



**FEDERATION  
COUNCIL**

# Agenda

Thursday, 29 June 2017

Council Chambers, Corowa

Commencing 2:00 pm



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**1. MEETING OPENING**

**LIVE STREAMING OF COUNCIL MEETING**

Federation Council wishes to advise members of the public that Council meetings will be recorded and will be available after each meeting on Councils 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 that your image is broadcast.

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

**3. CONFIRMATION OF MINUTES**

**4. ADMINISTRATOR MINUTES**

## 5. GENERAL MANAGER REPORT

### 5.1 SEPTEMBER 2017 COUNCIL MEETING

#### Summary

NSW Council elections are to be held on Saturday, 9 September 2017 with a result expected to be known on Sunday, 17 September and announced on Monday, 18 September. The Council meeting for September is currently scheduled for Tuesday, 19 September and due to the timing, it is requested that Council reschedule the September Council meeting until Tuesday, 26 September to ensure all elected councillors are able to have sufficient notice and to attend and we are able to fulfil our election obligations.

At this first meeting a new mayor will be required to be elected by the incoming councillors. To assist with this process DPC are assisting us to develop some guidelines around this process.

Election advertising will commence from early July in conjunction with the NSW Electoral Commission and state-wide advertising, to publicise the following key messages.

- Nominations opening From 1 July
- Is your council holding an election? From 15 July
- Enrolment reminder 15 July
- Notice of election and postal vote information 9 August
- Remember to vote

**RECOMMENDED that** the date of the September meeting be postponed to the following week (Tuesday, 26 September) commencing at 10.00 am, in line with the election results being announced on the Monday, 18 September 2017.

### 5.2 COUNCILLOR HANDBOOK

#### Summary

NSW Council elections are to be held on Saturday, 9 September 2017 with a result expected to be known on Sunday 17 and announced on Monday 18. Nominations for new councillors open on Monday, 31 July and will close on Wednesday, 9 August at 12.00 pm. Council has commenced communicating to residents via its website, newspaper and Facebook about the upcoming election. To support this process we have developed a Prospective Councillor Guide to help candidates gain a better understanding of what it will mean to be a Councillor for Federation Council. The guide outlines, roles, responsibilities, Council projects and achievements, key policies and resources, the election process and timeframes, as well as our integrated planning and reporting process. The guide can be accessed on Council's website [federationcouncil.nsw.gov.au](http://federationcouncil.nsw.gov.au).

**FOR information.** For advice only and request that all interested parties be directed to the website for a copy of this resource

**C GILLARD**  
**GENERAL MANAGER**

## 6. DIRECTOR CORPORATE AND COMMUNITY SERVICES REPORT

### 6.1 PHASE 1 AMENDMENT TO THE LOCAL GOVERNMENT ACT 1993

#### Summary

Section 377 of the Local Government Act 1993 authorises certain functions to be delegated from the Council to the General Manager by resolution. The Act specifies certain functions that are excluded from this power of delegation. Recent amendments have occurred effective from 23 September 2016 and outlined in Circular No. 16-35 and 17-06 (OLG).

#### Background

*Attached to the Agenda is the current Delegations of Authority from Administrator to General Manager 16/21996[v1] (Attachment 6.1.1).*

Recent Amendments to the Local Government Act impact on the following:

#### **Tender Acceptance Delegation [s. 377(1)(i)]**

Councils may now delegate the function of accepting tenders to the General Manager where the tender is for services not currently provided by staff.

Previously the legislation required all tenders under the Act to be accepted by Council. This function can now be delegated by the Administrator or Council to the General Manager.

Following these changes it is proposed to amend the current 'Federation Council Delegation Policy from Council (Administrator) to the General Manager' to include the following at item D (Operational) Part 7 (Item 6.4):

#### **Implementation of Adopted Operational Plan**

To implement any work, service or action provided for in the Adopted Operational Plan without further resolution by Council except the acceptance of tenders for:

- i. services currently provided by staff and/or
- ii. services not currently provided by staff where they would be deemed by the Local Government Act 1993 to be a tender in excess of \$500,000 and/or
- iii. includes capital expenditure on land purchases, land remediation, water supply networks, sewerage networks, stormwater drainage, domestic waste management facilities, roads, footpaths and bridges.

#### Financial Implications

N/A.

**RECOMMENDED that** the 'Federation Council Delegation Policy from Council (Administrator) to the General Manager' be revised to include the following at item D (Operational) Part 7 (Item 6.4):

To implement any work, service or action provided for in the Adopted Operational Plan without further resolution by Council except the acceptance of tenders for:

- i. services currently provided by staff and/or
- ii. services not currently provided by staff where they would be deemed by the Local Government Act 1993 to be a tender in excess of \$500,000 and/or
- iii. includes capital expenditure on land purchases, land remediation, water supply networks, sewerage networks, stormwater drainage, domestic waste management facilities, roads, footpaths and bridges.

## 6.2 APPOINTMENT OF CODE OF CONDUCT REVIEW PANEL

### Summary

The Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct") is made for the purposes of section 440 of the *Local Government Act 1993* ("the Act"). Section 440 of the Act requires every council to adopt a code of conduct that incorporates the provisions of the Model Code. Federation Council adopted its Model Code of Conduct and Procedures in June 2016. This also included a panel of Conduct Reviewers. Councils Panel of Conduct Reviewers is due to be reviewed.

### Background

To support the Code of Conduct, Part 3 of the Administrative Framework requires Council to appoint a panel of conduct reviewers. A joint regional initiative was established to support this process through RAMROC.

Accordingly, the Member Councils of RAMROC have recently agreed to review the Regional Panel and have undertaken an expression of interest process for appointment to a RAMROC Regional Panel of Conduct Reviewers.

The Regional Panel of Conduct Reviewers have been appointed for a term of up to 4 years commencing 1 July 2017.

A Conduct Reviewer may be engaged by a participating Council as required from time to time to inquire into alleged breaches of the Code of Conduct by its Mayor, Councillors or General Manager.

Expressions of interest closed on 14 April with 22 Expressions of Interest received. Following evaluation by a panel of three General Managers and the Executive Officer, Mr Ray Stubbs, RAMROC determined the following ten providers be appointed to its Regional Panel at its meeting on 10 May 2017.

1. The Centium Group – Level 8, 66 Goulburn Street, Sydney NSW
2. Harris Wheeler Lawyers – Level 3, 175 Scott Street, Newcastle NSW
3. SINC Solutions Strategic Independent Consulting (Kath Roach) – PO Box 455, Glebe NSW
4. Mediate Today Pty Ltd – PO Box 4191, Shellharbour NSW
5. Charlton Consulting Pty Ltd (Judith Charlton) – 1 Como Court, Wodonga VIC
6. Tress Cox Lawyers – Level 16, MLC Centre, 19 Martin Place, Sydney NSW
7. Prevention Partners – 19 Sutherland Road, North Parramatta NSW
8. O'Connell Workplace Solutions – 6 O'Connell Street, Sydney NSW
9. Workplace Investigation Services – 4 Rowell Marine, 1 Queens Parade, Newport NSW
10. BAL Lawyers (Bradley Allen Love), Level 9, Canberra House, 40 Marcus Street, Canberra ACT

Federation Council now needs to establish our Panel of Conduct Reviewers based on the above providers. The suggested term is for a period of four years commencing 1 July 2017.

### Financial Implications

N/A.

**RECOMMENDED that** Council adopt the RAMROC appointed Review Panel including:

1. The Centium Group – Level 8, 66 Goulburn Street, Sydney NSW
2. Harris Wheeler Lawyers – Level 3, 175 Scott Street, Newcastle NSW
3. SINC Solutions Strategic Independent Consulting (Kath Roach) – PO Box 455, Glebe NSW
4. Mediate Today Pty Ltd – PO Box 4191, Shellharbour NSW
5. Charlton Consulting Pty Ltd (Judith Charlton) – 1 Como Court, Wodonga VIC

6. Tress Cox Lawyers – Level 16, MLC Centre, 19 Martin Place, Sydney NSW
7. Prevention Partners – 19 Sutherland Road, North Parramatta NSW
8. O’Connell Workplace Solutions – 6 O’Connell Street, Sydney NSW
9. Workplace Investigation Services – 4 Rowell Marine, 1 Queens Parade, Newport NSW
10. BAL Lawyers (Bradley Allen Love), Level 9, Canberra House, 40 Marcus Street, Canberra ACT

And that Council’s Complaints Coordinator be authorised to select a conduct reviewer/s from this panel if required over a four year term until July 2021.

### **6.3 NEW AUDIT AND IMPROVEMENT COMMITTEE CHARTER**

#### **Summary**

*Attached to the Agenda is the Federation Council 'Audit and Improvement Committee Charter' for endorsement (Attachment 6.3.1).*

#### **Background**

The NSW Local Government Act requires council to appoint an Internal Audit Committee to monitor, review and advise Council on matters of accountability and internal control affecting the operations of Council.

As previously reported, Council has appointed an internal Auditor to assist with this function and has commenced advertising for expressions of interest for external audit committee members.

The committee will consist of a minimum of two independent external members, with appropriate skills qualifications and expertise, one of whom will be the Chairperson for this Committee, and one Councillor (excluding the Mayor). The appointment will be for an initial term of three years. The Committee will meet at least three times per year.

Council will advertise for external/independent members of the Audit Risk and Improvement Committee with expressions of interest closing on 1 July 2017. An information package has been developed and is available on Council's website.

A revised Charter has been developed for Federation Council to incorporate recommendations from the recently appointed Internal Auditor.

#### **Financial Implications**

A total annual budget of \$40,000 has been allocated for the Internal Audit and Risk Improvement initiative.

**RECOMMENDED that** in accordance with The Office of Local Government Internal Audit Guidelines and Part 4A of the Local Government Amendment (Governance and Planning) Act 2016, Council adopt the revised Audit Risk and Improvement Committee Charter dated June 2017.

### **6.4 MIKI CITY CULTURAL EXCHANGE AND 20 YEAR CELEBRATION**

#### **Summary**

Miki City will be hosting a cultural exchange program with Federation Council for local High School students in October this year.

#### **Background**

Seven students from Corowa High School and Oaklands Central School, and three chaperones, will participate in this year’s sister city cultural exchange program, which is now in its twentieth year (previously with the



former Corowa Shire Council). There have been 13 exchanges during the twenty-year period, seven visits to Corowa and six to Japan.

For the 20th year anniversary, Miki City has organised a number of official and social celebrations including the official signing of a new agreement between Federation Council and Miki City, which has become necessary because of amalgamation.

The Mayor of Federation Council has been invited by Miki City to participate in the formal signing celebration. During the visit to Japan the Mayor will be an official guest of Miki City and a member of the cultural exchange delegation. Our hosts in Japan provide accommodation and most other costs.

Timeframes for the exchange are chosen with consideration of school holiday times, seasonal factors and host availability. The dates for the 2017 visit are from 1 October to 14 October. This could provide some logistical challenges due to the timing of Council elections in September.

Miki City are hopeful that the new Mayor will attend the cultural exchange to participate in the signing ceremony.

A date has not been established for the election of the Federation Council Mayor. This is required to be undertaken within 14 days from proclamation. Confirmation of the new Mayors attendance will be required no later than September 29, which is two days prior to departure.

It is also suggested that Council fund the cost of travel expenses to Japan for the new Mayor (or Deputy) if he or she is able to attend.

### Financial Implications

Our hosts in Japan provide most accommodation and other expenses. Students and Chaperones fund their own travel and insurance costs. It is proposed that the cost of Airfares for the Mayor (or Deputy) to attend be incurred by Council. A total budget cost of less than \$3,000 is anticipated which should also cover gifts for our hosts.

**RECOMMENDED that** the Mayor or Deputy Mayor of Federation Council accompany the delegation to Miki City in October 2017 to participate in the forming signing celebration of a new Sister City agreement between Federation Council and Miki City.

## 6.5 TOURISM TREASURE TRAIL

### Summary

Federation Council is excited to deliver the Tourism Treasure Trail, which will return these school holidays following the success of the inaugural trail last year.

The initiative will run during the NSW and Victoria school holiday period from Friday 30 June - Sunday 16 July.

### Background

Residents and visitors are encouraged to trek their way around the Federation region, visiting the tourism hot spots that feature on the trail.

The treasure trail provides an opportunity to:

- Showcase many of the great things to see and do in the region.

- Provide a fun, cost effective activity for families and individuals to enjoy during the school holidays.
- Attract visitation to the region.
- Encourage use of the Visit Corowa Region destination website.
- Cost effectively promote the region via social media channels such as Facebook and Instagram.

Tourism stakeholders were invited to list an activity on the trail, however a number of general tasks are also included to encourage people to journey throughout the region.

Participants are required to snap a photo of themselves completing an activity listed on the trail and upload the image to Facebook or Instagram with the hashtag #visitcorowaregion. All eligible entries will go into the draw to win one of the fantastic prizes on offer.

Prizes will be drawn at random on Friday, 21 July 2017 at 10am at the Corowa Civic Centre. Winners will be notified by Facebook or Instagram and published in the Federation Council Snippets and on the council website.

The Tourism Treasure Trail map has been delivered to all households in the council area and copies are also available for collection from the Corowa Visitor Information Centre, any Council office or library and participating businesses and attractions.

#### Financial Implications

The total cost of the Tourism Treasure Trail is \$5,000 and this was allocated within the 2016-17 council budget.

#### FOR information.

## 6.6 FEDERATION COUNCIL CUSTOMER SERVICE CHARTER

### Summary

Federation Council is pleased to present its Customer Service Charter, which outlines what the community can expect when dealing with council. *Attached to the agenda is the proposed Customer Service Charter (Attachment 6.6.1).*

### Background

The charter represents a commitment to the community regarding customer service, including service standards and response times. It will guide staff in their daily interactions with customers and ensure the organisation is delivering quality customer service at all times.

The charter demonstrates council's strong focus on ensuring customers have a positive experience and are satisfied with the level of service received.

Information is provided within the document about how customers can contact council in person, on the phone, online and by post.

The recent integration of a number of council systems is supporting the delivery of improved customer service. This has been reflected in the way residents can contact council:

- An upgrade to the phone system has enabled both the Urana and Corowa office to operate off the one system. Customer service staff located at either office will be able to assist customers who call the general number **(02) 6033 8999**.
- All offices are now able to access a central record management system, where all correspondence is recorded. As such, correspondence is channelled through a central location **(PO Box 77 or 100 Edward Street, Corowa)** and easily distributed to the appropriate staff member to action.

