



# **ATTACHMENTS**

**Ordinary Council Meeting**

**22 February 2023**





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# Investment Report

01/12/2022 to 31/12/2022



## Portfolio Valuation as at 31/12/2022

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	20/04/2022	18/01/2023	1.8800	2,000,000.00	26,371.51	3,193.42
Warwick Credit Union	Unrated	TD	GENERAL	Annual	10/02/2021	13/02/2023	0.6500	1,000,000.00	5,787.67	552.05
Warwick Credit Union	Unrated	TD	GENERAL	Annual	09/02/2021	14/02/2023	0.6500	500,000.00	2,902.74	276.03
ING Direct	A	TD	GENERAL	Annual	17/02/2022	21/02/2023	1.0200	1,000,000.00	8,886.58	866.30
BankWAW	Unrated	TD	GENERAL	Annual	02/03/2021	02/03/2023	0.7000	500,000.00	2,924.66	297.26
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	29/04/2022	14/03/2023	2.5400	1,000,000.00	17,188.49	2,157.26
ING Direct	A	TD	GENERAL	At Maturity	31/03/2022	29/03/2023	1.6800	1,000,000.00	12,703.56	1,426.85
BNK Bank	Unrated	TD	GENERAL	Annual	30/03/2021	04/04/2023	0.7000	900,000.00	4,781.10	535.07
NAB	AA-	TD	GENERAL	At Maturity	13/04/2021	18/04/2023	0.6000	1,000,000.00	10,323.29	509.59
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	29/04/2022	26/04/2023	2.7100	2,000,000.00	36,677.81	4,603.29
BNK Bank	Unrated	TD	GENERAL	Annual	04/05/2021	09/05/2023	0.7000	1,000,000.00	4,641.10	594.52
AMP Bank	BBB	TD	GENERAL	Annual	04/05/2021	09/05/2023	0.7000	1,000,000.00	4,641.10	594.52
MyState Bank	BBB	TD	GENERAL	Annual	04/05/2021	09/05/2023	0.5500	1,000,000.00	3,646.58	467.12
BOQ	BBB+	TD	GENERAL	Annual	10/05/2022	10/05/2023	3.0000	500,000.00	9,698.63	1,273.97
NAB	AA-	TD	GENERAL	Annual	25/05/2021	23/05/2023	0.6300	2,000,000.00	7,629.04	1,070.14
ING Direct	A	TD	GENERAL	At Maturity	25/05/2022	06/06/2023	3.1600	1,000,000.00	19,133.15	2,683.84
Members Equity Bank	BBB+	TD	GENERAL	At Maturity	14/06/2022	13/06/2023	3.9000	1,000,000.00	21,476.71	3,312.33
ING Direct	A	TD	GENERAL	Annual	08/06/2021	13/06/2023	0.5000	500,000.00	1,417.81	212.33





Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
ING Direct	A	TD	GENERAL	Annual	15/06/2021	13/06/2023	0.5000	750,000.00	2,054.79	318.49
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	14/06/2022	14/06/2023	4.0900	2,000,000.00	45,046.03	6,947.40
BOQ	BBB+	TD	GENERAL	Annual	28/06/2022	28/06/2023	4.0000	1,000,000.00	20,493.15	3,397.26
Westpac	AA-	TD	GENERAL	Quarterly	06/07/2021	11/07/2023	0.5600	1,000,000.00	1,334.79	475.62
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	20/07/2022	25/07/2023	4.2200	1,000,000.00	19,076.71	3,584.11
BOQ	BBB+	TD	GENERAL	Annual	26/07/2022	26/07/2023	4.0500	600,000.00	10,585.48	2,063.84
AMP Bank	BBB	TD	GENERAL	At Maturity	09/08/2022	08/08/2023	4.1500	1,000,000.00	16,486.30	3,524.66
AMP Bank	BBB	TD	GENERAL	Annual	09/08/2022	15/08/2023	4.1500	1,000,000.00	16,486.30	3,524.66
Westpac	AA-	TD	GENERAL	Quarterly	31/08/2022	31/08/2023	4.1200	1,000,000.00	3,612.05	3,499.18
Westpac	AA-	TD	GENERAL	Quarterly	31/08/2022	05/09/2023	4.1200	1,000,000.00	3,612.05	3,499.18
AMP Bank	BBB	TD	GENERAL	Annual	08/09/2021	05/09/2023	0.7500	500,000.00	1,181.51	318.49
Westpac	AA-	TD	GENERAL	Quarterly	08/09/2022	12/09/2023	4.0900	1,500,000.00	4,033.97	4,033.97
NAB	AA-	TD	GENERAL	Annual	13/09/2022	13/09/2023	4.1000	1,500,000.00	18,534.25	5,223.29
BOQ	BBB+	TD	GENERAL	At Maturity	04/10/2022	04/10/2023	4.5000	1,000,000.00	10,972.60	3,821.92
ING Direct	A	TD	GENERAL	Annual	25/05/2022	07/11/2023	3.3300	1,000,000.00	20,162.47	2,828.22
AMP Bank	BBB	TD	GENERAL	Annual	23/05/2022	23/11/2023	3.3000	1,000,000.00	20,161.64	2,802.74
AMP Bank	BBB	TD	GENERAL	At Maturity	29/11/2022	29/11/2023	4.6000	1,000,000.00	4,158.90	3,906.85
Westpac	AA-	TD	GENERAL	Quarterly	30/11/2021	05/12/2023	1.1900	750,000.00	782.47	758.01
BOQ	BBB+	TD	GENERAL	Annual	07/12/2022	07/12/2023	4.2900	1,500,000.00	4,407.53	4,407.53
Bank of Sydney	Unrated	TD	GENERAL	Annual	13/12/2022	12/12/2023	4.6000	500,000.00	1,197.26	1,197.26





Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Westpac	AA-	TD	GENERAL	Quarterly	09/02/2022	13/02/2024	1.5800	500,000.00	1,147.12	670.96
Bendigo and Adelaide	BBB+	TD	GENERAL	Quarterly	22/02/2022	27/02/2024	1.6500	500,000.00	904.11	700.68
Westpac	AA-	TD	GENERAL	Quarterly	23/03/2022	26/03/2024	2.3200	1,000,000.00	572.05	572.05
BOQ	BBB+	TD	GENERAL	Annual	31/03/2022	27/03/2024	2.6000	1,000,000.00	19,660.27	2,208.22
ING Direct	A	TD	GENERAL	At Maturity	24/05/2022	28/05/2024	3.7600	1,000,000.00	22,869.04	3,193.42
Westpac	AA-	TD	GENERAL	Quarterly	18/06/2021	18/06/2024	0.8000	1,500,000.00	427.40	427.40
Westpac	AA-	TD	GENERAL	Quarterly	06/07/2021	09/07/2024	0.8000	1,000,000.00	1,906.85	679.45
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	20/07/2022	23/07/2024	4.3700	1,000,000.00	19,754.79	3,711.51
Westpac	AA-	TD	GENERAL	Quarterly	23/08/2022	23/08/2024	4.3800	500,000.00	2,340.00	1,860.00
Australian Military Bank	BBB+	TD	GENERAL	Quarterly	29/08/2022	29/08/2024	4.4500	1,000,000.00	4,023.29	3,779.45
Westpac	AA-	TD	GENERAL	Quarterly	30/08/2022	03/09/2024	4.4400	1,000,000.00	3,892.60	3,770.96
BOQ	BBB+	TD	GENERAL	At Maturity	30/08/2022	03/09/2024	4.4000	1,000,000.00	14,947.95	3,736.99
P&N Bank	BBB	TD	GENERAL	Quarterly	08/09/2022	10/09/2024	4.4000	1,500,000.00	4,339.73	4,339.73
P&N Bank	BBB	TD	GENERAL	Annual	13/09/2022	13/09/2024	4.4500	500,000.00	6,705.48	1,889.73
AMP Bank	BBB	TD	GENERAL	Annual	20/10/2022	21/10/2024	4.9000	1,000,000.00	9,800.00	4,161.64
AMP Bank	BBB	TD	GENERAL	Annual	22/11/2022	19/11/2024	4.7000	750,000.00	3,863.01	2,993.84
AMP Bank	BBB	TD	GENERAL	Annual	29/11/2022	03/12/2024	4.6500	1,000,000.00	4,204.11	3,949.32
BOQ	BBB+	TD	GENERAL	Annual	10/08/2021	12/08/2025	1.0000	1,000,000.00	3,945.21	849.32
Macquarie Bank	A+	CASH	GENERAL	Monthly	31/12/2022	31/12/2022	3.1000	3,661,206.10	8,865.51	8,865.51
NAB	AA-	CASH	GENERAL	Monthly	31/12/2022	31/12/2022	1.2500	4,842,462.28	5,135.86	5,135.86



