



**FEDERATION  
COUNCIL**

# Agenda

Tuesday, 20 February 2018

Council Chambers, Corowa

Commencing 9:30 am



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## 1. MEETING OPENING

### Live Streaming of Council Meetings

Federation Council wishes to advise members of the public that Council meetings will be recorded and will be available after each meeting on Council's website [www.federationcouncil.nsw.gov.au](http://www.federationcouncil.nsw.gov.au)

All care will be taken to maintain the privacy of those in attendance, however as a visitor in the public gallery, your presence may be recorded. By remaining in the public gallery, it is assumed your consent is given in the event your image is broadcast.

### Acknowledgement of Country

I would like to acknowledge the Traditional Custodians of the land on which we are meeting today, the Bpangerang people, and acknowledge the Aboriginal and Torres Strait Islander people who now reside in this area. I extend that respect to Elders – past and present of the Bpangerang nations.

## 2. NOTIFICATION OF PECUNIARY/CONFLICTS OF INTEREST IN MEETING BUSINESS ITEMS

## 3. CONFIRMATION OF MINUTES

## 4. MAYORAL MINUTES

## 5. GENERAL MANAGER REPORT

### 5.1 FEDERATION COUNCIL - MERGER IMPLEMENTATION PLAN - MID YEAR REPORT

#### Summary

This report allows for tabling of the end of the mid-year report on the Merger Implementation Plan. Much of the content in this report was prepared by Council's Merger Project Management Officer (PMO), Ms Jennifer Lewis.

30 December 2017 ends the second quarter of operations in the 2017/18 financial year. It has been an extremely busy and challenging quarter in relation to progressing the activities that support the merger.

Having achieved all the legislative 'housekeeping' style requirements and tasks required in the creation of Federation Council, it is considered critical to ensure Council applies the remaining merger implementation funding towards tasks and projects that aim to achieve the best possible, sustainable results going forward.

Staff are now busy assessing and prioritising these opportunities we have recognised with less haste and more strategic planning.

#### Background

##### Progress

Council adopted the Merger Implementation Plan at the August 2016 Council meeting with **364 tasks identified** to bring the new Council together. Many of these tasks related to undertaking an audit of existing conditions, services, processes and procedures and selecting the best to go forward with. Funding was allocated to 38 projects in the first cut. Many of the tasks were urgent and were completed within the first few months of the merger.

During the month of July 2017, a review of the remaining tasks revealed a further 51 tasks had been satisfactorily completed, and the **94 remaining were carried forward**. Since 30 June 2017, further projects have been considered and added to the list of tasks and many have been completed.

At the end of December 2017, a further review showed the list included 68 active projects, some of which could be grouped together. Some will be ongoing until the end of the merger period.

##### Funding

**The State Government provided the new Council with \$5,000,000 for implementation/merger projects. At 31 December 2017, \$4,005,208 had been allocated to projects. A balance of approximately \$994,792 remains unallocated.**

Current project allocations are constantly being reviewed and new projects are being considered as officers become aware of opportunities to drive further improvements. **Councillors should feel comfortable in suggesting any actions that they consider are needed because of, or out of an opportunity from the merger process.**

Planning (Service) reviews of the many services delivered by Council, are one of the key priority tasks aimed to be completed over the next 12 months. An information gathering process began in April 2017 at which time the executive team identified approximately 54 services delivered by Council. A process to renew and update, where they existed, and develop new plans in most cases where none existed, was commenced. Developing new business plans for the identified Business units, is critical to then inform the service reviews.

This planning process is aimed at –

- identifying the true cost of each service
- identifying the resources and support required
- reviewing and considering legislative compliance
- considering delivery objectives and constraints (SWOT analysis)
- investigating opportunities for efficiencies and cost savings

Some of the services identified for review in this financial year include –

- Records management
- Planning and Environment
- Council Owned or Managed Property and Council Facilities

Other services will be included as the required information comes to hand and staff resources permit.

#### Finance System

Because of the merger there was a requirement to merge two separate financial planning and reporting systems. A considerable amount of work, over and above business as usual, was required to enable the financial statements to be reported for the 2016/17 financial year. Having completed the integration of the two systems, work now focusses on actions to take advantage of the opportunities available using more modern and state of the art financial recording and reporting systems.

Council has chosen to utilise systems developed and supported by the Civica firm and are now in the process of project planning the implementation of each module to ensure the Civica systems is utilised to its full capacity. There are many efficiencies to be gained, and greater available information to assist staff and Council in tender cases, to make better decisions. It also allows for more effective risk management, such as better cost controls and procurements methods, through this implementation.

#### Land Use Planning – combining the Urana and Corowa Local Environmental Plans (LEP) and Development Control Plan (DCP)

The development and implementation of a new LEP and DCP is another implementation plan activity scheduled for the coming year. A strong focus prior to making the new instruments will be some strategy work in and around the main towns, to identify issues such as adequacy of current zoning, future growth areas, and strategic transport and flooding issues.

#### Asset Management

A review of Council's Asset Management Systems is also planned which will provide a combined asset management strategy, policy and system, and the necessary data to strategically plan asset management into the future, for maintenance and capital works.

#### Cultural and Staff Development – Upcoming Organisational Review

Changes within and around Council's staffing structure environment has been challenging for all officers of Council, both pre and post-merger. Council embarked on a major cultural awareness and support program over the last 12 months to provide staff with an opportunity to participate in building an engaging and empowering culture.

As outlined the recent Council briefing session, Council are required under the Local Government Act to review the organisational structure within the first 12 months of their election. An external review will be undertaken as part of this. During this process, staff and Councillor surveys and other works will be undertaken including review of the extensive restructures that have occurred since merger, to inform Council of the recommended way forward. It is not considered effective to continue a staff cultural journey until after this process is complete, and the structure is settled.

### Total Merger Funding

As part of the total of \$15 million in merger funding, in addition to the \$5 million being spent on the merger tasks discussed in this report, Council also received \$1,000,000 funding for Stronger Communities Minor Grants and \$9,000,000 for Stronger Communities Major Projects. The attachment to this report outlines the progress of these grants and projects. Supporting the planning and delivery of these mostly community-based projects has placed strain on existing staff resources who are busy doing the business as usual work also. Management are continuing to work through resourcing these demands.

### Attachments

5.1.1 Merger Implementation Plan Progress Report to 31 December 2017

### Financial Implications

Outlined earlier in the report. Council continues to be under the budget for the merger process.

**RECOMMENDED** that Council note the report on the Merger Implementation Plan, with progress to the end of December 2017.

## 5.2 DRAFT MURRAY (COROWA TO OVENS) EROSION MANAGEMENT PLAN

### Summary

The purpose of this report is to allow Council to discuss the draft Erosion Management Plan which is proposed for a trial along the section of the Murray River between Corowa and the Ovens River junction, and decide if it wishes to make a submission on this plan. A multi-agency committee co-chaired by Roads and Maritime Services and the Murray Darling Basin Authority has developed this plan.

Roads and Maritime Services are currently consulting with communities in respect to the draft plan and the closing date for comments is **Wednesday 28 February 2018**.

### Background

Monitoring undertaken by the Murray-Darling Basin Authority (MDBA) over several years has identified a section of the River Murray between Corowa and the Ovens River junction as experiencing accelerated rates of bank erosion.

The River Murray Erosion Committee was established to manage the implementation of erosion strategies presented in the draft River Murray (Corowa to Ovens River) Erosion Management Plan. This committee comprises NSW, Victorian and Federal representatives and local councils including Federation Council (although Council has no current representative).

The draft River Murray (Corowa to Ovens River) Erosion Management Plan has been developed to address the excessive rates of erosion along with safety and amenity issues for passive waterway users identified in this section of the River.

The plan considers land and water based erosion management strategies, with key components including riverbank protection work and restrictions on high-wash/wake enhancing boating activities. The proposed strategies seek to address environmental and community safety needs while ensuring the community can continue to enjoy the river in a sustainable and responsible manner and minimising economic impact on the various industries directly or indirectly reliant on the river.

The Plan was developed as a result of the [Murray Darling Basin Authority's report on bank erosion](#) in this section of the river.

As part of the plan, the Committee has recommended the implementation of a trial 'no wake enhancing activities' zone in the Murray river between South Corowa (chainage 2073) and a location on the river (known locally as 'the Cut') which is approximately 1.5 kilometres upstream of the confluence with the Ovens River (chainage 2025), including all anabranches and tributaries under NSW jurisdiction, in addition to the current boating restrictions in place within this reach of the river.

As the regulatory authority Roads and Maritime would administer this new zone.

#### Community engagement

In September 2016, committee members discussed the proposed plan with key stakeholders drawn from local residents, the local boating industry, tourism operators, clubs and associations. Using the feedback from this exercise, the committee finalised a Draft Management Plan to take to the wider community for comment.

Following an information session at Bundalong on 15 January 2018, there were two further public information sessions to be held where the community can see a presentation on the issue, talk to committee members and leave feedback on the Draft Plan. These sessions were scheduled as follows:

- **Yarrawonga:** 6:00pm-8.00pm on Tuesday 13 February 2018 at the Yarrawonga Community Hall, Orr Street, Yarrawonga
- **Corowa:** 6:00pm-8.00pm on Thursday 15 February 2018 at The Memorial Hall, Sanger Street, Corowa.

Council representatives attended the Corowa session. A verbal update will be provided at the Council Meeting on the outcome of the Corowa session.

In addition feedback can be submitted via the interactive map on the RMS website or emailed to [MurrayRiverErosion@rms.nsw.gov.au](mailto:MurrayRiverErosion@rms.nsw.gov.au) up to 28 February 2018.

While the outcomes of the consultation process is not yet known, a key area of concern is the obvious and immediate impact the proposed trial ban will most likely have on tourism and economic development given this is a key activity driving visitation to the area during summer months. This is also likely to increase demand on the Lagoon boat ramp and amount of skiing/wakeboarding activity from the Corowa Lagoon through to Federation Bridge – given this area is not covered by the proposed trial ban.

#### Attachments

5.2.1 Further information and a copy of the Draft Murray River Erosion Management Plan is available at the following location:

<http://www.rms.nsw.gov.au/projects/south-coast/river-murray-erosion-management-plan/index.html>

#### Financial Implications

There are no direct financial impacts to Council as a result of the draft plan, indirect economic impact is likely but no data exists to quantify what this would be.

**RECOMMENDED** that Council note the report on the Draft Murray (Corowa to Ovens) Erosion Management Plan, and delegates to the interim General Manager authority to prepare a submission and consult with Councillors prior to submission.



**5.3 COUNCIL BRIEFING SESSIONS AND WORKSHOP - UPDATED CALENDAR 2018**

**Summary**

This report presents to Council an updated calendar of Councillor Briefing Sessions and Workshops, following the agreement at the February 2018 briefing session, to change the time of the Briefing Sessions until later in the afternoon.

**Background**

Council adopted a report at the January 2018 meeting, with a list of times and venues for Briefing Sessions and workshops proposed for the calendar year 2018.

The updated table below reflects the changes requested by Council. Due to the locations, venue bookings and other logistics, it is not considered that the table will require any further changes for the year. It is important to note other gatherings can still be called on an as needs/as available basis, for important issues.

BRIEFING SESSION		COUNCIL MEETING (AM)	COUNCIL WORKSHOP (PM)
TUESDAY 4-6 PM		TUESDAY 9.30 AM	TUESDAY 1.00 – 4.00 PM
	<b>VENUE</b>	<b>VENUE – COUNCIL CHAMBERS, COROWA</b>	
		23 January 2018	23 January 2018
6 February 2018 9.30 -11.30 am	Council Chambers, Corowa	20 February 2018	20 February 2018
6 March 2018 9.30 -11.30 am	Howlong Golf Resort	20 March 2018	20 March 2018
3 April 2018	Council Chambers, Urana	17 April 2018	17 April 2018
1 May 2018	Mulwala Resource Centre	15 May 2018	15 May 2018
5 June 2018	Council Chambers, Corowa	19 June 2018	19 June 2018
3 July 2018	Oaklands RSL Club	17 July 2018	17 July 2018
7 August 2018	Howlong Golf Resort	21 August 2018	21 August 2018
4 September 2018	Council Chambers, Urana	18 September 2018	18 September 2018
2 October 2018	Mulwala Resource Centre	16 October 2018	16 October 2018
6 November 2018	Council Chambers, Corowa	20 November 2018	20 November 2018
4 December 2018	Oaklands RSL Club	18 December 2018	18 December 2018

**\* NB. Locations for briefing sessions are subject to availability. Bookings will occur after approval.**

**Consultation**

As per previous report on this matter in January 2018.

#### Strategic Implications

No formal strategy is in place however the forums are considered critical to allow Councillors and staff to become more informed and ensure items presented to Council have had adequate consideration and input prior.

#### Policy Implications

Changes adopted should form part of Council's next update of the Code of Meeting Practice.

#### Legislative Implications

N/A.

#### Attachments

Nil.

#### Financial Implications

The budget for Councillor travel expenses will be increased marginally if required, by increasing the number of meetings each month to cater for briefing sessions and to consider the extra travel if Councillors adopt the venues to ensure a spread across the Federation Council area.

**RECOMMENDED** that Council meet for briefing sessions and workshops on the proposed dates for 2018 as per the table that forms part of this report.

## 5.4 JOINT ORGANISATIONS

### Summary

The purpose of this report is to allow Council to discuss and determine a position with respect to becoming a member of a new Joint Organisation (JO) model that the NSW Government plans on being in place from July 2018. Council has considered previous reports on this matter, and the Government has given until the end of February 2018, to resolve if it wishes to be in a Joint Organisation, and if so, with what other Councils.

### Background

(extract from <https://www.olg.nsw.gov.au/content/joint-organisations-strengthen-regional-nsw>)

*Joints Organisations (JOs) are a key NSW Government commitment to build stronger councils and improve service delivery and infrastructure across rural and regional communities. The Local Government Amendment (Regional Joint Organisations) Act 2017 commenced on 15 December 2017 allowing councils to voluntarily join new JOs in their planning region. JOs provide a forum for local councils and State agencies to collaborate, plan, set priorities and deliver important projects in regional NSW.*

*The NSW Government is providing \$3.3 million (up to \$300,000 per JO formed) in seed funding to establish JOs which will focus on the issues that matter most to regional communities. These include building strong businesses, creating jobs, securing water supplies, improving regional transport, and providing community infrastructure, services and facilities.*

*The principal function of JOs will be –*

- 1) strategic planning and priority setting,*
- 2) intergovernmental collaboration,*
- 3) regional leadership and advocacy.'*

Councils can also opt to undertake other functions, such as those performed by some of the Regional Organisations of Councils (ROCs) (sharing of staff, joint projects/events) on a voluntary basis. Whilst the regulations are not yet made under this new Act, the following basic elements of a JO are known –

- Will comprise of all member Council Mayors as voting representatives; General Managers do not vote.
- Must employ at least one staff member, being an Executive Officer on a Senior Staff Contract under the NSW Local Government Award.
- Must comprise of at least three Councils.
- Must be within the NSW Planning Boundary relevant to your Council (for Federation, this is the Riverina Murray Regional Organisation) see attached map 5.4.2.
- Must demonstrate a clear community of interest between member councils and regions.
- Must not adversely impact on other councils or JOs, for example, leaving too few councils to form a JO.
- Must be based around a strong regional centre or centres.
- Must be of an appropriate size to partner with State, Commonwealth and other partners.

For further information please refer to <https://www.olg.nsw.gov.au/content/joint-organisations-strengthen-regional-nsw>

**Although the process of becoming a member of a JO is voluntary, it is recommended that Council does join one in the interests of being able to work with the State and other Councils in the JO, to progress regional outcomes.**

If Council agrees to join a JO, the following steps are required:

1. Identify council's planning region according to the map provided in the information pack. Only councils in the Far West have the option to join a JO outside their planning region.  
*(Note - Federation Council is within the Riverina Murray Planning Region – see attachment 5.4.2).*
2. Consult with councils within your preferred regional grouping to reach agreement on JO membership, noting that each JO must have a minimum of three-member councils.  
*(Note – Federation Council has met with all neighbouring Councils, most at a RAMROC level and several informal discussions between the Mayor and other Mayors. The Mayor and Interim General Manager also met with a combination of REROC and RAMROC Mayors and General Managers, including County Councils, at a workshop in Narrandera recently. See further into this report for more information.)*
3. Once the proposed membership is agreed, ensure each member council endorses the proposal by a resolution of council.
4. By 28 February 2018, submit nomination to form a JO by email to [jointorganisations@olg.nsw.gov.au](mailto:jointorganisations@olg.nsw.gov.au), marked 'Nomination for Joint Organisation'. This is to include a copy of the resolution and the date council made that resolution;
5. Complete and return a Forming a Joint Organisation – checklist with the nomination.
6. Unlike a normal council resolution, the legislation provides a fixed 28 day period for councils to rescind such a resolution. As such, councils are also asked to undertake a further step, which may fall after 28 February. After the expiry of a period of 28 days from the making of council's resolution, the General Manager inform the Minister in writing that council's resolution has not been rescinded.

The JO network and funding allocations will be announced in March, with JOs proclaimed in April and operational by 1 July 2018.

#### Consultation with other Councils

##### **Offer to join a larger REROC JO**

Council received a formal invite to join a larger REROC model, but resolved at the January 2018 meeting, not to take up that offer, as it involved only Albury City and Greater Hume, along with the rest of the REROC Councils. This is not considered to adequately address other matters for Federation such as the Murray River priorities.

Council has workshopped this matter briefly in December 2017, and since that time the Riverina and Murray Region of Councils has met, on the 18 December 2017, to consider the JO matter. RAMROC canvassed all members present, including Federation who was represented by the Mayor and General Manager.

The recommendation that came out of the RAMROC workshop meeting on 18 December 2017 was as follows-

***RESOLVED that it be recommended to the RAMROC Member Councils that they resolve to adopt Option 3 in the Executive Officer's report, which proposes the establishment of two joint Organisations within the DoP Riverina Murray State Regional Boundaries, these being a Murray and Murrumbidgee Joint Organisation comprising 11 Council areas (i.e. generally comprising current RAMROC councils), and a Riverina Joint Organisation comprising 9 Council areas (generally comprising current REROC councils);***

***and noting that Balranald and Wentworth Shires now have an option to adopt full JO membership for a Murray and Murrumbidgee JO.***

Since then, the Mayor and Interim General Manager met with many Councils and County Councils at Narrandera on the 5 February 2018, at a workshop facilitated by Melissa Gibbs from the Office of Local Government.

RAMROC also further considered this matter at the ordinary Board meeting, on 14 February 2018. At this meeting, although no votes were taken, there appeared growing interest by some, including Federation and Albury City Councils, to propose to the NSW Government, the one JO to span the entire Riverina Murray Region. This is considered to more effectively meet the aims of the NSW Government, by having a more strategic focus, and could also meet the objectives of local Councils in creating a bigger voice at the table. It would also be more cost effective. There are also some possible disadvantages in going so large, but these are not considered enough to outweigh the advantages.

A main issue however appears to be there is still some Councils within RAMROC who would not favor this model, and more so, REROC would not appear to favor this model, and there are also unknowns with what size JO Wagga Council is leaning towards.

It is recommended that Council nominate their preferred option, which in this report, for consideration, is for it to be in the larger single Riverina Murray JO, whilst also retaining a fall back position to be that of the current, or similar, RAMROC model. Albury City Council has strongly supported continuing to be a part of the existing RAMROC model also, if the one large JO fails to get up.

The former Urana Shire was a member of both REROC and RAMROC, largely due to its central position across the Riverina Murray area, and with many services, communities of interest and State Agency linkages to the Wagga area. The former Corowa Shire was a member of both REROC and RAMROC also for many years, but resolved to leave REROC prior to the amalgamation to focus more on RAMROC.

### Attachments

- 5.4.1 Letter from Office of Local Government
- 5.4.2 Riverina Murray Planning Region Boundary
- 5.4.3 Joint Organisation Frequently Asked Questions – Office of Local Government

### Financial Implications

The NSW Government has indicated that seed funding of up to \$300,000 per JO is available. Operating costs of each JO are hard to estimate, due to unknown size, final roles and staffing levels, but would be conservatively estimated to be in the order of at least \$500,000 per year. It is envisaged that for RAMROC, the JO would take the place of RAMROC. Council currently pays \$20,279.47 annually for RAMROC membership, and based on a RAMROC size JO, costing around \$500,000 per year, this would increase Councils contribution to around \$40,000 per year.

**RECOMMENDED** that Council note the report on the Joint Organisations; and

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Federation Council (Council) resolves:

1. THAT the Council inform the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution;
2. TO approve the inclusion of the Council's area in the Joint Organisation's area;
3. THAT the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:
  - a) Albury City, Berrigan, Edward River, Murray River, Balranald, Wentworth, Narrandera, Leeton, Griffith, Murrumbidgee, Carrathool, Hay, Lockhart, Coolamon, Junee, Temora, Wagga Wagga City, Bland, Cootamundra Gundagai, Snowy Valleys, Greater Hume, Goldenfields Water County Council, Riverina Water County Council,
4. THAT before 28 February 2018, the General Manager provide the Minister with a copy of this resolution including the date on which Council made this resolution;
5. THAT, on the expiry of a period of 28 days from the making of this resolution, the General Manager inform the Minister that this resolution has not been rescinded;
6. THAT failing acceptance of the entire councils and county councils in the Riverina Murray Regional Planning area to be a singular joint organisation, that a joint organisation be established to cover the Council's area and any one or more of the following council areas:
  - a) Albury City, Berrigan, Edward River, Murray River, Balranald, Wentworth, Narrandera, Leeton, Griffith, Murrumbidgee, Carrathool, Hay.

## 5.5 MODE CODE OF MEETING PRACTICE REVIEW 2018

### Summary

LGNSW is preparing a sector wide submission and councils are invited to make comments or submissions to be included in this. Councils can make their own submission to the Office of Local Government if they wish.

Final submissions close on Friday, 16 March 2018. To contribute to LGNSW's submission, comments should be provided to Kristy Kay, Director Corporate and Community Services by 28 February 2018.

The draft Model Code of Meeting Practice (5.5.1) and the circular from OLG (5.5.2) is included as an attachment.

#### Background

Amendments to the Local Government Act 1993 (the Act) in August last year by the Local Government Amendment (Government and Planning) Act 2016 provide for a Model Code of Meeting Practice to be prescribed by regulation.

The NSW Office of Local Government is consulting with councils and other stakeholders on the new Model Code of Meeting Practice for Local Councils in NSW. Once this is finalised, it will replace the meeting rules currently prescribed in the Local Government (General) Regulation 2005.

The NSW Office of Local Government is seeking feedback on its new draft model code of meeting practice for councils.

The draft Model Meeting code has amendments designed to address issues identified in the existing code and to improve ethical standards, more effectively deter non-compliance and lead to improved transparency and accountability.

- The Model Meeting Code has two elements:
  - It contains mandatory provisions (indicated in black font) that reflect the existing meetings provisions of the Act and adapt those currently contained in the Regulation. The existing meetings provisions of the Regulation have been updated and supplemented to reflect contemporary meetings practice by councils and to address ambiguities and areas of confusion in the existing provisions based on feedback from councils.
  - It contains non-mandatory provisions (indicated in red font) that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions will also operate to set a benchmark based on what OLG sees as being best practice for the relevant area of practice.
- In making submissions on the draft Model Meeting Code, OLG would welcome feedback from councils on whether any of the proposed non-mandatory provisions should be mandated. If there is a sufficient body of support for these from councils, these may be made mandatory in the final version of the Model Meeting Code.

The draft Model Code of Meeting Practice includes a recommendation that prior to each meeting of council the General Manager will conduct a briefing session to brief councillors on the items of business to be considered at the meeting and that the briefing session must not be used to debate or make decisions on items of business.

The workshops are designed to support Councillors in regard to the items outlined in the Councillor Handbook. The draft Model Meeting Code recommends that briefing sessions and workshops should be closed to the public as best practice. In January, this year council resolved to adopt a schedule of briefing sessions and workshops for councillors.

#### Attachments

5.5.1 Draft Model Code of Meeting Practice

5.5.2 Circular 17/40 – Consultation on the draft Model Code of Meeting Practice for Local Councils in NSW

Financial Implications

Nil.

