informed that in January we can fill in a form to cover the entire 2018 year.
2) Email from Jim Lamb President Young Show Society re performance at Young Show – Sunday 17th September 2017. They would like the band to perform for 1 hour and will supply seating for us. Email reply to accept and find out time, venue and gate arrangements for entry to the show for members.

Musical Director Report:
• Rodney has prepared a document for the conductor and assistant conductor/band manager roles and the honorarium that we have previously discussed. This was basically formed from the pre-approved budget from last year, but with an amount of $1,200.00 for the assistant/band manager and instead of $8,768.23 for the conductor, Rodney has suggested $7,768.23 instead. This is still an increase to what the amount has previously been. After some discussion, the committee decided to leave the amount at $8,768.23. Motion moved Tracey and seconded Liz that we pay the assistant conductor/band manager $1,200.00 and the conductor $8,768.23. Carried. Rodney will supply an invoice for the difference that we have already paid him to bring the amount up to this and Matt will supply invoice for $1,200.00.

General Business:
1) Photocopyer – Jacob has prepared a quote for a suitable photocopyer/scanner/printer for the band. It is a Brother MFC L2700W for $249, with an extra toner cartridge for $122. This is a good deal and it will be suitable for the band’s needs. Motion moved Kym and seconded Liz that we go ahead and purchase the Brother MFC L2700W and toner cartridge. Carried. Tracey will go and purchase this with a purchase order.
2) Cherry Festival – Should possibly get a letter of invitation in the coming weeks and Tracey will contact Fiona Godsell to see if the band can again use their truck for the parade.
3) Business Plan – as discussed before we are going to try and look at a different part of the plan at each meeting. For the next meeting, we will discuss the Future Direction part of the Plan.

Next meeting Monday 28th August 2017 at 7.00pm at Young Town Hall.
Meeting closed: 8.02pm.
Minutes of the Board Meeting 10 August 2017 held at Parliament House

Board Delegates in bold

<table>
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<tr>
<th>Cr G Hanger</th>
<th>Bathurst Regional Council</th>
<th>Mr G Faulkner</th>
<th>Lithgow City Council</th>
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<td>Mr D Sherley</td>
<td>Bathurst Regional Council</td>
<td>Cr K Seljowitz</td>
<td>Oberon Council</td>
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<td>Cr S Ferguson</td>
<td>Blayney Shire Council</td>
<td>Mr G Wallace</td>
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<td>Ms R Ryan</td>
<td>Blayney Shire Council</td>
<td>Mr G Styles</td>
<td>Orange City Council</td>
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<td>Cr I Gosper</td>
<td>Cabonne Council</td>
<td>Cr K Keith</td>
<td>Parkes Shire Council</td>
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<td>Mr S Harding</td>
<td>Cabonne Council</td>
<td>Mr K Boyd</td>
<td>Parkes Shire Council</td>
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<td>Cr D Somervaille</td>
<td>Central Tablelands Water</td>
<td>Cr B McCormack</td>
<td>Upper Lachlan Shire</td>
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<td>Mr G Rhodes</td>
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<td>Mr J Bell</td>
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<td>Cr G Miller</td>
<td>Forbes Shire Council</td>
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<td>Ms A Thomas</td>
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<td>Cr J McCalfe</td>
<td>Lachlan Shire Council</td>
<td>Ms V Page</td>
<td>Centroc</td>
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<td>Mr R Hunt</td>
<td>Lachlan Shire Council</td>
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1. Welcome
The meeting was opened at 8.55am by Chair Cr J McCalfe for the 4th Centroc Board meeting in Parliament House, Canberra

2. Apologies
Cr J Davis, Cr S Lesslie, Mr A Albury, Mr Reg Kidd

Resolved

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<th>Cr G Miller/Cr K Keith</th>
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That the apologies for the Centroc Board meeting 10 August 2017 listed above be accepted.

Meeting adjourned to hear Federal Ministers response to Centroc Priorities. Notes from this session are provided separately.