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
<b>TOTALS</b>								64,753,668.38	564,516.17	142,254.60



## Counterparty Compliance as at 31/12/2022

### Long Term Investments

Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
✓	Commonwealth Bank	Long	AA-	9,000,000.00	13.90	25.00	-	7,188,417.10
✓	Westpac	Long	AA-	10,750,000.00	16.60	25.00	-	5,438,417.10
✓	NAB	Long	AA-	9,342,462.28	14.43	25.00	-	6,845,954.82
✓	Macquarie Bank	Long	A+	3,661,206.10	5.65	20.00	-	9,289,527.58
✓	ING Direct	Long	A	6,250,000.00	9.65	20.00	-	6,700,733.68
✓	Bendigo and Adelaide	Long	BBB+	500,000.00	0.77	15.00	-	9,213,050.26
✓	BOQ	Long	BBB+	8,600,000.00	13.28	15.00	-	1,113,050.26
✓	Australian Military Bank	Long	BBB+	1,000,000.00	1.54	15.00	-	8,713,050.26
✓	AMP Bank	Long	BBB	8,250,000.00	12.74	15.00	-	1,463,050.26
✓	MyState Bank	Long	BBB	1,000,000.00	1.54	15.00	-	8,713,050.26
✓	P&N Bank	Long	BBB	2,000,000.00	3.09	15.00	-	7,713,050.26
✓	Warwick Credit Union	Long	Unrated	1,500,000.00	2.32	5.00	-	1,737,683.42
✓	Bank of Sydney	Long	Unrated	500,000.00	0.77	5.00	-	2,737,683.42