**RECOMMENDED** Council review the proposed changes to the Model Code of Meeting Practice currently on the Councillor Portal and provide feedback to be submitted by Wednesday, 28 February 2018.

**5.6** CITIZENSHIP CEREMONY

10.30 am An Australian Citizenship Ceremony will be conducted for Mrs Fiona Nottle, Mrs Jeannette Champion and Mr Kevan Champion.

**A BUTLER**  
INTERIM GENERAL MANAGER

## 6. DIRECTOR CORPORATE AND COMMUNITY SERVICES REPORT

### 6.1 COMMUNITY STRATEGIC PLAN (INTEGRATED PLANNING AND REPORTING)

#### Summary

Following Council's adoption of the Community Engagement Plan at the January 2018 Council meeting, the purpose of this report is to provide an update in relation to the consultation activities planned.

#### Background

The Community Strategic Plan is the highest level plan that Council and its community will prepare and serves to identify the community's main long term priorities and aspirations for the future. Whilst Council is proud to have the custodial role in initiating, preparing and maintaining the plan on behalf of other stakeholders, several state agencies and community groups will also have a role to play in the delivery of various aspects of the plan. The aim of the plan is to encourage council, the community and other agencies to work together as one community to deliver on the vision for the future.

The University of Technology – Sydney (UTS) have been engaged to help prepare a Community Strategic Plan for the Federation Council region and a Delivery Program and Operational Plan which will guide the activities and direction of Council.

Consultation has commenced with 260 phone surveys currently being conducted at random throughout the Federation Council area.

A number of workshops have been scheduled for the week commencing 25 February throughout the Council area. These will be facilitated by UTS and it is hoped that members of the community and representatives of key stakeholder groups will attend these workshops to ensure a good cross section of input. Please find attached to the agenda a copy of the flyer promoting these sessions.

The following is the proposed schedule of workshops:

Monday 26 February:

- Urana Bowls Club at 6.30pm with light refreshments provided

Tuesday 27 February:

- Mulwala Public School at 7.30am with breakfast provided
- Savernake School of Arts at 12.00 noon with light lunch provided
- Oaklands RSL and Bowling Club at 6.30pm with light refreshments provided

Wednesday 28 February:

- Corowa Golf Club at 7.30am with a breakfast provided
- Project Reference Group Meeting at the Corowa Civic Centre from 12 noon
- Coreen Football Clubrooms at 6.30pm with light refreshments provided

Thursday 1 March:

- Interagency Stakeholder workshop at the Corowa RSL from 9.00am
- Youth Group workshop at the Corowa RSL from 12 noon
- Howlong Golf Club at 6.30pm with light refreshments provided

Friday 2 March:

- Councillor Workshop at the Corowa Council Chambers from 10am
- Morundah Hotel at 3.30pm with light refreshments provided
- Boree Creek Hall at 6.30pm with light refreshments provided



Feedback from the phone survey and community workshops will be used to prepare Federation Council's first ten year Community Strategic Plan. It will also help to inform the objectives and activities for Council's Delivery Program and Operational Plan, in conjunction with the resourcing strategy requirements such as the long-term financial plan, asset management plans and workforce management plans.

#### Attachments

6.1.1 Consultation Flyer

#### Financial Implications

This is included within the 2017/18 financial plan.

**RECOMMENDED** that Council note the report on the Preparation of the New Community Strategic plan, Delivery Program and Operational Plan for implementation from 1 July 2018.

## 6.2 GRANT APPLICATIONS

### Summary

The purpose of the report is to update Council on outstanding grant applications. It is hoped that announcements on applications made by Federation Council to the NSW Government Stronger Country Communities Program and the NSW Regional Growth – Environmental and Tourism Fund will be made soon.

### Background

#### NSW Government Stronger Country Communities Program

Federation Council submitted the following four grant applications totalling \$1,400,014 to the NSW Government Stronger Country Communities Program.

Council consulted with the community in respect to these applications during August and September 2017 and was required to rank the projects in order of priority. The assessment process by the NSW Government has also included further consultation with residents of Federation Council through a phone survey of 100 people.

In addition to the projects Council identified, a request was received from the Morundah community to support the Bush Entertainment Centre. However, this was not of sufficient size (minimum applications were \$100,000) and the project was difficult to consider at the late stage it was put forward.

Council's applications were submitted on 13 September 2017.

#### **Toilet Block Improvements – total grant request of \$396,672**

Applications received as part of amalgamation funding under the Stronger Communities Fund demonstrated a strong desire from the community for new and improved public toilet facilities across the council area. The recently adopted Disability Inclusion Action Plan also identified the need to ensure facilities are accessible to all members of the community.

Council recently completed an assessment of all public toilets and considered the condition, accessibility and usage of each facility. Based on this information, previously identified needs and community infrastructure projects currently underway, an application was prepared for the following;

- New toilet block at Bangerang Park in Corowa (including disabled access and baby change facilities). This will support the new Playground at Bangerang Park.

- New toilet block at Purtle Park in Mulwala (including disabled access and baby change facilities). This is an essential component of the new all abilities playground in Mulwala.
- Upgrade of the public toilet facilities at Lowe Square, Howlong to include disabled access and baby change facilities.

**Howlong Preschool Expansion – total grant request of \$332,300**

The Howlong Preschool is a community owned and operated not-for-profit early childhood education facility that has been proudly serving the Howlong community and surrounding areas since 1975.

The current premises was originally built over 26 years ago and demand for early childhood education has increased beyond the capacity of the existing facility.

To ensure the Preschool can cater for families in Howlong and the surrounding area into the future, plans have been developed for an extension of the facility. The project is designed to significantly improve the current facilities from one room that provides 26 places per day, to a two room preschool facility that can support 40 children per day.

It will also provide several other important upgrades including disability access, a central administration area, a community room, replacement bathroom and kitchen facilities.

In addition to the application made by Council through the Stronger Country Communities program for this important project, another application for \$200,000 was made through a different program (also from the NSW Government) and was successful, which is excellent news.

Council has since withdrawn its full application for the Preschool Expansion project, however is in the process of requesting part funding be made available from the Stronger Country Communities Program to enable the Preschool to properly complete the project without the need to take up a loan and further fundraise.

**Urana Caravan Park Improvements – total grant request of \$100,000**

The Urana Caravan Park is located on the foreshore of the Urana Aquatic Centre and includes five self-contained cabins, 21 powered sites, 15 unpowered sites and 1 amenities block.

The park is three star rated and attracts visitors wishing to enjoy the local recreational facilities for skiing, fishing and bird watching. In the summer period, the park is often at capacity and the surrounding area benefits from visitor expenditure within the local economy.

To support tourism growth and leverage opportunities associated with increased traffic along Federation Way, an application was made to purchase and install a new large, fully accessible family cabin.

**Extension of Corowa Cycleway – total grant request of \$371,042**

Corowa currently has a network of walking and cycle trails that are a popular way to explore the area. The paths provide strategic connections throughout the township and offer opportunities for residents and visitors to participate in affordable recreational activities.

An existing trail commences in the town centre and extends 3.9km towards the Corowa Golf Club. The bitumen track currently concludes at the entrance to the Corowa Common.

With the establishment of a cinema now at the Golf Club, extending this trail will improve access to the facility and address safety concerns regarding bicycle and pedestrian traffic movement between the Golf Club and town centre.

The application involves extending the existing trail through the Corowa Common and connecting to the Corowa Golf Club. The project will also include signage along the trail.

Council appreciates the support of the Corowa Common Trust in respect to this project.

NSW Government Regional Growth – Environmental and Tourism Fund

Federation Council partnered with Albury City and Berrigan Councils to submit a major application to the NSW Regional Growth – Environmental and Tourism Fund for the 'Murray River Regional Experiences' initiative. Federation Councils component of this project was estimated at \$7,191,417 with a grant request of \$3,853,652.

This project will strengthen the access to, and connection with, the Murray River through the development of extensive public infrastructure across three local council areas. The Murray River Regional Experiences project is aligned with relevant state and local strategic policy and objectives for tourism development and is expected to have a significant economic impact on the region.

For the Federation Council area, this program is an exciting opportunity to support the implementation of two longstanding foreshore development masterplans in Corowa and Mulwala, in addition to constructing a cycleway connecting the destinations. The project is designed to revitalise key foreshore areas and encourage a greater connection to the River and Lake through improved access, amenity and infrastructure.

Federation Council's component of the project includes;

**Corowa Riverfront Precinct**

The Corowa riverfront redevelopment will revitalise Corowa's riverfront and improve local and visitor access to the river, creating a destination to encourage outdoor activities and interaction with the environment such as general sightseeing, bushwalking, fishing, bird watching, picnics/BBQs and recreational boating.

Key components of the redevelopment project include:

- Bangerang Park Playground (including accessible amenities block and landscaping);
- Café in Rowers Park;
- Corowa Boardwalk and Riverside Walking Track;
- River Revegetation;
- Interpretive Signage; and
- Lions Park Boating facilities.

The suite of projects will contribute to a revitalised riverfront, encouraging a greater connection to the River through improved access, amenity and infrastructure.

The Corowa riverfront redevelopment is identified as a priority tourism project for Corowa and is supported through the preparation of the Corowa Riverfront Master Plan (almost 10 years ago).

### Mulwala Foreshore Precinct

The Mulwala foreshore redevelopment will support better utilisation of public open space at the interface of Lake Mulwala for tourism and recreation purposes. It will focus specifically on redeveloping and repositioning four key areas:

- Digger Loughnan Park (construction of a fishing jetty);
- Purtle Park (all abilities playground and amenities block and car parking);
- Owen Bridges Reserve (boat ramp, park furniture and landscaping, BBQ facilities, sewer dump point); and
- Kyffins Reserve foreshore pathway and revegetation works.

The Mulwala foreshore redevelopment is identified as a priority project for Mulwala and is supported through the preparation of a Master Plan some 12 months ago.

### Corowa Mulwala Trail

The Corowa Mulwala Trail forms part of the Murray River Adventure Trail and includes the construction of a 42.9 km trail connecting Corowa and Mulwala. The trail will enable a bicycle connection between the two destinations incorporating interpretive signage along the trail that builds an awareness and appreciation of the natural landscape of the area.

The proposed Corowa Mulwala Trail will encourage an increase in cycling participation for locals and visitors, as well as promote the dispersal of visitors between the two destinations and cross-destination expenditure.

### Attachments

Nil.

### Financial Implications

The total project value was \$7,191,417 with a grant request of \$3,853,652. The project included \$2,489,765 of financial contribution from Council, \$290,000 in industry contributions, \$86,000 in community contributions and \$500,000 from other Government sources.

If successful, Council will need to ensure these projects are included in next year's operational plan and delivery program.

**RECOMMENDED** that Council note the report on Grant Applications made under the NSW Government Stronger Communities and NSW Regional Growth (Environment and Tourism) programs.

KJ KAY  
DIRECTOR CORPORATE AND COMMUNITY SERVICES

**7. DIRECTOR FINANCE AND ORGANISATION DEVELOPMENT REPORT**

**7.1 STATEMENT OF BANK BALANCES AND RECONCILIATION AS AT 31 JANUARY 2018**

Balance as per Bank Statement:

General Account	0000 0022	54,919.26
Business Online Saver Account	1014 2522	133,786.18
Investments		42,813,232.86

Sub Total 43,001,938.30

Plus Deposits not yet lodged:

Mulwala	31 January 18	465.00
Corowa	31 January 18	32,415.03
Urana	31 January 18	557.50

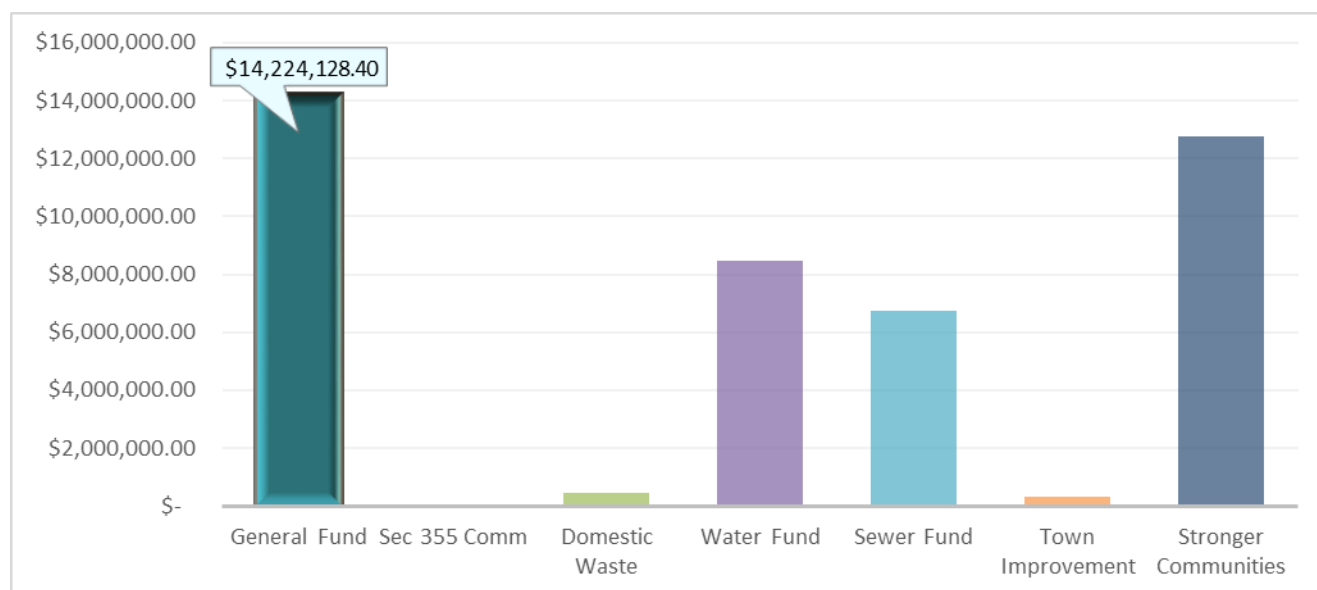
Sub Total 43,006,175.83

Less Unpresented Cheques: 3,047.88

Balance as per Ledger 43,003,127.95

Less External Restricted Funds 28,778,999.55

**Balance of General Fund Ledger 14,224,128.40**



**CERTIFICATE OF RECONCILIATION**

*I CERTIFY THAT THE COUNCIL'S GENERAL LEDGER BANK ACCOUNTS HAVE BEEN RECONCILED WITH THE APPROPRIATE BANK STATEMENTS AS AT 31 JANUARY 2018.*

***S NORMAN***  
***MANAGER FINANCE***

**RECOMMENDED** that the report on Statement of Bank Balances and Reconciliation as at 31 January 2018 be noted.

**7.2 SCHEDULE OF INVESTMENTS AS AT 31 JANUARY 2018**

The following list of investment securities is held as at 31 January 2018. Investment of funds on behalf of Council has been undertaken in accordance with the Local Government Act and Regulations.

**INVESTMENTS**

<b>Investment Type</b>	<b>Institution</b>	<b>Amount Lodged</b>	<b>Date Lodged</b>	<b>Rate</b>	<b>Days</b>	<b>Maturity Date</b>
Term Deposit	NAB	\$2,595,012.66	11/07/2017	2.47	210	06/02/2018
Term Deposit	Westpac	\$511,713.23	25/07/2017	2.61	203	13/02/2018
Term Deposit	Westpac	\$513,334.30	15/08/2017	2.61	1.84	15/02/2018
Term Deposit	NAB	\$500,000.00	22/09/2017	2.54	151	20/02/2018
Term Deposit	Westpac	\$514,980.00	01/08/2017	2.61	203	20/02/2018
Term Deposit	Bankwest	\$150,000.00	22/08/2017	2.45	182	20/02/2018
Term Deposit	NAB	\$1,381,097.12	21/08/2017	2.45	184	21/02/2018
Term Deposit	NAB	\$1,000,000.00	22/09/2017	2.54	158	27/02/2018
Term Deposit	NAB	\$1,345,727.57	28/10/2017	2.47	91	27/02/2018
Term Deposit	ANZ	\$1,014,520.55	05/09/2017	2.35	181	05/03/2018
Term Deposit	NAB	\$202,529.04	05/09/2017	2.52	181	05/03/2018
Term Deposit	NAB	\$303,793.56	05/09/2017	2.52	181	05/03/2018
Term Deposit	Westpac	\$620,323.30	06/12/2017	2.35	90	06/03/2018
Term Deposit	NAB	\$1,000,000.00	22/09/2017	2.54	165	06/03/2018
Term Deposit	ANZ	\$1,015,028.77	12/09/2017	2.36	181	12/03/2018
Term Deposit	ANZ	\$1,000,000.00	19/09/2017	2.37	182	20/03/2018
Term Deposit	CBA	\$729,432.39	22/08/2017	2.45	210	20/03/2018
Term Deposit	CBA	\$1,075,952.00	24/10/2017	2.35	154	27/03/2018
Term Deposit	CBA	\$1,000,000.00	22/09/2017	2.53	193	03/04/2018
Term Deposit	CBA	\$280,000.00	11/07/2017	2.56	273	10/04/2018
Term Deposit	NAB	\$720,000.00	11/07/2017	2.56	273	10/04/2018
Term Deposit	CBA	\$1,000,000.00	22/09/2017	2.54	207	17/04/2018
Term Deposit	CBA	\$1,014,372.88	26/09/2017	2.54	210	24/04/2018
Term Deposit	CBA	\$515,050.29	03/10/2017	2.46	203	24/04/2018
Term Deposit	Bendigo	\$230,000.00	08/01/2018	2.20	113	01/05/2018
Term Deposit	Bendigo	\$2,042,548.39	17/10/2017	2.20	196	01/05/2018
Term Deposit	ANZ	\$2,173,518.34	24/10/2017	2.30	196	08/05/2018
Term Deposit	CBA	\$512,078.88	31/10/2017	2.43	196	15/05/2018
Term Deposit	CBA	\$1,053,457.01	08/11/2017	2.43	195	22/05/2018
Term Deposit	CBA	\$512,017.54	08/11/2017	2.44	202	29/05/2018
Term Deposit	CBA	\$1,000,000.00	27/11/2017	2.50	183	29/05/2018
Term Deposit	ANZ	\$1,062,322.92	29/11/2017	2.30	181	29/05/2018

## Federation Council Ordinary Council Meeting

**20 February 2018**

Term Deposit	ANZ	\$1,059,902.35	08/08/2017	2.35	301	05/06/2018
Term Deposit	Westpac	\$516,530.71	10/11/2017	2.45	214	12/06/2018
Term Deposit	CBA	\$1,000,000.00	27/11/2017	2.50	197	12/06/2018
Term Deposit	CBA	\$512,184.78	14/11/2017	2.45	217	19/06/2018
Term Deposit	Bendigo	\$2,000,000.00	20/06/2017	2.40	365	20/06/2018
Term Deposit	CBA	\$513,251.01	12/12/2017	2.45	196	26/06/2018
Term Deposit	NAB	\$2,580,341.23	28/11/2017	2.47	210	26/06/2018
Term Deposit	CBA	\$410,429.40	19/12/2017	2.51	210	17/07/2018
Term Deposit	NAB	\$3,131,782.63	23/01/2018	2.45	182	24/07/2018
Term Deposit	NAB	\$1,000,000.00	30/01/2018	2.45	182	31/07/2018
Term Deposit	CBA	\$1,500,000.00	17/01/2018	2.64	272	16/10/2018

**\$42,813,232.86**

### CERTIFICATE OF RECONCILIATION

*I CERTIFY THAT THE INVESTMENTS HAVE BEEN MADE IN ACCORDANCE WITH SECTION 625 OF THE LOCAL GOVERNMENT ACT 1993, THE REGULATIONS AND COUNCIL'S POLICIES.*

**S NORMAN**  
**MANAGER FINANCE**

**RECOMMENDED** that Council note the report on the schedule of investments as at 31 January 2018.

### **7.3 COUNCIL PAYMENT AND RECEIPTING ALTERNATIVES AND COUNCIL AGENCY RECEIPTS**

#### **Summary**

The purpose of this report is to allow discussion on the decision by Council in 2017 to no longer offer an option to pay rates at post offices, as a cost saving measure.

Payment options still available to Council's Customers/Ratepayers includes direct payment at Council's Offices at Corowa, Mulwala, Howlong and Urana, BPay and Direct Debit payments, (and soon to be added to Council's Website provision for Credit Card payments).

When the 2017/18 Budget was adopted and revenue policy set, a decision was made to save ratepayers over \$20,000 cost per year by phasing out the Australia Post payment option, when alternative options for payment are available at far less cost or no direct cost. Additionally, it is understood that only part of this payment would filter back to the applicable local Post Office agency.

This matter was also discussed at a Local Representative Committee budget meeting before the 30 June 2017. Clearly, from some of the recent contact made by two Post Office Agencies, Council did not communicate the phasing out of this option, and expected the parent organisation 'Australia Post' to relay the message through to them, as Council negotiates directly with Australia Post and not individual Agencies.

The three payment services are to be more heavily promoted over the coming weeks, and in particular Direct Debit arrangements where Council and the customer/ratepayer incurs no transaction fees.

#### Background

In regards to payment options, Council has run the Direct Debit payment option for over 10 years, (around 407 customer/ratepayers utilise this service) and once commenced, it means that no attendance is required at any office to make payments and no transaction fees are incurred.

Additionally, for those that want to pay by credit card this service is already available by telephone to Council Main Office(s) and is also to be available on Council's Website within the coming weeks.

#### Current Office hours are as follows:

Corowa:

Monday to Friday 8.30am to 5pm.

Urana:

Monday to Friday 9am to 5pm.

#### Library/ Council Office Hours

Mulwala:

Tuesday, Wednesday and Thursday: 10.00am to 1.00pm and 2.00pm to 5.00pm,

Saturday: 10.00am to 12 noon,

Monday & Friday closed.

Howlong:

Tuesday, Wednesday, Thursday and Friday: 10am to 1pm,

Tuesday & Wednesday: 2pm to 5pm,

Saturday: 9.00am to 11.30am,

Monday closed.

#### 2016/17 Receipts Taken

From 2016/17 data collected just over 7,325 receipts (around 11%) were made at Post Office counters. Of these 2,442 were Corowa, 1,449 Mulwala, 1,741 Howlong, 3 Urana, 34 Oaklands, 7 Rand and the remaining 1,649 other. The other receipts of 58,164 were made via Council Offices, telephone and internet.

#### Report

The direct negotiations with Australia Post are subject to 'Commercial In-confidence' and are not detailed in this report. However, due to the low number of Australia Post transactions by Federation Council customers/ratepayers, Council is unable to obtain a sizeable per transaction cost reduction from Australia Post, even though many of the receipt amounts were being split into \$20 or \$50 amounts. Therefore, Council is still charged over \$2 per receipt whereas Council incurs no cost for 'direct debit' arranged payments.

The cost of other services such as BPay are more than half the Australia Post transaction fee for the same number of receipts, and when you consider 70% of Australia Post receipts taken occur very close to existing Council Offices, (refer above for details of Council opening hours at various locations), the potential saving of \$20,000 that can be allocated to other Council functions is hard not to justify. Likewise, Council Office/Library opening on Saturdays at Mulwala and Howlong provides an additional opportunity for making payments where Council does not incur a \$2 plus per transaction fee.

The Council Office/Library arrangements away from the Council Corowa Office need payment receipting as part of the service offering to ensure justification of Council's own shop front services at Mulwala, Howlong and Urana. For Council information, in 2003/04 around 80% of receipts were made at face to face Council options and now it is only around 9% of receipts.



## Attachments

Nil.

## Financial Implications

Council saves approximately \$20,000 gross per year by not having this option. Some extra internal costs may be apparent due to increased transactions at Council, but this is not expected to be significant.

**RECOMMENDED** that Council note the report on the Council payment and receipting options currently available.

#### 7.4 QUARTERLY BUDGET REVIEW STATEMENT (QBR) AS AT 31 DECEMBER 2017 (SECOND QUARTER) AND ESTIMATED FINANCIAL POSITION AS AT 30 JUNE 2018

## Summary

This report allows for tabling of the report on the 2<sup>nd</sup> Quarterly Budget Review Statement as at 31 December 2017. There is no change to the projected results for Council's 2017/2018 Budgets as at this time.