Moving forward, council will promote one general phone number and mailing address as a point of contact for customers.

#### Financial Implications

Nil.

**RECOMMENDED that** the Federation Council Customer Service Charter be adopted and placed on Council's website and on display at all Council offices.

### 6.7 DISABILITY INCLUSION ACTION PLAN

#### Summary

A draft Disability Inclusion Action Plan was endorsed by Council at its April 2017 meeting and placed on public exhibition for 35 days. *Attached to the agenda is a copy of the proposed final 2017 - 2021 Disability Inclusion Action Plan. (Attachment 6.7.1).*

Feedback received from the consultation period and the Disability Access Committee mostly related to the timeframes allocated for actions within the plan. These have been considered and incorporated into the final 2017-2021 Disability Inclusion Action Plan which is now recommended for adoption.

#### Background

In August 2014, the NSW Disability Inclusion Act 2014 was passed. This Act requires all NSW Councils to develop a Disability Inclusion Action Plan to help remove barriers and enable people with a disability to participate fully in their communities.

Council's Disability Inclusion Action Plan aims to:

- promote positive attitudes and behaviours in the community;
- provide better access to information, services and facilities;
- provide a more liveable and accessible community;
- enhance employment opportunities; and
- increase opportunities for people with disability to participate.

This Disability Inclusion Action Plan was developed through a community consultation and research process which included review of Council documents and relevant Government policies.

The consultation process involved talking to regional and local service providers, people with disability, carers and the broader community. A number of meetings and focus groups were held to identify gaps and discuss issues and a community survey was undertaken.

A Disability Access committee consisting of community members, has been established as a result of this process. This group will be actively involved in the ongoing development, implementation and formal review process of the plan and Council looks forward to working closely with this committee. It is suggested that

minutes from future Committee meeting's be forwarded for inclusion as part of Council meeting agendas, to assist in raising the awareness and importance of the activities of this committee.

Subject to Council support of the final plan, a media launch of the Disability Inclusion Action Plan is scheduled for 14 July 2017.

#### Financial Implications

The development of this plan has been completed internally so staff time has been the only cost.

There are a number of recommendations within the plan that may have some significant financial implications, especially those relating to physical infrastructure improvements. Retrofitting existing buildings or the need for higher development standards is something that is expected to take time. This is something Council will need to consider as an ongoing priority in respect to future decision making and budget allocations.

A number of short term actions can be achieved through the focus of internal resource within Council and by working cooperatively with the committee.

**RECOMMENDED that** the Federation Council 2017 - 2021 Disability Inclusion Action Plan be adopted.

## 6.8 TOURISM PROMOTIONAL VIDEO

### Summary

We are pleased to launch an online video that has been created to promote the Federation Region over the winter period and drive visitation to the area.

### Background

The video includes generic footage from a number of communities across the council area, with the purpose of highlighting the many experiences on offer.

Council's online platforms will be used to launch the video and it is expected that significant traction will be gained using this cost effective approach.

A summer version of the video will also be produced and will focus on water based and recreational experiences.

The promotional videos include a call to action to the destination website, where additional information is available for those planning their trip.

### Financial Implications

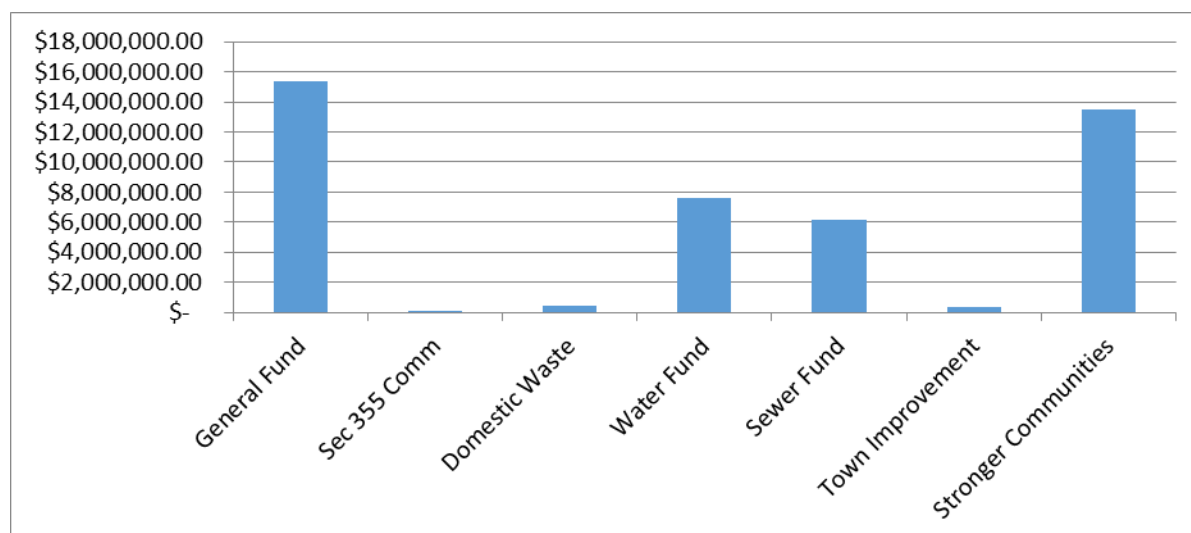
The total project cost was \$3,896.

**FOR information.**

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

**7.1 STATEMENT OF BANK BALANCES AND RECONCILIATION AS AT 31 MAY 2017**

Balance as per Bank Statement:		
General Account	0000 0022	825,138.74
General Account	1007 7409	90,131.76
Business Online Saver Account	1014 2522	1,090,949.29
Business Online Saver Account	1016 1811	105,000.00
Investments		41,308,938.47
	Sub Total	43,420,158.26
Plus Deposits not yet lodged:		
Corowa	31-May-17	21,854.14
Howlong	31-May-17	256.00
Urana	31-May-17	12,040.00
Mulwala	31-May-17	781.00
	Sub Total	43,455,089.40
Less Unpresented Cheques:		1,316.30
Balance as per Ledger		43,453,773.10
Less External Restricted Funds		28,080,399.67
<b>Balance of General Fund Ledger</b>		<b>15,373,373.43</b>



**CERTIFICATE OF RECONCILIATION**

*I CERTIFY THAT THE COUNCIL'S GENERAL LEDGER BANK ACCOUNTS HAVE BEEN RECONCILED WITH THE APPROPRIATE BANK STATEMENTS AS AT 31 MAY 2017.*

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

**RECOMMENDED that** the report on Statement of Bank Balances and Reconciliation as at 31 May 2017 be noted.

**7.2 SCHEDULE OF INVESTMENTS AS AT 31 MAY 2017**

The following list of investment securities is held as at 31 May 2017. 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	Bank of Sydney	\$400,000.00	31/01/2017	2.85	126	06/06/2017
Term Deposit	CBA	\$1,029,025.38	05/12/2016	2.62	183	06/06/2017
Term Deposit	CBA	\$400,000.00	13/12/2016	2.62	182	13/06/2017
Term Deposit	Bendigo	\$2,000,000.00	20/06/2016	2.85	365	20/06/2017
Term Deposit	NAB	\$3,047,630.14	27/12/2016	2.65	182	27/06/2017
Term Deposit	NAB	\$2,090,741.51	02/01/2017	2.65	183	04/07/2017
Term Deposit	NAB	\$2,559,886.11	03/01/2017	2.65	189	11/07/2017
Term Deposit	NAB	\$280,000.00	07/04/2017	2.56	95	11/07/2017
Term Deposit	NAB	\$720,000.00	07/04/2017	2.56	95	11/07/2017
Term Deposit	BOQ – FIIG	\$390,000.00	17/01/2017	2.75	182	18/07/2017
Term Deposit	BOQ – FIIG	\$390,000.00	17/01/2017	2.75	182	18/07/2017
Term Deposit	ANZ	\$2,134,052.68	17/01/2017	2.45	189	25/07/2017
Term Deposit	Westpac	\$509,986.30	26/04/2017	2.59	90	25/07/2017
Term Deposit	Westpac	\$509,000.00	29/03/2017	2.60	122	29/07/2017
Term Deposit	CBA	\$1,015,784.92	20/01/2017	2.56	193	01/08/2017
Term Deposit	ANZ	\$1,041,060.92	03/02/2017	2.40	186	08/08/2017
Term Deposit	Westpac	\$506,369.86	24/01/2017	2.50	196	08/08/2017
Term Deposit	Bendigo	\$230,000.00	10/01/2017	2.40	210	08/08/2017
Term Deposit	Westpac	\$506,534.25	31/01/2017	2.50	196	15/08/2017
Term Deposit	NAB	\$1,363,850.92	21/02/2017	2.55	182	22/08/2017
Term Deposit	Bankwest	\$150,000.00	14/02/2017	2.60	189	22/08/2017
Term Deposit	CBA	\$720,000.00	14/02/2017	2.53	189	22/08/2017
Term Deposit	ANZ	\$1,000,000.00	17/02/2017	2.65	193	29/08/2017
Term Deposit	ANZ	\$1,042,541.76	28/02/2017	2.45	182	29/08/2017
Term Deposit	NAB	\$300,000.00	08/03/2017	2.55	181	05/09/2017
Term Deposit	NAB	\$200,000.00	08/03/2017	2.55	181	05/09/2017
Term Deposit	ANZ	\$1,000,000.00	17/02/2017	2.65	200	05/09/2017
Term Deposit	ANZ	\$1,000,000.00	17/02/2017	2.65	207	12/09/2017
Term Deposit	ANZ	\$1,000,000.00	17/02/2017	2.65	214	19/09/2017
Term Deposit	CBA	\$1,000,000.00	09/03/2017	2.55	201	26/09/2017

## Federation Council Ordinary Council Meeting

29 June 2017

Term Deposit	CBA	\$507,958.36	21/03/2017	2.60	196	03/10/2017
Term Deposit	CBA	\$1,020,464.70	21/03/2017	2.60	203	10/10/2017
Term Deposit	Bendigo	\$2,042,548.39	17/03/2017	2.40	214	17/10/2017
Term Deposit	CBA	\$504,313.42	28/03/2017	2.59	210	24/10/2017
Term Deposit	CBA	\$1,060,154.25	28/03/2017	2.59	217	31/10/2017
Term Deposit	CBA	\$504,400.68	04/04/2017	2.54	217	07/11/2017
Term Deposit	CBA	\$504,893.56	18/04/2017	2.51	210	14/11/2017
Term Deposit	NAB	\$1,226,971.74	02/05/2017	2.50	203	21/11/2017
Term Deposit	NAB	\$1,329,355.01	30/05/2017	2.47	182	28/11/2017
Term Deposit	NAB	\$2,548,947.97	30/05/2017	2.47	182	28/11/2017
Term Deposit	Westpac	\$612,592.87	23/05/2017	2.35	196	05/12/2017
Term Deposit	CBA	\$504,647.12	11/04/2017	2.54	245	12/12/2017
Term Deposit	CBA	\$405,225.64	13/12/2016	2.48	371	19/12/2017

**\$41,308,938.47**

### 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 May 2017.

### **7.3** VICTORIA STREET PUMP STATION TENDERS

#### Summary

Tenders were called for the construction of a new water supply pump station to replace the existing pump station at Victoria Street, Corowa. This pump station is the primary pump station for the supply of drinking water to Corowa.

#### Background

Tenders closed on 21 April 2017. Three tenders were received and evaluated.

A Tender Evaluation Panel made up Council's Manager of Water and Sewerage and two senior engineers from Hunter H2O Pty Ltd Newcastle (a well reputed and experienced company specialising in the water supply industry) undertook the tender assessment.

The panel concluded that none of the tenders offered a sufficient value for money proposition to justify that Council award a contract at this time.

Further, the panel has recommended that Council would be likely to achieve improved value for money by changing the procurement strategy for the works into two parts. The first part being the demolition, civil works and riverbank stabilisation and the second part being the pump station fabrication, installation and commissioning.

Therefore, in regards to the first part, the intention is to seek quotes for the demolition, civil works and riverbank stabilisation components from suppliers that are able to undertake these works, and to later seek contracts for the completion of the second part (being a riverbank work component and a pump station construction component). However, this program is subject to satisfactory river levels and will be modified as required.

#### Financial Implications

N/A.

#### RECOMMENDED:

1. THAT Council note the report on the progress of the Victoria Street Pump Station Tenders, and
2. THAT Council decline to accept any of the tenders.

#### 7.4 COMMON SEAL – LAND SALE – LOT 19 AND LOT 20 DP 1116482 AND LOT 28 DP 1208451

These three blocks have been sold within the existing Mulwala Industrial Estate at sale values achieved for like previous sales.

The sale prices noted in the contracts is \$107,292.90 (inclusive of GST) in respect to Lot 28 DP 1208451, \$90,132.90 (inclusive of GST) in respect to Lot 19 DP 1116482 and \$83,830 (inclusive of GST) in respect to Lot 20 DP 1116482.

The following documents in each case requires the Common Seal of Council to be affixed being The Contract of sale and any additional supporting documents related to each of the sale for:

- Lot 28 DP 1208451 (60 McCarthy Street, Mulwala – Council Assessment 3101110);
- Lot 19 DP 1116482 (21 Defence Drive, Mulwala – Council Assessment 3069408); and
- Lot 20 DP 1116482 (20 Defence Drive, Mulwala – Council Assessment 3069416).

#### RECOMMENDED that Council:

- a. Note the report on the sale of three blocks within the existing Mulwala Industrial Estate being Lot 19 and Lot 20 of DP 1116482 and Lot 28 DP 1208451;
- b. Authorise the sale of Lot 28 DP 1208451 (60 McCarthy Street, Mulwala) and that the Common Seal of Council to be affixed to the contract of sale and any additional documents;
- c. Authorise the sale of Lot 19 DP 1116482 (21 Defence Drive, Mulwala) and that the Common Seal of Council to be affixed to the contract of sale and any additional documents; and
- d. Authorise the sale of Lot 20 DP 1116482 (20 Defence Drive, Mulwala) and that the Common Seal of Council to be affixed to the contract of sale and any additional documents.



7.5 INTEGRATED PLANNING AND REPORTING - DELIVERY PROGRAM 2017 TO 2020 INCORPORATING OPERATIONAL PLAN 2017-2018

Summary

Report to be made available after finalisation and consideration of submissions received.