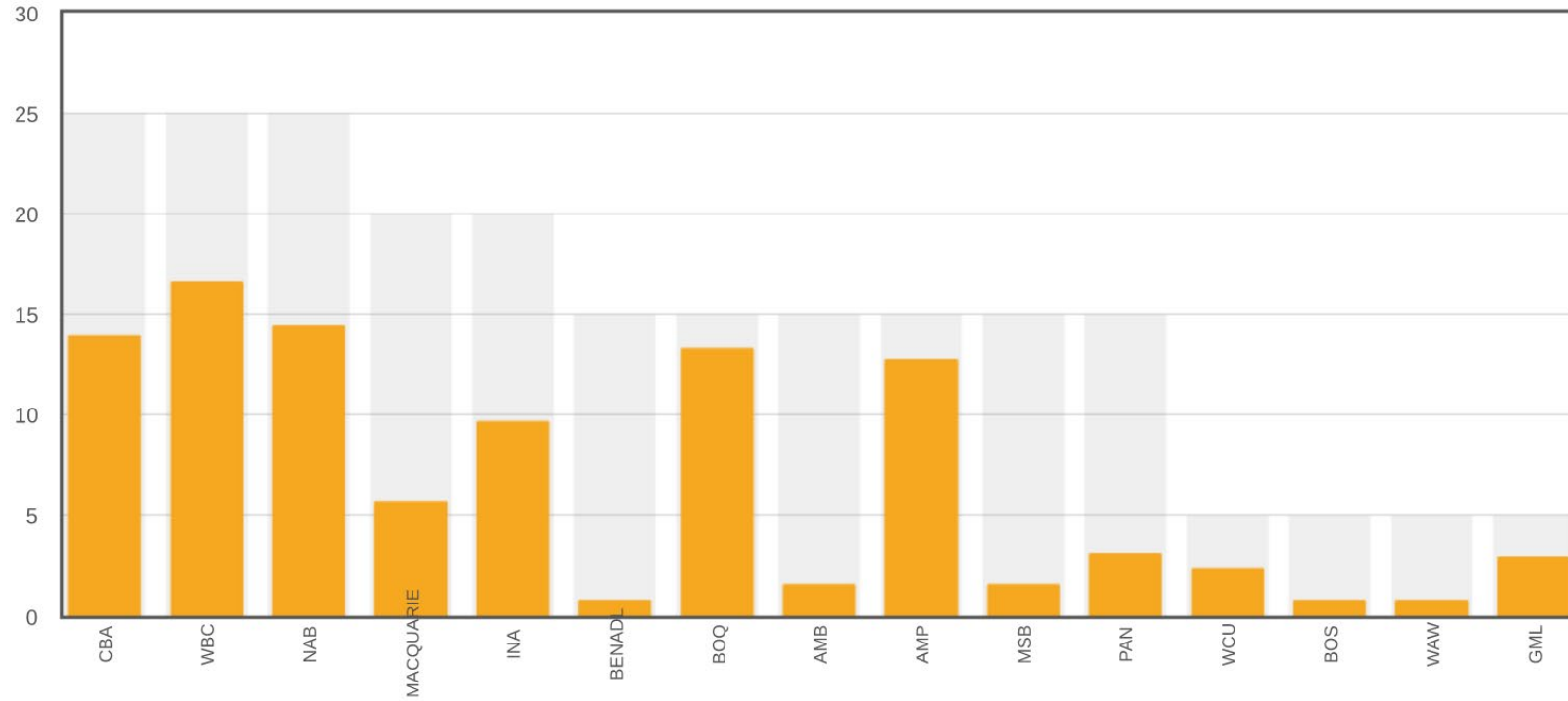




Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
✓	WAW Credit Union	Long	Unrated	500,000.00	0.77	5.00	-	2,737,683.42
✓	BNK Bank	Long	Unrated	1,900,000.00	2.93	5.00	-	1,337,683.42
<b>TOTALS</b>				<b>64,753,668.38</b>	<b>100.00</b>			



**Counterparty Compliance - Long Term Investments**



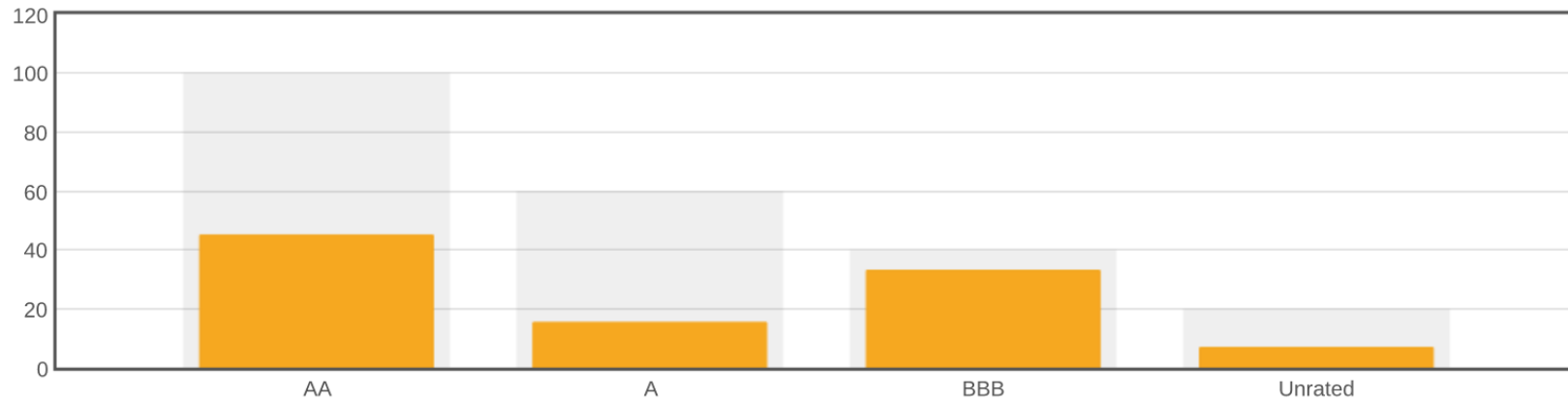


## Credit Quality Compliance as at 31/12/2022

### Long Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available
✓	AA	29,092,462.28	44.93	100.00	35,661,206.10
✓	A	9,911,206.10	15.31	60.00	28,940,994.93
✓	BBB	21,350,000.00	32.97	40.00	4,551,467.35
✓	Unrated	4,400,000.00	6.79	20.00	8,550,733.68
<b>TOTALS</b>		<b>64,753,668.38</b>	<b>100.00</b>		