## Background

A Quarterly Budget Review Statement (QBR) is required by the Local Government (General) Regulation 2005 at the end of each quarter. For information purposes the following provides details of the adopted Operational Plan budgets for 2017/2018 as at the June 2017 Council Meeting and changes to end of first quarter.

#### 2017/2018 Summary Original Budget by Fund (including Brought Forward & 1st QBR)

Fund	Operating Income	Operating Expend.	Deprec. Non-Cash	Capital Income	Capital Expend	Loan Income	Loan Repayment	Transfer to Reserves	Transfer from Reserves	Nett Change
	'000	'000	'000	'000	'000	'000	'000	'000	'000	'000
General	23,103	-21,630	6,859	1,375	-15,910	1,600	-279	-185	1,814	-3,253
Domestic Waste	1,783	-1,783	0	0	0	0	0	0	0	0
Water	4,747	-4,222	1,089	50	-3,984	0	0	0	2,320	0
Sewerage	4,416	-4,131	967	50	-3,095	0	-58	0	1,851	0
Stronger Communities Fund	0	-2,274	0	0	-3,554	0	0	0	5,828	0
Consolidated	\$34,049	-\$34,040	\$8,915	\$1,475	-\$26,543	\$1,600	-\$337	-\$185	\$11,813	-\$3,253

#### 2017/2018 2<sup>nd</sup> Quarter Projected Summary Budget by Fund

Fund	Operating Income	Operating Expend.	Deprec. Non-Cash	Capital Income	Capital Expend	Loan Income	Loan Repayment	Transfer to Reserves	Transfer from Reserves	Nett Change
	'000	'000	'000	'000	'000	'000	'000	'000	'000	'000
General	23,103	-21,630	6,859	3,625	-18,160	1,600	-279	-185	1,814	-3,253
Domestic Waste	1,783	-1,783	0	0	0	0	0	0	0	0
Water	4,747	-4,222	1,089	50	-3,807	0	0	0	2,143	0
Sewerage	4,416	-4,131	967	50	-3,095	0	-58	0	1,851	0
Stronger Communities Fund	0	-2,274	0	0	-3,554	0	0	0	5,828	0
Consolidated	\$34,049	-\$34,040	\$8,915	\$3,725	-\$28,616	\$1,600	-\$337	-\$185	\$11,636	-\$3,253

Please find included with the agenda a summary of Council's financial position as at 31 December 2017. This is prepared in accordance with the format required by the Office of Local Government.

#### Attachments

7.4.1 2<sup>nd</sup> Quarterly Budget Review Statement

#### Financial Implications

Within the attachments is a 2<sup>nd</sup> Quarterly Budget Review Statement (attachment 7.4.1).

At this time the basic 2017/18 Operating Plan & Budget is on track and a more detailed analysis and recommended budget changes will be included as part of the 3<sup>rd</sup> Quarter Budget Review in time for the 2018/19 Operating Plan & Budget deliberations.

#### RECOMMENDED:

1. THAT Council note the report on the 2<sup>nd</sup> Quarterly Budget Review Statement (QBRS) as at 31 December 2017; and
2. THAT Council adopt the Quarterly Budget Review Statement to 31 December 2017 as tabled.

#### 7.5 COMMON SEAL - CLOSED ROAD LAND PURCHASE ON EP26454 (LOT 7 DP 585806) - HOWLONG WASTE FACILITY

##### Summary

Council made application 15 September 2016 to Department of Industry (DPI) to close and purchase an unmade road that crosses (split) the Howlong Waste Facility Lot 7 DP 585806.

DPI has now agreed to the purchase and made an offer to Council for \$6,518 (excluding GST). Council will incur an amount for associated fees to affect the purchase.

##### Background

The purchase of this land and consolidation with Lot 7 DP 585806 will make dealing with only future operations of the site easier as previously the site was split by the section of road to be purchased.

##### Attachments

7.5.1 Map – Proposed Road Howlong Waste Facility

##### Financial Implications

The costs associated with the purchase and transfer to Council ownership will be borne by the Waste budget. The land will be incorporated into the one rating valuation so there will be minimum impact on future operating costs.

#### RECOMMENDED:

1. THAT Council note the report on the purchase of the section of road in relation to Enclosed Permit EP26454 (Lot 7 DP 585806) – Howlong Waste Facility; and
2. THAT Council authorise the purchase of the road section for the amount of \$6,518 and associated costs and that the Common Seal of Council to be affixed to the contract of sale and any additional documents.

## 7.6 PROPOSAL TO DEVELOP AND SELL LAND ADJACENT TO THE MULWALA COUNCIL DEPOT SITE

### Summary

This report highlights the shortage of industrial land in the Mulwala area and proposes to subdivide and sell land adjacent to the Mulwala Council Depot site surplus to operational requirements (Lot 13 DP 844434 1.46 ha). This will yield approximately six (6) to seven (7) lots (refer draft sketch proposed plan of subdivision) for which there is immediate demand and allow Council consideration of the creation of an Economic Development Reserve Fund for use in promoting development and employment within the Federation Council Local Government Area.

### Background

Vacant industrial land is limited in the Yarrawonga and Mulwala areas. The price is also variable with the Mulwala offerings, when available, tending to be cheaper. Demand, therefore is robust.

Council has received an Australian Government grant towards the cost of construction of the last stage of the Mulwala Industrial Estate and the design is complete and about to go to tender. These new lots will satisfy all the existing demand interest with additional blocks remaining for sale.

Within the existing developed area, there are no blocks owned by Council that are available for sale and there is considerable buyer interest in purchasing for immediate development either for owner occupation or for lease. This lack of supply and expressed demand are the reasons for considering the sale of surplus Council land adjacent to the Mulwala depot. Approximately 1.46 ha could be made available.

An allied matter relates to Council's sale clause that requires development within a twelve (12) month period from the sale date at the same price as purchased and that the buyer is not to sell on without Council approval for a period of 2 years. An investigation into the status of the undeveloped lots is also happening to ensure the desire for development, as opposed to speculation, is met. The findings of this investigation will be the subject of a further report.

### Discussion

#### *Supply Issues*

The industrial land supply in Mulwala is low and immediate demand is strong. In at least one instance, that demand is coming from an existing business in the area that requires immediate accommodation.

The area south of the Mulwala Council Depot buildings is currently partly used as a stockpile for soil but this requirement can be catered for elsewhere. Given the dire need for industrial land in the area and the underutilisation of the site, Council's operations department has agreed to the subdivision and potential sale of the surplus land.

Walpole Surveying has been commissioned to undertake a survey that will create around six (6) to seven (7) new lots of a size that is in current demand, and lends itself to both individual use and provision of small industrial units that are sought after by small service based industries. There is little, if any, expressed demand for a block the size of the surplus at present.

There is capacity in the Corowa Airport Industrial Estate but for most small businesses, the travel distance from the Mulwala area is not desirable. Where it is less of an issue, support is offered to find a suitable site.

*Land Comparability*

Lot 13 DP 844434 is on the corner of Barooga Road and McCarthy St and the site was created with the first stage of the industrial estate. The quality of the estate has progressively improved over time and this development will refocus attention on the quality of this southern entrance to the industrial area.

Works such as street tree planting and table drain maintenance will be target improvements.

*Price Considerations*

The most recent sales of Council Industrial land at Mulwala have been at \$39 per square metre excluding GST for fully serviced lots.

One offer conditional upon Council agreement has been communicated to a prospective purchaser at the same price for a proposed lot of 1,800 sq/m on the southern boundary of the land. The offer also recognised that this potential lot did not enjoy the same quality of road reserve abutting the property. In particular, the road did not have kerb and channel.

Though other enquiries have been informally told that the same pricing arrangement may exist, market scarcity suggests a higher sales figure should be set at \$50 per sq/m (excluding GST), especially as Council's Industrial Estate stage 2 is likely to be in the \$55 to \$60 per sq/m range (excluding GST). Additionally, the current proviso should be maintained that if not built on within 12 months it is to be returned to Council (if Council agrees) at the same price as purchased. Likewise, to avoid speculation, the buyer is not to sell on without Council approval for a period of 2 years.

**Attachments**

7.6.1 A draft sketch proposed plan of subdivision

**Financial Implications**

The sale of these lots will provide revenues to Council that were not anticipated at the time of preparing the annual budget.

The likely gross revenue is in the range of \$560,000 to \$700,000. Approximately \$60,000 to \$120,000 may be required for expenses associated with the subdivision, improvements and relocation of stockpiles.

This report recommends that the nett revenue be placed into an Economic Development Reserve fund that will finance staffing, marketing, possible incentives and other business retention and attraction initiatives within the Federation Council area.

**RECOMMENDED:**

1. THAT Council note the report on proposal to development and sell land adjacent to the Mulwala Council Depot Site;
2. THAT Council proceed with the subdivision of Lot 13 DP 844434 being 1.46 ha of Council Land adjacent to the current Mulwala Council Depot site on McCarthy Street, Mulwala;
3. THAT Council set the sale price for southern proposed lot block at a rate of \$39 per square metre excluding GST;
4. THAT Council set the price of the other lots to \$50 per square metre excluding GST;

5. THAT Council make the sales subject to conditions that if not built on within 12 months the land is to be returned to Council (if Council agrees) at the same price as purchased, and that the buyer is not to sell on without Council approval for a period of 2 years;
6. THAT Council use the nett funds from the sale to set up an Economic Development Reserve Fund subject to a further report for Council consideration, describing the purpose and operations of the fund; and
7. THAT Council note that if kerb and channel is constructed adjacent to the newly created blocks at a time in the future, that this expense will be borne by Council at the time so as to reflect the fact that recent sales have been for the same price with kerb and channel included.

KC PARKER

DIRECTOR FINANCE AND ORGANISATION DEVELOPMENT

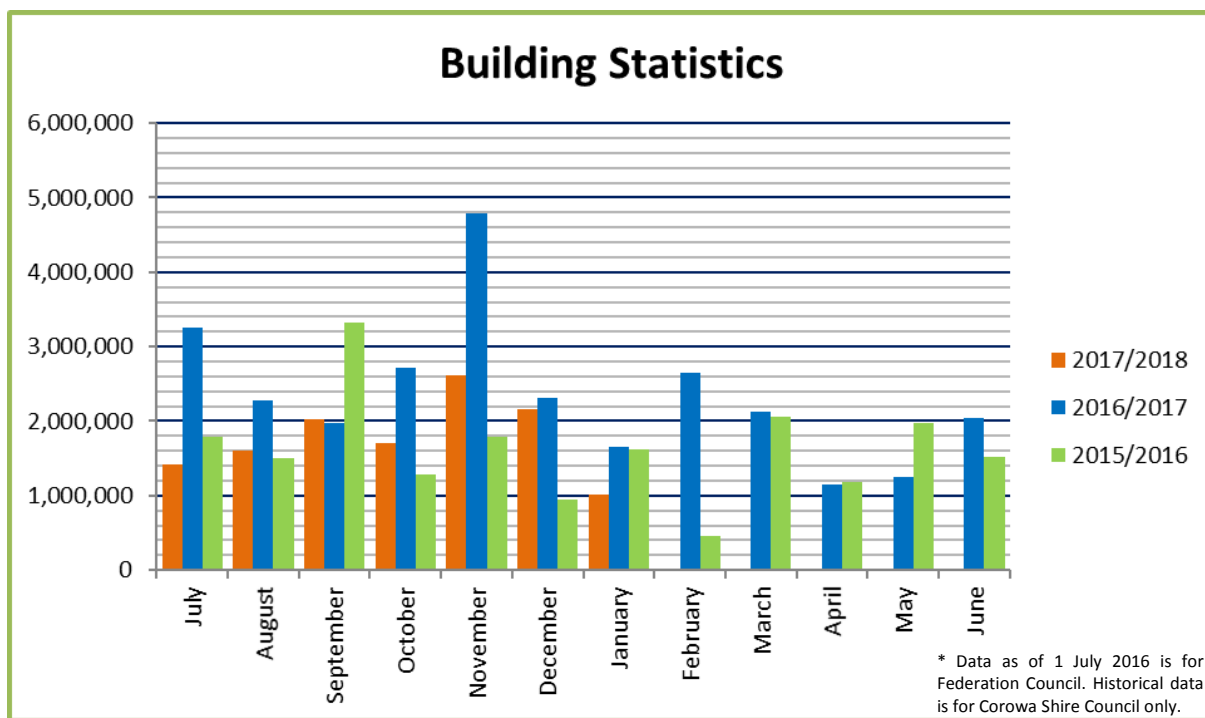
**8. DIRECTOR INFRASTRUCTURE AND ENVIRONMENT REPORT**

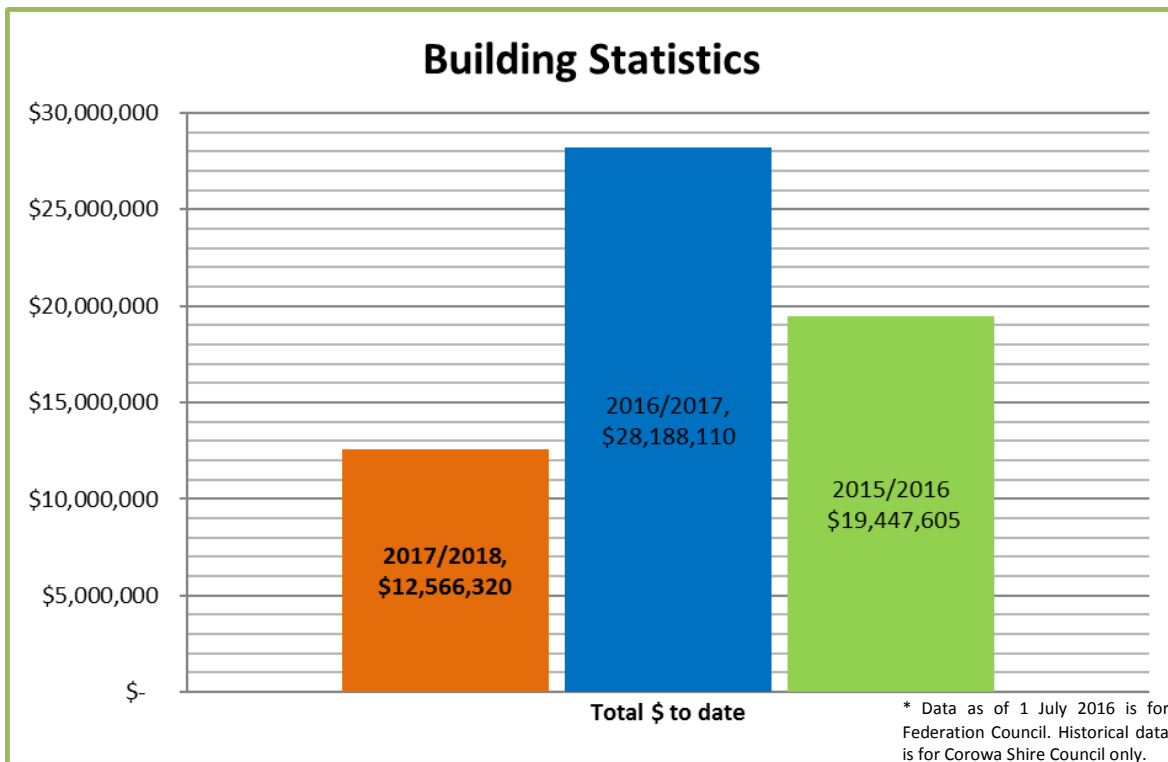
**8.1 BUILDING APPROVALS – COMPLYING AND CONSTRUCTION CERTIFICATES APPROVED**

This report provides for Council’s information, the construction and complying development certificates issued since the report prepared for the 2018 January Council meeting. The report also includes graphs on the value of works approved, over the last three financial years (NB. Data as of 1 July 2016 is for Federation Council. Historical Data is for Corowa Shire Council only).

2017/256	41 Lang Street Mulwala	Swimming Pool
2017/269	12 Millthorpe Street Oaklands	Demolition
2017/258	188 Bank Street Howlong	Shed
2017/282	Lot 12 Orme Street Boree Creek	Garage
2018/5	93-157 Enfield Street Corowa	Farm Shed
2017/283	4-6 Heather Circuit Mulwala	Dwelling
2017/277	8/4 Melbourne Street Mulwala	Dwelling
CDC2018/5	35 Payne Street Mulwala	Swimming Pool
CDC2018/1	13 Whitehead Street Corowa	Swimming Pool

**TOTAL \$1,018,680**





**RECOMMENDED** that Council note the report on construction/complying development certificates issued since the January 2018 Council meeting.

**8.2 DEVELOPMENT APPLICATIONS APPROVED UNDER DELEGATED (STAFF) AUTHORITY SINCE LAST ORDINARY COUNCIL MEETING**

This report provides for Council’s information, the Development approvals that have been determined under delegated authority by the granting of consent subject to conditions, since the January 2018 Ordinary Council meeting.

**DEVELOPMENT APPLICATION REGISTERED NO. 2017/251**

Application for a External Lift on Infrastructure Land being Lot 541; DP 726178; 100 Edward Street Corowa.

**DEVELOPMENT APPLICATION REGISTERED NO. 2017/280**

Application for a Private Cemetery on Primary Production Land being Lot 30; DP 752292; Narrow Plains Road Daysdale.

**DEVELOPMENT APPLICATION REGISTERED NO. 2017/281**

Application for a Transportable Dwelling on Village Land being Lot 11; Section D; DP7344; Orme Street Boree Creek.

**DEVELOPMENT APPLICATION REGISTERED NO. 2017/284**

Application for a Dwelling on General Residential Land being Lot 5; DP 1235748; 79 Jude Street Howlong.

**DEVELOPMENT APPLICATION REGISTERED NO. 2017/285**

Application for a Dwelling on General Residential Land being Lot 4; DP 1210304; 173 Golf Club Drive Howlong.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/45

Application for a Shed on General Residential Land being Lot 2; DP258074; 8 Piggin Court Corowa.

DEVELOPMENT APPLICATION REGISTERED NO. 2018/10

Application for a Swimming Pool on Low Density Residential Land being Lot 61; DP 1202116; 98 Cypress Drive Mulwala.

DEVELOPMENT APPLICATION REGISTERED NO. 2018/6

Application for a Boundary Adjustment on General Residential Land being Lot 1; DP305303; 11 Vera Street Corowa.

**RECOMMENDED** that Council note the report on the Development approvals that have been determined under delegated authority by the granting of consent subject to conditions, since the January 2018 Ordinary Council meeting.

**8.3 ROAD CLOSURE - ORFORD STREET SOUTH COROWA**

**Summary**

This report provides discussion and recommendations on a requested road closure for Orford Street, South Corowa.

**Background**

Council has received requests for the partial closure of Orford Street, South Corowa as per the figure below.





This has been a long standing issue for the land owners. The matter has been the subject of numerous earlier reports over the past 3 – 4 years, including the former Corowa Shire Council.

As shown on the photograph there are existing sheds (circled) on the road reserve which are the property of the owner of lot DP758296/49/6. To retain the sheds where they are the owner has requested the road closure. Also, there is a fence erected down the middle of part “B” by the property owner to the west. This would need to be relocated to the boundary if the road remains open.

The requested closure contains part “A” and part “B”. Part “A” would be 11m wide and would match the length of the adjacent property. Council currently has a lease agreement with the owner of lot DP758296/49/6 for this portion of the road reserve. The lease expires on the 30 April 2018. It has been suggested that the lease not be renewed as it supports the placement of the unauthorised structures. Further since the previous Council resolution on this matter, detailed site investigation reveals the full width of the road reserve is now considered necessary to allow a road, and services to be safely established to service several allotments to the south, west and east.

Part “B” of the road closure is proposed in this closure application to be split into two equal widths and sold by the Department of Primary Industries.

The land is zoned R2, low density residential. Current minimum lot size is 1 hectare for this area. The land to the west of the road reserve is subject to flood water inundation.

There is potential for DP8896/2 to be further subdivided into 3 lots (for dwellings), as it currently a 3.09Ha lot. The owner of lot DP758296/49/7 (1.02 Ha) has indicated verbally that the land may be put up for sale in the future. This lot also has potential for subdivision, should there be a future rezoning.

Council Officers have discussed the potential for future rezoning of the land to the east of the road reserve and consider that it is a possibility to rezone the land to R1 – General Residential (minimum lot size 550m<sup>2</sup>). As such closure of the road reserve would be restrictive on future development of the land adjacent to part “B” of the road closure.

The part “A” closure will compromise the amenity of any future road and be restrictive on the placement of future services.

#### *Unauthorised Structures*

Council Officers have searched Council records and cannot find any development applications or construction certificates relating to the sheds on the road reserve. As such they are considered unauthorised structures.

Should Council not support the closure of the road, and adopt the recommendation presented, or a similar one with the same intent, then the sheds will need to be removed from the road reserve.

If Council supports the road closure then the owner of the sheds will need to submit a development application to legalise the existing sheds.

#### *Road Closure Process*

The road closure process is a function of the Department of Primary Industries (Crown Lands) and varies depending on the status of the road. In this instance the roads are unconstructed.

Under the Roads Act 1993, unconstructed Crown and Council Roads will vest in the Crown upon closure. Where road closure applications are initiated by a third party, for unconstructed Council Roads, the Road Closure: Public Road Closure application (general) may be lodged by the third party with written consent from Council. The consent should acknowledge the road will vest in the Crown upon closure and that the department may deal directly with the third party through the private treaty sale process.

#### Consultation

Council Officers have consulted the adjoining landowners on a number of occasions since the proposal was first submitted. The land owners have also put forward a range of correspondence to Council.

There are three landowners adjacent to the proposed closure. Two landowners support the partial road closure as proposed, the third (DP758296/50/2) doesn't support the closure at the north end.

No consultation with the broader public has taken place, as the Department of Primary Industries would do this, pending the decision of Council. If Council support the recommendation, no consultation is required, other than negotiation with the owner of Lot DP758296/49/6 to remove the sheds, to allow the road to be built (developers cost) and services installed, to service the development (house and shed) approved under DA/ 2016/214, on Lot DP758296/50/2, approved by Council on 8 March 2017.

#### Community Implications

The proposed road closure of Orford Street may restrict the ability of the adjoining owners to develop their land in the future.

#### Environmental Implications

There are no environmental impacts expected due to the proposed road closure.

#### Strategic Implications

The proposed road closure of Orford Street will impact Councils future ability to develop the road reserve to provide access and service provision to other allotments to the south.

#### Attachments

Nil.

#### Financial Implications

There are no financial impacts expected due to the proposed road closure.

#### **RECOMMENDED:**

1. THAT Council not consent to the closure of Orford Street, South Corowa;
2. THAT Council advise the adjoining landowners and the Department of Industry – Crown Lands of the decision;
3. THAT Council not renew the lease on the road reserve;
4. THAT Council negotiate with the owner of the sheds on the road reserve for their removal on expiry of the current lease; and
5. THAT Council negotiate with the owner of the fence in part "B" of Orford Street to relocate the fence to the lot boundary.

#### 8.4 FLOOD MANAGEMENT PROGRAM 2017-2018

##### Summary

This report notifies Council of the awarding of a grant under the Floodplain Management Program for 2017-18. This grant allows for the continuation of the floodplain management program for the towns of Urana, Morundah, Boree Creek and Rand.

##### Background

The NSW Government's Floodplain Management Program provides an opportunity for Councils to work with the Office of Environment and Heritage (OEH) and the community to manage the risks associated with flooding on a floodplain.

Through this program OEH provides specialist staff, operational guidelines and grant funding to enable Councils to employ specialist consultants to prepare relevant floodplain documentation. This program supports the NSW Government's Flood Prone Land Policy and allows Council to develop a floodplain model, which provides for informed strategic and emergency planning, and the consideration and mitigation of floodplain risk.

The Floodplain management grants program is offered across four stages

1. Preparation of a Flood Study
2. Preparation or review of a floodplain risk management study and plan
3. Investigation, design and completion of a feasibility study for works identified in stage 2
4. Implementation phase

The former Urana Shire Council received a grant in the 2013-14 round for the preparation of a Flood Study for the towns of Urana, Boree Creek, Morundah, Oaklands and Rand. This Study was completed and acquitted January 2018. Flood Study documents have been completed for each of the five towns. The study revealed Oaklands was not at any risk of flooding that would justify further work.