KC PARKER

DIRECTOR FINANCE AND ORGANISATION DEVELOPMENT

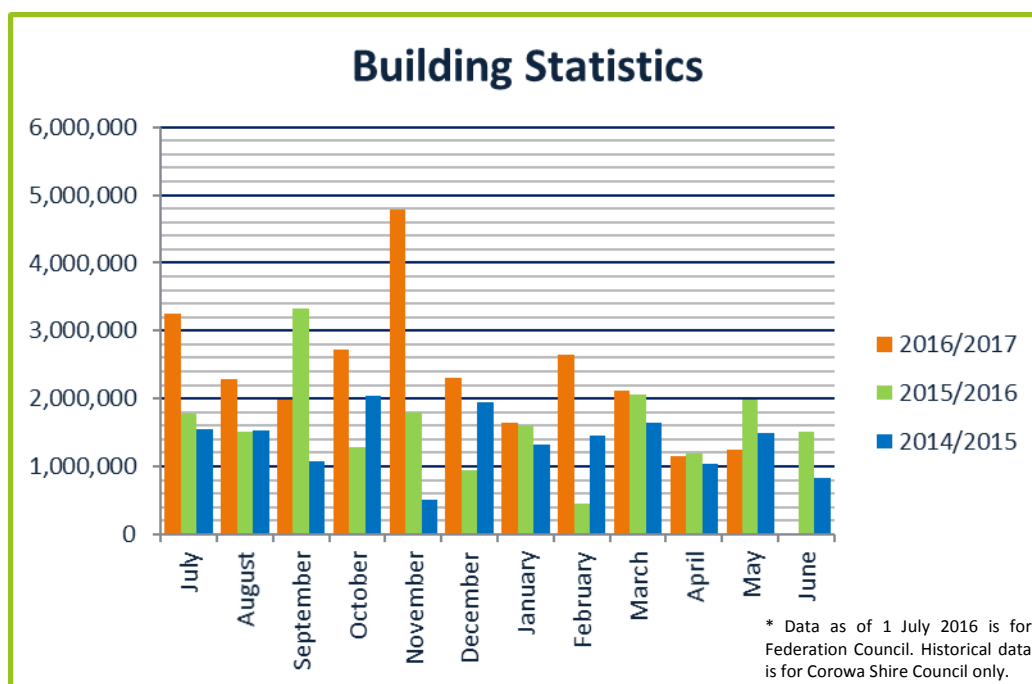
**8. DIRECTOR INFRASTRUCTURE AND ENVIRONMENT REPORT**

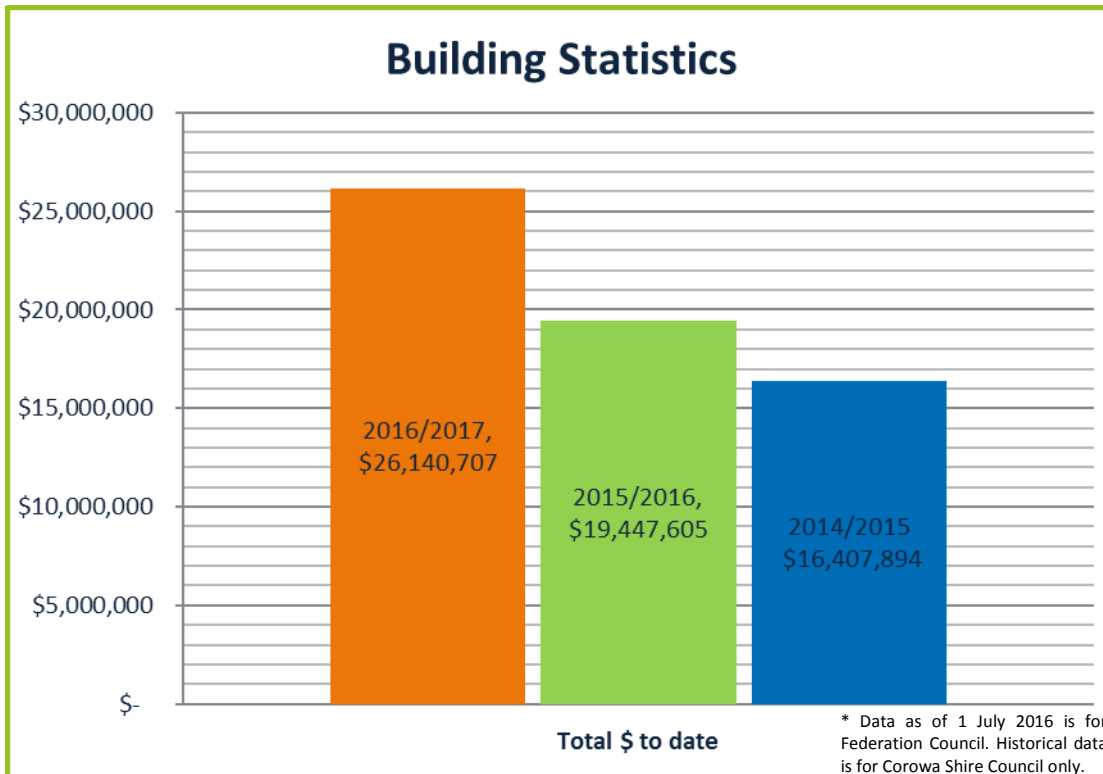
**8.1 BUILDING APPROVALS – COMPLYING AND CONSTRUCTION CERTIFICATES APPROVED**

This report provides for Council’s information, the construction and complying development certificates issued since the report prepared for the May 2017 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 is for Federation Council. Historical Data is for Corowa Shire Council only). These graphs show that building activity is continuing to grow each year, which is a positive indicator for the local economy and developer confidence.

2017/50	179 Golf Club Drive Howlong	Shed
2017/66	386 Honour Avenue Corowa	Shade Sail
2017/72	135 Larmer Street Howlong	Garage
2017/75	14 Rose Drive Mulwala	Dwelling with Attached Garage
2017/77	271 Hudson Road Redlands	Hay Shed
2017/81	11 Bow Street Corowa	Dwelling with Carport
2017/82	12 Acacia Drive Mulwala	Dwelling and Shed
2017/85	6 Rose Drive Mulwala	Dwelling
CDC2017/14	11/114 Federation Avenue Corowa	Pergola
CDC2017/20	109 Hammer Street Howlong	Garage
CDC2017/23	38 Martin Street Corowa	Patio
CDC2017/24	194 Bank Street Howlong	Carport

**TOTAL \$1,246,882**





**FOR information.**

**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 last ordinary Council meeting.

**DEVELOPMENT APPLICATION REGISTERED NO. 2016/144**

Application for a Modification of Consent on local centre land being Lot 5; DP 270608; 54 Hawkins Street, Howlong.

**DEVELOPMENT APPLICATION REGISTERED NO. 2017/12**

Application for a Pontoon and Walkway on environmental management land being Lot 1; Section 50; DP 758296; 31-43 Orford Street, Corowa.

**DEVELOPMENT APPLICATION REGISTERED NO. 2017/28**

Application for a 2 Lot Subdivision on general residential land being Lot 10; Section 14; DP 758726; 2-4 Sturt Street, Mulwala.

**DEVELOPMENT APPLICATION REGISTERED NO. 2017/31**

Application for a 2 Lot Subdivision on general residential land being Lot 4; Section 65; DP 758528; 47 Kennedy Street, Howlong.

**DEVELOPMENT APPLICATION REGISTERED NO. 2017/48**

Application for a 2 Lot Subdivision on general residential land being Lot 10; Section 44; DP 758528; 111 Sturt Street, Howlong.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/56

Application for a Shed with Reception, Office, Lunchroom and Toilet Facilities on general industrial land being Lot 10; Section 14; DP 758726; 2-4 Sturt Street, Mulwala.

**FOR information.**

**8.3 PROGRESS REPORT ON 2016/17 INFRASTRUCTURE WORKS PROGRAM**

**Summary**

The following activities were undertaken since the May report by the Infrastructure team. A summary of the activities is provided below for information.

**ROAD MAINTENANCE**

(a) Road Maintenance Grading, Gravel Patching and re-sheeting.

**Maintenance grading**

- |                      |                          |
|----------------------|--------------------------|
| • Fergusons Road     | • Darcys Road            |
| • Wellers Gap Road   | • Lilydale Road          |
| • Larcombes Road     | • Carroll Road           |
| • Whitakers Road     | • Narrow Plains Road     |
| • Tom Roberts Road   | • SR 88a Harris Hut Road |
| • Smiths Road        | • SR 43 Bonnie Doon Road |
| • Williamson Road    | • SR 55 Pateys Road      |
| • Walbundrie Road    | • SR 100 Rockliffs Road  |
| • Williams Road      | • SR 48 Woodhouse Road   |
| • Fontainebleau Road | • SR5 Widgewa Road       |
| • Woolshed Road      | • SR 4 Coonong Road      |

(b) Gravel and shoulder re-sheeting of some sections for the following roads

- |                          |                                   |
|--------------------------|-----------------------------------|
| • Tom Roberts Road       | • Walbundrie Road                 |
| • Narrow Plains Road     | • Balldale Road                   |
| • Fergusons Road         | • Redlands Road                   |
| • SR 35 Meritons Road    | • Bull Plain Road                 |
| • SR 29 Snarvil Road     | • Waste Transfer Station Corowa   |
| • Drain End street Urana | • Honour Ave (MR86)               |
| • Tocumwal Road          | • Merton Road                     |
| • Boat Rock Road         | • Buraja Road                     |
| • Humeden Road           | • Coreen Road                     |
| • Rennie Road            | • SR 1014 Urana /Boree Creek Road |
| • Savernake Road         | • SR 18 Back Morundah Road        |
| • Drain Lane             | • MR 596 Yamma Road               |
| • Sloane Siding Road     | • MR 385 Federation Way (North)   |
| • Bull Plain Road        | • SR 1086 Ferndale Road           |
| • Redlands Road          | • MR 125 Mahonga Road             |

(c) Sealed Road Patching Work

The Southern Area patching truck carried out preparation works for reseals and completed work requests. Council's Southern Crews patched various streets in Mulwala, Howlong and Corowa.

The Northern patching truck patched the following roads:

- MR 385 Federation Way;

- MR 131 Federation Way;
- MR 59 Cocketgedong Road;
- SR 1014 Urana / Boree Creek Road; and
- SR 2 Clear Hills Road - Oaklands Streets

(d) Works Requests

Council's Infrastructure Team closed out 42 works requests related to drainage and culvert maintenance and various pothole repairs. Record of some of these requests is detailed below:

opened	location	suburb	subcategory	closed
01-May-17	150 Bayly Street	Mulwala	Signage/Marking	19-May-17
11-May-17	155 Augusta Street	Corowa	Traffic Ordinance	31-May-17
12-May-17	267 Whitehead Street	Corowa	Traffic Ordinance	31-May-17
15-May-17	Bowkett Street	Lowesdale	Roughness	15-May-17
16-May-17	148 Victoria Street	Howlong	Flooding - Other	18-May-17
16-May-17	108 John Street	Corowa	Other	18-May-17
17-May-17	Corona Road	Corowa	Other	18-May-17
18-May-17	61-63 Guy Street	Corowa	Potholes	22-May-17
18-May-17	12 Railway Street	Corowa	Roughness	19-May-17
18-May-17	Mahonga Lane to Hill Top Road	Coreen	Roughness	19-May-17
18-May-17	Bottom end of Enfield Street	Corowa	Roughness	19-May-17
18-May-17	Glenlea Road	Redlands	Roughness	19-May-17
19-May-17	25-27 Romney Street	Mulwala	Roadside Furniture	20-May-17
23-May-17	110 Enfield Street	Corowa	Traffic Ordinance	31-May-17
24-May-17	Corner Evelyn Street and Betterment Parade	Corowa	Potholes	24-May-17
25-May-17	43 Betterment Parade	Corowa	Potholes	25-May-17
25-May-17	Whitehead Street	Corowa	Other	25-May-17
26-May-17	Enfield Street	Corowa	Roughness	26-May-17
29-May-17	Lucan Street	Corowa	Other	01-Jun-17
30-May-17	Rowers Park	Corowa	Other	07-Jun-17
30-May-17	248-250 Church Street	Corowa	Other	01-Jun-17
30-May-17	91 Slattery Street	Mulwala	Roughness	31-May-17
30-May-17	Lumeah Road	Savernake	Roughness	31-May-17
01-Jun-17	55-57 Melbourne Street	Mulwala	Trip Hazard	06-Jun-17
02-Jun-17	Pattersons Road	Rennie	Roughness	06-Jun-17
02-Jun-17	Warragoon Siding Road	Rennie	Roughness	04-Jun-17
06-Jun-17	Manners Lane between Ern Street and Havelock Street	Mulwala	Roughness	06-Jun-17
09-Jun-17	24 Dunmore Street	Mulwala	Other	09-Jun-17

(e) Incidents

- Council staff attended to a traffic accident occurred on the 9 May 2017 on the Riverina Highway. Council provided traffic control and costs related to this incident are intended to be claimed from the Roads and Maritime Services through the existing MoU agreement.

**CONSTRUCTION ACTIVITIES**

Works started or completed since last report:

- Pool Avenue/Inglis Street Carpark – Earthworks are expected to complete by 30 June 2017 and expected to be open to public. Line marking and some signage will be undertaken after 30 June 2017.
- Whitehead Street – Recent rain has caused delays. The scope of work includes, installation of six (6) storm water culverts, 3.4 kilometres of roadway at 8 meters wide and 5400 tonnes of road base at 100mm thick in order to complete the planned scope of works;
- Mulwala Industrial Estate Sub-division – Construction works for stage 1 have commenced. Signs for revised speed zones in Tocumwal Road are being installed and Council has received confirmation of approval of this road in front of the new industrial area to be reduced to 80km/h;
- Watermain works in Armour Avenue and Lone Pine Avenue are expected to finish by 30 June 2017
- Line marking works are continuing throughout the Local Government Area. These works are funded through the Regional Roads funding program from the NSW State Government.
- Additional line marking works are underway in Bow Street Corowa and Bull Plain Road at Spring Drive. These works are funded under the National Blackspot program.
- Kerb and Guttering rehabilitation works are underway funded by Federation Council. Construction works are underway in Edward Street and further works are planned in Walker Street, May Street and Gordon Street. These works are expected to finish by 30 June 2017.
- Footpath rehabilitation works are underway in Betterment Parade located between Bow Street and Whitehead Street. Additional works are planned in Evelyn Street between Whitehead Street and Betterment Parade and footpath works in Whitehead Street located Evelyn Street and Betterment Parade. These works are expected to finish by 30 June 2017.
- Works completed in Greenvale Road near Morundah. The allocation of funding was increased in order to fund substandard sub-base material not known at the time of the original investigation. This road was funded through Roads to Recovery program and costs are claimed in full.
- Works continuing at Corowa Road and expected to be complete by the end of the month weather permitting.
- The design for the Skate Park in Urana is complete. Quotations have closed and are being assessed before a decision is made on the successful tenderer. This project will need to be carried over to the next financial year in order to complete it in accordance with the designed scope.
- Drainage upgrade William Street and Osborne Street grates are upgraded.
- Resheeting and resealing program for 2016/17 is complete. Some rural and urban roads were not completed this year due to low temperatures. Council is looking to advertise its separate tender next year and part ways with the 3 Council arrangements next year. A new resealing program is being prepared in preparation for this tender.
- Heavy Patching Program is complete and Council is receiving positive feedback about the improvement in the quality of ride throughout the local government area.
- Widgawa Street Morundah required drainage assessment and could not complete within the financial year 2016/17. This project is required to be carried over into the financial year 2017/18.
- Project scope funded under RNSW and National Blackspot and HVSP is delivered and there are under expenditures reported in these ledgers. Council is negotiating to re-allocate the remainder of these funds to undertake additional works within the same locality. The estimated amount of consolidated savings is over half a million dollars.
- Daysdale-Walbundrie causeway upgrade project – This project is funded by RNSW. Tenders have closed and a report is being prepared for the consideration of the Council.
- Back-Berrigan Road project is delayed and expected to be delivered by mid December 2018. RTR has been advised accordingly and funding claim will be lodged in Jan 2018. This project is being delivered internally in order to save costs.