3. Ministers that addressed the Board
The Hon Michael McCormack, Member for Riverina
Minister for Small Business

The Hon Ken Wyatt, Member for Hasluck
Minister for Aged Care and Minister for Indigenous Health

The Hon Darren Chester, Member for Gippsland
Minister for Infrastructure and Transport

The Hon Simon Birmingham, Senator for SA
Minister for Education and Training

The Hon Josh Frydenberg, Member for Kooyong
Minister for the Environment and Energy

Mark Coulton, Member for Parkes
11.15am Mr Robert Hunt left room, returned 12.00pm
The Hon Fiona Nash, Senator for NSW, Deputy Leader of The Nationals, Minister for Regional Development, Minister for Regional Communications and Minister for Local Government and Territories

Andrew Gee, Member for Calare

The Hon Dr David Gillespie, Member for Lyne
Assistant Minister for Health

The Hon Greg Hunt, Member for Flinders
Minister for Sport and Minister for Health
12.21pm Mr Danny Green departed the room

The Hon Angus Taylor, Member for Hume
Assistant Minister for Cities and Digital Transformation

The Hon Barnaby Joyce, Deputy Prime Minister
Minister for Agriculture and Water Resources.

The meeting Normal Business began at 1.40pm

The Chair recognised Cr Ian Gosper and Cr John Davis for their contribution to the Centroc Board and wishes them well for the future.

The Chair congratulated members Parkes and Upper Lachlan for their recent RH Dougherty LGNSW awards.
Parkes – Excellence in Communication award in Division A - Population less than 30,000 for corporate website and social media channel development.
Upper Lachlan - Winner in the category of Reporting to Your Community, Division A (population of less than 30,000).

4. Minutes
4a Noting of the Minutes of the GMAC Meeting 27 July 2017
Resolved
That the Minutes of the Centroc GMAC Meeting 27 July 2017 held in Orange be noted.

4b Confirmation of the Minutes of the Board Meeting 25 May 2017 Parliament House Sydney
Resolved
That the Minutes of the Centroc Board Meeting 25 May 2017 held at Parliament House Sydney be confirmed.

4c Noting of the Centroc Executive meeting 27 July 2017 at Orange
Resolved
That the Minutes of the Centroc Executive meeting 27 July 2017 at Orange be noted.

5a. Business Arising from the Minutes – Matters in Progress
Resolved
That the Board note the Matters in Progress, making deletions as suggested and note that the CEEP 2 monies be reserved for progressing initiatives in the energy sector with advice at quarterly review.
6a Correspondence

Resolved

Mr D Sherley/Mr J Bell

That the Board note the incoming correspondence.

8b Correspondence Out

Resolved

Mr D Sherley/Cr K Keith

That the Board note the outgoing correspondence.

7 Reports

7a Transport infrastructure Including Bells Line of Road

Resolved

Cr K Keith/Cr G Miller

That the Board note the Transport Infrastructure Report; and

1. Call a meeting for interested Centroc Mayors to progress Bells Line Expressway as soon as possible, and
2. Send a letter of thanks to Mr Ian Armstrong.

2.00pm Upper Lachlan Shire Council departed the room

7b Water Infrastructure Report

Resolved

Cr D Somervaille/Mr K Boyd

That the Board note the Water Infrastructure report and:

1. Endorse the response to Questions on Notice from the Public Hearing of the General Purpose Standing Committee No.5 inquiring into Augmentation of Water Storages made under the hand of the Chair;
2. Commend to members the regional procurement of a third party to run the National Asset Management Assessment Framework (NAMAF) across Centroc member Councils inclusive of all asset classes to improve asset management practices at an estimated cost of up to $25K per Council;
3. Provide representation to a meeting with Lachlan Valley Water to discuss options to achieve mutually beneficial results for communities in the Lachlan catchment;
4. Meet with the State Minister regarding the imminent deadline of Cranky Rock proposal; and
5. Develop a regional water security project for federal funding.

7c Health Report

Resolved

Cr J Medcalf/ Mr G Carroll

That the Board note the Health report and

1. review the Health Advocacy Plan in line with advice from the Charles Sturt University commissioned reports “PPB MDMS Economic Impact Report” and “MDMS Clinical Placement Assessment”;
2. the Executive explore the alternative model for the Murray Darling Medical School as suggested by the Minister for Health;
3. invite the Chancellor of CSU to provide an update on health workforce training; and
4. reiterates its support the Murray Darling Medical School

7d Regional Development

Resolved

Cr B West/Mr G Styles

That the Board note the Regional Development report and;

1. Delete from the Management Plan for this year the item 1c Advocacy Support CNSWT through the change period as Destination Networks are implemented;
2. Seek advice from the Department of Premier and Cabinet on opportunities in Central NSW for campuses for the Country University;
3. Endorse the submission to the Inquiry into Regional Development and a Global Sydney;
4. Through the Chair write to the Department of Premier and Cabinet seeking to ensure that RDA Central West is included in the Regional Leadership Executive Subcommittee for Economic Development for the Central West;