Council applied for stage 2 of the Floodplain management program in April 2017 for the four towns of Urana, Boree Creek, Morundah and Rand.

Council received notification from the Office of Environment and Heritage on 9 February 2018 of the receipt of funding under the Floodplain Management Program for 2017-18 with a maximum funding amount of \$210,000. The total project cost is expected to be \$245,000 with Council's contribution of \$35,000. Once the funding agreement has been received Council's maximum contribution will be confirmed.

This project will take a number of years and will include the following steps:

- Signing of the funding agreement
- Preparation of the projects Work Plan
- Establishment of the Community Floodplain Committee
- Advertising for a Specialist Consultant
- Management of the Contract
- Finalisation

##### Attachments

Nil.

Financial Implications

This grant program has been funded at a 6 (grant): 1 (Council) ratio. Council will be required to contribute funds in the order of \$35,000 across the life of the project. Councils final contribution will be dependant on the final contract amount.

**RECOMMENDED:**

1. THAT Council notes the report on the awarding of a Floodplain Management Program 2017-18 grant; and
2. THAT Council commits the required funding to the project.

**P GALL**  
**DIRECTOR INFRASTRUCTURE AND ENVIRONMENT**

## 9. NOTICE OF MOTION / QUESTION WITH NOTICE

### 9.1 QUESTION WITH NOTICE

Councillor Longmire:

To Mr Peter Gall  
Director Infrastructure and Environment

Can you provide an update currently on the budgeted rural road works adopted by the previous Federation Council Administrator.

### 9.2 NOTICE OF MOTION

Moved by Councillor Longmire:

**THAT Council** urgently halts the Corowa Skate Park project, until an assurance is given by Councils project team, that the Corowa Skate Park project, will be in fact an extension to the existing skate park, or at the least, a new park still based at the existing site.

That Council only consider other sites if community consultation on the new design for this site comes out strongly against the site.

#### ***Background information to support this motion***

I am seeking the support of my fellow Councillors on this matter. The Corowa Skate Park Committee representatives (operating under the Apex group) feel they have been mistreated and misled along this process, where they feel the project has gone from a grant they submitted initially to Council, to extend the current skate park, to a much larger project where it is now looking like a whole new skate park may be built on a site elsewhere in the town, maybe at another park in the town.

The process to create a new skate park in a town as anyone who has any knowledge of this would know is very controversial. Despite the fact that there may be some limits with the current site, with proper design and practices, these should be able to be minimized. If Community consultation comes out strongly against this site, when the design and approvals are consulted for this site, only then should a relocation be looked at.

## 10. REPORTS FROM COMMITTEES

NO ITEMS

## 11. REPORTS FROM DELEGATES

## 12. PRÉCIS OF CORRESPONDENCE REQUIRING COUNCIL ACTION/FOR INFORMATION

NO ITEMS

## 13. CONFIDENTIAL ITEMS

### 13.1 MULWALA WATER SLIDE LEASE

#### Summary

The purpose of the report is to inform Council about a proposed transfer of lease relating to part of the foreshore land at 9 Inglis Street Mulwala. This land has the Mulwala Waterslide situated on it and the report seeks to gain approval following a request for assistance from the new operator.

#### Background

Please find attached to the agenda a commercial in confidence report in consideration of section 10A (2) of the NSW Local Government Act.

**RECOMMENDED** that Council move to a Closed Committee to discuss the Mulwala Water Slide lease, due to (Part 10A 2(d) of the Local Government act 1993 and Clause 70 of Council's Code of Meeting Practice) the matters and information are considered to contain commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

## 14. CLOSURE OF MEETING

# **FEDERATION COUNCIL**

## **MERGER IMPLEMENTATION PLAN**

**PROGRESS REPORT TO 31 DECEMBER, 2017**

**2017-18**

**File ref 18/4504**

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## 1 INTRODUCTION

### 1.1 Background

On May 12, 2016 the NSW Government through the Governor General proclaimed the merger of Corowa Shire Council and Urana Shire Council, creating the Federation Council

The implementation plan was developed to provide guidance to Federation Council on the process to achieve a successful merger of the former Corowa Shire Council and the former Urana Shire Council to form a single strong Council that provides outstanding service to not just the local communities but the wider region as well.

This plan is considered a “live” document and is subject to ongoing review and change. The information contained in this document is intended to focus on the second year (2017-2018) and beyond and is intended to inform Management and Officers and Council members on objectives and achievements from time to time.

## 2 FUNCTIONAL AREAS OF COUNCIL

To facilitate meaningful and positive progress Council has identified the key functional areas within the organisation as listed below:

- GENERAL MANAGER
- FINANCE & ORGANISATION DEVELOPMENT
- INFRASTRUCTURE & ENVIRONMENT
- CORPORATE & COMMUNITY SERVICES

The functional areas have been examined in detail by Council staff and management to not only ensure the integration of the two former Councils but to also transform the organisation in terms of culture and operations to create a Strong Council.

## 3 KEY MERGER PROJECTS

There are many detailed actions required to achieve the Strong Council Characteristics and the 10 key results and to deliver a successful implementation process. These details are contained within major projects as identified in this section.

### 3.1 Project Steps

All projects undertaken as a part of the merger are based on organisation transformation and integration with a 4 step process of review, research, design and implement.



#### 3.1.1 Review

Council will review existing systems, procedures and outcomes for all projects identified to ensure that there is a good understanding of how the previous organisations operated and to identify potential areas for transformation.

#### 3.1.2 Research

As Council is aiming to transform the organisation it is also imperative that alternative approaches and systems are investigated to ensure the best outcomes are achieved for each project. Each project will have sufficient time built in to them to ensure the research phase is adequate.

## **Merger Implementation Plan**

### **3.1.3 Design**

Council through the projects will use the merger process as an opportunity to design new systems and where appropriate redesign existing systems based on the review and research phases. This phase will be critical in developing a new organisational culture and systems that will take Council into the future.

### **3.1.4 Implement**

In undertaking to provide a robust system to develop and transform the organisation it is also imperative that Council implement the changes in such a way that all staff and the community can participate and grow with the transformation.

## **3.2 Key Merger Projects Grouping**

There are several key projects to be completed as a part of the merger to ensure that the Council achieves the characteristics desired of a strong Council. These projects are:

1. Business Operations
2. Council
3. Community Engagement
4. Corporate Activities
5. Finance
6. Engaged Staff
7. Asset Management Review

## **3.3 Project Summaries**

### **3.3.1 Business Operations**

The focus of Business Operations includes:

1. The Service Planning & Service Level Review will develop an understanding of the range of services being provided by Council and determine the level of service provided for each service and assist to set sustainable long term service planning.
2. Operational Plan – to develop a standard operation plan based on the former council plans and incorporating Amalgamation requirements
3. Project Management
4. Major Projects, and
5. Stronger Communities Funding

### **3.3.2 Council**

Provide support to the Administrator and Local Representative Committee acting as Council until handover in September 2017 including planning for elections, first council meeting, election of Mayor and Committees and Councillor training

### **3.3.3 Community Engagement**

Planning for and implementing community engagement strategies, Community Satisfaction Survey, media strategies, Social Media, website management as well as Visual Identity such as uniforms, signage,

### **3.3.4 Corporate Activities**

Internal communication including role clarity, staff information, processes, policies and procedures, Intranet, authorised officers and delegations.

## **Merger Implementation Plan**

Also includes review of advisors, Local Regulations, Insurances, Intellectual property, Leases, Contracts, Information technology, Information Management, telecommunications and connectivity and Integrated planning and reporting.

### **3.3.5 Finance**

The Financial integration project will bring all pre-merger financial systems into the Civica/Authority system including integration of creditors, debtors and payroll from the former 2 entities.

The objective is to have a consistent, seamless approach to financial management and reporting with one set of financial policies, procedures and forms and one system that supports the development and reporting for long term financial planning and other financial functions

### **3.3.6 Engaged Staff**

The organisation has reviewed the 'merged' entity and recommended a new organisation structure and provided new position descriptions.

Employee arrangements are being reviewed to provide for one integrated Payroll system, records entitlements systematically and enables greater workforce planning information.

### **3.3.7 Asset Management Review**

The Asset Management Review is to be conducted in 2 stages.

Stage 1 will provide Council with an assessment of the existing Asset Management systems and recommend a range of actions required to implement a single system for Council.

Stage 2 will implement the action plan developed from stage 1.

### **3.3.8 Other areas that may be considered in planning the merger**

- Work Health & Safety Review
- Record Management Integrations
- GIS System Integration

## **3.4 Project Milestones**

Key merger project milestones (table 2) are the projects that have been brought forward from 2016/17 to be completed in 2017/18 or later. Other projects are in the process of being identified and will be included in this document following the completion of project briefs outlining the objectives, resources, benefits and estimates for each allocation.

**Table 1 – Key Merger Project Milestones 2017/18 Financial Year**

Item	Description	Due Date	Achieved	Comment
<b>1</b>	<b>BUSINESS OPERATIONS</b>			
1.1	Business as Usual	Ongoing		
1.2	Analyse Existing Services	Ongoing	In progress	54 Services identified and in the process of analysis. The business planning process was adopted as a methodology for gathering information to assist with prioritisation of reviews. Some secondary restructure activities have impaired the ability for officers to complete plans. More work is to be carried out in this area in 2018  A further review of the services provided is planned for early 2018.
1.3	Identify Service Improvements	Ongoing	In progress	A “Continuous Improvement Support Officer” has been engaged for a period of 18 months to assist with system reviews and improvements.
1.3.1	Develop the timeframe for service reviews to be completed	30/9/2017	In progress	Overdue
1.3.1.1	Develop Templates for undertaking services review	30/9/2017	In progress	Overdue
1.3.2	Undertake Services Reviews	Ongoing	In progress	4 Reviews Completed (Preschools, Customer Services, Tourism & Infrastructure staffing)  Information Management - A consultant was engaged to provide advice in relation to reviewing the Information Management Service – Council has been working through the recommendations. These have also been considered as part of the Business Plan for Information Management. Further consideration may be given to a more extensive review of this service  A review of Council Owned & Managed Property is currently in progress refer own area – Also refer 4.9 and 10.1.5 below.

**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
				<p>Planning &amp; Environment – A review has been completed which identified the need to employ an Environmental Health Officer, introduce inspection tablets and software and to contract a Strategic Planner.</p> <p>A resource has been engaged for a period of 12 months to review and renew Councils Risk Management Framework including the documentation of all policies, procedures and standard operating documents.</p> <p>Prioritisation of further reviews in progress.</p>
1.3.2.1	Report on longer term benefits for benefits capture reporting	Ongoing	Completed	First report completed April 2017. Second report due 25 August 2017. No longer required.
1.5	<b>PROJECT MANAGEMENT</b>			
1.5.1	Investigate system being used	Ongoing	In progress	
1.7	<b>MAJOR PROJECTS</b>			
1.7.1	Major Projects – Strategic Identification & develop strategic plans for providing new assets and updating old assets	Ongoing	Complete	Refer 1.8.2.2
1.7.2	<b>MAJOR PROJECTS UNDERWAY – at amalgamation</b>			
1.7.2.1	Urana Flood Study		Completed	
1.7.2.2	Corowa Swimming Centre		In progress	The draft feasibility report is complete and this is being presented to Council in March for determination.
1.8	<b>STRONGER COMMUNITIES FUND</b>			
1.8.2	Stronger Communities Fund Major Projects			
1.8.2.2	Report on progress of Major Projects	Ongoing		<p>Six-monthly reports July and January to January 2020</p> <p>Refer Table 3</p>

**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
1.8.3	Stronger Communities – Community Grants			
1.8.3.3	Monitor progress of Round 1 Applications and report as at end of each quarter	16/12/2017	Overdue	Reports due as follows: Mid way report 31/7/2017 – Final Report 16/12/2017 Refer Table 4
1.8.3.5	Monitor progress of Round 2 Applications and report as at end of each quarter		Ongoing	Reports due as follows: Mid way report 16/12/2017 – Final Reports 30/5/2018 Refer Table 5
<b>2</b>				
2.1	<b>COUNCIL</b>			
2.3	Merger Implementation Plan			
2.3.3	Monitor, review and adapt the plan as needed	Ongoing		Second year review of this plan was completed by 30 September 2017. A further review has been conducted in January 2018
2.3.4	Report to Council and OLG/DPC as require on progress	Ongoing	Ongoing	Six monthly – 31/7/2017, 31/1/2018 completed 31/7/2018 ongoing to March 2020 -
2.4	Elected Council			
2.4.1	Council Election to be held 9/9/2017		Completed	
2.4.1.1	Plan for elections		Completed	
2.4.1.2	Advertise for elections		Completed	
2.1.1.3	Community forums for Candidates		Completed	Not held
2.4.1.4	Information sessions for Candidates		Completed	Not held

**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
2.4.1.5	Nomination Day		Completed	
2.4.1.6	Election Day		Completed	
2.4.1.7	First Council Meeting – swear in Councillors		Completed	
2.4.1.8	Elect Mayor and Committees			Mayor elected September, 2017 Committees to be finalised. Refer section 4.3.3
2.4.1.9	Organisational Identity & Mission – review with newly elected council		In Progress	Community Strategic Plan is under development. University of Technology Sydney (UTS) have been engaged to help facilitate this process. Telephone surveys to commence in the first week of February, 2018 and an extensive series of community workshops are scheduled for the week commencing 26 February, 2018
2.1.1.10	Councillor training New Council		In Progress	
<b>3</b>	<b>COMMUNITY ENGAGEMENT</b>			
3.1	<b>Council Interaction with the Community</b>			
3.1.1	Investigate and develop a plan for how Council will communicate and engage the community as an elected Council	12/9/2017	Completed	Council's Community Engagement Strategy is listed for the February, 2018 Council meeting.
	Community Satisfaction Survey			Was to proceed in Sept, 2017. A survey of 260 residents is being conducted during the week commencing 5 February 2018 to help inform the community priorities for the Community Strategic Plan (CSP). This will provide some level of review of satisfaction with Council but will not be a comprehensive satisfaction survey as the previous survey. The contractor leading the CSP was asked to consider incorporating this but they felt it would not be appropriate and were concerned about having two phone surveys running over the top of each other. It may be appropriate to consider completing a satisfaction survey later in the year.

**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
3.2	<b>Communications External</b>			
3.2.1	Communications and engagement plan - community			The Communications Department has delivered its first draft of the Corporate Communications Strategy to the General Manager for review. The Corporate Communications Strategy 2018-2021 establishes the principles that will guide how Federation Council communicates and engages with its audiences in these changing times; how it will talk to all of its audiences including its people, residents, businesses, partners, government, elected representatives and visitors; and how it will listen, interpret and respond appropriately.
3.2.1.1	Monitor, review and adapt the communication and engagement plan for the community as needed	Ongoing		The Communications Department has created a Stakeholder Engagement Plan to circulate throughout the organisation as identified in the Corporate Communications Strategy 2018-2021. This plan ensures that the organisation's individual departments will monitor, review and adapt communications methods to their projects as required
3.2.3	<b>Social Media</b>			
3.2.3.1	Monitor Social Media and report on trends	Ongoing	In progress	Each month the Communications Department records social media statistics and develops a report on trends for the General Manager to view. Reporting analysis details the amount of posts for the month, the number of people posts were served to (post reach), the number of people who were served any activity from our page including page likes, mentions and check ins (total reach) and reactions, comments, shares and more. Statistics have shown that our post reach has grown from 2k to 4.5k in the last quarter
3.3	<b>Visual Identity</b>			
3.3.3	Audit number/type of signage to replace old council signage.	23/12/2016	In progress	Vehicle signage replaced. Audit of all other signage is progressing. Town entrance, boundary, reserves and recreational signage to be completed in 2017 and 2018.
3.3.4	Replace staff Uniforms & Id	30/6/2017	In progress	Issue of uniforms in progress – to be completed in 2018



**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
3.5	Customer Service			
3.5.2	Develop a program in the Implementation Plan to harmonise customer request and complaint systems		In progress	A review of available customer request models is in progress
3.5.3	Develop, test and deliver a harmonised system for managing customer requests and complaints	30/11/2017	In progress	
<b>4</b>	<b>CORPORATE ACTIVITIES</b>			
4.1	Communications Internal			
4.1.1	Monitor, review and adapt the communications and engagement plan for staff as needed	Ongoing		The Communications Department in the Corporate Communications Strategy, 2.2 Internal Communications have addressed the need to monitor, review and adapt an engagement plan for staff as needed. The action plan for internal communications is detailed in the Corporate Communications Strategy on page 16, reference 6.2. Adoption of this action plan by the General Manager is required.
4.1.4	Staff Intranet	30/9/2017	In progress	The Communications Department is currently leading the development of a new staff intranet for the organisation. A project brief has been completed, a working group established and a platform demo is scheduled for early February 2018
4.2	<b>Policies and Procedures</b>			
4.2.1	Develop a prioritised program in the Implementation Plan to harmonise policies and procedures	30/9/2017	In progress	Business plans will assist with policies review. Some policies have been developed and not progressed and awaiting sign off. Support may be needed to ensure the process of developing, recording and maintaining organisational policies which would include a information management process for all policies, linking to the intranet and implementing a software program (PULSE) to link policy accountabilities to positions
4.3	<b>Authorised Officers and Delegations</b>			

**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
4.3.3	Review Section 355 Delegations to external Committees	30/11/2017	No	A Draft Policy and Committee Manual are under review together with the list of Committees. Meetings are to be scheduled with all current committees and a report will be presented to Council with the draft policy. Council delegates are to be appointed.
4.4	<b>Advisors</b>			
4.4.1	Determine Required Advisors and Appoint			
4.4.2	Project Management Officer (PMO) & Project Management Office Support	Ongoing	Ongoing	<p>The PMO is engaged to coordinate and report on the tasks and projects required to support the merger process and opportunities for improvement</p> <p>A Business Improvement Support Officer has been engaged to work with the PMO to identify and implement business improvement opportunities including, but not limited to:</p> <ul style="list-style-type: none"> <li>- Plant &amp; Equipment Register</li> <li>- Planning work flows</li> <li>- Council Owned Property Register (also refer 4.9.1 &amp; 10.1.5)</li> <li>- Name &amp; Address Register for all Authority Modules</li> <li>- Procurement workflows</li> <li>- Finance/Authority systems and workflows</li> </ul>
4.5	<b>Local Regulations</b>			
4.5.1	Develop a staged program in the Implementation Plan to consolidate Local Regulations	30/03/2018		Local regulations include, but are not limited to planning activities, ranger duties etc. This project is due to commence in March 2018.
4.5.2	Deliver the program to consolidate local regulations	30/9/2018		Refer 4.5.1. above
4.9	<b>Leases</b>			
4.9.1	Project plan to be developed to investigate renewal under new entity		progressing	A service review has identified the need to develop and implement a register of Council owned & Managed properties. The register is in development and resources will be required to progress the renewal of leases.
4.10	<b>Contracts</b>			

**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
4.10.1	Establish an effective contracts and agreements register			This project will for stage 2 is to be considered as part of an overall review of Council's procurement systems, processes and workflows to be scoped Pre June 2018
4.10.2	Implement contracts and agreements register			Refer 4.10.2 above
<b>4.11</b>	<b>Computer Systems and Technology</b>			
4.11.1	Develop an ICT Strategic Plan			ICT Group Charter in development
4.11.1.1	Monitor, review and adapt the ICT Plan as needed			An ICT Business plan has been developed and work is commencing to initiate an ICT external review
4.11.1.2	IT Hardware – to accommodate amalgamation		Completed	This includes the Microwave link and was completed in the previous financial year. Further funding was provided in 2017 to enhance the functionality of the link and progress is being made toward establishing a video link between sites.
4.11.2	<b>Computer Systems &amp; Backup</b>			
4.11.2.1	Asset System Development		In progress	A new asset system was implemented during 2017 Also refer section 10 – Asset Management
4.11.3	<b>Records &amp; Information Management</b>			
4.11.3.1	Review and update Information Management arrangements			Also refer Service review 1.3.2 above Records/Information Management consultant was engaged in July to provide an overall assessment and recommendations. A list of actions were provided in the consultant's report. The review been considered and is reflected in Councils Business Plan for Information Management which is ready for presentation to GM as required
4.12	<b>Integrated Planning &amp; Reporting (IP&amp;R)</b>			

**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
4.12.1	Review and redesign the IP&R reporting to suit the new Council	30/6/2017	Yes	New software implemented in 2017. Training to be provided to Councillors and Key Personnel early in 2018 in relation to the importance of planning and reporting before the software program is rolled out..
<b>5</b>	<b>FINANCE</b>			
5.1	<b>Audit</b>			
5.1.2.2	Appoint an internal audit committee for the new council		Completed	
5.4	<b>Financial policies, procedures and forms</b>			
5.4.1	Develop a staged and prioritised program to consolidate financial policies, procedures and forms	30/9/2017	In progress	Also refer 5.5.1 Policies, procedures & forms to be reviewed in conjunction with the review of all the financial management and reporting systems. Project to commence in March, 2018
5.4.2	Deliver the program of consolidated financial policies procedures and forms	30/9/2017	In progress	Refer 5.4.1 above
5.5	<b>Financial management and reporting systems</b>			
5.5.1	Develop and implement a program to harmonise financial management and reporting systems	Ongoing	In progress	The two merged Council's were using different platforms (Practical & Authority) which were combined into Authority. A review of Authority modules is being conducted and for the purpose of maximising the functionalities available. Resources will be required to support the project. Also refer 5.4.1 above.
5.7	<b>Long Term Financial Plan</b>			
5.7.1	Complete analysis and modelling to support preparation of the new resourcing strategy	July 2018	In Progress	Desktop review undertaken utilising the Fit For The Future structure – further development required by 1 July, 2018

**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
5.10	<b>Trust Funds, Bonds, Deposits and Retentions</b>			
5.10.1	For former councils, prepare a register of all bonds, deposits and retentions	June 2018	In progress	The development of a register within the Authority suite of financial modules is to be included in 5.1.1 above
5.11	<b>Stores and Inventory</b>			
5.11.1	Analyse all stock levels and introduce a Just In Time process for non-emergency stock			To be considered as part of 5.5.1 above and also in then activities related to asset management in section 10 below
6.	<b>ENGAGED STAFF</b>			
6.1	<b>Organisational Structure</b>			
	Organisation Identity and Mission		Ongoing	Stage 1 of a cultural development program was completed in 2017. The project has been deferred pending review of the Organisational Structure
6.2	<b>Appointment of Permanent Staff</b>			
6.2.1	Recruit General Manager		Yes	At December 2017 an Interim General Manager has been engaged. The recruitment of a Permanent General Manager will occur in the first half of 2018.
6.2.2	Recruit Directors		Completed	
6.2.3	Advertise and Appoint Staff		Completed	
6.2.4	Advertising External Costs		Completed	
6.3	<b>Vacancies</b>			
6.3.1	Develop a procedure for filling vacancies during Phase 1 which complies with the Act and the Award		In progress	A recruitment policy was completed in phase 1. A review of the phase 1 recruitment policy and procedures is being circulated for adoption in early 2018

**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
	PMO Office support – HR in house costs including rewriting policies and PD's		In progress	This project has been deferred to 2018 due to fixed term officer resignation. Project to recommence in March, 2018
6.5	<b>Payroll</b>			
6.5.2	For each of the former councils, document the frequency of payroll and any specific or unusual arrangements		Completed	
6.5.3	Include actions in the Implementation Plan to:			
6.5.3.1	- decide how payroll will be run		Completed	
6.5.3.2	- plan for a consolidated payroll system		Completed	
6.5.3.3	- develop and test the new system		Completed	
6.5.3.4	- implement the new system		Completed	
6.5.3.5	- Deliver the program to establish the new system		Completed	
6.11	<b>Workforce Plans</b>			
6.11.1	Complete analysis and modelling to support preparation of the new resourcing strategy		In progress	In draft.
7	<b>ASSET MANAGEMENT REVIEW</b>			
7.1	<b>Infrastructure</b>			
7.1.1	<b>Engineering Design</b>			
7.1.7.1	Analyse systems utilised			This project forms part of a complete Asset Management review. A project officer has been engaged to plan and lead the project. Project priorities to be documented early 2018
7.1.1.2	Engineering Recruitments		Complete	