**STRATEGIC ACTIVITIES**

- Business plans are being prepared for the following functions managed by the infrastructure team:
  - Emergency Management – Discharging Council’s responsibilities under Emergency Management and Rescue Act 1989;
  - Public Lighting – Management of Bulk Electricity Supply, costs and grant reporting;
  - Heavy Plant and Workshop – Maintenance and procurement of Heavy Fleet Management and maintenance of light vehicles;
  - Maintenance of Roads and Drainage – Day to day maintenance of infrastructure associated with Roads and Drainage and discharges Council’s responsibility with respect to WHS, POEO 1997 and Civil Liability Act 2002;
  - Asset Management – Preparing Asset Management strategy and Framework for Plans for all Infrastructure classes including Levees, Water, Sewer, Parks, Facilities, Roads, Traffic Facilities, Footpath, Kerb and Gutter, Drainage, and signs and line marking managed by Federation Council. Individual Asset Plans and data collection to be managed by respective Teams;
  - Development Engineering – Discharge responsibilities under Environmental Planning and Assessment Act 1979;
  - Infrastructure Construction – Provide construction and tendering services for Water, Sewer, Parks, Facilities, Buildings, Roads, Traffic Facilities, Afterhours response, urban drainage;
  - Infrastructure Design – Engineering Design development for all infrastructure classes and infrastructure Planning for Roads and Drainage;
  - Infrastructure Regulation – Discharge function under Electricity Supply Act, Roads Act 1993, Part 5 of Environmental Planning and Assessment Act 1979, Civil Liability Act 2002, National Heavy Vehicle Law (NHVL) and various other legislation.

These plans are expected to provide descriptions of services and adequacy of resources to deliver those service consistent with community expectations.

- Procurement - In order to promote transparent procurement practices, Council has developed a flowchart and checklist in accordance with NSW Tendering Guidelines (2009), Section 55 of the Local Government Act 1993 and Local Government Regulation 2005. This flow chart is expected to promote consistent and transparent procurement practices across the Council.
- Engineering Designs and Draft Works Program are being prepared for financial year 2017/18 in advance assuming the draft budget is adopted by Council without major changes. These designs are expected to provide accuracy of estimation, allow Council to undertake consultation with the community and incorporate feedback from the community before commencement of construction works.
- Local Emergency Management Committee (LEMC) is expected to meet on 26 June 2017 in Corowa. The last meeting of the LEMC highlighted operational response during the flooding in Corowa, Natural Disaster throughout the Local Government Area and Fires in Oaklands.

DISPLANS and emergency response manuals of former Urana and former Corowa and Agency responses are to be developed into the new Federation Council.

**FOR information.**

#### **8.4 UPDATE ON LONSDALE RESERVE UPGRADE PROJECT MULWALA NSW**

##### **Summary**

This report recommends to Council the removal of “Bay 13” the old toilets and change facilities located within Lonsdale Reserve Mulwala.

Additionally, it is proposed to build replacement public toilet facilities near the existing tennis courts and additional storage facilities to cater for the tennis and cricket clubs.

**Background**

Lonsdale Reserve is a major sporting and recreational facility within the township of Mulwala. The facility has been identified for gradual upgrades for a number of years. Part of these works have been complete over the years in accordance with the Master Plan.

Council undertook a major review this year into the outstanding works and considering completing the balance of works within single financial years in order to save project delivery costs and maximise benefits to the community.

This review identified that the existing “Bay 13” condemned toilet and change facilities are required to be demolished. However, while considering this, Council consulted with the user groups and received informal feedback from a small segment of the user groups making a case for the retention of these condemned building. The building is an impediment to the road proposed to access the proposed parking facilities in accordance with the Master Plan.

However, taking into account the feedback from the user groups, Council engaged an independent engineer to assess the cost of rehabilitation of the condemned building in addition to the amenity upgrades required as per the quote from the Mulwala Progress Association. The estimated cost to Council is an additional \$250,000 to make the existing building suitable for ongoing usage.

**The proposal**

It is proposed to demolish the existing “Bay 13” and construct replacement toilet and storage facilities near the existing tennis courts as shown and marked in the attached map. The new facilities will comply with “all abilities” access requirements and meet current industry standards.





### Social Impact of the proposal

The existing condemned building located at "Bay 13" is unsightly and removal of this building will enhance the amenity of the Lonsdale Reserve and add to the social outcomes of the facility in accordance with Master Plan.

The new facility will provide better social outcomes with improved amenity and allowing better road access to the carpark after Bay 13 is removed.

### Environmental

The current Bay 13 does not comply with existing environmental requirements being unsightly and will require substantial upgrades before it meets current industry standards. The existing location of Bay 13 is unsuitable as it is located on the boundary line of the existing sports ground. A more suitable location for such facilities is away from the sporting field away from the green. To renovate the building permissions from the Council will need new plumbing, sewer and drainage infrastructure. However, the new proposed buildings will comply with existing environmental safeguards including adequate plumbing and sewer connections and stormwater drainage.

On balance, it make sense to demolish the existing Bay 13 and construct new facilities in accordance with the proposed plan.

### Community impacts

Verbal representations have been made to the Council to retain the existing Bay 13. It is unknown if there is a stronger community desire to retain old facilities instead of the new one that is being proposed.

It is a risk that community may wish to retain Bay 13, however, this risk is reduced as Council is providing modern and replacement facilities. As such the benefits outweigh the costs and risk associated with this proposal.

### Financial Implications

The Mulwala Progress Association have provided a quote for \$155,000 to renovate the existing Bay 13. Additionally, Council's independent engineer has assessed that additional \$100,000 worth of drainage and plumbing works are required in order to make the facility work in its existing location.

However, the replacement facilities are estimated to cost \$175,000. On balance, it makes financial sense to build the new facility. Additionally, it is worthwhile noting that the new facility will cost less to maintain due to longer remaining life.

### Options

Council has the following options:

1. Do nothing;
2. Renovate Bay 13 in accordance with verbal representations and spend \$250,000.
3. Build new and modern facilities replacing Bay 13 for \$175,000.

It appears that Option 3 is the preferred and recommended.

### RECOMMENDED:

1. THAT Council build the proposed new toilet block and storage facilities in Lonsdale Reserve in accordance with Option 3 subject to approval of the Operational Plan for 2017/18; and
2. THAT the Manager Parks and Facilities is authorised to take necessary steps to undertake the proposed works.

**9. NOTICE OF MOTION / QUESTION WITH NOTICE**

NO ITEMS

**10. REPORTS FROM COMMITTEES**

NO ITEMS

**11. PRÉCIS OF CORRESPONDENCE REQUIRING COUNCIL ACTION/FOR INFORMATION**

**11.1 YARRAWONGA-MULWALA RSL SUB-BRANCH – ANZAC DAY 2017**

Thank you letter to Council and Amber Harvey for assistance and processing of approval for the 2017 Anzac Day March. A copy of this letter is included with the agenda.

**11.2 FLOOD COMMITTEE – BOREE CREEK, MORUNDAH, OAKLANDS, RAND AND URANA**

Forwarding a copy of the minutes of their meeting held on 25 May 2017. A copy of the minutes is included with the agenda.

**11.3 FEDERATION ACCESS COMMITTEE**

Forwarding a copy of the minutes of their meeting held on 8 June 2017. A copy of the minutes is included with the agenda.

**12. CONFIDENTIAL ITEMS**

NO ITEMS

**13. CLOSURE OF MEETING**

# Delegations of Authority Council to General Manager (Part One)

federationcouncil.nsw.gov.au

Record No: 16/21996[v2]

Adopted: Enter Adoption Date



<b>Document Title</b>	Delegations of Authority Council to General Manager (Part One)
<b>Council Adopted</b>	Adoption Date
<b>Council Resolution No</b>	Enter Resolution No
<b>Version Number</b>	2.0
<b>Responsible Department</b>	Enter Responsible Department
<b>Date to be Reviewed</b>	Enter Review Date

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# 1. Preamble

Section 377 of the Local Government Act 1993 (**Act**) provides:

- (1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following:
  - (a) the appointment of a general manager,
  - (b) the making of a rate,
  - (c) a determination under section 549 as to the levying of a rate,
  - (d) the making of a charge,
  - (e) the fixing of a fee,
  - (f) the borrowing of money,
  - (g) the voting of money for expenditure on its works, services or operations,
  - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
  - (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
  - (j) the adoption of an operational plan under section 405,
  - (k) the adoption of a financial statement included in an annual financial report,
  - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
  - (m) the fixing of an amount or rate for the carrying out by the council of work on private land,
  - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
  - (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the *Environmental Planning and Assessment Act 1979*,
  - (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
  - (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
  - (r) a decision under section 234 to grant leave of absence to the holder of a civic office,
  - (s) the making of an application, or the giving of a notice, to the Governor or Minister,
  - (t) this power of delegation,
  - (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- (1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:
  - (a) the financial assistance is part of a specified program, and
  - (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
  - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
  - (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.
- (2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.

## 2. Introduction

In accordance with section 377 of the Act, the Council by resolution at its meeting on **19 May 2016** delegated its powers, authorities, duties and functions as set out in this Part 1: Delegations of Authority register to the General Manager, the Administrator and Council Committees.

All Council delegations contained in Part 1 are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council Policy;
2. The delegated power, authority, duty or function being performed in accordance with the Law;

The delegations of Council will remain in force until they are revoked or amended by a resolution of Council.

The Council notes that the General Manager may delegate his or her powers, authorities, duties and functions at his or her discretion.

The General Manager's delegations to Staff will form Part 2: 'Delegations to Staff'.

## 3. Purpose

To provide clear direction to the Administrator and General Manager in regard to the functions and powers of delegation authorised in accordance with the legislation.

## 4. Scope

This policy applies to the Administrator and the General Manager in the conduct of their duties.

## 5. Delegation to the Administrator

The Administrator, and in the absence of the Administrator, the Acting Administrator for the period of the Administrator's absence, is delegated authority under section 377 of the Act to exercise and/or perform on behalf of the Council the following powers, authorities, duties and functions:

### 1. Powers or Duties under Local Government Act

To give effect to the Law, Council's adopted Policies, resolutions and directions, provided that such delegation is not sub-delegated without the specific approval of Council or as prescribed under the Local Government Act.

### 2. Powers or Duties under other legislation

If, under any other Act other than the Local Government Act, a function is conferred or imposed on the Administrator of Council, the function is taken to be conferred or imposed on the Council and the Administrator of the Council has delegated authority to exercise and/or perform on behalf of the Council the powers, authorities, duties and functions as prescribed under that other Act.

**3. Preside at Meetings and Functions of Council**

To preside at all meetings of the Council, Committees, Community Committees and Public Meetings convened by the Council at which the Administrator is present unless the Council otherwise appoints another person to perform this function.

**4. Negotiations on behalf of Council**

In conjunction with the General Manager, to participate in negotiations on behalf of the Council with third parties and in connection with the sale, purchase and lease of land and buildings. This function is subject to the limitation that no contractual agreement is to be entered into without a resolution of Council.

**5. Represent Council – Government and Other Forums**

To represent the Council, in conjunction with the General Manager, in deputations to government, inquires and other forums where it is appropriate that the Administrator should present the Council's position.

**6. Sign and Execute Documents**

To sign correspondence and other documents. This function is subject to the limitation that execution of any documents under Council Seal must be carried out in compliance with Regulation 400 of the Local Government (General) Regulations 2005.

**7. Media Releases**

To make Media Statements and issue Press Releases in respect of Council Resolutions/Recommendations and decisions subject to prior consultation with the General Manager.

**8. Leave**

To approve applications of leave by the General Manager.



## 6. Delegations to the General Manager

The General Manager, and in the absence of the General Manager their nominee as the Acting General Manager for the period of the General Manager's absence, is delegated authority under section 377 of the Act, to exercise and/or perform on behalf of Council the powers, authorities, duties and functions of the Council, subject to the following:

1. The General Manager is restrained from carrying out any of those functions of Council excluded from delegation by operation of section [377\(1\)](#) of the Act;
2. The General Manager is entitled to carry out any functions delegated to the Council by the Director-General or the Minister, subject to any express limitations imposed by the Director General or Minister;

If a function is conferred or imposed on an employee of Council under any other legislation, the function is deemed to be conferred or imposed on the Council and is delegated to the General Manager.

For the avoidance of doubt, the delegated authority conferred or imposed upon the General Manager includes the delegated functions of Council as provided in the following table and is subject to any limitations contained therein. The following table is not intended to be an exhaustive list of all powers, authorities, duties and functions delegated to the General Manager. Rather it is to be relied upon as a manual providing guidance to those most commonly relied upon powers, authorities, duties and functions.