5. Seek feedback from the Department of Premier and Cabinet on the purpose and optimisation of the Economic Development Plans based on “Functional Economic Regions” rolling out across Central NSW; and

6. Review intergovernmental collaboration with a view to watching briefs where there is no traction.

7e Planning Report

Resolved

That the Board note the Planning Report and

1. Write to members thanking them for their support of the Regional Plan noting their efforts have resulted in a significant number of priority actions occurring in this region;
2. Ramp up advocacy in support of the Inland Code SEPP;
3. Advocate to have funding provided from the Planning Reform Fund for members Councils to progress the strategic work required to inform the development process;
4. The progression of the OEH funded Biodiversity Reforms Support Program be supported in principle subject to the contract being satisfactorily developed and this be under the auspices of the Sponsoring General Managers;
5. A report be received by the next Executive meeting progressing advice for the Board on the option of a regional body politic under the Local Government Act;
6. Review intergovernmental collaboration with a view to watching briefs where there is no traction; and
7. Support the preferences of members regarding “Functional Economic Regions” including that they fall into planning regions and include RDACW as stakeholders in the Regional Economic Development Plans under development through the Department of Premier and Cabinet.

7f Tourism Report

Resolved

That the Board note the Tourism Report and

1. Endorse Ms R Ryan as Sponsoring General Manager for Tourism;
2. Encourage attendance at the next meeting for tourism to be held in Cowra 6 September;
3. Note that a report will go to the Executive regarding engagement going forward with Destination Country and Outback including intentions regarding CNSWT intellectual property;
4. Seek advice on processes going forward to ensure engagement with this region in light of the decision on headquarters’ location;
5. Note that it is requested that the Chair or Nominee become a delegate to the Destination Network Outback and Country Board; and
6. Ask the Member for Calare Mr Andrew Gee if there is support the region can provide regarding tourism data for the link between Mudgee and Orange at Dixon’s Long Point.

7g Operational Report

Resolved

That the Board note the Operational Report and

1. Encourage members to give consideration to signing up to the Cities Power Partnership;
2. adopt the Southern Lights High Level Business Case;
3. develop policy on options for the ownership of luminaires for streetlights;
4. develop more detailed advice on a pathway for a rollout of LED Luminaires with smart controls across southern NSW;
5. negotiate with Essential Energy to
   a. delay bulk rollout lamp replacement where possible; and
   b. optimise the rollout LED luminaires with smart controls;
6. meet with Ministers and key representatives of OEH and other agencies to progress this initiative;
7. thank Cr Gander of Orange City Council for his assistance in advocating for the Southern Lights Project
8. receive advice on the management of bulk rollouts;
9. commend to members they write to Essential Energy with a view to enable ESCs for spot replacements of street lights;
10. commend to members they use a proforma letter developed by Centroc staff with a review of terms and conditions and providing advice as suggested in the body of the report to the Essential Energy letter dated 8 June on LED pricing.
11. progress to Request for Proposal for Phases 2 and 3 of the mid-scale solar implementation roadmap, a comprehensive solar options analysis and a preliminary site preparation assessment for all interested Councils
12. systematically identify the sites suitable for solar installation, and the maximum capacity which may be installed at each potentially through economy of scope with other Centroc energy programming.
This work to include:
   a. For each of these generation sites compile the onsite consumption in order to assess the proportion of output which would be used behind the meter, to inform the business case;
   b. Identifying the capacity of solar that can be installed for behind the meter consumption, the additional capacity if the maximum capacity was installed at each site, and therefore the generation available for Local Electricity Trading (‘netting off’) from each site and in total;
   c. Determining a phased program of installation per year, which would suit Councils’ program of works and other objectives;
   d. Including requirements in the request for electricity supply to allow for the phased installation of solar on both small and large sites, including the requirement to net off as relevant. (draft contract wording included in Appendices 1 and 2) noting that further work may be done regarding retailers that may need the exact system size proposed for each site before they will provide a proposed Feed in Tariff cost structure;
   e. include the tendering for a joint purchase of solar PV in order to reduce cost;
13. investigate the option of purchase from solar farms via PPAs, including the option of a large regional purchase with other Centroc councils. Essential Energy should be included in these discussions. This could also include work with South Sydney Regional Organisation of Councils;
14. support progressing power of choice metering with members Councils;
15. maintain a watching brief on interest in progressing a community solar and battery storage project;
16. maintain a watching brief on storage as a service; and
17. approve contribution of up to $12k to engage Next Energy to complete a detailed business case for the Southern Lights Project, in collaboration with REROC, RAMROC and CBRJO; and

7I Financial report
Resolved
Mr D Sherley/Mr R Hunt
That the Board note the Financial Report and;
1. gives permission for the audited accounts to be signed under the auspices of the Treasurer if the final result after the audit does not differ greatly from figures presented in this report; and
2. note the 2017/2018 budget.