**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
7.1.2	<b>Engineering Operations</b>			
7.1.2.1	Analyse structure and service provision arrangements		Complete	
7.1.3	<b>Water and Sewerage</b>			
7.1.4	<b>Planning &amp; Environment</b>			
7.1.4.1	Convert all paper records to digital			This project forms part of a required overall information management strategy
7.1.4.2	Update and consolidate all Development Approval forms			In progress
fund	Develop new combined planning scheme - consultants		In progress	Project is being scoped
fund	Develop new combined planning scheme – in house costs		In progress	Project is being scoped
7.1.5	<b>Parks and Facilities</b>			
7.1.5.1	Develop a maintenance plan for all Council buildings		In progress	This project forms part of a complete Asset Management review. A project officer has been engaged to plan and lead the project. Project priorities to be documented early 2018
10	<b>ASSET MANAGEMENT</b>			
10.1	<b>Asset Management</b>			
10.1.1	<b>Asset Management Strategy</b> – Review continuous improvement programs in the Asset Management Strategies of the former councils and decide whether to proceed with planned actions			This project forms part of a complete Asset Management review. A project officer has been engaged to plan and lead the project. Project priorities to be documented early 2018
10.1.2	<b>Asset Management Plans</b> – complete analysis and modelling to support preparation of the new resourcing strategy			This project forms part of a complete Asset Management review. A project officer has been engaged to plan and lead the project. Project priorities to be documented early 2018

Merger Implementation Plan

Item	Description	Due Date	Achieved	Comment
10.1.4	<b>Asset Disposal</b> - for each of the former councils, document any plans for the disposal of material assets		Complete	Disposal is an ongoing item for asset management.
10.1.5	<b>Assets – Land Register</b> – for each of the former councils provide a Register of all Council owned and controlled land. Document property details, including the address, encumbrances and interests, current use, certificate of title and leases and licences on the land			A service review has identified the need to develop and implement a register of Council owned & Managed properties. The register is in development – also refer 1.3.2 & 4.4.2 above
10.1.7	<b>Maintenance &amp; Service Agreements</b> – Document copies of all agreements – confirm what has been transferred to new council under proclamation – consider whether there are agreements that need to be carried forward and action that needs to be taken			A service review has identified the need to develop and implement a register of Council owned & Managed properties. The register is in development – also refer 1.3.2 & 4.4.2 above
10.1.8	<b>Plant and Equipment – Owned-</b> For each of the former councils, document all fixtures, fittings, plant & equipment and chattels owned at their location		In Progress	A register is under consideration
10.1.9	<b>Plant &amp; Equipment – Leased or Hired</b> – For each of the former councils, document all fixtures, fittings, plant and equipment and chattels leased or hired and their location		In progress	Limited number of leased items include printers at Urana office to be included in registers
10.2	<b>Asset Management Systems</b>			
10.2.1	<b>Asset Management Software</b>			
10.2.1.1	Review systems and software in place			This project forms part of a complete Asset Management review. A project officer has been engaged to plan and lead the project. Project priorities to be documented early 2018
10.2.1.2	Asset Inspections capture			As above
	Develop New combined Asset System including data sets - consultants			As above



**Merger Implementation Plan**

Item	Description	Due Date	Achieved	Comment
	Develop New combined Asset System including data sets – in house			As above
10.2.2	<b>Geographic Information Systems</b>			
10.2.2.1	Review Systems and Software in place		Completed	
10.2.2.2	GIS Employee New position		Completed	
10.3	<b>Water and Sewer Asset Management Systems</b>			
10.3.1	Review systems and software in place		Not required	

## Table 2 – Merger Budget – 2017/18 forward

It is anticipated that the merger budget (table 3) will be continually revised depending on emerging costs associated with Consultants and the level of additional resources required to facilitate the merger. The budget has been aligned with the functional areas of Council Identified in the Merger.

This table intends to outline the total value allocated to each project, the amount of expenditure for the previous financial year, current year and following 2 years

Item	Description	Total Allocation	Expenditure 2016/17	Budget 2017/18	Budget 2018/19	Budget 2019/20
<b>1. BUSINESS OPERATIONS</b>						
Unidentified Projects	40. Contingency for unidentified projects	\$70,000.00	\$55,830.00		\$14,170.00	
Service Reviews	2. Undertake service Reviews.	\$515,000.00	\$35,118.00	\$205,210.00	\$200,000.00	
	2.4 Infrastructure staff review		\$13,251.00	\$12,921.00		
	2.5 Records Management - stage 1			\$4,500.00		
	2.6 Council Owned and Managed Property			\$44,000.00		
<b>STRONGER COMMUNITIES FUND</b>						
Stronger Communities – Major Projects	Refer separate Table \$9,000,000	\$8,899,534.00				
Stronger Communities – Community Grant	Refer separate Table \$1,000,000	\$888,680.00				
Stronger Communities – Project Management	1.2 Management of applications, reporting and Acquittal	\$75,000.00	\$35,429.00	\$30,000.00	\$9,571.00	
<b>2. COUNCIL</b>						
New Council – Governance	35. New Councillor training.	\$50,000.00		\$50,000.00		
<b>3. COMMUNITY ENGAGEMENT</b>						
Media	17. Advertise new Council issues and Updates	\$23,000.00	\$7,362.53	\$15,637.00		
Visual Identity	19. Replace Council Uniforms	\$69,240.00	\$44,240.00	\$25,000.00		
	20. Council Signage	\$200,000.00	\$12,337.00	\$187,663.00		
<b>4. CORPORATE ACTIVITIES</b>						

**Merger Implementation Plan**

Communications Internal	32. Human Resources Management.	\$189,925.00	\$178,689.00	\$11,236.00		
Advisors	29. Legal Advisors – Human Resources	\$90,000.00	\$59,326.00	\$30,674.00		
Project Management Office	1. Overall Merger Implementation	\$425,000.00	\$225,416.00	\$135,000.00	\$64,584.00	
	1.3. Continuous Improvement Support	\$109,000.00		\$36,400.00	\$72,600.00	
Governance	33. Attending Sydney & Other Amalgamation meetings	\$50,000.00	\$11,740.00	\$19,130.00	\$19,130.00	
Computer Systems & Technology	6. Software Upgrades (completed)	\$62,387.00	\$62,387.00			
	18.1 New Council Website	\$100,962.00	\$85,835.00	\$15,127.00		
Telecommunications	3. Inter Office Communications – Microwave - completed	\$311,152.00	\$289,416.00	\$21,736.00		
	QUERY NEW TOWER \$200k					
	4. Phone System	\$440.00		\$440.00		
Accommodations	Office Fitout	\$58,449.00	\$2,075.00	\$56,374.00		
Risk Management	41. Develop and Implement a merged risk management framework	\$91,039.00		\$70,000.00	\$21,039.00	
<b>5. FINANCE</b>						
Finance Management & Reporting Systems	11-15 Harmonise financial management and reporting systems. Set up e-commerce payment platform – including external system establishment and workflows support – policies & procedures development	\$370,000.00	\$47,576.00	\$108,249.00	\$214,175.00	
<b>6. ENGAGED STAFF</b>						
Organisational Structure	23. Council Organisational Structure	\$30,000.00	\$9,602.00	\$20,398.00		

**Merger Implementation Plan**

Organisational Identity & Mission	22. Organisational Cultural Development	\$131,134.00	\$40,134.00	\$47,593.47	\$43,406.53	
Advertising & Appoint Staff	31. HR advertising	\$35,000.00	\$20,099.00	\$14,901.00		
Employee Arrangements & Payroll	30. Human Resources Policies, Procedures, Position Descriptions and Payroll Integration support	\$100,000.00	\$29,961.00	\$70,039.00		
<b>7. ASSET MANAGEMENT REVIEW</b>						
Planning & Environment	38 39. Develop new combined planning scheme	\$75,000.00		\$65,000.00	\$10,000.00	
<b>10. ASSET MANAGEMENT</b>						
Asset Management Systems	36.& 37 Develop New combined Asset Systems including data sets	\$490,000.00	\$30,071.00	\$259,929.00	\$200,000.00	
TOTAL ALLOCATED COMPLETED PROJECTS 2016/17		\$283,480.00	\$283,400.00			
	<b>TOTAL BUDGET –</b>	<b>\$13,894,384</b>	<b>\$1,579,294.53</b>	<b>\$1,557,157.47</b>	<b>\$868,675.53</b>	<b>\$0.00</b>
<b>UNALLOCATED FUNDS AT 31 DECEMBER, 2017</b>		<b>-\$1,389,096</b>				
INTEREST RECEIVED		\$421,647				
		-\$1,810,743				

### Table 3 - Major Projects

Fifteen (15) major projects were approved for funding. These will be managed internally by council staff.

Staff will provide quarterly progress reports and a final report following the completion of the project.

At December 2017, progress was being made in that many projects were being further scoped, out for tender or quote or beginning works. These projects must be completed by the end of 2019.

<i>Major Projects</i>	<i>Project Leader</i>	<i>Grant Amount</i>	<i>% Complete</i>
Corowa RSL Park Renewal	Kristy Kay	\$115,451	76-100%
Corowa Golf Club Cinema	Jennifer Lewis	\$ 585,000	76-100%
Corowa Bangerang Park Renewal	Kristy Kay	\$ 500,963	0-25%
Howlong Skate Park	Kristy Kay	\$ 153,000	0-25%
Victoria Park Redevelopment Urana	Rodney Anderson	\$ 79,592	0-25%
Corowa Swimming Pool	Kristy Kay	\$ 1,500,000	0-25%
Kyfinns Reserve Improvements Mulwala	Darren Harvey	\$ 197,087	0-25%
Oaklands Medical Centre	Jennifer Lewis	\$ 87,173	0-25%
Corowa Skate Park	Kristy Kay	\$ 333,170	0-25%
Council wide Roads and Drainage	tbc	\$ 3,800,000	0-25%
Howlong Tennis Court Renewal	tbc	\$ 110,000	0-25%
Urana Netball Court Renewal	tbc	\$ 165,000	0-25%
Mulwala All Abilities Playground and Foreshore Upgrade	tbc	\$ 855,650	0-25%
Oaklands RV Park	tbc	\$ 87,173	0-25%
Rand Sports Ground Upgrade	tbc	\$ 70,506	0-25%

## Table 4 - Stronger Community Grants – Round One

As at the end of December 2017, 13 of the 18 projects have been completed, a further 3 are overdue and awaiting completion whilst 2 projects have requested extension to completion dates until May 2018. Round 1 projects were due for completion by 16 December 2017. A summary of the status follows.

<i>Round One Community Grants</i>	<i>Grant Amount</i>	<i>Status</i>
Boree Creek Community Committee – Memorial Hall Repairs	\$40,000	Complete
Corowa Cricket Club – Cricket Net and Seat Upgrade	\$49,000	Complete
Corowa District Historical Society – Upgrade Security at Corowa Federation Museum	\$20,000	Complete
Corowa District Landcare Inc. – Renewable Energy Forum	\$3,000	Complete
Corowa Race Club – Installation of Water Line	\$47,000	Complete
Corowa Rugby Club – Club Room Improvements	\$9,000	Complete
Corowa Rutherglen Football Netball Club – Construction of New Netball Court at John Foord Oval	\$50,000	Complete
Howlong Football Club – Club Room Upgrade	\$40,000	Complete
Oaklands Recreation Ground Committee – Netball/Tennis Fencing	\$36,000	Complete
Rennie Netball Club / Rennie Trust reserve – Rennie Community Hub	\$50,000	Complete
Savernake School of Arts Reserve Trust – Savernake Hall facilities upgrade	\$17,000	Complete
Urana Bowling Club – New Kitchen	\$28,000	Complete
Yarrowonga Mulwala Historical Society – Improve Heating and Cooling and Lighting at Pioneer Museum Mulwala	\$50,000	Complete
Rand Sports Ground Committee – Rand Community Playground	\$50,000	Overdue
Tunzafun Amusement Park Mulwala – Solar Panels	\$11,000	Overdue
Urana Progress Association – Youth Adventure and Skate Park	\$40,000	Overdue
Corowa Tennis Club – Fence installation	\$15,000	Extension Requested
Urana Hall Committee – Soldiers Memorial Hall Refurbishment	\$40,000	Extension Requested

## Table 5 - Stronger Community Grants – Round Two

As at the end of December 2017, 4 projects had been completed, 7 projects are in progress, 1 project is yet to commence and 1 has been withdrawn.

Round 2 projects Mid-Way Reports were due by 16 December 2017 and projects are to be completed by 30 May 2018. A summary of their status follows:

<i>Round Two Community Grants</i>	<i>Grant Amount</i>	<i>Status</i>
Corowa Civic Bowls - Corowa Civic Bowls Club - External Ramp from Clubroom to Greens Area	\$9,130	Complete
Howlong Cricket Club - Replace Turf Roller	\$15,000	Complete
Urana Progress Association / Urana Arts and Historical Society - Walking Softly – Re-carpeting the courthouse	\$5,785	Complete
Mulwala Football Netball Club Inc. - Solar Power Generation	\$10,000	Complete
Corowa Tree of Life Community Garden - Corowa Men's Shed Inc.	\$22,710	In Progress
Howlong Golf Resort - Howlong Golf Resort - All Access Restroom and Storage Upgrade	\$50,000	In Progress
Morundah Bush Entertainment Committee Inc. - Morundah Bush Entertainment Committee Inc. - Paradise Palladium Theatre	\$25,000	In Progress
Oaklands Lions Club - Start your Engines-The Ruston Cold Starting Oil Engine Restoration Project	\$15,200	In Progress
Rotary Club of Corowa - Whitehead Street Wetlands	\$50,000	In Progress
Urana Progress Association - Flying Free A Free-flight Bird Aviary for Urana	\$16,000	In Progress
Daysdale Memorial Hall Committee - Daysdale Memorial Hall - Main Hall and Stage Restoration of Flooring	\$10,469	In Progress
Howlong Pony Club - Howlong Pony Club Incorporated - Permanent Shade Extension to Existing Club Shed	\$14,386	Not Started
Corowa Race Club - Corowa Race Club - Connect Toilets to Town Sewerage*	\$50,000	Withdrawn

\*Council has agreed to complete the works associated with the connection of toilets to town sewerage considering the works require the replacement of the town sewer line into the race club facilities which is Council infrastructure.



5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A573390  
Your Reference:  
Contact: Chris Presland  
Phone: 02 8289 6800

Mr Peter Gall  
Acting General Manager  
Federation Council  
PO Box 77  
COROWA NSW 2646

1 December 2017

[peter.gall@federationcouncil.nsw.gov.au](mailto:peter.gall@federationcouncil.nsw.gov.au)

Dear Mr Gall

I am pleased to be writing to you following the recent passage by the NSW Parliament of the *Local Government Amendment (Regional Joint Organisations) Bill 2017*. This legislation allows for councils to voluntarily join new Joint Organisations (JOs) to strengthen regional coordination and improve the delivery of important infrastructure and services for communities through strategic planning, collaboration and shared leadership and advocacy.

Council has recently been invited to nominate to form a JO and I encourage you to commence negotiations with the councils in your planning region on how a JO may be established to best support your community.

To assist Council in considering to form a JO, enclosed is an information pack that includes the following resources:

- Guidance information on how to submit a nomination to form a JO
- Frequently Asked Questions
- Office of Local Government contacts for support.

The Office of Local Government welcomes this opportunity to work with you in establishing a JO and is available to discuss what assistance can be offered to your council and region as you consider the benefits of joining a JO.

Please contact Mr Chris Presland, Director Reform Implementation on (02) 4428 4100 or [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) if you have any further enquiries.

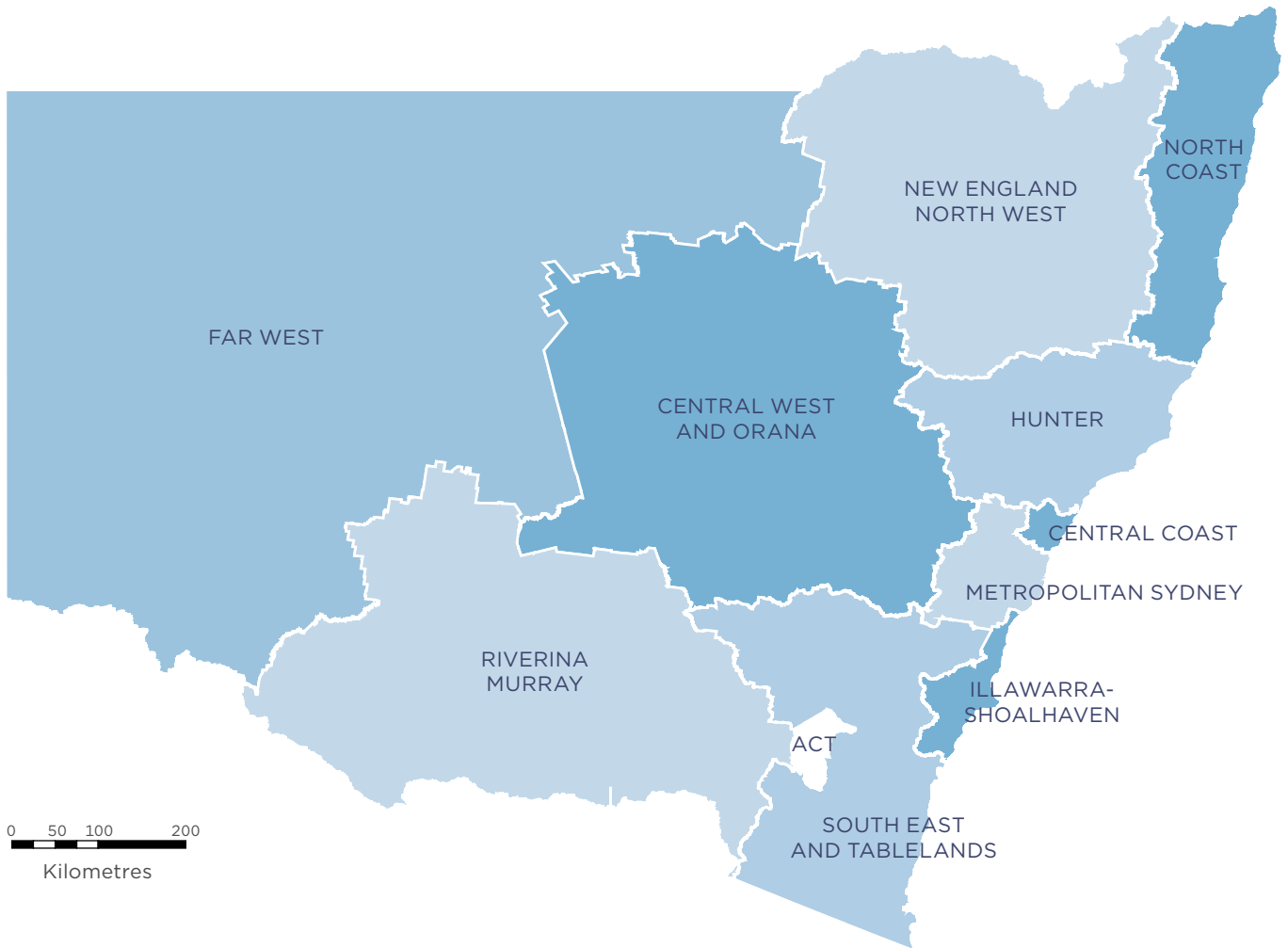
Yours sincerely

**Tim Hurst**  
**Acting Chief Executive**  
**Office of Local Government**





# NSW planning regions



# Joint Organisation

## Frequently Asked Questions



### Q1: What is a Joint Organisation?

**A:** A Joint Organisation is a new entity under the Local Government Act comprising member councils in regional NSW to provide a stronger voice for the communities they represent.

Each Joint Organisation will comprise at least three member councils and align with one of the State's strategic growth planning regions. One of the member council's mayors will be elected chairperson and an Executive Officer may be appointed.

### Q2: How will Joint Organisations benefit councils and communities in regional NSW?

**A:** Joint Organisations will transform the way that the NSW Government and local councils collaborate, plan, set priorities and deliver important projects on a regional scale. These new partnerships will benefit local communities across regional NSW by working across traditional council boundaries.

### Q3: How do we know Joint Organisations will work?

**A:** The Joint Organisation model has been developed in close consultation with councils and the NSW Government has listened to regional councils to get the model right. This included a pilot program for five groups of councils to test a range of options, which involved the participation of 43 councils and delivered a range of initiatives and projects to those regions.

An independent evaluation of the pilot program found Joint Organisations bring benefits to regional communities in delivering on-the-ground projects and attracting more investment to regional communities.

### Q4: Why should councils choose to form a Joint Organisation?

**A:** Joint Organisations will provide a forum for councils, agencies and others to come together and focus on their regional priorities – the things that matter for that region. Joint Organisations will help drive the delivery of important regional projects – the infrastructure and services that local communities need and deserve.

Joint Organisations will also provide councils with a more efficient way to deliver shared services for members and the region. Where member councils agree, they can choose to share a common approach to services such as information technology, water management services and community strategic planning. The NSW Government will provide \$3.3 million to support councils to establish Joint Organisations

### Q5: Can councils determine their own regional boundaries?

**A:** While the choice to join, and composition of a Joint Organisation is voluntary, the NSW Government will only support the creation of Joint Organisations within existing State planning regions and in regional NSW. Councils have told us that effective collaboration will only be realised when State and local government boundaries are aligned.

To aid this process the NSW Government has consulted the sector on boundary criteria which they can take into account when determining the membership of their Joint Organisation.

Joint Organisation boundaries should:

- align with, or 'nest' within one of the State's planning regions
- demonstrate a clear community of interest between member councils and regions
- not adversely impact on other councils or JOs, for example, leaving too few councils to form a JO
- be based around a strong regional centre or centres
- be of an appropriate size to partner with State, Commonwealth and other partners.
- Consistent with previous Government decisions, Joint Organisations will not be considered for metropolitan Sydney and the Central Coast at this time.

### **Q6: Are Far West Councils able to form a JO?**

**A:** The Government will be writing to Far West councils to advise them of their opportunity to form or join a JO. This will include specific guidance applicable to Far West councils only.

### **Q7: What are the next steps for interested councils?**

**A:** Councils are invited to nominate to form a Joint Organisation in their region. Councils are encouraged to open discussions with their neighbours as soon as possible.

The Office of Local Government is available to facilitate these discussions and provide support to councils through the nomination process. Specific requirements to form a Joint Organisation will be provided to councils shortly.

Each Joint Organisation will be created by a proclamation and the NSW Government will then ask the Commonwealth to endorse each Joint Organisation as a non-national system employer to ensure that any staff of a Joint Organisation, with the exception of the Executive Officer, are employed under the State local government award.

### **Q8: What support will be provided to councils and Joint Organisations once established?**

**A:** The Office of Local Government will work with Joint Organisations to support their establishment and ensure they have the necessary systems and governance in place for the Joint Organisations to deliver results for regional communities.

The Office of Local Government and the Department of Premier and Cabinet will foster collaboration between Joint Organisations and State agencies to identify and act on opportunities to benefit regional communities.

### **Q9: Can councils choose not to participate?**

**A:** Councils can choose not to become a member of a Joint Organisation. The Government strongly encourages all councils in regional NSW to consider the benefits and opportunities offered by Joint Organisations.

Councils that are members of Joint Organisations will be able to take advantage of investment opportunities that are delivered through the Joint Organisation.

### **Q10: What funding is available to Joint Organisations?**

**A:** The Government will provide up to \$3.3 million in seed funding to Joint Organisations to support their establishment. The Government will identify opportunities for additional investment through Joint Organisations in regional economies.

Funding for each Joint Organisation will be based on the number of councils that choose to form a Joint Organisations, with maximum funding provided to regions where all councils in a region choose to be members of the new regional body.

All Joint Organisations, whether they were pilot regions or not, will be provided with seed funding.

Further details on funding arrangements will be provided to councils.

### **Q11: Will this funding be enough to help councils establish a JO?**

**A:** The NSW Government is providing significant funding and support to help those councils that choose to establish a Joint Organisation. The pilot program demonstrated that groups of councils can achieve substantial benefits for their communities and significant cost savings by working together through a Joint Organisation.