## PART A – FINANCIAL MATTERS

1.	<p><b>6.1 Obtain Quotations and Authorise Purchase Orders</b></p> <p>To obtain quotations, authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works plant, and/or motor vehicles) provided that due provision has been made in the approved budget for the incurring of such expenditure or the incurring of such expenditure is otherwise authorised by Council Policy or Council resolution.</p>
2.	<p><b>6.2 Authorise Payment of Salaries and Wages</b></p> <p>To authorise the payment of salaries and wages.</p>
3.	<p><b>6.3 Payment of Contractors and Direct Creditors</b></p> <p>To approve or refuse payment to contractors and direct creditors.</p>
4.	<p><b>6.4 Sign Cheques on Council’s Bank Account</b></p> <p>To sign or countersign cheques drawn on Council’s bank accounts.</p>
5.	<p><b>6.5 Check and Certify the Annual Statutory Accounts</b></p> <p>To check and certify statutory accounts against the Council records.</p>
6.	<p><b>6.6 Authorise Expenditure for Urgent Works</b></p> <p>To authorise expenditure outside the budget approved by Council in order to undertake urgent works to reduce or eliminate a significant health or safety hazard.</p>
7.	<p><b>6.7 Lodgement of a Cash Bond or Bank Guarantee</b></p> <p>The authority to require the lodgement of a cash bond or bank guarantee.</p>
8.	<p><b>6.8 Overdraft Limit</b></p> <p>To negotiate Council’s overdraft limit.</p>
9.	<p><b>6.9 Sale or Disposal of Materials or Equipment</b></p> <p>To sell old materials, spoilt or obsolete equipment.</p>
10.	<p><b>6.10 Debt Write Off</b></p> <p>To authorise the writing off of uncollectible debts (for charges and sundry debtors) up to a maximum amount of (\$5,000)</p>
11.	<p><b>6.11 Issue Accounts</b></p> <p>To authorise the issue of accounts for services provided by Council.</p>
12.	<p><b>6.12 Borrowings</b></p> <p>To authorise application for borrowings from financial institutions at the direction of Council and subject to a resolution of Council to approve this application.</p>
13.	<p><b>6.13 To Engage Consultants</b></p> <p>To engage consultants to assist with Council projects, subject to compliance with the Act and the Law.</p>

14.	<p><b>6.14 Investment of Money</b></p> <p>Arrange the investment of money that is not presently required by the Council in a form of investments notified by order of the Minister and published in the Government Gazette.</p>
15.	<p><b>6.15 Write of Accrued Interest</b></p> <p>Write off accrued interest on rates and charges if the payment of the accrued interest would cause hardship</p>
16.	<p><b>6.16 Accounts Receivable – Payment by Instalment</b></p> <p>To make arrangements with any ratepayer or debtor for payment to be made by reasonable and satisfactory instalments.</p>
17.	<p><b>6.17 Refund of Over-payments</b></p> <p>To authorise the refund of all over-payments subject to appropriate certification.</p>
18.	<p><b>6.18 Refund of DA/Construction Certificate Application Fees</b></p> <p>To determine the refund of all or part of the fees paid for development or where the application is either not proceeded with or is withdrawn subsequent to assessment</p>
19.	<p><b>6.19 Rebate of Rates</b></p> <p>6.20 To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Act.</p>

## PART B – STAFFING MATTERS

1.	<p><b>6.21 Recruitment</b></p> <ul style="list-style-type: none"> <li>• Approve or refuse the appointment, engagement, or promotion of staff, subject to compliance with section 337 of the Act for Senior Staff</li> <li>• Approve or refuse the use of a recruitment consultant.</li> <li>• Employ casuals to fill short term vacancies.</li> </ul>
2.	<p><b>6.22 Payment of Benefits and Allowances</b></p> <p>Approve or refuse payment of allowances and employment entitlements and benefits in accordance with the Local Government (State) Award 2010 and applicable employment contracts.</p>
3.	<p><b>6.23 Salary Step Progressions for Staff</b></p> <p>Approve or refuse salary step progression for staff under the Local Government (State) Award 2010</p>
4.	<p><b>6.24 Dismissal of Employees</b></p> <p>To dismiss employees or consultants/contractors on such terms that the General Manager deems appropriate, provided that prior to the dismissal of Senior Staff the General Manager consults with Council in accordance with section 337 of the Act.</p>
5.	<p><b>6.25 Education Assistance</b></p> <p>Approve or refuse education assistance for Council employees</p>
6.	<p><b>6.26 Flexible Work Arrangements</b></p> <p>Approve or refuse flexible work arrangements.</p>
7.	<p><b>6.27 Report of Injury</b></p> <p>Approve or refuse the employer's report of injury to Council's workers compensation insurer.</p>
8.	<p><b>6.28 Approve Leave</b></p> <p>Approve or refuse leave for Council employees having due regard to the proper functioning of the Council and maintenance of appropriate levels of service to the public</p> <p>To grant special leave with pay and reasonable out of pocket expenses, in the following cases:</p> <ul style="list-style-type: none"> <li>• Professional Body: where staff members are full members of a relevant professional body that is running a conference or meeting – a maximum of five days leave at any one time, with a maximum in any one year of 15 days;</li> <li>• Field Days: where it is considered that the machinery to be displayed is of some relevance to Council's operations, that Senior Staff directly associated with the purchase of Council's machinery be allowed to attend one day only;</li> <li>• Executive of a Professional Body: where an employee is elected to the Executive of a Professional body, special leave must fit within the parameters laid down under the Professional Body category;</li> <li>• Courses: Attendance at refresher courses (eg. Management courses) to be decided by Council in each particular case</li> <li>• Emergency Services Leave and Defence Force Reserve Leave at the discretion of the General Manager and in accordance with legislation.</li> </ul>

9.	<p><b>6.29 Travelling and Subsistence Expenses</b></p> <p>To approve or refuse the payment of travelling and related expenses</p>
10.	<p><b>6.30 Replacement of Personal Property</b></p> <p>To approve or refuse claims for the loss of personal property provided that such property was required for the normal performance of the employee's duties</p>
11.	<p><b>6.31 Employment Outside of Council</b></p> <p>To approve or refuse employees to engage in private employment or contract work outside of their Council employment.</p>
12.	<p><b>6.32 Request for Use of Council Equipment by Employees</b></p> <p>To determine any requests for use of Council equipment by employees</p>
13.	<p><b>Use Intellectual Property created in the Course of Employment</b></p> <p>To refuse, approve or conditionally approve any request by an existing or previous employee of Council for the non-exclusive use of intellectual property of the Council created by the employee during the course of their employment with Council, providing there is no monetary or commercial benefit to the employee.</p>
14.	<p><b>Appointment of the Acting General Manager</b></p> <p>To appoint the Acting General Manager in the absence of the General Manager</p>

## PART C – GOVERNANCE

1.	<p><b>6.33 Public and Media Statements</b></p> <p>To make or authorise public statements and issue media releases on matters involving the Council.</p>
2.	<p><b>6.34 Business Papers</b></p> <p>To determine matters which are included in Council business papers and Committee papers.</p>
3.	<p><b>6.35 Correspondence</b></p> <ul style="list-style-type: none"> <li>• To reply to all routine correspondence that does not require the prior consideration of Council.</li> <li>• To exercise discretion in regard to referring correspondence to various Council officers for attention.</li> </ul>
4.	<p><b>6.36 Invitation to Address Council</b></p> <p>To invite a group or individuals to address any Council or Council Committee.</p>
5.	<p><b>6.37 Public Officer</b></p> <p>To appoint Council's Public Officer and to direct the Public Officer in relation to functions contained within section 343 of the Act.</p>
6.	<p><b>6.38 Destruction of Corporate Documentation</b></p> <p>Authority to approve destruction of corporate documentation in accordance with the State Records Act 1998.</p>
7.	<p><b>6.39 Signing of Contracts and Agreements</b></p> <p>To sign contracts, deeds and agreements that do not require the Council seal</p>
8.	<p><b>6.40 Enter into Leases, Licences and other legal transactions</b></p> <p>Authority to negotiate and enter into any form of Lease or Licence or other transaction for use of land or assets, subject to compliance with the Act, and subject to the General Manager making reasonable enquiries into the appropriate payments to be made to Council and consulting with Council's solicitor to determine the appropriate format of the legal agreement.</p>
9.	<p><b>6.41 Public Immunisation</b></p> <p>To authorise and promote public immunisation campaigns and clinics</p>
10.	<p><b>6.42 Council Committees</b></p> <ul style="list-style-type: none"> <li>• Appoint employee representatives to Council Committees</li> <li>• Consider and determine matters arising from the Council Committees</li> </ul>
11.	<p><b>6.43 Receive and investigate complaints</b></p> <p>To receive complaints and authorise investigation and action to be taken by the appropriate officer in regard to any complaints or requests received by Council.</p>
12.	<p><b>6.44 Respond to Minister and Department</b></p> <p>To respond and liaise with the Minister and his/her representatives and the Department in relation to correspondence, inquiries or requests for information.</p>

13.	<p data-bbox="188 168 842 201"><b>6.45 State Emergency and Rescue Management Act 1989</b></p> <p data-bbox="188 219 1469 280">6.46 The role of Chairperson of the Local Emergency Management Committee is the Director of Engineering and Infrastructure.</p>
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## PART D – OPERATIONAL

<b>1.</b>	<p><b>6.47 Issue Proceedings</b></p> <ul style="list-style-type: none"> <li>• To initiate or carry on proceedings, to act on behalf of Council and to negotiate on matters in issue between parties, and to settle any proceedings in any Court or Tribunal, including but not limited to the Local, District or Supreme Courts of any State or Territory, any Industrial Relations Tribunal or Commission, and the Land and Environment Court;</li> <li>• To authorise the issue or withdrawal of any penalty infringement notices or complaint or the institution of any proceedings for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance, or any other matter or thing whatsoever which the Council might be entitled to recover or seek under any Act or Regulation.</li> <li>• To instruct and engage Council’s Solicitors and Counsel.</li> </ul>
<b>2.</b>	<p><b>6.48 Notice of Intention and Orders</b></p> <p>To issue Notices of Intention to Issue Orders and Orders in accordance with the requirements of the Act and Environmental Planning and Assessment Act and all other applicable legislation.</p>
<b>3.</b>	<p><b>6.49 Determination of Development Applications (including Modification Applications)</b></p> <p>To determine development applications, including modification applications, and all forms of applications for approvals and certificates under all applicable legislation.</p>
<b>4.</b>	<p><b>6.50 Issue of Permits, Certificates or Approvals</b></p> <p>To approve or refuse the issue of permits, certificates and approvals for activities that are required to be regulated under the provisions of the Act and the Environmental Planning and Assessment Act 1979 or related legislation; including, but not limited to:</p> <ul style="list-style-type: none"> <li>• all building certificates, construction certificates, certificates of classifications and occupation certificates;</li> <li>• applications for subdivision of land.</li> </ul>
<b>5.</b>	<p><b>6.51 Ministerial delegation of Local Environmental Plan making Decisions</b></p> <p><b>6.52</b> Subject to the Minister delegating functions under section 59 of the Environmental Planning and Assessment Act, and subject to the Council resolving to accept the Ministerial delegation, only those functions identified in the Ministerial delegation may be carried out</p>
<b>6.</b>	<p><b>6.53 Storm water Drainage Works</b></p> <p>Where the Council has approved a subdivision or development application subject to the construction of storm water drainage works that revert to the care, control and management of Council, to approve such works upon submission of all necessary plans and documentation.</p>



7.	<p><b>6.54 Implementation of Adopted Operational Plan</b></p> <p>To implement any work, service or action provided for in the adopted management plan without further reference to Council except for:</p> <ul style="list-style-type: none"> <li>• the acceptance of tenders for <ul style="list-style-type: none"> <li>○ services currently provided by staff and</li> <li>○ services not currently provided by staff in excess of \$500,000</li> <li>○ services not currently provided by staff under \$500,000 where the tender is for works that are not provided for in the adopted management plan</li> </ul> </li> <li>• the determination of priorities where lump sum funding has been provided</li> </ul>
8.	<p><b>6.55 Funding Application</b></p> <p>Authority to sign funding applications once approved by Council</p>
9.	<p><b>6.56 Provision of Witnesses and Information</b></p> <p>To determine the fee to be charged for the provision of Council's employees as witnesses and/or the supplying of information for Court cases.</p>
10.	<p><b>6.57 Removal of Derelict Vehicles</b></p> <p>Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places.</p>
11.	<p><b>6.58 Approve Applications for Street Activities and Busking Permits</b></p> <p>Authority to approve or refuse:</p> <ul style="list-style-type: none"> <li>• the issue of busking permits;</li> <li>• applications for street stalls or similar activity;</li> <li>• applications for the collection of money for charitable appeals or similar activity.</li> </ul>
12.	<p><b>6.59 Filming/Photography in Parks, Reserves and Public Places</b></p> <p>To approve applications to film/photograph in Council's parks, reserves and public places subject to the conditions and fees determined by Council.</p>
13.	<p><b>6.60 Casual Use of Council Parks, Reserves or Council Property</b></p> <p>To approve or refuse applications for the casual use of parks, reserves or property in accordance with Council Policy (if any) and subject to approved fees (if any).</p>
14.	<p><b>Government Information (Public Access) Act 2009</b></p> <p>To act as Council's "principal officer" or appoint Council officer(s) to determine applications and provide information to access information in compliance with the Government Information (Public Access) Act 2009.</p>

15.	<p><b>6.61 To Enforce the Payment of Rates</b></p> <p>To issue notices under the Act for the recovery of rates.</p> <p>To approve alternative options for the collection of outstanding rates, including collection of rent in lieu of rates, issuing of proceedings, accepting exchange of land and such other alternatives available to Council under the Act.</p>
16.	<p><b>6.62 Rate Books</b></p> <p>Authority to:</p> <ul style="list-style-type: none"> <li>• amend the rate and valuation books/records where such amendment is necessary by reason of change of ownership, occupancy or address;</li> <li>• raise or reduce the sum rates owing due to error;</li> <li>• include any land which ought to have been rated;</li> <li>• to write off accrued interest to a maximum of \$50;</li> <li>• act in accordance with the Act to manage the rate books/records and recover rates and charges owing to the Council.</li> </ul>
17.	<p><b>6.63 Insurance Claims - Policy Excess</b></p> <p>To resolve claims on Council's behalf up to the level of the excess applicable to each insurance policy.</p>
18.	<p><b>6.64 Council Property – Notices to Quit</b></p> <p>To authorise and sign notices to quit to tenants whose rent arrears exceed four weeks, or to take such alternative action necessary to manage tenants and recover outstanding rent or payments.</p>
19.	<p><b>6.65 Use of Council Owned Properties</b></p> <p>To approve or refuse to grant Council's consent to a third party development application that may traverse or impact upon Council land.</p>
20.	<p><b>6.66 Maintenance and Repair of Council Properties</b></p> <p>To authorise repairs/maintenance of Council's buildings, equipment and plant within the limits approved in the annual budget.</p>
21.	<p><b>6.67 Maintenance of Council's Motor Vehicles and Plant</b></p> <p>To authorise the expenditure of funds for the repair, maintenance and replacement of Council's plant, equipment and vehicles.</p>
22.	<p><b>6.68 Hire of Council Plant</b></p> <p>To authorise the letting or hire of any of the Council's public works plant, machinery and equipment in accordance with rates determined by Council.</p>