8. Late Reports - Nil

9. Other Matters
9a
Resolved
Cr M Liebich/Cr G Miller
That the Board deputise Cr B West acting in the Chair in the absence of Cr J Medcalf for the next month.
Resolved                                               Cr Ken Keith/Cr B West
That the Board thank Michael McCormack for his support hosting the Centroc Board at Parliament House.

Resolved                                               Cr Ken Keith/Cr B West
That the Board congratulate Ms Julia Andrews on her appointment as Executive Officer of Regional Development Australia Central West.

10. Speakers to the next meeting
    Board - Andrew Harvey, PHN
    Board - Statewide Chair, Bill Warne and Chief Executive of JLT, Leo Demer
    GMAC – ICAC Yvonne Miles, Principal Officer, Corruption Prevention
    GMAC – Privacy Commissioner
    GMAC – State Cover
    GMAC - Representative of EMS (Energy Management Services)

11. Next Meetings
    Board – 23 November – Hilltops
    Executive – 26 October – Orange
    GMAC – 26 October - Orange

The General Meeting of the Board closed at 3.05pm

Page 6 is the last page of the Centroc Board Minutes 10 August 2017

Page 6
RYE PARK PROGRESS ASSOCIATION

Minutes

Meeting held at Rye Park Soldiers Memorial Hall 16th August 2017.

Meeting Commenced: 7.31pm

Present: Tony Bickford, Phillip Gorham, Bob Searle, Sandra Veness, Ron Veness, Darryl Medway, Rod Gibson, Craig Southwell, David Sainsbury, Rosie Barton.

Apologies: Tony Magee, Mark Grady.

Minutes of Previous Meeting: Read by David and approved by all.

Business arising:

Meeting with Hilltops Council

- David, Bob and Craig met with Hilltops council on 27/6/17, to discuss our Development Objectives and Priorities document. The meeting was productive and our document was well received. Council commended the association on being so proactive.
- Post that meeting correspondence with Anthony McMahon indicate council has been successful in gaining a grant for improving the bus shelter, have carried out and have planned further works on the Rye Park Rd.
- Post our meeting with council Bob has prepared 2 letters to council, continuing our correspondence with them.

P.O. Boxes for the village

- Sandra has contacted Australia Post, they told her she would have to fund the boxes, there needed to be a minimum of 80-90 boxes, they had to be undercover and have security cameras. It was suggested to contact Angus Taylor about this issue.

Basketball Hoop for Rec Ground

- Darryl will put the suggestion to the next Rec Ground meeting.

New business:

Tip

- Council suggested it might look to implement a keypad entry system and/or cameras. It was agreed this would be a good idea.
- It was suggested we need more recycling capacity, maybe a larger recycling container for cardboard. Current bins can fill up quickly, especially with larger cardboard items.
- Rec. ground is investigating providing crates to recycle cans/bottles if government implements cash back scheme. Would earn some revenue for the Rec. ground.

Work around the village

- It was suggested some of the work required around the village, eg. Drainage issues, could be done by locals more effectively and in a more timely manner.

Welcome Pack

- The idea of a welcome pack was raised. Could be a short simple overview of the village and welcome, with an introduction to activities, committees, services and representatives.
- Craig to make up a draft copy, then send it to local committees for input.
- Maybe council could help with printing? And cover this small cost. Maybe they could also help to identify new residents?

Progress Association Structure

- The need for a constitution or to be incorporated was discussed, but was thought unnecessary.
- The need to set a basic structure for the progress association and to set terms of office, was discussed. Bob to set out some basic rules for the committees and the communities consideration.

NBN and Mobile phone tower

- Craig contacted councils suggested NBN. Co. contact. No new information was received. Still no detail on Mobile phone tower siting or range. Tower should go up sometime in 2018. Some people had received letters from Angus Taylor suggesting May 2018.

Community Feedback

- It was decided to invite people to a public meeting on the last Wed in October, to keep them up to date with initiatives the Association has and are hoping to implement. Do a flyer post drop, would require about 100 flyers.

Council Elections

- It was suggested to give a copy of the Rye Park Development Objectives and Priorities document to the two people running for council in the Boorowa area who haven't yet seen this document.

Minutes

- It was suggested the minutes from meetings be sent to council within a week of our meetings, to keep them up to date, with it evident they were in draft form.