### **Q12: How are Joint Organisations different to Regional Organisations of Councils?**

**A:** The Joint Organisation model provides for greater certainty and continuity as well as recognising the unique differences in the many regions of NSW. While some ROCs have been effective, they have varied functions, membership, and governance structures which often makes collaboration more difficult.

# MODEL CODE OF MEETING PRACTICE

for Local Councils  
in NSW

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December 2017



**CONSULTATION DRAFT**

# CONSULTATION DRAFT

## MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

December 2017

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# 1 Introduction

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

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

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

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

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

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



## 2 Meeting Principles

**2.1** Council and committee meetings should be:

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

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## 3 Before the Meeting

## Timing of ordinary council meetings

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

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

## Extraordinary meetings

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

**Note: Clause 3.2 reflects section 366 of the Act.**

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

## Notice to the public of council meetings

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

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

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

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## Notice to councillors of ordinary council meetings

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

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

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

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

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## Notice to councillors of extraordinary meetings

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

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

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## Giving notice of business to be considered at council meetings

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

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

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

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

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

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

- 3.15** A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a)** prepare a report on the availability of funds for implementing the motion if adopted, or
  - (b)** by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

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## Questions with notice

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

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## Agenda and business papers for ordinary meetings

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

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

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

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

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

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## Availability of agenda and business papers to the public

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

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

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

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

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

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

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

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

## Agenda and business papers for extraordinary meetings

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

## Pre-meeting briefing sessions

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



## 4 Public Forums

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

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

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



## 5 Coming Together

## Attendance by councillors at meetings

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

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

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

## The quorum for a meeting

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

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

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

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

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

- 5.12** The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13** Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and using such other means as will bring notice of the cancellation to the attention of as many people as possible.
- 5.14** Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered at an extraordinary meeting called under clause 3.3.

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## Entitlement of the public to attend council meetings

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

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

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

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

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

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

**Note: If adopted, clauses 15.13 and 15.14 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.13 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.14 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**

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## Webcasting of meetings

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

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## Audio recording of meetings

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

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## Attendance of the general manager and other staff at meetings

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

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

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

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

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

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

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



## 6 The Chairperson

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## The chairperson at meetings

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

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

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

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

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

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

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

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

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

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

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

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

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

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## Chairperson to have precedence

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

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

## 7 Modes of Address

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

## 8 Order of Business for Ordinary Council Meetings

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

**Note: Councils must use either clause 8.1 or 8.2.**

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

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

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

## 9 Consideration of Business at Council Meetings

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## Business that can be dealt with at a council meeting

- 9.1** The council must not consider business at a meeting of the council:
- (a)** unless a councillor has given notice of the business, as required by clause 3.11, and
  - (b)** unless notice of the business has been sent to the councillors in accordance with clause 3.8 in the case of an ordinary meeting and clause 3.10 in the case of an extraordinary meeting.
- 9.2** Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a)** is already before, or directly relates to, a matter that is already before the council, or
  - (b)** is the election of a chairperson to preside at the meeting, or
  - (c)** subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d)** is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

- 9.3** Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a)** a motion is passed to have the business considered at the meeting, and
  - (b)** the business to be considered is ruled by the chairperson to be of great urgency.
- 9.4** A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.19-10.27, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5** A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

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## Mayoral minutes

- 9.6** If the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of council, or of which the council has official knowledge.
- 9.7** A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8** A recommendation made in a mayoral minute put by the mayor is, insofar as it is adopted by the council, a resolution of the council.
- 9.9** A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity.



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## Staff reports

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

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## Reports of committees of council

**9.11** The recommendations of a committee of the council are, insofar as they are adopted by the council, resolutions of the council.

**9.12** If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

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## Questions

**9.13** A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.11 and 3.16.

**9.14** A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

**9.15** A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

**9.16** A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

**9.17** The councillor must put every such question directly, succinctly and without argument.

**9.18** The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.



## 10 Rules of Debate

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## Motions to be seconded

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

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## Notices of motion

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

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## Chairperson's duties with respect to motions

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

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## Motions requiring the expenditure of funds

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

## Amendments to motions

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

## Foreshadowed motions

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

## Limitations on the number and duration of speeches

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

# 11 Voting



## Voting entitlements of councillors

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

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

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

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

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

## Voting at council meetings

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

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

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

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

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

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

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



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## Voting on planning decisions

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

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



## 12 Committee of the Whole

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

**Note: Clause 12.1 reflects section 373 of the Act.**

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

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

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

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

# 13 Dealing with Items by Exception

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

# 14 Closure of Council Meetings to the Public



## Grounds on which meetings can be closed to the public

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

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

- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

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

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

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

## Matters to be considered when closing meetings to the public

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

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

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



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

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

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

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

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

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

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

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

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

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

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## Notice of likelihood of closure not required in urgent cases

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

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

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

## Representations by members of the public

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

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

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

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

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

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

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

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

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

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

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## Expulsion of non-councillors from meetings closed to the public

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

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

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## Information to be disclosed in resolutions closing meetings to the public

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

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

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

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

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## Resolutions passed at closed meetings to be made public

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

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



## 15 Keeping Order at Meetings

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## Points of order

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

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## Questions of order

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

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## Motions of dissent

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

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## Acts of disorder

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

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

**15.11** The chairperson may require a councillor:

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

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## How disorder at a meeting may be dealt with

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

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## Expulsion from meetings

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

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

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

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

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

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## Use of mobile phones and the unauthorised recording of meetings

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



## 16 Conflicts of Interest

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

## 17 Decisions of the Council

## Council decisions

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

**Note: Clause 17.1 reflects section 371 of the Act.**

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

## Rescinding or altering council decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## Recommitting resolutions to correct an error

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

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

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

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

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

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



# 18 Time Limits on Council Meetings



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



## 19 After the Meeting

## Minutes of meetings

**19.1** The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

**19.2** At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

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

**19.3** The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

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

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

**Note: Clause 19.5 reflects section 375(2) of the Act.**

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

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

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

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

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

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

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

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

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

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

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## Implementation of decisions of the council

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

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



## 20 Council Committees



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## Application of this Part

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

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## Council committees whose members are all councillors

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

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## Functions of committees

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

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## Notice of committee meetings

- 20.6** The general manager must send to each councillor regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7** Notice of less than three (3) days may be given of a committee meeting called in an emergency.

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## Attendance at committee meetings

- 20.8** A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9** Clause 20.8 does not apply if all of the members of the council are members of the committee.

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## Non-members entitled to attend committee meetings

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

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

---

## Chairperson and deputy chairperson of council committees

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

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

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

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

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

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## Procedure in committee meetings

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

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

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

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## Closure of committee meetings to the public

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

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

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

## Disorder in committee meetings

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

## Minutes of council committee meetings

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

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

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

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

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

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

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

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



## 21 Irregularities

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

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

**Note: Clause 21.1 reflects section 374 of the Act.**

## 21 Definitions

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

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

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<b>Circular Details</b>	Circular No 17-40 / 6 December 2017 / A573892
<b>Previous Circular</b>	16-46 <i>Development of a Model Code of Meeting Practice for Local Councils in NSW</i>
<b>Who should read this</b>	Mayors / Councillors / General Managers / Council governance staff
<b>Contact</b>	Council Governance Team – 02 4428 4100
<b>Action required</b>	Response to OLG

## Consultation on the draft Model Code of Meeting Practice for Local Councils in NSW

### What's new or changing

- Amendments made to the *Local Government Act 1993* (the Act) in August last year by the *Local Government Amendment (Governance and Planning) Act 2016* provide for a model code of meeting practice (Model Meeting Code) to be prescribed by regulation.
- The Office of Local Government (OLG), in consultation with councils, has prepared a consultation draft of the proposed Model Meeting Code. Once this is finalised, it will replace the meeting rules currently prescribed in the *Local Government (General) Regulation 2005* (the Regulation).
- Once the Model Meeting Code is finalised, councils will be given a period of 6 months in which to adopt a code of meeting practice based on the Model Meeting Code.

### What this will mean for your council

- OLG is inviting submissions from councils and other stakeholders on the consultation draft of the Model Meeting Code.
- The consultation draft of the Model Meeting Code is available on OLG's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).
- Submissions may be made by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).
- Submissions should be labelled "*Model Meeting Code Consultation*" and marked to the attention of OLG's Council Governance Team.
- Submissions should be made by COB **Friday 16 March 2018**.

### Key points

- The Model Meeting Code has two elements:
  - It contains mandatory provisions (indicated in black font) that reflect the existing meetings provisions of the Act and adapt those currently contained in the Regulation. The existing meetings provisions of the Regulation have been updated and supplemented to reflect contemporary meetings practice by councils and to address ambiguities and areas of confusion in the existing provisions based on feedback from councils.
  - It contains non-mandatory provisions (indicated in red font) that cover areas of meetings practice that are common to most councils but where



there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions will also operate to set a benchmark based on what OLG sees as being best practice for the relevant area of practice.

- In making submissions on the draft Model Meeting Code, OLG would welcome feedback from councils on whether any of the proposed non-mandatory provisions should be mandated. If there is a sufficient body of support for these from councils, these may be made mandatory in the final version of the Model Meeting Code.

#### **Where to go for further information**

- For further information, contact OLG's Council Governance Team on (02) 4428 4100.



**Penny Holloway**  
**Acting Chief Executive**

# Our COMMUNITY Our OPPORTUNITY

Federation Council Community Strategic Plan

## The development of the Community Strategic Plan

The Community Strategic Plan (CSP) is the key overarching vision and strategy for the Federation Council Local Government Area (LGA) as a whole. It encompasses civic leadership, social, environmental and economic issues in an integrated manner with input from all key stakeholders. A draft 2028 Community Strategic Plan for the new Federation Council Local Government Area is being prepared for the next 10 years. Community feedback on the ideas and priorities to build the CSP has commenced with phone surveys already underway to over 260 households. A series of workshops is scheduled to take place at a variety of venues and locations across the LGA. Members of the community will have a choice between attending a two-hour workshop over breakfast, light lunch or in the evenings, in locations including Corowa, Howlong, Mulwala, Oaklands, Savernake, Boree Creek, Morundah, Coreen and Urana.

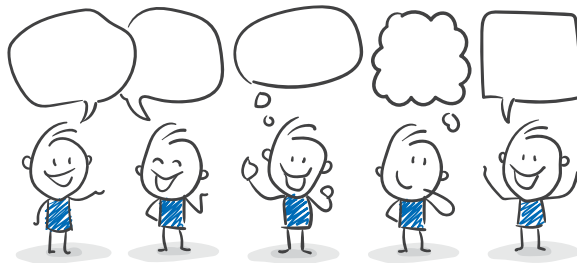
## Our Community Our Opportunity

The development of the Community Strategic Plan provides us all with the opportunity to participate in sharing our future vision for Federation Council and its communities.

## What does Council do with the CSP?

Federation Council has a custodial role in initiating, preparing and maintaining the CSP on behalf of other stakeholders, several state agencies and community groups also have a role to play in the delivery of various aspects of the plan. Feedback from the survey as well as community workshops will guide the objectives and activities for the new Federation Council Delivery Program from 1 July 2018 to 30 June 2021.

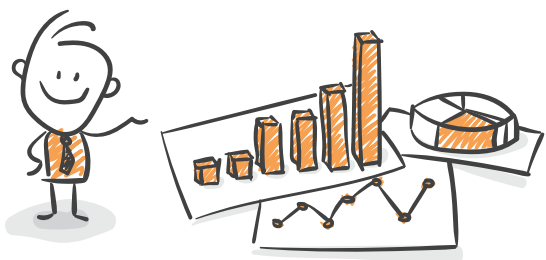
## Join us on the CSP journey



Community engagement  
6 Feb - 15 Feb 2018



Community workshops  
26 Feb - 2 Mar 2018



Draft CSP, Delivery Program and Operational Plan presented to council and on exhibition for 28 days  
Early May 2018



Adopted CSP, Delivery Program and Operational Plan to Office of Local Government  
By 30 June 2018

## Upcoming community workshops

### Monday, 26 February

Urana 6.30pm  
Urana Bowling Club  
Refreshments

### Tuesday, 27 February

Mulwala 7.30am  
Mulwala Public School  
Breakfast

Savernake 12noon  
Savernake School of the Arts Hall  
Lunch

Oaklands 6.30pm  
Oaklands RSL and Bowling Club  
Refreshments

### Wednesday, 28 February

Corowa 7.30am  
Corowa Golf Club - Function Room  
Breakfast

Coreen 6.30pm  
Coreen Football Clubrooms  
Refreshments

### Thursday, 1 March

Howlong 6.30pm  
Howlong Golf Resort  
Refreshments

### Friday, 2 March

Morundah 3.30pm  
Morundah Hotel  
Refreshments

Boree Creek 6.30pm  
Boree Creek Hall  
Refreshments

## Where can I get more information?

More information on the CSP and details on how you can be a part of the CSP journey is available at all Council Office's, council's website and Facebook page.



FEDERATION COUNCIL

Corowa General Office  
Civic Centre, 100 Edward Street, Ball Park  
Monday to Friday 8.30am - 5.00pm  
Phone (02) 6033 8999  
council@federationcouncil.nsw.gov.au  
www.federationcouncil.nsw.gov.au

# Quarterly Budget Review

for Period ending 31st  
December 2017

federationcouncil.nsw.gov.au

Record No: 18/4788

Version No: 1




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**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

31 December 2017

It is my opinion that the Quarterly Budget Review Statement for Federation Council for the quarter ended 31/12/17 indicates that Council's projected financial position at 30/6/18 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

**Signed:**   
\_\_\_\_\_

**date:** 12/02/2018

Shane Norman  
Responsible Accounting Officer

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2017

## Income &amp; Expenses - Council Consolidated

(\$000's)	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr		Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS						
<b>Income</b>										
Rates and Annual Charges	13,276	-	-	-	13,276	-			13,276	12,364
User Charges and Fees	7,948	-	-	-	7,948	-			7,948	4,850
Interest and Investment Revenues	927	-	-	-	927	-			927	231
Other Revenues	492	-	-	-	492	-			492	139
Grants & Contributions - Operating	10,946	-	-	410	11,356	-			11,356	3,844
Grants & Contributions - Capital	1,475	-	-	-	1,475	2,250	1		3,725	457
Net gain from disposal of assets	50	-	-	-	50	-			50	-
Share of Interests in Joint Ventures	-	-	-	-	-	-			-	-
<b>Total Income from Continuing Operations</b>	<b>35,114</b>	<b>-</b>	<b>-</b>	<b>410</b>	<b>35,524</b>	<b>2,250</b>			<b>37,774</b>	<b>21,885</b>
<b>Expenses</b>										
Employee Costs	11,317	-	-	-	11,317	140	3		11,457	5,813
Borrowing Costs	435	-	-	-	435	-			435	143
Materials & Contracts	10,358	-	-	-	10,358	(340)	2 & 3		10,018	3,821
Depreciation	8,916	-	-	-	8,916	-			8,916	4,459
Legal Costs	-	-	-	-	-	-			-	-
Consultants	-	-	-	-	-	-			-	-
Other Expenses	3,014	-	-	-	3,014	200	2		3,214	1,992
Interest & Investment Losses	-	-	-	-	-	-			-	-
Net Loss from disposal of assets	-	-	-	-	-	-			-	-
Share of interests in Joint Ventures	-	-	-	-	-	-			-	-
<b>Total Expenses from Continuing Operations</b>	<b>34,040</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,040</b>	<b>-</b>			<b>34,040</b>	<b>16,228</b>
<b>Net Operating Result from Continuing Operation</b>	<b>1,074</b>	<b>-</b>	<b>-</b>	<b>410</b>	<b>1,484</b>	<b>2,250</b>			<b>3,734</b>	<b>5,657</b>
Discontinued Operations - Surplus/(Deficit)					-				-	
<b>Net Operating Result from All Operations</b>	<b>1,074</b>	<b>-</b>	<b>-</b>	<b>410</b>	<b>1,484</b>	<b>2,250</b>			<b>3,734</b>	<b>5,657</b>
<b>Net Operating Result before Capital Items</b>	<b>(401)</b>	<b>-</b>	<b>-</b>	<b>410</b>	<b>9</b>	<b>-</b>			<b>9</b>	<b>5,200</b>

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2017

## Income &amp; Expenses - General Fund

(\$000's)	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS					
<b>Income</b>									
Rates and Annual Charges	7,656	-	-	-	7,656	-	7,656	7,593	
User Charges and Fees	3,356	-	-	-	3,356	-	3,356	2,537	
Interest and Investment Revenues	434	-	-	-	434	-	434	122	
Other Revenues	462	-	-	-	462	-	462	138	
Grants & Contributions - Operating	10,735	-	-	410	11,145	-	11,145	3,636	
Grants & Contributions - Capital	1,375	-	-	-	1,375	2,250	1	3,625	293
Net gain from disposal of assets	50	-	-	-	50	-	50	-	
Share of Interests in Joint Ventures	-	-	-	-	-	-	-	-	
<b>Total Income from Continuing Operations</b>	<b>24,068</b>	-	-	<b>410</b>	<b>24,478</b>	<b>2,250</b>		<b>26,728</b>	<b>14,319</b>
<b>Expenses</b>									
Employee Costs	9,334	-	-	-	9,334	-	9,334	4,841	
Borrowing Costs	242	-	-	-	242	-	242	46	
Materials & Contracts	2,452	-	-	-	2,452	-	2,452	1,632	
Depreciation	6,859	-	-	-	6,859	-	6,859	3,430	
Legal Costs	-	-	-	-	-	-	-	-	
Consultants	-	-	-	-	-	-	-	-	
Other Expenses	2,743	-	-	-	2,743	-	2,743	1,730	
Interest & Investment Losses	-	-	-	-	-	-	-	-	
Net Loss from disposal of assets	-	-	-	-	-	-	-	-	
Share of interests in Joint Ventures	-	-	-	-	-	-	-	-	
<b>Total Expenses from Continuing Operations</b>	<b>21,630</b>	-	-	-	<b>21,630</b>	-		<b>21,630</b>	<b>11,679</b>
<b>Net Operating Result from Continuing Operation</b>	<b>2,438</b>	-	-	<b>410</b>	<b>2,848</b>	<b>2,250</b>		<b>5,098</b>	<b>2,640</b>
Discontinued Operations - Surplus/(Deficit)					-			-	-
<b>Net Operating Result from All Operations</b>	<b>2,438</b>	-	-	<b>410</b>	<b>2,848</b>	<b>2,250</b>		<b>5,098</b>	<b>2,640</b>
<b>Net Operating Result before Capital Items</b>	<b>1,063</b>	-	-	<b>410</b>	<b>1,473</b>	-		<b>1,473</b>	<b>2,347</b>

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2017

## Income &amp; Expenses - Water Fund

(\$000's)	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr		Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS						
<b>Income</b>										
Rates and Annual Charges	597	-	-	-	597	-			597	481
User Charges and Fees	3,805	-	-	-	3,805	-			3,805	1,906
Interest and Investment Revenues	250	-	-	-	250	-			250	66
Other Revenues	30	-	-	-	30	-			30	1
Grants & Contributions - Operating	65	-	-	-	65	-			65	65
Grants & Contributions - Capital	50	-	-	-	50	-			50	52
Net gain from disposal of assets	-	-	-	-	-	-			-	-
Share of Interests in Joint Ventures	-	-	-	-	-	-			-	-
<b>Total Income from Continuing Operations</b>	<b>4,797</b>	-	-	-	<b>4,797</b>	-			<b>4,797</b>	<b>2,571</b>
<b>Expenses</b>										
Employee Costs	993	-	-	-	993				993	429
Borrowing Costs	-	-	-	-	-				-	-
Materials & Contracts	1,998	-	-	-	1,998	(200)	2		1,798	640
Depreciation	1,089	-	-	-	1,089				1,089	545
Legal Costs	-	-	-	-	-				-	-
Consultants	-	-	-	-	-				-	-
Other Expenses	142	-	-	-	142	200	2		342	163
Interest & Investment Losses	-	-	-	-	-				-	-
Net Loss from disposal of assets	-	-	-	-	-				-	-
Share of interests in Joint Ventures	-	-	-	-	-				-	-
<b>Total Expenses from Continuing Operations</b>	<b>4,222</b>	-	-	-	<b>4,222</b>	-			<b>4,222</b>	<b>1,777</b>
<b>Net Operating Result from Continuing Operation</b>	<b>575</b>	-	-	-	<b>575</b>	-			<b>575</b>	<b>794</b>
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-			-	-
<b>Net Operating Result from All Operations</b>	<b>575</b>	-	-	-	<b>575</b>	-			<b>575</b>	<b>794</b>
<b>Net Operating Result before Capital Items</b>	<b>525</b>	-	-	-	<b>525</b>	-			<b>525</b>	<b>742</b>



## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2017

## Income &amp; Expenses - Sewer Fund

(\$000's)	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS					
<b>Income</b>									
Rates and Annual Charges	3,327	-	-	-	3,327	-	3,327	2,594	
User Charges and Fees	787	-	-	-	787	-	787	407	
Interest and Investment Revenues	231	-	-	-	231	-	231	36	
Other Revenues	-	-	-	-	-	-	-	-	
Grants & Contributions - Operating	71	-	-	-	71	-	71	68	
Grants & Contributions - Capital	50	-	-	-	50	-	50	112	
Net gain from disposal of assets	-	-	-	-	-	-	-	-	
Share of Interests in Joint Ventures	-	-	-	-	-	-	-	-	
<b>Total Income from Continuing Operations</b>	<b>4,466</b>	-	-	-	<b>4,466</b>	-	<b>4,466</b>	<b>3,217</b>	
<b>Expenses</b>									
Employee Costs	951	-	-	-	951	-	951	446	
Borrowing Costs	193	-	-	-	193	-	193	97	
Materials & Contracts	1,894	-	-	-	1,894	-	1,894	591	
Depreciation	967	-	-	-	967	-	967	484	
Legal Costs	-	-	-	-	-	-	-	-	
Consultants	-	-	-	-	-	-	-	-	
Other Expenses	126	-	-	-	126	-	126	99	
Interest & Investment Losses	-	-	-	-	-	-	-	-	
Net Loss from disposal of assets	-	-	-	-	-	-	-	-	
Share of interests in Joint Ventures	-	-	-	-	-	-	-	-	
<b>Total Expenses from Continuing Operations</b>	<b>4,131</b>	-	-	-	<b>4,131</b>	-	<b>4,131</b>	<b>1,717</b>	
<b>Net Operating Result from Continuing Operation</b>	<b>335</b>	-	-	-	<b>335</b>	-	<b>335</b>	<b>1,500</b>	
Discontinued Operations - Surplus/(Deficit)					-		-	-	
<b>Net Operating Result from All Operations</b>	<b>335</b>	-	-	-	<b>335</b>	-	<b>335</b>	<b>1,500</b>	
<b>Net Operating Result before Capital Items</b>	<b>285</b>	-	-	-	<b>285</b>	-	<b>285</b>	<b>1,388</b>	

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2017

## Income &amp; Expenses - Domestic Waste

(\$000's)	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS					
<b>Income</b>									
Rates and Annual Charges	1,696	-	-	-	1,696	-	1,696	1,696	
User Charges and Fees	-	-	-	-	-	-	-	-	
Interest and Investment Revenues	12	-	-	-	12	-	12	7	
Other Revenues	-	-	-	-	-	-	-	-	
Grants & Contributions - Operating	75	-	-	-	75	-	75	75	
Grants & Contributions - Capital	-	-	-	-	-	-	-	-	
Net gain from disposal of assets	-	-	-	-	-	-	-	-	
Share of Interests in Joint Ventures	-	-	-	-	-	-	-	-	
<b>Total Income from Continuing Operations</b>	<b>1,783</b>	-	-	-	<b>1,783</b>	-	<b>1,783</b>	<b>1,778</b>	
<b>Expenses</b>									
Employee Costs	39	-	-	-	39	-	39	28	
Borrowing Costs	-	-	-	-	-	-	-	-	
Materials & Contracts	1,743	-	-	-	1,743	-	1,743	716	
Depreciation	1	-	-	-	1	-	1	-	
Legal Costs	-	-	-	-	-	-	-	-	
Consultants	-	-	-	-	-	-	-	-	
Other Expenses	-	-	-	-	-	-	-	-	
Interest & Investment Losses	-	-	-	-	-	-	-	-	
Net Loss from disposal of assets	-	-	-	-	-	-	-	-	
Share of interests in Joint Ventures	-	-	-	-	-	-	-	-	
<b>Total Expenses from Continuing Operations</b>	<b>1,783</b>	-	-	-	<b>1,783</b>	-	<b>1,783</b>	<b>744</b>	
<b>Net Operating Result from Continuing Operation</b>	-	-	-	-	-	-	-	<b>1,034</b>	
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-	-	-	
<b>Net Operating Result from All Operations</b>	-	-	-	-	-	-	-	<b>1,034</b>	
<b>Net Operating Result before Capital Items</b>	-	-	-	-	-	-	-	<b>1,034</b>	

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2017

## Income &amp; Expenses - Implementation &amp; Stronger Communities

(\$000's)	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr		Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS						
<b>Income</b>										
Rates and Annual Charges	-	-	-	-	-	-	-		-	-
User Charges and Fees	-	-	-	-	-	-	-		-	-
Interest and Investment Revenues	-	-	-	-	-	-	-		-	-
Other Revenues	-	-	-	-	-	-	-		-	-
Grants & Contributions - Operating	-	-	-	-	-	-	-		-	-
Grants & Contributions - Capital	-	-	-	-	-	-	-		-	-
Net gain from disposal of assets	-	-	-	-	-	-	-		-	-
Share of Interests in Joint Ventures	-	-	-	-	-	-	-		-	-
<b>Total Income from Continuing Operations</b>	-	-	-	-	-	-	-		-	-
<b>Expenses</b>										
Employee Costs	-	-	-	-	-	140	3	3	140	69
Borrowing Costs	-	-	-	-	-	-	-		-	-
Materials & Contracts	2,271	-	-	-	2,271	(140)	3	3	2,131	242
Depreciation	-	-	-	-	-	-	-		-	-
Legal Costs	-	-	-	-	-	-	-		-	-
Consultants	-	-	-	-	-	-	-		-	-
Other Expenses	3	-	-	-	3	-	-		3	-
Interest & Investment Losses	-	-	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-	-	-		-	-
Share of interests in Joint Ventures	-	-	-	-	-	-	-		-	-
<b>Total Expenses from Continuing Operations</b>	<b>2,274</b>	-	-	-	<b>2,274</b>	-	-		<b>2,274</b>	<b>311</b>
<b>Net Operating Result from Continuing Operation</b>	<b>(2,274)</b>	-	-	-	<b>(2,274)</b>	-	-		<b>(2,274)</b>	<b>(311)</b>
Discontinued Operations - Surplus/(Deficit)					-				-	-
<b>Net Operating Result from All Operations</b>	<b>(2,274)</b>	-	-	-	<b>(2,274)</b>	-	-		<b>(2,274)</b>	<b>(311)</b>
<b>Net Operating Result before Capital Items</b>	<b>(2,274)</b>	-	-	-	<b>(2,274)</b>	-	-		<b>(2,274)</b>	<b>(311)</b>

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

1	Council has received Grant funds for Fixing Country Roads (\$420k), Mulwala Industrial Land (\$655k - Cnl Res 254/17FC 19th Dec 17), RMS-Melbourne St (\$695k) & HVSP (SPP) (\$480k) Programs that weren't budgeted for.
2	Moving of \$200k for Electricity expenses from materials & contactors.
3	Moving of \$140k for wages from materials & contactors for the Stronger Communities for contactors now on staff.