23.	<p><b>6.69 Determination of Reserve Price and Disposal of Plant, Equipment and Vehicles by Public Auction, Tender or Trade-in</b></p> <p>Authority to approve a sale price for Council plant, equipment or vehicles if:</p> <ul style="list-style-type: none"> <li>• the best offer is more than 10% below the reserve price; and</li> <li>• the reserve price has been set by consulting either a valuer, auctioneer, or professional book (ie, Red Book); and</li> <li>• results from previous auctions for similar plant, equipment or vehicles has been considered</li> </ul>
24.	<p><b>6.70 Saleyards</b></p> <p>To operate, manage and maintain Council's saleyards.</p>
25.	<p><b>6.71 Dividing Fences</b></p> <p>To authorise a contribution on behalf of Council for not more than one half the cost of fencing a boundary common to land owned by Council or under the Council's care, control and management subject to two quotations being obtained and subject to the Dividing Fences Act.</p>
26.	<p><b>6.72 Aerodrome/Airport</b></p> <p>To operate and maintain the Council aerodrome/ airport in accordance with all applicable legislative requirements</p>
27.	<p><b>6.73 Impounding Officer</b></p> <p>To exercise the powers of Council's Impounding Officer.</p>
28.	<p><b>6.74 Pruning or Removal of Trees</b></p> <p>To approve or refuse applications from residents to prune, top, lop or remove trees either on the applicant's property or Council's property subject to the payment of any required fee, if any, and in accordance with Council's Tree Preservation Order, if any.</p>
29.	<p><b>6.75 Waste Management Centre (Landfill)</b></p> <p>To operate and maintain Council's Landfill in accordance with all applicable legislative requirements.</p>
30.	<p><b>6.76 Cemetery/Crematorium</b></p> <p>To operate and maintain Council's Cemetery/Crematorium in accordance with all applicable legislative requirements.</p>

31.	<p><b>6.77 Administer Functions provided by other Legislation</b></p> <p>To administer the provisions of the following legislation as they apply to Council:</p> <ul style="list-style-type: none"> <li>• Community Land Development Act 1989</li> <li>• Companion Animals Act 1998</li> <li>• Conveyancing Act 1919</li> <li>• Crown Lands Act 1989</li> <li>• Government Information (Public Access) Act 2009</li> <li>• Graffiti Control Act 2008</li> <li>• Environmental Planning and Assessment Act 1979</li> <li>• Fire Brigades Act 1989</li> <li>• Fluoridation of Public Water Supplies Act 1957</li> <li>• Food Act 2003</li> <li>• Heritage Act 1977</li> <li>• Impounding Act 1993</li> <li>• Library Act 1939</li> <li>• Liquor Act 2007</li> <li>• Local Government Act 1993</li> <li>• Local Government (Council Amalgamations) Proclamation 2016</li> <li>• Local Government (General) Regulation 2005</li> <li>• Protection of the Environment Operations Act 1997</li> <li>• Public Health Act 2010</li> <li>• Roads Act 1993</li> <li>• Roads Transport (General) Act 2005</li> <li>• Rural Fires Act 1997</li> <li>• Privacy and Personal Information Protection Act 1998</li> <li>• Rural Fires Act 1997</li> <li>• State Emergency and Rescue Management Act 1989</li> <li>• Swimming Pool Act 1997</li> <li>• The Plumbing and Drainage Act 2011</li> <li>• Unclaimed Money Act 1995</li> <li>• Children (Education and Care Services National Law Application) Act 2010</li> </ul>
32.	<p><b>6.78 Road Rules</b></p> <p>To administer the provisions of the Road Rules 2008 and Australian Road Rules as they apply to Council, subject to any applicable standards, protocols and directions from State Government departments and/or NSW Police.</p>
33.	<p><b>6.79 Parking Infringement Notices</b></p> <p>To issue Parking Infringement Notices</p>
34.	<p><b>6.80 Parking Permits</b></p> <p>To determine applications for parking permits.</p>

35.	<p><b>6.81 Temporary Road Closure</b></p> <p>To approve temporary road closures where:</p> <ul style="list-style-type: none"> <li>• The temporary road closure is not more than two consecutive days; and</li> <li>• The Road and Maritime Service approves the Traffic Management Plan and grants a road occupancy licence (as required); and</li> <li>• The NSW Police approve the closure; and</li> <li>• The application complies with Council’s Policy.</li> </ul>
36.	<p><b>6.82 Sign Adjustment</b></p> <p>To undertake the following sign adjustments to:</p> <ul style="list-style-type: none"> <li>• Change old “No Standing” signs to “No Parking” signs as per the Australian Road Rules</li> <li>• Change existing parking restriction times</li> <li>• Move existing signs to a more visible location (eg. Move a sign hidden behind a tree trunk)</li> <li>• Install “repeater”/additional signs (eg. Where there are existing parking restrictions signs, install an additional sign in the middle to emphasise the restrictions).</li> </ul>
37.	<p><b>6.83 Special Use Zones</b></p> <p>Authority to approve and/or refuse an application for the following Special Use Zones:</p> <ul style="list-style-type: none"> <li>• Works Zones;</li> <li>• Loading Zones;</li> <li>• Mail Zones;</li> <li>• Motorcycle Parking;</li> <li>• Bus Zone;</li> <li>• Taxi Zone;</li> <li>• Police Vehicles Zone;</li> <li>• Disabled Parking;</li> <li>• Temporary Bus Zones (eg. for Railway Buses);</li> </ul> <p>subject to consent being obtained from the NSW Police and in addition;</p> <ul style="list-style-type: none"> <li>• in the instance of Mail Zones, consent is obtained from Australia Post; and</li> <li>• in the instance of Bus Zones, consent is obtained from the State Transit Authority.</li> </ul>
38.	<p><b>6.84 Traffic Facilities</b></p> <p>To approve the installation of individual traffic facilities projects, where:</p> <ul style="list-style-type: none"> <li>• the individual traffic facility project forms part of that financial year’s Traffic Facilities Program which has previously been approved; and</li> <li>• Subject to consultation of local residents.</li> </ul>
39.	<p><b>6.85 Warning Signs</b></p> <p>To approve the installation of Warning Signs as defined in applicable Australian Standards, where</p> <ul style="list-style-type: none"> <li>• the proposed sign can be found in Section 3 Warning Signs of the Australian Standard 1742.1-1991 and</li> <li>• The NSW Police agree with the installation.</li> </ul>

40.	<p><b>6.86 Signs across Driveways</b></p> <p>To approve or refuse an application for signs or line marking across a driveway, where the NSW Police agree with the approval or refusal.</p>
41.	<p><b>6.87 Traffic Bollards</b></p> <p>To approve or refuse an application for the use of traffic bollards.</p>
42.	<p><b>6.88 Vehicular Crossings and Footpath Restorations</b></p> <p>To approve or refuse the construction of vehicular crossings and/or restoration works on Council land or over Council controlled road reserves.</p>
43.	<p><b>6.89 Street Lighting</b></p> <p>To approve the installation of additional street lighting facilities and associated charges.</p>
44.	<p><b>6.90 Storm water Drainage Works</b></p> <p>To approve or refuse all connections from private property to Council's storm water systems where those works are for the sole benefit of the development and do not revert to the control and management of the Council.</p>
45.	<p><b>6.91 Variation of Working Hours</b></p> <p>To authorise a one-off variation to the restricted hours of building works where:</p> <ul style="list-style-type: none"> <li>• urgent building works are requires to be carried out;</li> <li>• large cranes have to stand on streets;</li> <li>• the loading/unloading of materials and pouring of the concrete would otherwise cause interference to traffic; and</li> <li>• the work requires the erection or removal of hoarding tower cranes, awnings and the like.</li> </ul>
46.	<p><b>6.92 Positive Covenants, Easements and Section 88B instruments under the Conveyancing Act, 1919</b></p> <p>To approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919, in accordance with section 28 of the Environmental Planning and Assessment Act and subject to any Council Policy and the Law.</p>
47.	<p><b>6.93 Public Notification of Applications</b></p> <ul style="list-style-type: none"> <li>• To determine whether a development application should be exempt from notification, subject to any applicable Council Policy</li> <li>• To determine such persons who own land or who reside in properties that may be detrimentally affected by a development and to ensure such persons are notified in accordance with any Council Policy.</li> </ul>
48.	<p><b>6.94 Professional Certifications</b></p> <p>To approve or refuse professional certification from an Accredited Certifier in respect of Complying Development or Building Certification where that Certifier is accredited to undertake that particular type of work</p>
49.	<p><b>Building Professionals Act</b></p> <p>Authority under section 5 of the Building Professionals Act 2009 to make a recommendation on behalf of Council in support of an application to the Board for accreditation to carry out certification work (or the renewal of accreditation) on behalf of Council.</p>

50.	<p><b>6.95 Work on Private Land by Agreement</b></p> <p>To exercise Council's power to carry out work on private land.</p>
51.	<p><b>6.96 Entering of Premises</b></p> <p>To enter, and authorise Council employees (or other persons) to enter, any premises for the purposes of enabling the Council to exercise its functions under any Act.</p>
52.	<p><b>6.97 Water Restrictions</b></p> <p>Determine Water Restrictions in accordance with NSW State Government direction</p>
53.	<p><b>Library Act</b></p> <p>To exercise all powers of Council under the Library Act</p>
54.	<p><b>6.98 Motor Vehicle Fleet</b></p> <p>To manage Council's motor vehicle fleet</p>

## 7. Definitions

<b>Act</b>	means <i>Local Government Act 1993</i>
<b>Authority</b>	means any government (state or federal), government department, statutory corporation or other body having power to legally direct the Council or its officers
<b>Department</b>	means the Department of Local Government, or any future department (or combined department) carrying out the functions of the present Department of Local Government for the State of New South Wales
<b>Director-General</b>	means the Director-General of the Department of Local Government or the Director-General of any other government department which has the carriage of the administrative functions of the Act and the portfolio of Local Government.
<b>Law</b>	means the requirements of all statutes, rules, ordinances, codes, regulations, proclamations, by-laws, environmental planning instruments, directions and consents of any Authority
<b>Minister</b>	means the Minister for Local Government or any future title given to a ministerial position of a future New South Wales State Government portfolio that includes governance of Local Government.

## 8. References & Associated Documents

Enter references & associated documents to this policy

## 9. Policy History

Version	Date	Changes / Amendments
1.0	19/5/2016	Policy developed for Federation Council
2.0	09/06/2017	Addition of amendments issued on 23/9/2016 as per Phase 1 amendments to <i>Local Government Act 1993</i>

## 10. Reviews

Enter review schedule for the policy

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federationcouncil.nsw.gov.au

# Audit Risk and Improvement Committee Charter

Record No: 17/13884

Version No: 2.0



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# 1. Objective

The objective of internal auditing is to provide an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

# 2. Definitions

**Audit Risk and Improvement Committee** – Membership consists of a minimum of two independent external members and one councillor providing oversight and monitoring of the council's audit **processes**, including the council's internal control **activities**. This oversight includes internal and external reporting, risk management activities, internal and external audit, and compliance.

The appointment of an Audit Risk and Improvement Committee facilitates this by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes in line with the Office of Local Government Internal Audit Guidelines and Part 4A of the Local Government Amendment (Governance and Planning) Act 2016.

**Internal Audit** – An independent, objective assurance and consulting activity providing independent assurance over the **internal controls and risk management framework** of the council. Federation Council has engaged an independent Accountancy firm to carry out its Internal Audit function.

**External Audit** – Statutory function that provides an opinion on the council's annual financial reports, as required under Divisions 2 and 3 of the *Local Government Act 1993* to council and its external stakeholders.

**Enterprise Risk Management** - Internal audit will identify and evaluate the effectiveness of council's risk management system and contribute to the improvement of risk management and control systems. The annual Internal Audit plan is developed after consideration of the council's risk registers and those areas that are high risk to the organisation.

# 3. Roles, Responsibility and Authority

## 3.1 Council

The Council is primarily responsible for the preparation of financial statements of the organisation and the establishment and maintenance of a system of internal controls. It also manages the organisation's affairs, in compliance with applicable laws and regulations.

## 3.2 Head of Internal Audit

The Head of Internal Audit is authorised to direct a comprehensive program of internal audit work in the form of reviews, previews, consultancy advice, evaluations, appraisals, assessments and investigations of functions, processes, controls and governance frameworks in the context of the achievement of business objectives.

The Director Corporate and Community Services is appointed as Head of Internal Audit at Federation Council as defined in The International Standards for the Professional Practice of Internal Auditing (Standards) issued by the Institute of Internal Auditors.

The Internal Audit function shall have independent status within the Federation Council and for this purpose shall be responsible directly through the Head of Internal Audit to the Audit Risk and Improvement Committee and administratively to the General Manager.

### 3.3 Internal Auditor

The internal auditor forms a part of management's system of internal control and has an advisory role to support the Audit Risk and Improvement Committee.

Internal Audit and their staff shall not undertake any operating responsibilities outside internal audit work. Internal Audit staff and contractors shall report to the Head of Internal Audit on any situations where they feel their objectivity may be impaired. Similarly, the Head of Internal Audit should report any such situations to the Audit Risk and Improvement Committee.

### 3.4 Audit Risk and Improvement Committee

The Audit Risk and Improvement Committee assists Council in the fulfilment of its duties by overseeing the financial reporting process and interacting with the external and internal auditors on behalf of Council.

The Council authorises the Audit Risk and Improvement Committee, within the scope of its role and responsibilities, to:

- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry
- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information) through the Head of Internal Audit or other senior manager.
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or councillors at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities within purchasing and financial control processes.

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Federation Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgment.

The Auditor-General, as the external auditor, expresses an opinion on the financial statements prepared by management and may conduct performance audits of activities of the organisation.

The work of Internal Audit does not relieve the staff of the Federation Council from their accountability to discharge their responsibilities. All Federation Council staff are responsible for risk management and the operation and enhancement of internal control. This includes responsibility for implementing remedial action endorsed by management following an internal audit.