Facebook Page

- It was suggested a Facebook page could be setup for the village. Things like the welcome pack could be put on it and it could be used for announcements. It would need to be moderated by several people, Joanne Southwell offered to setup the page and be one moderator. It was suggested to bring this up at the public meeting to get others on board.

Roads

- The White Rock Crossing on the Grassy Creek road is in bad condition and is in need of work.

*Meeting Closed: 9:15.*
Minutes

Minutes of the Murringo Community Association Inc Meeting
Held at Murringo Gap Rd, Murringo, on Monday 28th August 2017 at 7.00pm


3 The chair announced a quorum is present and that the meeting is duly constituted

4 Minutes of Previous Minutes:

Minutes of the meeting held on 13th June 2017 were previously distributed.
Signature required.

Motion:
"That the Minutes of the meeting held on 13th June 2017 be accepted”.

Moved: Gina Galvin   Seconded: Carol Hewson

5 Business Arising from Minutes
All business arising moved to General Business.

6 Correspondence Received
See also the attached List of Correspondence as tabled.

Motion:
"That the Inwards Correspondence be received and action endorsed”.

Moved: Tricia Mack   Seconded: Gina Galvin

7 Correspondence Sent
See also the attached List of Correspondence.

Motion:
"That the Outwards Correspondence be endorsed”.

Moved: Tricia Mack   Seconded: Gina Galvin

8 Business Arising from the Correspondence
Business arising from the Correspondence to be held over to General Business.

9 Treasurer's Report
Report to be presented at meeting

Motion:
"That the financial statements for the months of June and July 2017 are ratified and all accounts approved for payment.”

Moved: Steve McDonald   Seconded: Maurie Stubbss
9 Sub-Committee

a) Village Maintenance

"Historic Dray" – Carol Hewson has found out about the ownership and history of the dray and will report to the meeting. Both Carol Hewson and John Richens rang the previous owner of the dray which was Chris Jenner and she stated that the dray was given to the Murringo Community Association for them to do what they want with it. John Richens would like the dray to stay on neutral ground and not to be stored on the property of “Spring Valley” as previously agreed upon. A lengthy discussion was had and the outcome was that Carol Hewson nominated John Richens to investigate the cost to restore the dray. Seconded by Leah Coggan. The Executive will look to see if there is a grant that can be applied for and another suggestion from John Richens was that the MCA sell it as is by either tender or an amount to be specified. More discussion will be held at the next meeting about which avenue to go down.

Village Spraying – No report given this past two months, but spraying will take place coming into spring, so keep your eyes out for them.

Rubbish Tip – Tricia Mack spoke with Sally Atkinson regarding the tip the week after Easter 2017. Members of the community are quite upset that the tip is left in a disgraceful condition and that rubbish other than household or recycled are being dumped. Sally informed Tricia that Murringo would be issued with new keys like Bendick Murrell and that it was going into the new budget that extra skips would be placed at Murringo Tip. Sally also mentioned that there would be new signage with pictures placed at the entrance of the tip, cameras would be set-up and that charges would be laid against offenders. Council is at looking a more secure system that unfortunately would cost more to the ratepayer. When they have a couple of new systems to be shown to the community, they will let us know and organise a community meeting to discuss. From the usage of cameras, charges are already being laid against offenders.

b) Events

Anzac Day – Nothing to report at present.

Markets/Village Fair – The subcommittee chairperson Margaret Gillespie had asked at the last meeting that she needed help with the Village Markets. Margaret will advise on this progress. Flyers have been handed out and set for Sunday, 12th November.

c) Community Involvement – The Telstra mobile phone tower and a celebratory luncheon was held at the Hall on 24th July, State Government officials, media and local government will attend. There are many dropouts of the NBN at present and they tell us that it is due to upgrades. Let hope that these dropouts ends soon.

d) Relationship with Council – Tricia Mack and Carol Hewson arranged a meeting to catch up with Hilltops Council as it is 12 months since they organised to have the MCA’s constitution signed. A report will be given at this meeting.

Tony Wallace suggested that the Minutes from each meeting be sent to the Council as a form.

Tricia Mack has checked the constitution Section 8.10 Meetings states “Minutes of all meetings shall be recorded by the Honorary Secretary in an approved manner and a copy forwarded with Notice of Next Meeting to the General Manager of Hilltops Council”.