## Capital Budget Review Statement

Budget review for the quarter ended 31 December 2017

## Capital Budget - Council Consolidated

(\$000's)	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs					
<b>Capital Expenditure</b>									
New Assets									
- Plant & Equipment	-	-	-	-	-	-	-	-	
- Land & Buildings	100	-	-	-	100	-	100	-	
- Other	-	-	-	-	-	-	-	-	
Renewal Assets (Replacement)									
- Plant & Equipment	1,856	-	-	-	1,856	-	1,856	1,425	
- Land & Buildings	2,229	-	-	-	2,229	-	2,229	240	
- Roads, Bridges, Footpaths	10,522	400	-	508	11,430	2,250	13,680	2,056	
- Drainage	445	-	-	-	445	-	445	79	
- Water Infrastructure	2,579	1,406	-	-	3,985	(177)	3,808	434	
- Sewer Infrastructure	2,919	176	-	-	3,095	-	3,095	245	
- Stronger Communities	3,404	-	-	-	3,404	-	3,404	1,003	
Loan Repayments (Principal)	337	-	-	-	337	-	337	18	
<b>Total Capital Expenditure</b>	<b>24,391</b>	<b>1,982</b>	<b>-</b>	<b>508</b>	<b>26,881</b>	<b>2,073</b>	<b>28,954</b>	<b>5,500</b>	
<b>Capital Funding</b>									
Rates & Other Untied Funding	10,888	-	-	410	11,298	-	11,298	3,965	
Capital Grants & Contributions	1,475	-	-	-	1,475	2,250	3,725	457	
Reserves:									
- External Resrtictions/Reserves	5,936	1,582	-	-	7,518	(177)	7,341	1,003	
- Internal Restrictions/Reserves	1,189	400	-	98	1,687	-	1,687	75	
New Loans	1,600	-	-	-	1,600	-	1,600	-	
Receipts from Sale of Assets									
- Plant & Equipment	-	-	-	-	-	-	-	-	
- Land & Buildings	50	-	-	-	50	-	50	-	
<b>Total Capital Funding</b>	<b>21,138</b>	<b>1,982</b>	<b>-</b>	<b>508</b>	<b>23,628</b>	<b>2,073</b>	<b>25,701</b>	<b>5,500</b>	
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>(3,253)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(3,253)</b>	<b>-</b>	<b>(3,253)</b>	<b>-</b>	

**Capital Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

1	Council has received Grant funds for Fixing Country Roads (\$420k), Mulwala Industrial Land (\$655k - Cnl Res 254/17FC 19th Dec 17), RMS-Melbourne St (\$695k) & HVSP (\$480k) Programs that weren't budgeted for.
2	Water Mains jobs that will not be completed with savings going back into Water reserve.

## Cash &amp; Investments Budget Review Statement

Budget review for the quarter ended 31 December 2017

## Cash &amp; Investments - Council Consolidated

(\$000's)	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS					
<b>Externally Restricted</b> <sup>(1)</sup>									
Developer Contributions - General	484	-	-	-	484	-	484	484	
Developer Contributions - Water	260	-	-	-	260	-	260	260	
Developer Contributions - Sewer	276	-	-	-	276	-	276	276	
Water Supplies	5,528	-	-	-	5,528	177	5,705	8,198	
Sewerage Services	4,110	-	-	-	4,110	-	4,110	6,457	
Domestic Waste	44	-	-	-	44	-	44	469	
Implementation & Stronger Communities Fund	7,331	-	-	-	7,331	-	7,331	13,005	
<b>Total Externally Restricted</b>	<b>18,033</b>	-	-	-	<b>18,033</b>	<b>177</b>	<b>18,210</b>	<b>29,149</b>	
(1) Funds that must be spent for a specific purpose									
<b>Internally Restricted</b> <sup>(2)</sup>									
Plant & Vehicle Replacement	548	-	-	-	548	-	548	985	
Employees Leave Entitlement	1,196	-	-	-	1,196	-	1,196	1,915	
Buildings / Office Equipment	400	-	-	-	400	-	400	601	
Gravel Pits Restoration	702	-	-	-	702	-	702	852	
Waste Depot Restoration	498	-	-	-	498	-	498	575	
Urana Aquatic Centre - Upgrade	202	-	-	-	202	-	202	202	
Cemetery	31	-	-	-	31	-	31	31	
Economic Development	84	-	-	-	84	-	84	94	
Insurance	200	-	-	-	200	-	200	300	
Urana Walkways - Drs network	1	-	-	-	1	-	1	1	
Bridge Infrastructure	65	-	-	-	65	-	65	65	
Billabidgee Aged Care Units	118	-	-	-	118	-	118	118	
Road Infrastructure Reserve	300	-	-	(98)	202	-	202	202	
Combined Town & Recreation S355	107	-	-	-	107	-	107	107	
Weir Repairs Reserve	28	-	-	-	28	-	28	28	
Windmill Restoration	7	-	-	-	7	-	7	7	
<b>Total Internally Restricted</b>	<b>4,487</b>	-	-	<b>(98)</b>	<b>4,389</b>	-	<b>4,389</b>	<b>6,083</b>	
(2) Funds that Council has earmarked for a specific purpose									
<b>Unrestricted</b> (ie. available after the above Restrictic	339	-	-	98	437	-	437	10,453	
<b>Total Cash &amp; Investments</b>	<b>22,859</b>				<b>22,859</b>	<b>177</b>	<b>23,036</b>	<b>45,685</b>	

**Cash & Investments Budget Review Statement**

**Investments**

Investments have been invested in accordance with Council's Investment Policy.

**Cash**

The Cash at Bank figure included in the Cash & Investment Statement totals \$350,925

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 29/12/17

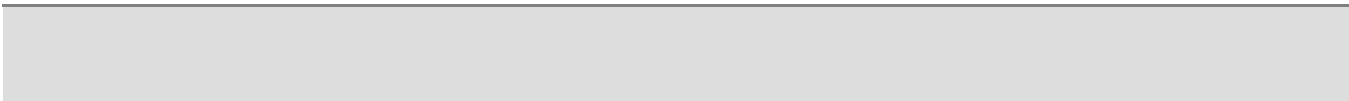
**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows:		<b>\$ 000's</b>
Cash at Bank (as per bank statements)		351
Investments on Hand		45,330
less: Unpresented Cheques	(Timing Difference)	(3)
add: Undeposited Funds	(Timing Difference)	7
<b>Reconciled Cash at Bank &amp; Investments</b>		<b>45,685</b>
<b>Balance as per Review Statement:</b>		<b>45,685</b>
Difference:		-

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>
1	Being savings on Water Mains jobs not being done.





**Contracts Budget Review Statement**

Budget review for the quarter ended 31 December 2017

**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Boral Construction Materials	Gravel (Balldale Intersection)	61,076	26/10/17	1 Month	Y	
Boral Construction Materials	Gravel (Howlong Burrumbuttock Rd)	112,399	18/10/17	1 Month	Y	1
Boral Construction Materials	Gravel (Howlong Burrumbuttock Rd)	57,110	04/12/17	1 Month	Y	1
Stabilco Pty Ltd	Work on Back Berrigan Road	66,125	17/10/17	1 Month	Y	
Jacob Toyota	Vehicle	53,550	17/10/17	1 Month	Y	
Moduplay Group Pty Ltd	Playground Equipment	222,331	30/10/17	1 Month	Y	
Jacob Toyota	2 Vehicles	107,600	21/11/17	1 Month	Y	
GCM Agencies Pty Ltd	Roller	117,000	03/10/17	1 Month	Y	
Cadmac Albury-Wodonga	Mower	56,841	03/10/17	1 Month	Y	
JJ O'Connor & Sons Pty Ltd	Tractor	52,000	04/10/17	1 Month	Y	
Vermeer Equipment Holdings Pty Ltd	Mini track Loader	59,983	27/10/17	1 Month	Y	
JJ O'Connor & Sons Pty Ltd	Tractor	85,000	30/10/17	1 Month	Y	
Menz Plant Pty Ltd	Bitumen Resealing Contract	93,302	30/11/17	1 Month	Y	

## Notes:

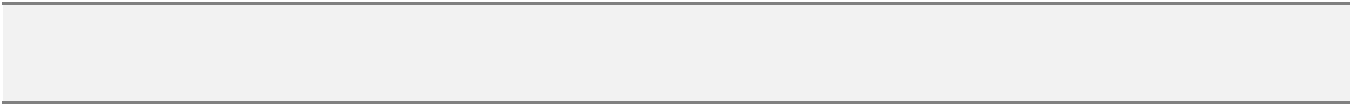
1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

**Contracts Budget Review Statement**  
**Comments & Explanations relating to Contractors Listing**

**Notes**   **Details**

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1     Three quotes obtain as per procurement policy, and funding allow scope of job to increase.



**Consultancy & Legal Expenses Budget Review Statement**

Consultancy & Legal Expenses Overview

<b>Expense</b>	<b>YTD Expenditure (Actual Dollars)</b>	<b>Budgeted (Y/N)</b>
Consultancies	20,790	Y
Legal Fees	17,021	Y

**Definition of a consultant:**

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

**Comments**

Expenditure included in the above YTD figure but not budgeted includes:

**Details**

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## Detailed Capital Expenditure 2017-2018

Work Order	Description	Original Budget	C/F	Qrt 1 - 30 Sept 17	Qrt 2 - 31 Dec 17	Qrt 3 - 31 Mar 18	Revised Budget	Actual Spent	Commitments
	<b>Buildings, Land Improvements, Land &amp; Recreation</b>								
384	Required Building Renewal Fund	130,000					130,000	8,409	273
575	Howlong Preschool - Upgrade of Buildings	100,000					100,000	656	-
582	Corowa - Lions Park boating facilities	245,000					245,000	584	-
754	00000754 - Rowers Park Retaining Wall - Rehabilitation (Est. \$70,000)	75,000					75,000	60,691	6,358
921	Mulwala Civic Centre (garden upgrade)	-	7,000		3,700		10,700	10,691	-
1123	Insurance Claims Under Excess	16,000					16,000	815	455
1292	Lift for Corowa Civic Centre	300,000					300,000	42,370	60,940
1478	Howlong Memorial Park Playground	75,000					75,000	51,775	-
1479	Howlong Lowe Square Playground	120,000					120,000	16,361	109,431
1484	Mulwala Cemetery - Sprinkler System	15,000					15,000	-	-
1485	Corowa Cemetery - Upgrade Lake	10,000					10,000	-	-
1486	Urana Caravan Park - TV Access Installation	30,000					30,000	1,000	-
1487	Ball Park Caravan Park - Lease Agreement Requirements	50,000					50,000	-	-
1489	Rural Fire Service - Land & Sheds	20,000					20,000	105	7,331
1490	Corowa Lions Park - Sprinkler System	35,000					35,000	-	-
1491	Public Art Trail - Structures Urana & Other Villages	30,000					30,000	-	-
1492	Masterplan (Review & Update) - Urana Caravan Park / Urana Victoria Park Precinct	35,000					35,000	-	-
1493	Playground Staged Implementation Recreation Strategy	65,000					65,000	-	-
1494	Corowa Civic Centre Upgrade - Under Carpark Concrete Floor	25,000			(10,700)		14,300	-	-
1495	Urana Office Upgrade	10,000					10,000	-	-
1496	Corowa Lagoon Upgrade	15,000					15,000	-	-
1497	Corowa - Recreation BMX Track (remodel)	20,000					20,000	-	-
1498	Aquatic Centre Project Urana - Pump Shed, Track Reseal, etc	35,000					35,000	-	-
1499	Lonsdale Reserve - Earthworks drainage shaping	180,000					180,000	273	-
1500	Lonsdale Reserve - Bay 13 removal	175,000					175,000	350	-
1503	Lonsdale Reserve - Irrigation	75,000					75,000	-	-
1504	Lonsdale Reserve - Trees	50,000					50,000	19,203	1,365
1505	Lonsdale Reserve - Pathways	50,000					50,000	-	-
1506	Lonsdale Reserve - Landscaping	70,000					70,000	-	-
1640	Urana Buildings Asbestos Risk Audit	15,000					15,000	15,000	-
1642	Saleyards - Sale of Land (Will offset against Sale)	-					-	3,693	-
1647	New Bus Shelter at Boree Creek School - 2015-17 CPTIGS Funding (Will be offset by Funding)	-					-	-	10,590
1673	Alcohol Free Zone Sign	-			7,000		7,000	-	6,880
	Smaller Communities Tourism Signage	15,000					15,000	-	-
	Basketball Rings & Pads (Youth)	8,000					8,000	-	-
	Corowa Depot Master Plan	20,000					20,000	-	-
	Urana Depot Master Plan	15,000					15,000	-	-
1664	Depot Corowa Upgrade	50,000					50,000	6,622	-
	<b>Buildings, Land Improvements, Land &amp; Recreation Total</b>	<b>2,179,000</b>	<b>7,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,186,000</b>	<b>238,598</b>	<b>203,623</b>

## Detailed Capital Expenditure 2017-2018

Work Order	Description	Original Budget	C/F	Qrt 1 - 30 Sept 17	Qrt 2 - 31 Dec 17	Qrt 3 - 31 Mar 18	Revised Budget	Actual Spent	Commitments
	<b>Information Technology</b>								
330	IT Capex - General Staff PCs & Tablets	45,575					45,575	18,060	977
331	IT Capex - Library public access PCs	9,000					9,000	7,710	-
332	IT Capex - Water and Sewer PCs	6,000					6,000	-	-
333	IT Capex - Networking	15,000					15,000	10,153	-
334	IT Capex - Printers	36,700					36,700	-	-
908	IT CapEx - Servers	17,000					17,000	3,264	3,192
1454	IT Capex - Video Conferencing	20,000					20,000	3,001	-
1455	IT Capex - Security System	10,000					10,000	411	-
1456	IT Capex - Customer Kiosks	10,000					10,000	-	-
1457	IT Capex - Software	14,964					14,964	6,299	-
	Software Compliance Register LGSS	5,000					5,000	-	-
	<b>Information Technology Total</b>	<b>189,239</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>189,239</b>	<b>48,898</b>	<b>4,168</b>
	<b>Roads, Footpaths, Bridges, Kerb &amp; Gutting, Drainage</b>								
395	Mulwala Industrial Land Upgrade	-			655,000		655,000	94,888	31,828
885	Corowa - Replace Brick Gutter (Betterment Pde - Arnott to Wanstead w side 2)	510,000					510,000	3,700	5,909
895	Corowa - Bullecourt (drainage to Norseman)	-			9,500		9,500	9,295	-
898	Corowa - Braintree Ave (drainage No 9)	-			30,500		30,500	30,350	48
901	Corowa - Honour Ave Service Rd (dish drain - Carson Pl to Ash Ave (230m), west of Ash Ave (65m) + shoulder)	-	31,000				31,000	30,585	400
926	Corowa Tower St (High School project)	10,000					10,000	3,775	-
928	Corowa - Urban Design Framework (Implementation Stage 1)	600,000					600,000	660	24,364
944	Mulwala - Inglis St / Pool Park Car Park (provide boating facilities in Inglis and seal / layout at Park)	-			106,000		106,000	105,893	72,065
959	Mulwala - Melbourne St ( Havelock to canal - RMS funding)	175,000			1,175,000		1,350,000	6,860	49,426
960	Mulwala - Melbourne St (Purtle Park frontage and parking lane rehab - Havelock to canal)	480,000			(480,000)		-	-	-
1071	Footpath Restoration Program - Corowa	100,000					100,000	55,537	36,000
1142	Bull Plain Road Upgrade (RNSW922) - Fixing Country Roads Program	-			200,000		200,000	88,943	17,000
1143	Daysdale Walbundrie Road Floodway (RNSW923) - Fixing Country Roads Program	213,000					213,000	5,928	-
1151	Howlong Industrial Park	500,000					500,000	34,175	9,943
1264	WIP - Federation Way MR 385 F/Link Upgrade	-			700,000		700,000	6,068	118,279
1300	MR323 Corowa - Oaklands Rd - widening & rehab WBS element (RRRP)	-			163,000		163,000	-	14,545
1326	Howlong-Burrumbuttock Road (3.3km) from Walbundrie Rd	700,000	67,825	350,175			1,118,000	346,843	34,531
1334	Railway St COROWA - Church St to Nixon St - Road Reconstruction	256,000		60,000	(100,000)		216,000	110,290	73,677
1340	Whitehead St - 4km Road Sealing	-	162,000				162,000	163,265	-
1368	Back Berrigan Road Upgrade (4 km)	829,825	132,175	98,000			1,060,000	429,316	144,716
1399	Howlong - Hawkins St Howlong - reconstruction incl drainage Sturt St to Hammer St	180,000					180,000	4,318	-
1401	Corowa Drainage & Flood Study/Plans	100,000			(40,000)		60,000	5,078	-
1402	Bridge Structural Assessment Program 17/18	15,000					15,000	1,125	-
1403	Urana Drainage Strategy	40,000					40,000	-	-
1404	Signage (Directional)	25,000					25,000	2,571	-
1405	Freyers Roads - rehab 3.2km, from 800m s of Merton Rd (17/18)	607,000			100,000		707,000	41,506	195,955
1406	Bull Plain Rd - rehab & drainage nr Old Corowa Rd (17/18)	365,000					365,000	21,306	203,273
1408	Balldale Main Intersection - R2R - 17/18	250,000					250,000	137,590	25,873
1409	RMS Repair Program - Federation Way - Boree Ck Rd to Spraydon Rd - 17/18	773,000			(163,000)		610,000	-	371
1410	Resheet Program North - 17/18	550,000			200,000		750,000	128,275	257,502
1411	Resheet Program - South - 17/18	750,000			(200,000)		550,000	145,386	59,509
1412	Rural Reseal Program - 17/18	343,000					343,000	53,366	-
1413	Rural Heavy Patching Program - 17/18	541,000					541,000	20,883	3,273
1414	Urban Reseal Program - North - 17/18	100,000			240,000		340,000	40,736	-

## Detailed Capital Expenditure 2017-2018

Work Order	Description	Original Budget	C/F	Qrt 1 - 30 Sept 17	Qrt 2 - 31 Dec 17	Qrt 3 - 31 Mar 18	Revised Budget	Actual Spent	Commitments
1415	Urban Reseal Program - South - 17/18	346,000			(346,000)		-	-	-
1417	RMS - Regional - Reseals - 17/18	401,000					401,000	-	-
1488	Cadell Street South Corowa - Hume St - Seal & Turnaround	52,000					52,000	-	-
1651	Narrow Plains Road - Flood Works	-					-	3,158	145
1677	Regional Road Heavy Patching - 17/18	-					-	1,668	-
	Howlong Drainage & Flood Study/Plans	60,000					60,000	-	-
	Footpaths - Restoration Program	640,000					640,000	-	-
	Road Safety Projects	10,120					10,120	-	-
	Sealed Roads Various drainage and other improvements	100,000					100,000	-	-
	Unsealed Roads Various drainage and other improvements	100,000					100,000	-	-
	Urana Flood Implementation - Other Works	245,000					245,000	-	-
	<b>Roads, Footpaths, Bridges, Kerb &amp; Gutting, Drainage Total</b>	<b>10,966,945</b>	<b>393,000</b>	<b>508,175</b>	<b>2,250,000</b>	<b>-</b>	<b>14,118,120</b>	<b>2,133,339</b>	<b>1,378,632</b>
	<b>Balldale Water</b>								
1701	Balldale Reservoir - Site rehab	10,000					10,000	-	-
1702	Balldale Reservoir - Roof	20,000					20,000	-	-
1703	Balldale Mains - Non Potable supply Tags	2,000					2,000	-	-
	<b>Balldale Water Total</b>	<b>32,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,000</b>	<b>-</b>	<b>-</b>
	<b>Plans &amp; Reserves</b>								
	Implement Disability Access and Inclusion Plan	40,000					40,000	-	-
	Saleyards - Transfer to Reserve	100,000					100,000	-	-
	<b>Plans &amp; Reserves Total</b>	<b>140,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>140,000</b>	<b>-</b>	<b>-</b>
	<b>Plant &amp; Equipment</b>								
1680	Works Plant Purchases, Sales & Trade in	1,200,000					1,200,000	1,077,212	-
1681	Light Plant Purchase, Sales & Trade in (sales of Vehicles till to come)	240,000					240,000	298,756	-
	Road Traffic Counters	5,000					5,000	-	-
	Corowa - Message Board (Fixed)	50,000					50,000	-	-
	<b>Plant &amp; Equipment Total</b>	<b>1,495,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,495,000</b>	<b>1,375,968</b>	<b>-</b>
	<b>General Fund Total</b>	<b>15,002,184</b>	<b>400,000</b>	<b>508,175</b>	<b>2,250,000</b>	<b>-</b>	<b>18,160,359</b>	<b>3,796,803</b>	<b>1,586,423</b>