### Credit Quality Compliance - Long Term Investments

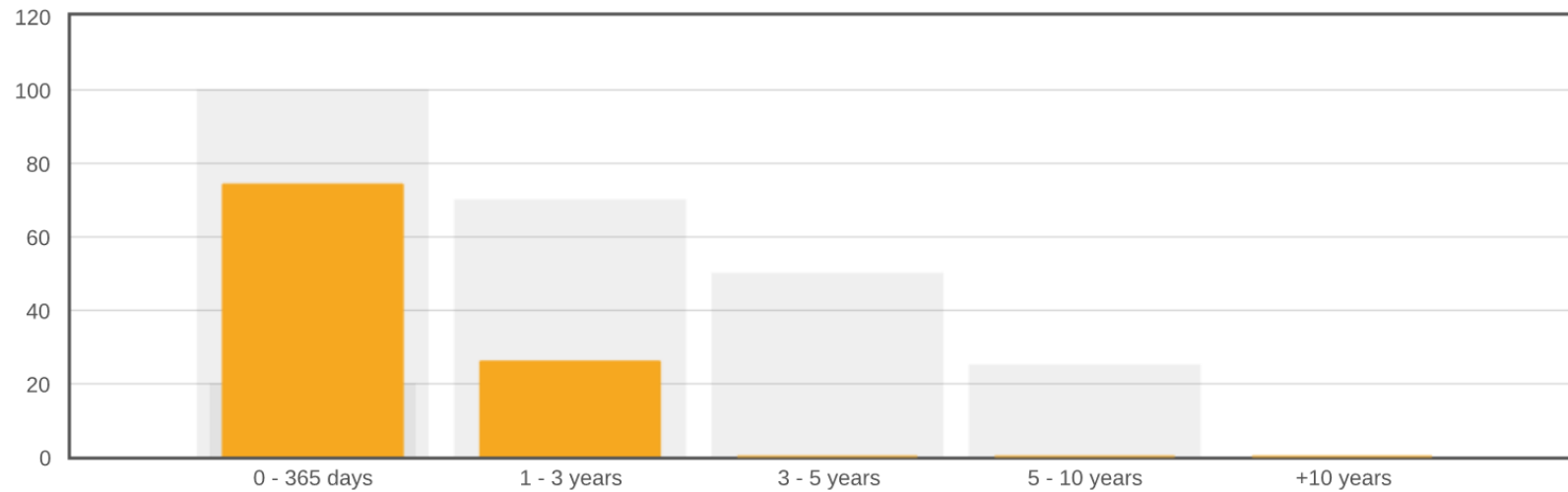




### Maturity Compliance as at 31/12/2022

Compliant	Term	Invested	Invested (%)	Min Limit (%)	Max Limit (%)	Available
✓	0 - 365 days	48,003,668.38	74.13	20.00	100.00	16,750,000.00
✓	1 - 3 years	16,750,000.00	25.87	0.00	70.00	28,577,567.87
✓	3 - 5 years	-	0.00	0.00	50.00	32,376,834.19
✓	5 - 10 years	-	0.00	0.00	25.00	16,188,417.10
✓	+10 years	-	0.00	0.00	0.00	-
<b>TOTALS</b>		<b>64,753,668.38</b>	<b>100.00</b>			