Hall - progressive update on the subject of maintenance as per Conservation Management Strategy Plan. The Public Toilets are now starting to break down and really need immediate attention. Anthony will look into where anything has been done in regards to a grant for the Conservation Management Strategy Plan. Has also advised that he will see what can be done in regards to the toilets
The glass cabinet in Supper Room – we need to find a way to secure it so that it cannot fall on people or children, has anyone got any ideas. We cannot attach it to the wall. We will try and put it in the corner near the fireplace for a bit more security.

MCA - AGM - to discuss if Anthony can attend and what would happen in regards to the Section 355 if the Executive of the MCA were to walk out at the AGM as this AGM is only in regard to the MCA’s own constitution through the Department of Fair Trading. As there is a gap between MCA’s AGM and the newly appointed Councillors, what will happen in regard to the existing Sect 355 Committee if there is a change in positions. Do we notify any change of names or wait until the new Councillors come in when a new Constitution will be endorsed. MCA has been informed that the standard procedure for Section 355’s AGM is that it is held after September so that it falls in with the newly appointed Councillors. Do we need to change this date or can it stay as August. Both Anthony and Wendy will be at the AGM Anthony will discuss any works that will be carried out in Murringo and give a general overview of Council. In regard to Section 355 and the Committee names he has suggested that we add this into Constitution. “That change to the Section 355 Council Constitution is to reflect the Murringo Community Associations election process and those Executive and Committee members elected as per the Murringo Community Association constitution are recommended to be the Section 355 Committee of Council members.” MCA’s AGM can remain in August as it is now.

e) Heritage

Piano Sculpture – Bev Walker has the piano in its sculptured position and we are now waiting for the Perspex to be constructed so that the base can be cut to size and then placed in the hall. A final update an acquittal report will be given it is hoped at this meeting. The story of the piano will be added to the display cabinet to let people know its history.

Village Signs - The three historic village signs will begin by the end of August.

f) Footpath

Weed Spraying - The weeds on the path are in need of spraying. Spraying will begin in the village in spring.

Footpath Repair at the Bridge – Murringo gravel footpath, 75 metres north of hall, water flowed across road east to west, scourred out retaining wall of path. Footpath dangerous has been taped off with fire tape. This was reported to Council in September 2016. Tricia telephone Dirk November December and was informed that as soon as the urgent repairs of roads after the floods last years were completed then the footpath would be listed to be repaired. The footpath that needs repair is closed off to the public for safety precautions it is now 7 to 8 months later and nothing has been done. Council has just received Flood Recovery Grant money for the Hilltops region so work will be carried out as soon as possible. Council has to apply to the Government for funds after any major damage and as includes the entire state of NSW there is waiting game to be played.

Also if it could be brought to the Council attention that the pipes below the Catholic Church are totally blocked and if they could either be unblocked or replaced, it would certainly help the water course and the wear of the roads each time it floods.
g) Hall Maintenance

**Heating/Cooling in the Supper Room** - The current heating and cooling in the Supper Room is not adequate, the MCA has been able to cope till now but having three of the heating units not working, it is time something more suitable be installed. Carol Hewson inquired if it was possible at the MCA look at having a reverse-cycle air-conditioner installed. Tricia Mack suggested that it be included into the agenda for their meeting with Council. The meeting was informed that if Council purchases the unit then the GST would not have to be paid. Anthony said he would look into see if a grant can be applied to having an Air Conditioner installed.

**Fire Place/Chimney in the Supper Room** - It appears that the fire does not seem to be drawing up the chimney, can a chimney sweep be arranged to look into this. There is no problem with the chimney the problem appears that people are not cleaning the fire out.

h) **Well Paddock** – the MCA has finally been given approval from both the local and NSW Aboriginal Land Boards. A letter was sent to the Department of Family and Community Services – Community Building Partnership Grant stating that the MCA will be able to acquit the grant by the 30 September 2017. This was discussed at the meeting with Hilltops Council and a report will be given.

The Aboriginal Land Council both local and NSW have finally written to give the MCA approval of having a BBQ and play area in 20 metre by 20-metre space. Tricia is awaiting a quote for the cost of the BBQ and shelter so the MCA can acquire these through council GST free. The MCA with the balance of money which at present is looking around the $8,000 figure would like to have some play equipment ideas (including brochures) and costing from council to take back to the Executive Committee so they can make a decision and get the ordering process under-way as soon as possible. The grant needs to be acquited by September 2017. Anthony is organising play equipment brochures and companies so that the MCA can find out costs etc and Bill will organise these orders.