## Detailed Capital Expenditure 2017-2018

Work Order	Description	Original Budget	C/F	Qrt 1 - 30 Sept 17	Qrt 2 - 31 Dec 17	Qrt 3 - 31 Mar 18	Revised Budget	Actual Spent	Commitments
	<b>Sewerage</b>								
966	Corowa Sewer Mains (reline)	-	141,000				141,000	145,000	-
989	STP (Lab upgrade {Corowa}, equipment, computers)	10,000					10,000	-	-
991	STP Corowa (Odour control)	25,000					25,000	1,870	5,965
993	STP Corowa (Effluent recycling)	50,000					50,000	5,605	34,090
996	STP Corowa (Pond rehabilitation)	35,000					35,000	-	-
997	STP Howlong (Groundwater monitoring)	5,000					5,000	-	-
998	STP Howlong (Aeration upgrade)	-					-	3,790	-
1000	STP Mulwala (Aeration diffusers)	10,000					10,000	-	826
1001	STP Mulwala (Recycled water - chlorinate)	50,000					50,000	-	16,200
1003	STP Mulwala (Effluent Drain- ponding)	10,000					10,000	3,600	-
1004	STP Mulwala (ADI effluent flow meter)	-					-	-	-
1005	STP Mulwala (Sludge lagoon)	-					-	8,775	501,784
1007	Sewer Telemetry (Pump Stations, Treatment Plants - new radio spectrum)	-	35,000				35,000	33,789	-
1458	Sewerage Equipment Plant - Sewer camera	40,000					40,000	24,315	-
1507	Corowa Sewerage Pump Stations - Aerodrome pump	20,000					20,000	-	-
1508	Corowa Sewerage Pump Stations - Chivell St pump	20,000					20,000	-	-
1509	Corowa Sewerage Pump Stations - Corowa WTP	10,000					10,000	-	-
1510	Corowa Sewerage Pump Stations - Dock St pumps	20,000					20,000	-	-
1511	Corowa Sewerage Pump Stations - Edward St pumps	50,000					50,000	362	-
1512	Corowa Sewerage Pump Stations - Hay St pump	20,000					20,000	-	-
1513	Corowa Sewerage Pump Stations - Telemetry	10,000					10,000	2,588	-
1514	Corowa Sewerage Pump Stations - Pump wells	25,000					25,000	-	-
1515	Corowa Sewerage Pump Stations Switchboards - Albury Rd	15,000					15,000	-	-
1516	Corowa Sewerage Pump Stations switchboards - Corowa WTP	10,000					10,000	-	-
1517	Corowa Sewerage Pump Stations switchboards - Federation Ave	10,000					10,000	-	-
1518	Corowa Sewerage Pump Stations Switchboards - Orford St	15,000					15,000	-	-
1519	Corowa Sewerage Pump Stations Switchboards - Pinot Cres SW	15,000					15,000	-	-
1520	Corowa Sewerage Pump Stations Switchboards - Saleyards	15,000					15,000	-	-
1521	Corowa Sewerage Treatment Works - Computers	5,000					5,000	-	-
1522	Corowa Sewerage Treatment Works - Fence	250,000					250,000	-	-
1523	Corowa Sewerage Treatment Works - Landscaping trees	5,000					5,000	-	-
1524	Corowa Sewerage Treatment Works - RTU Upgrade	15,000					15,000	-	-
1525	Corowa Sewerage Treatment Works - Telemetry	10,000					10,000	-	-
1526	Howlong Sewerage Pump Stations - Bank St pumps	20,000					20,000	-	-
1527	Howlong Sewerage Pump Stations - Hovell St pumps	20,000					20,000	-	-
1528	Howlong Sewerage Pump Stations - Hume St P/S septicity	35,000					35,000	-	-
1529	Howlong Sewerage Pump Stations - Switchboards	15,000					15,000	-	-
1530	Howlong Sewerage Pump Stations - Pump wells	10,000					10,000	-	-
1531	Howlong Sewerage Pump Stations - Read St pumps	20,000					20,000	-	-
1532	Howlong Sewerage Pump Stations - RTU upgrade	52,000					52,000	-	1,159
1533	Howlong Sewerage Pump Stations - Telemetry	5,000					5,000	-	-
1534	Howlong Sewerage Treatment Works - Effluent disposal	500,000					500,000	-	-
1535	Howlong Sewerage Treatment Works - Roadworks	10,000					10,000	-	-
1536	Howlong Sewerage Treatment Works - RTU upgrade	4,000					4,000	-	-
1537	Howlong Sewerage Treatment Works - Solar 10kW	25,000					25,000	-	-
1538	Howlong Sewerage Treatment Works - Telemetry	5,000					5,000	-	-
1539	Mulwala Sewerage Pump Stations - Amaroo pumps	20,000					20,000	-	-
1540	Mulwala Sewerage Pump Stations - Boat Ramp pumps x1	10,000					10,000	-	-

## Detailed Capital Expenditure 2017-2018

Work Order	Description	Original Budget	C/F	Qrt 1 - 30 Sept 17	Qrt 2 - 31 Dec 17	Qrt 3 - 31 Mar 18	Revised Budget	Actual Spent	Commitments
1541	Mulwala Sewerage Pump Stations - Cemetery x1 pump	5,000					5,000	-	-
1542	Mulwala Sewerage Pump Stations - Gulai Rd pump	20,000					20,000	-	-
1543	Mulwala Sewerage Pump Stations - Hicks St x1 pump	10,000					10,000	-	-
1544	Mulwala Sewerage Pump Stations - McKee St pumps	20,000					20,000	-	-
1545	Mulwala Sewerage Pump Stations - Payne St pumps	20,000					20,000	-	-
1546	Mulwala Sewerage Pump Stations - Pump Wells	25,000					25,000	-	-
1547	Mulwala Sewerage Pump Stations - Telemetry	10,000					10,000	-	-
1548	Mulwala Sewerage Pump Stations Switchboard - ADI Ave	15,000					15,000	-	-
1549	Mulwala Sewerage Pump Stations Switchboard - Dunmore St	20,000					20,000	-	-
1550	Mulwala Sewerage Pump Stations switchboard - Savernake Rd Mulwala	10,000					10,000	-	-
1551	Mulwala Sewerage Pump Stations switchboard - The Anabranch Mulwala	10,000					10,000	-	-
1552	Mulwala Sewerage Pump Stations Switchboard - Wing Cres	15,000					15,000	-	-
1553	Mulwala Sewerage Treatment Works - Effluent reuse	10,000					10,000	-	-
1554	Mulwala Sewerage Treatment Works - Lab equipment	5,000					5,000	-	-
1555	Mulwala Sewerage Treatment Works - Landscaping	7,500					7,500	-	-
1556	Mulwala Sewerage Treatment Works - Pond vacuum replace	30,000					30,000	-	-
1557	Mulwala Sewerage Treatment Works - RTU upgrade	15,000					15,000	-	-
1558	Mulwala Sewerage Treatment Works - Telemetry	10,000					10,000	-	-
1559	Oaklands Sewerage Pump Stations - Telemetry install	15,000					15,000	-	-
1560	Oaklands Sewerage Treatment Works - Magflow meter inflow	15,000					15,000	-	-
1561	Oaklands Sewerage Treatment Works - Sludge survey	10,000					10,000	3,600	-
1562	Oaklands Sewerage Treatment Works - Telemetry install	5,000					5,000	-	-
1563	Study/Plan Sewerage Strategic Planning	90,000					90,000	-	-
1564	Urana Sewerage Pump Stations - Switchboards	10,000					10,000	-	-
1565	Urana Sewerage Pump Stations - Pump wells	10,000					10,000	-	-
1566	Urana Sewerage Pump Stations - Telemetry install	30,000					30,000	-	-
1567	Urana Sewerage Pump Stations - Pumps	15,000					15,000	660	-
1568	Urana Sewerage Treatment Works - Telemetry install	5,000					5,000	-	-
1569	Urana Sewerage Treatment Works - Magflow meter inflow	15,000					15,000	-	-
1570	Urana Sewerage Treatment Works - Sludge survey	10,000					10,000	4,119	-
1571	Corowa Sewerage Mains	50,000					50,000	-	-
1572	Sewer Telemetry - Pump Stations, Treatment Plants - new radio spectrum	35,000					35,000	-	-
	Items Budgeted Twice	820,000					820,000	-	-
	<b>Sewerage Total</b>	<b>2,918,500</b>	<b>176,000</b>	-	-	-	<b>3,094,500</b>	<b>238,073</b>	<b>560,025</b>



## Detailed Capital Expenditure 2017-2018

Work Order	Description	Original Budget	C/F	Qrt 1 - 30 Sept 17	Qrt 2 - 31 Dec 17	Qrt 3 - 31 Mar 18	Revised Budget	Actual Spent	Commitments
	<b>Water</b>								
206	Water Main Capital - Tower Street Corowa (High School Entrance)	-					-	3,000	-
271	Water Meters - capex	-					-	2,651	-
621	Corowa Water - Pump Stations - Victoria St P/S	-	1,338,000				1,338,000	122,266	509,332
628	Corowa, Howlong & Mulwala Water - Mains - Digital meters	-					-	11,392	-
636	Corowa Water - Mains - Vera St. Redlands to McDonald 100mm x	-					-	2,002	-
786	Corowa Water - Mains - Victoria St rising main 450mm x 500m	-					-	7,205	-
1009	WPS Corowa - Netherby PS (intake, shed)	-					-	8,780	15,795
1010	WPS Howlong (raw water intake)	-					-	3,100	-
1019	WTP Mulwala (Flow pacing alum, sod hypo)	-					-	1,531	-
1026	WTP Howlong (Clear well reservoir)	-					-	6,962	-
1027	WTP Howlong (Filter - roof & access ladder)	-					-	373	-
1032	Corowa - Lone Pine Ave	-	60,000				60,000	57,350	2,718
1033	Corowa - Armour St	-	8,000				8,000	6,837	6
1038	Water Supply telemetry (Corowa, Mulwala, Howlong - radio spectrum upgrade)	-					-	6,423	-
1321	Howlong - Water Main at Cross St	-					-	-	-
1573	Corowa Water Mains - Bow St - Gitchell to Whitehead	30,000			(30,000)		-	-	-
1574	Corowa Water Mains - Brocklesby St - Adam to Church	15,000			(15,000)		-	-	-
1575	Corowa Water Mains - Cemetery Ln - Redlands to Tower	40,000			(40,000)		-	-	-
1576	Corowa Water Mains - Federation Av - Birdwood to River	350,000			(350,000)		-	-	-
1577	Corowa Water Mains - Guy St - Redlands to Evelyn	30,000			25,000		55,000	-	-
1578	Corowa Water Mains - John St- Bow to Wanstead	82,500			(27,000)		55,500	55,407	-
1579	Corowa Water Mains - Lucan St - Church to River	45,000			(45,000)		-	-	-
1580	Corowa Water Mains - Master meters	10,000					10,000	-	-
1581	Corowa Water Mains - Redlands Rd - Whitehead to Vera	20,000			(20,000)		-	-	-
1582	Corowa Water Mains - Vera St - Redlands to Evelyn	40,000			7,000		47,000	46,730	818
1583	Corowa Water Pump Stations - Ball Park P/S Rehab	5,000					5,000	610	-
1584	Corowa Water Pump Stations - Netherby PS 2 pumps	10,000					10,000	-	-
1585	Corowa Water Pump Stations - Netherby PS intake, shed	100,000					100,000	-	-
1586	Corowa Water Pump Stations - RTU upgrades	12,000					12,000	-	-
1587	Corowa Water Pump Stations - Victoria St 1 pump	15,000					15,000	-	-
1588	Corowa Water Reservoirs - RTU upgrade	8,000					8,000	-	-
1589	Corowa Water Treatment Plant - Alum system replace	30,000					30,000	-	-
1590	Corowa Water Treatment Plant - Depot Shed	20,000					20,000	-	-
1591	Corowa Water Treatment Plant - Lab equipment	5,000					5,000	4,200	-
1592	Corowa Water Treatment Plant - Manganese treatment	40,000					40,000	1,371	-
1593	Corowa Water Treatment Plant - Reservoir in-line chlorine monitoring	15,000					15,000	-	-
1594	Corowa Water Treatment Plant - RTU upgrade	20,000					20,000	-	-
1595	Corowa Water Treatment Plant - Telemetry	15,000					15,000	-	-
1596	Corowa Water Treatment Plant - Valve actuators x20(4/yr)	10,000					10,000	-	-
1597	Howlong Water Mains - Courts - High to Hume	50,000			(50,000)		-	-	-
1598	Howlong Water Mains - James Cook Av	60,000			(60,000)		-	-	-
1599	Howlong Water Mains - Kennedy St - Hovell to Hume	50,000			40,000		90,000	617	8,193
1600	Howlong Water Mains - Master meters	5,000					5,000	-	-
1601	Howlong Water Pump Stations - raw water intake	50,000					50,000	-	-
1602	Howlong Water Pump Stations - raw water pump station fence	5,000					5,000	-	-
1603	Howlong Water Reservoirs - Cathodic Protection	10,000					10,000	1,125	-
1604	Howlong Water Reservoirs - Reservoir in-line chlorine	10,000					10,000	-	-
1605	Howlong Water Reservoirs - RTU upgrade	4,000					4,000	-	-

## Detailed Capital Expenditure 2017-2018


Work Order	Description	Original Budget	C/F	Qrt 1 - 30 Sept 17	Qrt 2 - 31 Dec 17	Qrt 3 - 31 Mar 18	Revised Budget	Actual Spent	Commitments
1606	Howlong Water Reservoirs - Elevated steel res demolish	5,000					5,000	-	-
1607	Howlong Water Treatment Plant - Clear well reservoir	100,000					100,000	-	-
1608	Howlong Water Treatment Plant - Computers	5,000					5,000	-	-
1609	Howlong Water Treatment Plant - Control system - upgrade	150,000					150,000	8,813	540
1610	Howlong Water Treatment Plant - Filter upgrade	10,000					10,000	-	-
1611	Howlong Water Treatment Plant - Flocc tank outlet valves	10,000					10,000	-	-
1612	Howlong Water Treatment Plant - Irrigation system	25,000					25,000	-	-
1613	Howlong Water Treatment Plant - Lab equipment	5,000					5,000	-	-
1614	Howlong Water Treatment Plant - Landscape & fence	15,000					15,000	-	-
1615	Howlong Water Treatment Plant - Pac enclosure	10,000					10,000	-	-
1616	Howlong Water Treatment Plant - RTU upgrade	4,000					4,000	186	-
1617	Howlong Water Treatment Plant - Telemetry	15,000					15,000	-	-
1618	Mulwala Water Treatment Plant - Access Road	25,000					25,000	-	-
1619	Mulwala Water Mains - Bayly St -Lucan to closed rd	50,000			8,000		58,000	57,189	10,099
1620	Mulwala Water Mains - Master meters	5,000					5,000	-	-
1621	Mulwala Water Pump Stations - Low lift pumps x2	30,000					30,000	-	-
1622	Mulwala Water Reservoirs - Cathodic protection	10,000					10,000	4,130	-
1623	Mulwala Water Reservoirs - RTU upgrade	8,000					8,000	-	-
1624	Mulwala Water Treatment Plant - Access Road	25,000					25,000	-	-
1625	Mulwala Water Treatment Plant - Computers	5,000					5,000	-	-
1626	Mulwala Water Treatment Plant - Concrete structure	10,000					10,000	-	-
1627	Mulwala Water Treatment Plant - Headloss meters replace	5,000					5,000	4,126	-
1628	Mulwala Water Treatment Plant - Lab equipment	5,000					5,000	7,395	-
1629	Mulwala Water Treatment Plant - Low lift pumps x2	30,000					30,000	-	-
1630	Mulwala Water Treatment Plant - New plant investigation / design	150,000					150,000	-	-
1631	Mulwala Water Treatment Plant - PAC enclosure	10,000					10,000	37	-
1632	Mulwala Water Treatment Plant - RTU upgrade	15,000					15,000	-	-
1633	Mulwala Water Treatment Plant - Sludge waste manifold & magflow	15,000					15,000	148	4,249
1634	Mulwala Water Treatment Plant - Telemetry	10,000					10,000	-	-
1635	Study/Plan Water Strategic Planning	90,000					90,000	-	-
1636	Telemetry Water Equipment - Corowa, Mulwala, Howlong - radio spectrum upgrade	120,000					120,000	-	-
1637	Water Equipment Plant - Sluice valve actuator & generator	10,000					10,000	-	-
1638	Water Treatment Plant Lab equipment - Corowa, Howlong, Mulwala, PLC upgrade (Howlong, Mulwala), computers	15,000					15,000	-	-
	Corowa Water Mains Betterment Pd - Whitehead to Bow				130,000		130,000	-	-
	Mulwala Water Mains - Melbourne St - Havelock to Canel				150,000		150,000	-	-
	Valve Replacement Program				100,000		100,000	-	-
	Items Budgeted Twice	370,000					370,000	-	-
	<b>Water Total</b>	<b>2,578,500</b>	<b>1,406,000</b>	-	<b>(177,000)</b>	-	<b>3,807,500</b>	<b>431,956</b>	<b>551,750</b>


## Detailed Capital Expenditure 2017-2018

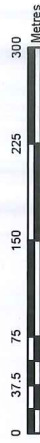
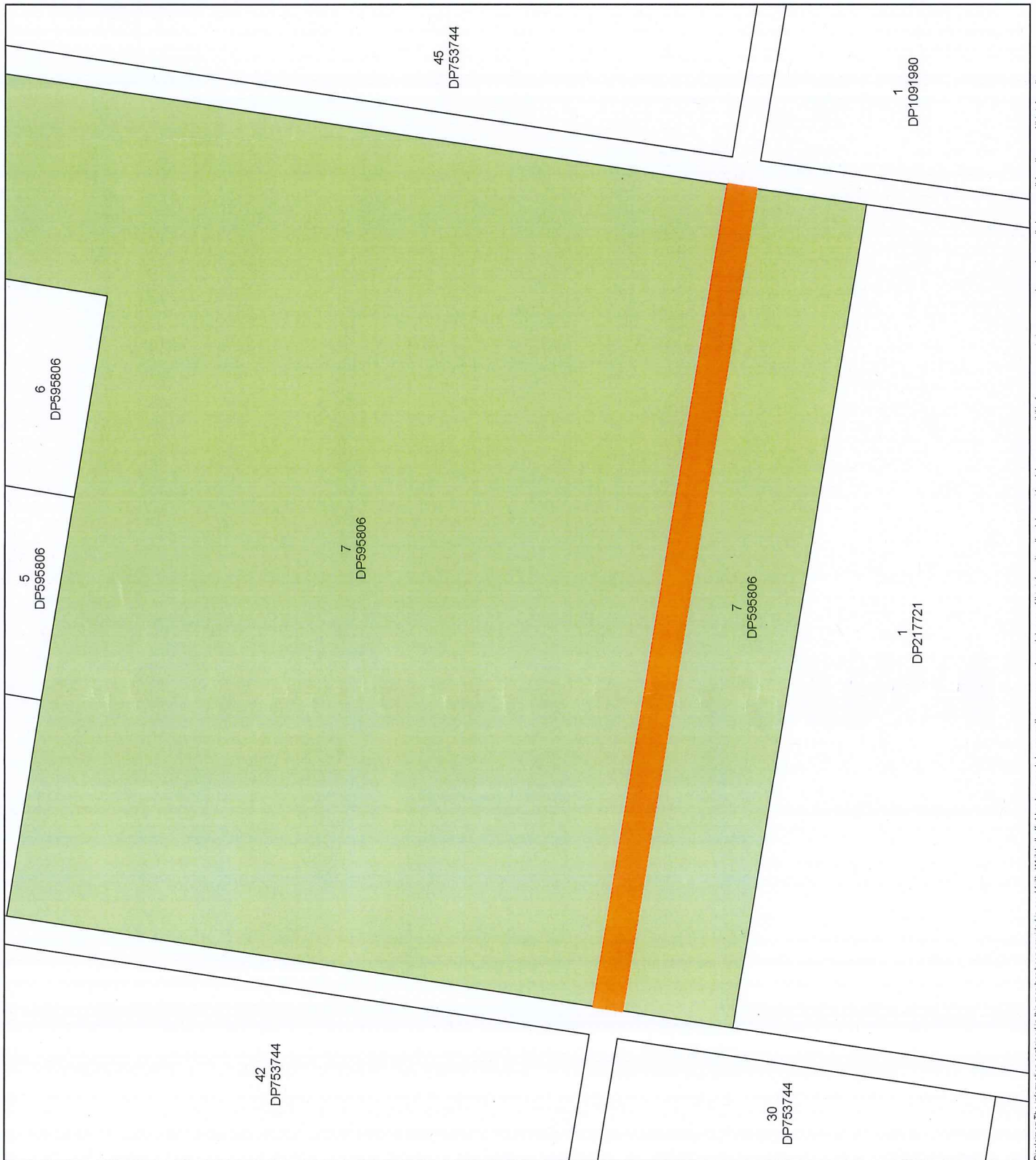
Work Order	Description	Original Budget	C/F	Qrt 1 - 30 Sept 17	Qrt 2 - 31 Dec 17	Qrt 3 - 31 Mar 18	Revised Budget	Actual Spent	Commitments
	<b>Stronger Communities &amp; Merger</b>								
567	Playground Bangerang Corowa upgrades	500,963					500,963	9,549	-
574	Corowa Swimming Pool Renewal	1,500,000					1,500,000	21,291	13,860
920	Howlong - Lowe Sq (BMX track / skate park)	150,000					150,000	2,897	12,304
1091	Communication & connectivity between sites	20,584					20,584	21,736	-
1111	Rennie Reserve Trustees - Rennie Rural Community Hubb	-					-	5,000	-
1113	Boree Creek Community Committee - Memorial Hall Repairs	19,636					19,636	17,041	1,736
1115	Savernake School of Arts Reserve Trust - Savernake Hall - Facilities Upgrade	2,400					2,400	1,576	-
1117	Rand Sports Ground - Rand Community Playground	50,000					50,000	47,602	-
1136	Urana Progress Association - Urana Adventure and Skate Park	40,000					40,000	69,744	-
1137	Urana Hall Committee - Painting Urana Soldiers Memorial Hall	40,000					40,000	20,000	10,190
1322	Corowa Skate Park	333,170					333,170	7,188	2,483
1341	Office Remodelling	60,000					60,000	56,374	-
1345	Whitehead Street Wetlands - Rotary Club Project	-					-	332	909
1361	Howlong Cricket Club - Cricket Roller	13,000					13,000	17,207	-
1363	Victoria Park Urana - Vintage Machinery	17,180					17,180	-	27,116
1364	Victoria Park Urana - Campdraft	33,504					33,504	213	-
1367	Victoria Park Urana - Airstrip	11,158					11,158	7,383	-
1392	Mulwala Football Netball Club Inc - Solar Power Generation	10,000					10,000	10,980	-
1449	Corowa Golf Club - Cinema Project	585,000					585,000	488,930	-
1459	Corowa Civica Bowls - Ramp Installation	-					-	8,808	-
1461	Daysdale Memorial Hall - Restoration of Flooring	10,469					10,469	-	9,569
1464	Urana Progress Association - Bird Aviary	16,000					16,000	17,418	-
1466	Corowa RSL Park Playground Renewal - Stronger Community Project	140,451					140,451	171,114	-
1679	Oaklands Medical Centre (SC Major Project)	-					-	363	-
	<b>Stronger Communities &amp; Merger Total</b>	<b>3,553,515</b>	-	-	-	-	<b>3,553,515</b>	<b>1,002,745</b>	<b>78,167</b>

LGA: FEDERATION  
LOCALITY: HOWLONG  
PARISH: HOWLONG  
COUNTY: HUME

Legend

 THE COUNCIL OF THE SHIRE OF HUME

 Road for Purchase 2.68 ha



ATTACHMENT 7.6.1



PROPOSED PLAN OF SUBDIVISION  
LAND STH MULWALA COUNCIL DEPOT  
1.46 Ha

1 x 1800 sq/m and 5 of 2560 sq/m  
or 6 of 2133 sq/m