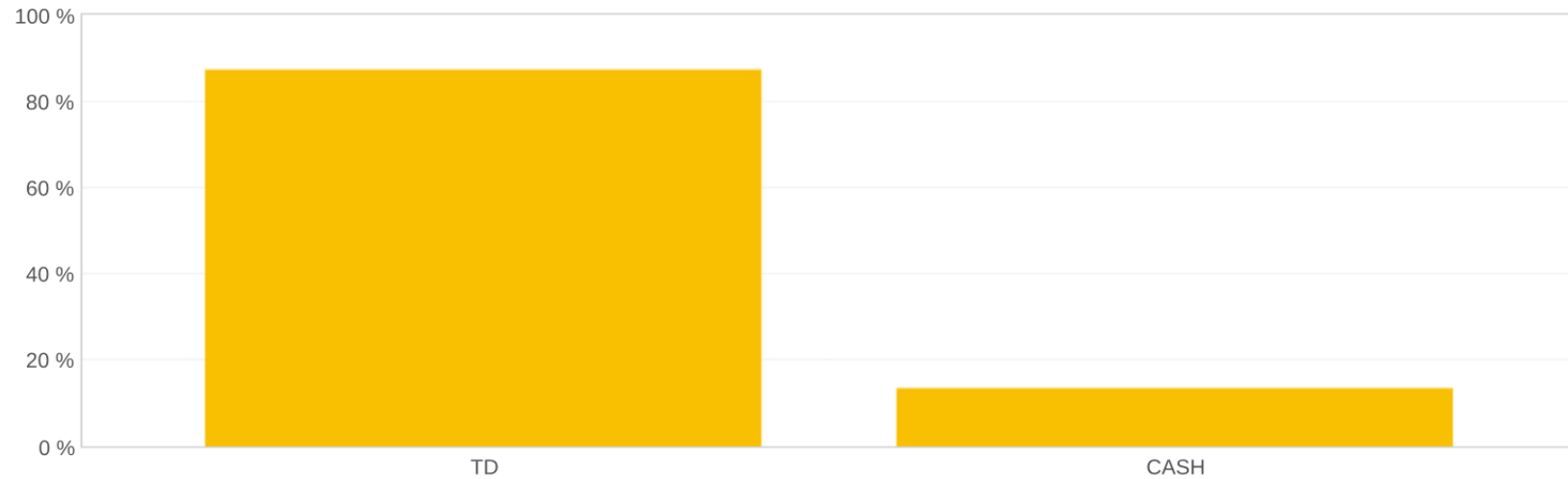
### Maturity Compliance





**Asset Class** as at 31/12/2022

Code	Number of Trades	Invested	Invested (%)
TD	56	56,250,000.00	86.87
CASH	2	8,503,668.38	13.13
<b>TOTALS</b>	<b>58</b>	<b>64,753,668.38</b>	<b>100.0</b>





# Investment Report

01/01/2023 to 31/01/2023



## Portfolio Valuation as at 31/01/2023

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Warwick Credit Union	Unrated	TD	GENERAL	Annual	10/02/2021	13/02/2023	0.6500	1,000,000.00	6,339.73	552.05
Warwick Credit Union	Unrated	TD	GENERAL	Annual	09/02/2021	14/02/2023	0.6500	500,000.00	3,178.77	276.03
ING Direct	A	TD	GENERAL	Annual	17/02/2022	21/02/2023	1.0200	1,000,000.00	9,752.88	866.30
BankWAW	Unrated	TD	GENERAL	Annual	02/03/2021	02/03/2023	0.7000	500,000.00	3,221.92	297.26
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	29/04/2022	14/03/2023	2.5400	1,000,000.00	19,345.75	2,157.26
ING Direct	A	TD	GENERAL	At Maturity	31/03/2022	29/03/2023	1.6800	1,000,000.00	14,130.41	1,426.85
BNK Bank	Unrated	TD	GENERAL	Annual	30/03/2021	04/04/2023	0.7000	900,000.00	5,316.16	535.07
NAB	AA-	TD	GENERAL	At Maturity	13/04/2021	18/04/2023	0.6000	1,000,000.00	10,832.88	509.59
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	29/04/2022	26/04/2023	2.7100	2,000,000.00	41,281.10	4,603.29
BNK Bank	Unrated	TD	GENERAL	Annual	04/05/2021	09/05/2023	0.7000	1,000,000.00	5,235.62	594.52
AMP Bank	BBB	TD	GENERAL	Annual	04/05/2021	09/05/2023	0.7000	1,000,000.00	5,235.62	594.52
MyState Bank	BBB	TD	GENERAL	Annual	04/05/2021	09/05/2023	0.5500	1,000,000.00	4,113.70	467.12
BOQ	BBB+	TD	GENERAL	Annual	10/05/2022	10/05/2023	3.0000	500,000.00	10,972.60	1,273.97
NAB	AA-	TD	GENERAL	Annual	25/05/2021	23/05/2023	0.6300	2,000,000.00	8,699.18	1,070.14
ING Direct	A	TD	GENERAL	At Maturity	25/05/2022	06/06/2023	3.1600	1,000,000.00	21,816.99	2,683.84
Members Equity Bank	BBB+	TD	GENERAL	At Maturity	14/06/2022	13/06/2023	3.9000	1,000,000.00	24,789.04	3,312.33
ING Direct	A	TD	GENERAL	Annual	08/06/2021	13/06/2023	0.5000	500,000.00	1,630.14	212.33
ING Direct	A	TD	GENERAL	Annual	15/06/2021	13/06/2023	0.5000	750,000.00	2,373.29	318.49