**Parking Bay** - Hilltops Community Grant email to Dirk Wymer 5 February 2017 - Further to the email below I have now received the confirmation quote from Aincare Engineering, could you please organise a Purchase Order and send me a copy. Now that this document has been received could you please email me a timeline with dates as to when the work for the parking bay and bus shelter will be undertaken so that the Murringo Community Association can make sure that the area in front of the Well Paddock will be free of any obstacles that could hinder the work. I look forward to your earliest reply. Tricia telephoned on 8 June 2017 and Dirk stated that he would get back to her when he would be able to confirm a start date. Please be advised where this is at. Anthony will speak with Dirk to see if he can supply a timeline for the work and Anthony stated that the work needs to be finished by September 2017.

i) **Murringo Cemetery**

**Columbarium** – Just in that, the Murringo Columbarium has made it onto the operational plan Budget for the amount of $30,000.

**General Business**

**Returned Services Board** - the Executive Committee invited John Richens to join the Anzac Sub-Committee with his project of photographs of all the returned servicemen and women which the MCA are led to believe that John Richens would like an honor board of these photos to be placed in the Memorial Hall along with the Honor Roll. John declined the offer and said he would personally like to see his project through to completion. The Executive Committee advised John that if he required any help with his project, they would be happy to assist.
Firewood – The dead tree near the toilets has been cut down and the wood from the tree will be cut and either tendered or raffled off for firewood.

Meeting Closed at 8.25pm

Next Meeting - The General Meeting on Monday 9th October 2017 at Memorial Hall, Murringo Gap Rd, Murringo, at 7.00pm.

President's Signature ___________________ Date ___________________
# Murringo Community Association Inc

**Statement of Receipts and Payments for the Period 1 June 2017 to 30 June 2017**

<table>
<thead>
<tr>
<th><strong>Receipts</strong></th>
<th><strong>Payments</strong></th>
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<tr>
<td>Bank Interest</td>
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<td>Advertising Sales</td>
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<td>Hall Hire McPherson</td>
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<table>
<thead>
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<th><strong>Payments</strong></th>
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<tr>
<td>Bank Charges</td>
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<td>A/C Fee</td>
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<tr>
<td>Total Bank Charges</td>
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<tr>
<td>Toilets</td>
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<tr>
<td>Anzac Lectern</td>
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<td>Hall Supplies</td>
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<td>Advertising Markets</td>
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<td><strong>Total Expenses</strong></td>
<td><strong>484.50</strong></td>
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<table>
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<tr>
<th><strong>Opening Balance</strong></th>
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**South West Slopes Credit Union A/C # 23458**

| Opening Balance 1 June | $20350.00 |

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<tr>
<th><strong>Bank Interest</strong></th>
<th><strong>Interest Transferred Working A/C</strong></th>
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<tr>
<td><strong>Total Income to 30 June</strong></td>
<td><strong>Total Expenses</strong></td>
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<tr>
<td>Opening Balance</td>
<td>$20350.00</td>
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<td><strong>$20350.00</strong></td>
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**President’s Signature**

**Date**
# Murringo Community Association Inc

## Statement of Receipts and Payments for the Period 1 July 2017 to 31 July 2017

### Receipts

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<tr>
<th>Description</th>
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<tr>
<td>Bank Interest</td>
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<td>Hall Hire - McKeeown</td>
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<td>Barbara Holloway - donation</td>
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<td>Grant money transfer</td>
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### Payments

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<td>A/C Fee</td>
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<td>Kay McDonald engraving</td>
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### Total Income to 30 June

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### Total Expenses

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### South West Slopes Credit Union A/C # 23458

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<td>Interest</td>
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<td>Term Deposit</td>
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### Total Income to 31 July

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<td>Total Income to 31 July</td>
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<td>Opening Balance</td>
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<td>$20456.54</td>
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### Total Expenses