## 4. Composition and Tenure

Members of the Committee, taken collectively, should have a broad range of skills and experience relevant to the operations of Federation Council. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment. Committee membership will consist of:

## 4.1 Members (voting)

- One Councillor representative at any one time formally nominated by Council ( a backup Councillor representative may be nominated but only attends when necessary due to absence).
- A minimum of two independent external members, one of which is elected as chairperson (skills based appointments)

## 4.2 Attendee (non-voting)

- General Manager
- Head of Internal Audit – Director Corporate & Community Services
- Director of Finance

## 4.3 Invitees (non-voting) for specific Agenda items

- Representatives of the external auditor
- Other officers may attend by invitation as requested by the Committee

The independent external members will be appointed for the term of Council, after which they will be eligible for extension or re-appointment following a formal review of their performance and public EOI process.

# 5. Meetings

The Audit Risk and Improvement Committee will meet at least three times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Risk and Improvement Committee Charter.

## 5.1 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member. Meetings can be held in person, by telephone or by video conference.

The Head of Internal Audit will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request the Chief Finance Officer or any other employees to participate for certain agenda items, as well as the external auditor.

## 5.2 Secretariat

The Committee appointed Secretariat will provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

## 6. Reporting

The Head of Internal Audit shall at all times report to the Audit Risk and Improvement Committee and make available all internal audit reports. At each Audit Risk and Improvement Committee meeting the Head of Internal Audit shall submit a report summarising all audit activities undertaken during the period, indicating:

1. Internal audit engagements completed or in progress.
2. Outcomes of each internal audit engagement undertaken.
3. Remedial action taken or in progress.

In addition to the normal process of reporting on work undertaken by Internal Audit, the Head of Internal Audit shall draw to the attention of the Audit Risk and Improvement Committee all matters that, in the Head of Internal Audit's opinion, warrant reporting in this matter.

The Chair of the Audit Risk and Improvement Committee will report annually to a council meeting on Councils performance.

The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

At the first Committee meeting after 30 June each year, Internal Audit will provide a performance report of:

- The performance of Internal Audit for the financial year as measured against agreed key performance indicators.
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.

## 7. Planning

The Head of Internal Audit shall prepare an annual Internal Audit Plan for review and approval by the Audit Risk and Improvement Committee, showing the proposed areas for audit.

The Head of Internal Audit has discretionary authority to adjust the Internal Audit Plan as a result of receiving special requests from management to conduct reviews that are not on the plan, with these to be approved at the next meeting of the Audit Risk and Improvement Committee.

## 8. Conflicts of Interest

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

## 9. Evaluation of Audit Risk and Improvement Committee

The Chair of the Audit Risk and Improvement Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

## 10. Review of Audit Risk and Improvement Committee Charter

At least once every two years the Audit Risk and Improvement Committee will review the **Audit Risk and Improvement Committee Charter**.

The Audit Risk and Improvement Committee will approve any changes to this Audit Risk and Improvement Committee Charter.

The Head of Internal Audit shall periodically review the Internal Audit Charter to ensure it remains up-to-date and reflects the current scope of internal audit work.

## 11. Register of Audit Risk and Improvement Committee Members

### 11.1 Independent Members

Committee Member	Appointment	Date re-appointed	Review date

### 11.2 Council Representatives

Committee Member	Appointment	Date re-appointed	Review date

## 12. Schedule of Changes & Amendments

Version	Date	Changes/Amendment
Version 1	21/06/2016	Development of document for Federation Council
Version 2	07/06/2017	Revised committee composition and membership to include Director of Finance and removal of Internal auditor as member and added as an advisory role.

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# Customer Service Charter 2017

federationcouncil.nsw.gov.au

Record No: 17/14707

Version No: 2.0





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## Introduction

This Customer Service Charter sets out what the community can expect when dealing with Federation Council. It states our commitments relating to how our staff will respond to you, the systems we will use to engage with you and when you can expect a formal response from us.

It also sets out how you can help us deal with your enquiry and what further action you may consider.

## Contacting us

In recognition of the diversity of our community, there are several ways to contact Council.

### In person

Visit any of our customer service centres or libraries.

#### **Corowa Office**

Civic Centre: 100 Edward Street, Ball Park Corowa

Opening Hours: Monday to Friday, 8.30am to 5.00pm

#### **Urana Office**

Council Office: 30-32 William Street, Urana

Opening Hours: Monday to Friday, 9.00am to 5.00pm

#### **Howlong Library**

Howlong Library and Council Office: 59 Hawkins Street, Howlong

Opening hours: Tuesday to Friday, 10.00am – 1.00pm

Tuesday and Wednesday, 2.00pm to 5.00pm

Saturday, 9.00am to 11.30am

#### **Mulwala Library**

Mulwala Library and Council Office: 71 Melbourne Street Mulwala

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

Saturday, 10.00am to 12.00noon

## Over the phone

Contact us anytime by phone.

All enquiries: (02) 6033 8999

After hours emergency: 1800 11 00 88

Fax: (02) 6033 3317

## In writing

Send us a letter or contact us via email.

Post: PO Box 77 Corowa NSW 2646

Email: [council@federationcouncil.nsw.gov.au](mailto:council@federationcouncil.nsw.gov.au)

## Online

Visit our website or download the app.

Website: [federationcouncil.nsw.gov.au](http://federationcouncil.nsw.gov.au)

Snap Send Solve: Download the app and report a problem from your iphone or android device.

## Vision and values

We have developed our vision and set of organisational values to guide us in what we do.

### Vision

A quality council committed to building and celebrating strong and sustainable communities.

### Values

#### Embracing change

We will create our future by being innovative and encouraging new ideas, opportunities and better ways of doing things.

#### Quality outcomes

We will strive for excellence and to deliver value for money for the community.

#### Accountability

We will plan well and report on our progress. We will ensure fair and transparent decision making and take responsibility for our actions.

## Collaboration

We support each other as a team and will engage closely with the community.

## Customer focus

We will be responsive and accessible to the community. We will be open, respectful and truthful in our dealings.

## Service standards

Service standards exist to help ensure we meet the expectations of our customers and deliver quality customer service at all times.

### General

We will;

- ✓ respect you, our customer.
- ✓ be prompt, friendly, courteous, effective, efficient and at all times remain professional.
- ✓ be realistic about what we can do and in what timeframes.
- ✓ provide you with accurate and consistent information.
- ✓ show respect for your privacy in your dealings with us and the confidentiality of information discussed.

For requests and enquiries received face-to-face or over the phone, we will;

- ✓ log each request into the Customer Request Management System.
- ✓ provide you with a reference number.
- ✓ allocate an officer to take responsibility for the request.
- ✓ respond to urgent or emergency situations within 2 hours.
- ✓ respond to all other requests by phone within 10 days providing expected timeframes and reasons if a request cannot be completed.

For requests received in writing, by email or the internet, we will:

- ✓ register each request in TRIM (Records Management System).
- ✓ acknowledge your request by email (if available).
- ✓ allocate an officer to take responsibility for the request.
- ✓ respond to urgent or emergency situations within 2 hours.
- ✓ respond to all other requests by email within 10 days providing expected timeframes and reasons if a request cannot be completed.

### Face to face

Our frontline customer service employees will wear a name badge for ease of communication.

We will;

- ✓ listen to you and discuss your requirements fully.

- ✓ endeavour to satisfy your request at the time of your visit. When enquiries of a technical or specialised nature are made, the appropriate officer will be called to assist if available, or contact will be made within 24 hours to arrange an appointment or to discuss the matter over the phone.

## On the telephone

We will;

- ✓ endeavour to answer your call, during business hours, in person and within 5 rings.
- ✓ forward your call to someone who can assist if the person you are contacting is unavailable. Where messages are left on voicemail, they will be returned within 24 hours from the time received.
- ✓ introduce ourselves using first names and business unit name and provide a direct contact number for further communications where necessary.
- ✓ advise you of any delays and offer suitable options or offer to return your call.
- ✓ provide a 24-hour telephone service for urgent after hours calls.
- ✓ take personal responsibility for and ownership of, your enquiry to reduce transferred calls.
- ✓ introduce your call to the recipient if it has to be transferred internally, so as to reduce the need for you to explain the purpose of your call a second time.

## Writing or email

We will;

- ✓ write to you in clear, concise language that is easily understood.
- ✓ send out standard information to you, if we think that will satisfy your enquiry, within 24 hours of receiving the request.
- ✓ respond to your letter or email of general correspondence relating to Council business within 10 working days.
- ✓ we will acknowledge your correspondence, if your enquiry requires in-depth research or follow-up that will take longer than 10 working days, and where possible, provide an expected completion date and details of the employee responsible for the response.

## Website or social media

We will;

- ✓ maintain our website with relevant and up-to-date information that is easily understood and accessible.
- ✓ post interesting, engaging, relevant and up-to-date information on our social media platforms in order to keep customers informed and engaged.
- ✓ respond to enquiries and posts on our social media platforms in a timely and professional manner.
- ✓ keep up to date with online services and community engagement tools and trends.
- ✓ refer customer who has lodged a customer request on social media through to the appropriate channels, as these will not be managed on social media.

## Measuring our performance

We will measure and improve the quality of our service by;

- ✓ welcoming your feedback.
- ✓ conducting an annual 'Customer Satisfaction Survey'.
- ✓ implementing quality training and coaching activities for our staff.
- ✓ using key performance indicators of our customer service in corporate and business planning.
- ✓ using effective internal systems and corporate reporting to measure our performance.
- ✓ recognising our staff for customer service delivery excellence.

## Helping us to help you

You can help us to meet our commitments to you by;

- ✓ being courteous, polite and respectful of our employees.
- ✓ respecting the rights of, and providing courtesy towards other customers.
- ✓ being open and honest with us by providing accurate and complete details when contacting us.
- ✓ letting us know when your situation changes, for example, your address or personal details change or your dog or cat registration details change.
- ✓ contacting us to make an appointment if you have a complex or technical enquiry, or need to meet with a specific employee.
- ✓ contacting the employee referred on any correspondence sent to you and quoting the reference number - if applicable.
- ✓ using email or phone for customer requests, complaints and compliments while using online social media channels for general dialogue.
- ✓ working with us to help solve problems.
- ✓ telling us where we fall short on our service in any aspect so that we may improve our services to you.
- ✓ helping us recognise our employees by telling us when you have received excellent customer service.

## Service level commitments

We are committed to achieving the response times (in working days) set out below.

### Environmental compliance

Emergency situations	Immediately
Roadway hazards	Same Day
Dangerous dogs	Same Day
Noise/nuisance complaint	Investigation within 48 hours

Stray dog – secured	48 hours (except weekends)
Stray dog - nuisance	48 hours (except weekends)
Erosion control	48 hours
Illegal rubbish dumping	3 days
Removal of graffiti	5 days
Removal of offensive graffiti in public/high profile areas	48 hours (except weekends)
Cooling towers	48 hours
Protection of public water supply	48 hours
Food premises inspection	48 hours
General environmental complaints or issues	10 working days

### Building surveying approval

Complying Development Certificates	10 days after 14 day notification
Construction Certificates - Major *	15 days
New homes	10 days
Development Applications - Major	30 days
Development Applications - Minor residential	15 days
Building Certificates *	10 days

\* The timeframe for a Building Certificate applies from when access is provided to the property. The certificate can only be issued if no outstanding works are identified.

### Town planning approval

Planning certificates	3 days
Pre-lodgement appointments (from initial request)	5 days
Development Applications (from lodgement date)	
Requests for additional information	10 days
Referrals to external authorities	10 days
Public notice (advertising)	14 or 30 days
Determination (without objection)	40 days

## Review

If you are not satisfied with how we handle your enquiry or request, we encourage you to refer to our Complaints Handling Policy and Guidelines. The policy and guidelines provide a number of options for you to make a complaint and also set out how that complaint will be dealt with.

The policy and guidelines are available at [www.federationcouncil.nsw.gov.au](http://www.federationcouncil.nsw.gov.au) or from customer service staff.

## Schedule of Changes & Amendments

Version	Date	Changes / Amendments
2.0	1/05/2017	Updates and formatting.

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# 2017 – 2021 Disability Inclusion Action Plan

federationcouncil.nsw.gov.au

Version No: 1



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## 1. MESSAGE FROM THE GENERAL MANAGER

I am very excited council has completed this Disability Inclusion Action Plan.

An accessible and inclusive community is one where community members have positive attitudes and behaviours toward people of all abilities. It is a community where people of all abilities have the opportunity to live, learn, work and play; and to actively participate in decision making.

The Disability Inclusion Action Plan sets out actions to support the development of a truly inclusive and accessible community. The actions in the plan seek to address the barriers identified by the community survey and to adopt accessible and positive practices in our workplaces, clubs and businesses. These practices include actively engaging and employing people with disability and ensuring that programs and strategies are developed with consideration of the impact on people with disability.

The Disability Inclusion Action Plan presents actions under four Key Objectives:

1. Develop Positive Community Attitudes and Behaviour
2. Create Liveable Communities
3. Support Access to Meaningful Employment
4. Improve Access to Services through Better Systems and Processes

A community that supports and celebrates people of all abilities is a better community for everyone.

**Mr Chris Gillard**

**General Manager – Federation Council**

## 2. ACCESS COMMITTEE

Federation Council will establish a Disability Access Committee made up of people with a disability, service providers and interested community members to advise Council on the barriers that prevent people with disabilities participating in programs, services and facilities.

Roles of the committee include raising awareness of the positive contributions of people with a disability and the importance of accessibility for all people and to provide input into decisions relating to alterations to Council buildings and streetscape, and the development of programs that improve the quality of life of people with a disability.

### 3. BACKGROUND

In August 2014 the NSW Disability Inclusion Act 2014 was passed. This Act requires all NSW Councils to develop a Disability Inclusion Action Plan to help remove barriers and enable people with disability to participate fully in their communities.

Federation Council's vision is for an inclusive, respectful and diverse community where people of all abilities have the opportunity to live, learn, work and play as they choose and are able to actively participate in decisions that may impact on them.

Council's Disability Inclusion Action Plan aims to promote positive attitudes and behaviours in the community, to provide better access to information, services and facilities, to provide a more liveable and accessible community, to enhance employment opportunities and to increase opportunities for people with disability to participate.

This Disability Inclusion Action Plan was developed through a community consultation and research process which included review of Council documents and Government policy. The consultation process involved talking to regional and local service providers, to people with disability and carers. Agency meetings and focus groups were held to identify gaps and discuss issues and a community survey conducted.

A Disability Access Committee, consisting of community members has been established due to this process and this committee will be actively involved in the ongoing development, implementation and formal review process of this plan.