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President’s Signature

Date
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<th>DESCRIPTION</th>
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<td>Hosting a Folk Festival in Hall</td>
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<td>MCA to John Richards</td>
<td>Nomination for Secretary</td>
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<td>9/07/2017</td>
<td>Alan Richards to MCA</td>
<td>Nomination for Secretary</td>
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<td>MCA to Community</td>
<td>Notice of Marringo Community Association AGM</td>
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<td>Tony Porter to MCA</td>
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<tr>
<td>13/07/2017</td>
<td>MCA to Community</td>
<td>Invitation: Official launch of Marringo's new Telstra mobile phone tower - 24 July</td>
</tr>
<tr>
<td>13/07/2017</td>
<td>Plastic Creations to MCA</td>
<td>Quote #000012285, From Plastic Creations Pty Ltd Prize Case</td>
</tr>
<tr>
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</tr>
<tr>
<td>14/07/2017</td>
<td>MCA to Hillsboro Council</td>
<td>Meeting 3 August 2012 Agenda</td>
</tr>
<tr>
<td>14/07/2017</td>
<td>Hillsboro Council to MCA</td>
<td>Meeting 3 August 2017 Agenda</td>
</tr>
<tr>
<td>14/07/2017</td>
<td>MCA to Mark Cooper Hillsboro</td>
<td>Hillsboro Village &quot;Welcome&quot; Signage</td>
</tr>
<tr>
<td>16/07/2017</td>
<td>MCA to Hugh Jackson Hillsboro</td>
<td>Hillsboro Village &quot;Welcome&quot; Signage</td>
</tr>
<tr>
<td>20/07/2017</td>
<td>Hillsboro Council to MCA</td>
<td>Hillsboro Village &quot;Welcome&quot; Signage</td>
</tr>
<tr>
<td>16/07/2017</td>
<td>MCA to Members</td>
<td>AGM Agenda, Constitution and Minutes</td>
</tr>
<tr>
<td>18/07/2017</td>
<td>MCA to Members</td>
<td>General Meeting Agenda and Minutes and Volunteers Form</td>
</tr>
<tr>
<td>18/07/2017</td>
<td>Plastic Creations to MCA</td>
<td>Quote #000022285, From Plastic Creations Pty Ltd PRIZE CASE</td>
</tr>
<tr>
<td>19/07/2017</td>
<td>MCA to Hillsboro Council</td>
<td>Re: Tippins Village &quot;Welcome&quot; Signage</td>
</tr>
<tr>
<td>19/07/2017</td>
<td>MCA to Dick Wynnre</td>
<td>Re: PW, Well Padding</td>
</tr>
<tr>
<td>19/07/2017</td>
<td>MCA to Dick Wynnre</td>
<td>Purchasing equipment GST Fee</td>
</tr>
<tr>
<td>18/07/2017</td>
<td>Ken McDonald to MCA</td>
<td>Minutes 2014-07-10 from Ken McDonald</td>
</tr>
<tr>
<td>18/07/2017</td>
<td>Hugh Jackson to MCA</td>
<td>R.E. Dead Trees and to Hall and Community</td>
</tr>
<tr>
<td>20/07/2017</td>
<td>MCA to Everyone</td>
<td>Tower Swivels, Monday 24 July</td>
</tr>
<tr>
<td>21/07/2017</td>
<td>MCA to Kenneth Hodgkinson</td>
<td>Tower Swivels, Monday 24 July</td>
</tr>
<tr>
<td>29/07/2017</td>
<td>Tony Porter to MCA</td>
<td>Submission to the MCA</td>
</tr>
</tbody>
</table>
STATUTORY PROVISIONS

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

Set out below is section 10A(2) of the Local Government Act 1993 in relation to matters which can be dealt with in the closed part of a meeting.

The matters and information are 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, prejudice the maintenance of law

(f) matters affecting the security of the Council, Councillors, Council staff or Council property

(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege

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

1. That Council resolve into Closed Council to consider business identified, together with any late reports tabled at the meeting.

2. That pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.

3. That the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

ITEM 1: COMMERCIAL MATTER
This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would, if disclosed:
   (i) prejudice the commercial position of the person who supplied it.

ITEM 2: COMMERCIAL MATTER
This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would, if disclosed:
   (i) prejudice the commercial position of the person who supplied it.

ITEM 3: COMMERCIAL MATTER
This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would, if disclosed:
   (i) prejudice the commercial position of the person who supplied it.

ITEM 4: COMMERCIAL MATTER
This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would, if disclosed:
   (i) prejudice the commercial position of the person who supplied it.
ITEM 5: COMMERCIAL MATTER
This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would, if disclosed:
   (i) prejudice the commercial position of the person who supplied it.

ITEM 6: COMMERCIAL MATTER
This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would, if disclosed:
   (i) prejudice the commercial position of the person who supplied it.

ITEM 7: COMMERCIAL MATTER
This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would, if disclosed:
   (i) prejudice the commercial position of the person who supplied it.

ITEM 8: COMMERCIAL MATTER
This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would, if disclosed:

ITEM 9: COMMERCIAL MATTER
This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would, if disclosed:
   (i) prejudice the commercial position of the person who supplied it.

ITEM 10: COMMERCIAL MATTER
This item is classified CONFIDENTIAL under section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would, if disclosed:
   (i) prejudice the commercial position of the person who supplied it.