### 4. INFORMING THE PLAN

This plan has been informed by the National Disability Strategy 2010-2020, National Disability Insurance Scheme, Disability Inclusion Act (NSW) 2014, Local Government Act 1993, Federation Council Ageing Well Strategy, Pedestrian Access Mobility Plan, Community Consultation Procedure and Equal Employment Opportunity Policy.

**The draft plan was endorsed at Council's April 2017 meeting and placed on public exhibition for 28 days. The final Plan was formally adopted at Council meeting June 2017.**

## 5. COMMUNITY PROFILE

The Disability Inclusion Act 2014 defines disability as:

*'The long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder the full and effective participation in society on an equal basis with others.'*

Federation Council has a population of approx. 12,500 people and is home to the diverse communities of Corowa, Howlong, Mulwala, Oaklands, Urana, Balldale, Boree Creek, Buraja-Lowesdale, Coreen, Daysdale, Morundah, Rand, Rennie and Savernake.

Located within an agriculturally rich and diverse area on the border of New South Wales and Victoria, the Southern Riverina region is the centre of one of the most productive wool, grain, lamb and beef-cattle growing areas of Australia.

Only three hours from Melbourne, four hours from Canberra and six hours from Sydney, the region boasts a great climate and vibrant atmosphere and is an ideal location for families, businesses and visitors to experience its exceptional lifestyle and opportunities

Information about disability in Federation Council is based on the Australian Bureau of Statistics (ABS) data on people who identify as needing help with mobility, self-care or communication due to disability or long-term health conditions.

### 5.1 Disability Snapshot in Federation Council

According to the Bureau of Statistic data for 2011 there are 612 people (5%) living in Federation Council who receive a Disability Support Pension. This pension is provided to people who have a physical, intellectual or psychiatric condition that stops them from working or people who are permanently blind. Of these, 220 are people under 65 years old.

Service NSW identified that 648 people living in the Council area are registered as having a current Disabled Parking Permit.

The ABS data shows that 1147 or 9.2% of people living in Federation Council were receiving a Carer Payment benefit in 2011. This payment is made to people who personally provide constant care, in the home, to someone with a severe disability, medical condition, or who is frail aged.

## 6. CONSULTATION

Over a four-month period conversations and meetings were held with stakeholders including local and regional service providers, individuals with disability, carers and interested community members. In February 2017 the Disability Inclusion and Access Survey was undertaken which invited the community to tell us what they thought could be done to improve access and inclusion in Federation Council.

The survey told us that accessibility in the community was very important to our residents and that more could be done to improve access.

### 6.1 What respondents told us was MOST important:

#### For changing attitudes and behaviours

- Involving people with disability in developing communication campaigns regarding inclusion.
- Developing public messages and campaigns that highlight inclusion and recognise the rights and contribution of people with disabilities in the community.
- Integrating staff training on access and inclusion into induction practices

#### For making communities liveable and accessible

- Ensuring community programs and events are accessible through early consideration of venues, transport, toilets, parking
- Providing continuous paths of travel between facilities and services in towns and public areas
- Providing accessible toilets in all public buildings

#### For improving employment opportunities

- Changing people's attitudes
- Accessible workplaces
- Flexible working hours and locations
- Designing roles suitable for people with disabilities

#### For improving accessibility of systems and processes

- Ensuring all information is available in different formats for all abilities
- Creating ways to provide feedback for inclusion and accessibility e.g. Council access advisory committee
- Ensuring workplaces internal systems and processes are accessible

## What can be done to change behaviour and attitudes?

Respondents told us that to change behaviours and attitudes in the community toward people with disability - education and awareness, increased visibility, positive promotion of people with disability and providing more accessible places were essential.

## What are the current barriers?

The Biggest barriers to access businesses were lack of staff awareness, poor physical accessibility (including toilets) and no clear signage. Barriers to community spaces were similar.

## What is done well?

Respondents identified some good examples of accessibility in local businesses. These included Corowa Arcade, Target, Post office (ramp), newsagent, hospital, RSL toilets, chemist and takeaway food store.

Good examples of accessibility in Council facilities include the automatic door at the entrance to Corowa offices, Sanger Street pedestrian refuges, rowers park, some of the playgrounds and parks, and disabled parking on flat ground.

## What can be done better?

Respondents also told us where businesses and council could do better. For businesses, including hotels, clubs and cafes having steps and narrow entry doors reduced access. For Council and public facilities, the main difficulties identified were the access ramp at council offices in Corowa, the lack of disabled toilets, no continuous accessible footpaths (to library, council offices and some parks) and the location of disabled parking.

## Who Responded to the Survey?

Responses were from individuals with disability, service providers representing people with disability and carers. Respondents came from Corowa, Howlong, Mulwala and Urana. The majority were aged between 35 and 65 years old and identified with disabilities including mental health, physical, intellectual, visual and hearing impairment.



Information from the survey and discussions with service providers has been used to inform the Disability Inclusion Action Plan

## 7. DISABILITY INCLUSION ACTION PLAN KEY OBJECTIVES

The Disability Inclusion Action Plan presents actions under the following key objectives:

1. Positive Attitudes and Behaviours
2. Create Liveable Communities
3. Support Access to Meaningful Employment
4. Improve Access to Services through Systems and Process





## 7.1 Positive attitudes and behaviour

The attitude of the general community towards people with disability is described as the single greatest barrier to full inclusion.

Negative attitudes can impact the lives of people with disability across education, employment and community participation.

Attitudes towards disability can change over time. Through a combination of large public campaigns and local initiatives, people can learn more about disability and how their words and action matter.

Objectives & Actions		Responsibility	Timeline	Measure
Objective 1	Develop, promote & support positive community attitudes and behaviour			
Action 1	Develop and facilitate Disability Awareness Training for staff (include access and inclusion awareness in induction practices)	Human Resources	Short	A range of disability awareness education and awareness programs undertaken by Federation Council staff  Participation in International Day of People with Disability  Awards program for Access and Inclusion developed  Positive public images of people with disability in Council publications and
Action 2	Include images of people with disability in council publications and in promotion of council events, not just disability specific activities	Communications Community Development	Short	
Action 3	Recognise and celebrate the contribution of people with disability during annual International Day of People with Disability	Communications Community Development	Short	
Action 4	Facilitate the development of Access and Inclusion Awards for Individuals, community groups, businesses	Community Economic Development	Medium	
Action 5	Develop public messages and campaigns that highlight inclusion and recognise the rights and contribution of people with disability in the community	Communications community development	Medium	

Action 6	Provide and/or support activities that increase awareness of people with disability and their contribution to our community	Community Development	Short	promotional materials including face book and webpage
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**Objective 2** Encourage and support local groups, agencies and organisations to provide more opportunities for people with disability to participate

Action 1	Promote and encourage programs and activities that give people with disability the opportunity to be physically and socially active	Community Development	Short	The Community Grants Program actively supporting initiatives that are inclusive, accessible and welcoming to people of all abilities  Federation Council supporting and promoting local programs and activities that give people with disability the opportunity to be physically and socially active
Action 2	Support community initiatives and the delivery of programs that engage and develop people with disability and their carers	Community development	Short	
Action 3	Support recreation groups, clubs and programs that provide opportunities for people of all abilities to participate in and enjoy community activities	Community Development	Short	
Action 4	Strengthen partnerships with health & community services and disability service providers to ensure services available in our local communities meet our needs	Community Development	Short	

**Objective 3** Create opportunities for people with disability to be actively engaged in community decision making

Action 1	Facilitate the establishment of Federation Council Access Committee	Community Development	Short	Access Committee established
Action 2	Through the Access Committee involve people with disability in the development of communication campaigns regarding access and inclusion	Communications Community Development	Short	Systems and Processes in place to enable input from Access Committee on Council actions that impact on people with disability.
Action 3	Through the Access Committee ensure that people with disability are provided with opportunities to input into community developments and master plans within the municipality; including CBD upgrades, recreation and open space developments and community facilities	Community Development	Medium	Access Committee involved in the development of public messages and campaigns regarding access and inclusion  Access Committee providing input and advice on Council decisions and new developments that impact on people with disability

## 7.2 Create liveable communities

Liveable communities are places where people have the opportunity to live, learn, work and play as the wish.

Physical accessibility is important, but liveable communities are also about the opportunity for social engagement, personal and business interactions, feeling safe and secure and being included in community activity.

Objectives & Actions	Responsibility	Timeline	Measure	
<b>Objective 1</b> Increasing Physical Accessibility of buildings and community facilities				
Action	Conducting audits of buildings owned or leased by council to assess compliance with Australian standards for access and mobility (AS1428 parts 1-5)	Access Committee Community Services	Medium	Planning decisions based on accurate and updated information relating to the needs of people with disability
Action 2	Establish Disability Access Improvement Program to improve access to Council facilities and services. Making older Council buildings compliant with Australian building codes and other access requirements. Includes ground surface indicators, adaptive equipment and technologies for libraries, sliding doors, hearing loops in chambers, ramps, handrails, accessible toilets, adult change tables.	Planning	Medium	Audit of Council owned or leased buildings undertaken  Disability Access Improvement Program developed
Action 3	Making equity and access key criteria for decisions about physical infrastructure, and information and communications technology	Council	Short	
Action 4	Engaging people with disability in the design and planning phases of new infrastructure and buildings to support accessible and inclusive assets.	Planning	Short	

Action 5	Support community groups and clubs to access funding to retrofit inaccessible buildings and facilities to enable use by all community members	Council	Long	Access Committee engaged in decisions regarding new infrastructure and buildings  Investigation into retrofit program for community groups and clubs
Action 6	Provide accessible toilets in Council public buildings	Planning	Long	
Action 7	Ensure that accessibility and inclusiveness for people with disability is considered in the planning of Council programs, planning and activities	Planning	Short	
Action 8	Provide continuous accessible paths of travel (see PAMP) between facilities and services in town centres	Planning	Medium	
Action 9	Ensure signage throughout the municipality is easy to read for all community members	Planning	Medium	

<b>Objective 2</b> Increasing accessibility of programs, services and activities				
Action 1	Establish and support an Access committee established to provide advice and feedback on matters relating to access for people with disabilities to Council facilities and services and within the community generally	Community Development	Short	Access committee engaged, monitoring DIAP and providing feedback and advice to Council regarding access and inclusion matters
Action 2	Develop, implement and monitor the Access and Inclusion Action plan in consultation with Access Committee	Access Committee	Short	

Action 3	Ensure that council facilities are accessible, inclusive welcoming and well promoted	Council	Long	<p>Audit of council run programs and activities undertaken (inclusiveness and accessibility)</p> <p>Information resources developed for people with disability</p> <p>Road safety initiatives undertaken</p>
Action 4	Ensuring community recreation, cultural and social programs are inclusive and accessible	Council	Long	
Action 5	Provide information resources for people with disability to facilitate access to local services and activities. Including the development of an Access and Mobility Kit with map showing locations of accessible businesses, facilities and toilets.	Communication	Medium	
Action 6	Implement road safety initiatives throughout the municipality including mobility scooter workshops and pedestrian safety	Road Safety Officer	Medium	

### 7.3 Support access to meaningful employment

People with disability often face barriers seeking employment, through the recruitment process and within the workplace.

Removing these barriers requires employers to be mindful of the information and access needs of people with disability and to gain an appreciation of the positive practices that can be adopted to provide accessible interviews, reasonable workplace adjustments and work experience opportunities.

Objective & Actions		Responsibility	Timeline	Measure
Objective 1	Providing and Supporting Inclusive and flexible work environments			
Action 1	Making diversity and inclusion a key consideration for strategic workforce planning and develop position advertisements that welcome disability	Human Services	Short	Reasonable adjustment to workplace to support employees with disability  Review of recruitment procedures including advertisements for new employees
Action 2	Actively develop a respectful and welcoming work culture including flexibility and accountability for all staff in the way that they work as well as specific attraction and retention strategies	Human Services	Medium	
Action 3	Engage with local disability employment providers to identify strategies to enhance opportunities for employment of people with disability	Human Services	Medium	
Action 4	Review recruitment procedures to support non-discrimination of people with disability	Human Services	Medium	
Action 5	Undertake reasonable adjustment to the workplace - to change a work process, practice, procedure or environment to support an employee with disability to perform their job	Human Services	Short/Med	

Action 6	Provide opportunity for representation on committees, groups and Council from people with disability	Council	Short
Action 7	Support community initiatives that facilitate the engagement of people with disability in employment	Community Development	Short





## 7.4 Improve access through better systems and processes

The systems and processes required to access services in the community can be complex. This can be more so for people with disability. Simple tasks such as gaining a driver's license can be difficult and costly for a person with disability.

It is the responsibility of each NSW Government department, local council and community and business organisation to ensure everyone has equitable access to information and services.

Objective & Actions		Responsibility	Timeline	Measure
Objective 1	Adoption of systems and process that increase opportunities for people with disability to actively participate in the community			
Action 1	Implement practices that ensure that all Council information distributed to the community is clear and easy to understand and in a range of formats to support different needs and capabilities	Communications	Short	Specific training needs and resources identified to support current and future employees with disability  Review of communication material undertaken to ensure it is accessible and inclusion compliant  Accessible complaint mechanism adopted
Action 2	Ensuring service users have access to communications supports such as hearing loops, touch screens and translation services	Communications	Long	
Action 3	Ensuring feedback and complaint mechanisms can be accessed by people with a range of disabilities	Communications	Short	
Action 4	Ensuring web content is compliant with at least conformance level AA in the W3Cs Web Content Accessibility Guidelines	Communications	Medium	
Action 5	Providing a mechanism for feedback on access and inclusion in the council area (Access Committee)	Community Development	Short	
Action 6	Ensuring internal systems and processes are designed to allow for inclusion of staff with a range of disabilities	Human Services	Short	

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Action 7	Using non-technology reliant communications methods such as local newspapers, letterbox drops and library information boards	Communications	Medium
Action 8	Ensure people with disability and their carers are involved in appropriate Council community engagement processes to support the understanding and reflection of their needs	Communications	Short

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## 8. REVIEW

The Disability Inclusion Action Plan provides a framework for actions over the next three years. In order for this plan to remain relevant, it is important to include an ongoing monitoring and review requirement.

The Disability Access Committee in consultation with the community will review performance measures outlined in the DIAP on an annual basis.

Consultation with people with disabilities to gain feedback in relation to progress of the Disability Inclusion Access Plan through the Federation Council's Disability Access Committee will be undertaken.



## 9. SCHEDULE OF CHANGES & AMENDMENTS

Version	Date	Changes / Amendments

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