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	14/06/2022	14/06/2023	4.0900	2,000,000.00	51,993.42	6,947.40
BOQ	BBB+	TD	GENERAL	Annual	28/06/2022	28/06/2023	4.0000	1,000,000.00	23,890.41	3,397.26
Westpac	AA-	TD	GENERAL	Quarterly	06/07/2021	11/07/2023	0.5600	1,000,000.00	398.90	398.90
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	20/07/2022	25/07/2023	4.2200	1,000,000.00	3,352.88	3,352.88
BOQ	BBB+	TD	GENERAL	Annual	26/07/2022	26/07/2023	4.0500	600,000.00	12,649.32	2,063.84
AMP Bank	BBB	TD	GENERAL	At Maturity	09/08/2022	08/08/2023	4.1500	1,000,000.00	20,010.96	3,524.66
AMP Bank	BBB	TD	GENERAL	Annual	09/08/2022	15/08/2023	4.1500	1,000,000.00	20,010.96	3,524.66
Westpac	AA-	TD	GENERAL	Quarterly	31/08/2022	31/08/2023	4.1200	1,000,000.00	7,111.23	3,499.18
Westpac	AA-	TD	GENERAL	Quarterly	31/08/2022	05/09/2023	4.1200	1,000,000.00	7,111.23	3,499.18
AMP Bank	BBB	TD	GENERAL	Annual	08/09/2021	05/09/2023	0.7500	500,000.00	1,500.00	318.49
Westpac	AA-	TD	GENERAL	Quarterly	08/09/2022	12/09/2023	4.0900	1,500,000.00	9,244.52	5,210.55
NAB	AA-	TD	GENERAL	Annual	13/09/2022	13/09/2023	4.1000	1,500,000.00	23,757.53	5,223.29
BOQ	BBB+	TD	GENERAL	At Maturity	04/10/2022	04/10/2023	4.5000	1,000,000.00	14,794.52	3,821.92
ING Direct	A	TD	GENERAL	Annual	25/05/2022	07/11/2023	3.3300	1,000,000.00	22,990.68	2,828.22
AMP Bank	BBB	TD	GENERAL	Annual	23/05/2022	23/11/2023	3.3000	1,000,000.00	22,964.38	2,802.74
AMP Bank	BBB	TD	GENERAL	At Maturity	29/11/2022	29/11/2023	4.6000	1,000,000.00	8,065.75	3,906.85
Westpac	AA-	TD	GENERAL	Quarterly	30/11/2021	05/12/2023	1.1900	750,000.00	1,540.48	758.01
BOQ	BBB+	TD	GENERAL	Annual	07/12/2022	07/12/2023	4.2900	1,500,000.00	9,872.88	5,465.34
Bank of Sydney	Unrated	TD	GENERAL	Annual	13/12/2022	12/12/2023	4.6000	500,000.00	3,150.68	1,953.42
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	18/01/2023	23/01/2024	4.6500	2,000,000.00	3,567.12	3,567.12







Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Westpac	AA-	TD	GENERAL	Quarterly	09/02/2022	13/02/2024	1.5800	500,000.00	1,818.08	670.96
Bendigo and Adelaide	BBB+	TD	GENERAL	Quarterly	22/02/2022	27/02/2024	1.6500	500,000.00	1,604.79	700.68
Westpac	AA-	TD	GENERAL	Quarterly	23/03/2022	26/03/2024	2.3200	1,000,000.00	2,542.47	1,970.41
BOQ	BBB+	TD	GENERAL	Annual	31/03/2022	27/03/2024	2.6000	1,000,000.00	21,868.49	2,208.22
ING Direct	A	TD	GENERAL	At Maturity	24/05/2022	28/05/2024	3.7600	1,000,000.00	26,062.47	3,193.42
Westpac	AA-	TD	GENERAL	Quarterly	18/06/2021	18/06/2024	0.8000	1,500,000.00	1,446.58	1,019.18
Westpac	AA-	TD	GENERAL	Quarterly	06/07/2021	09/07/2024	0.8000	1,000,000.00	569.86	569.86
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	20/07/2022	23/07/2024	4.3700	1,000,000.00	1,436.71	1,436.71
Westpac	AA-	TD	GENERAL	Quarterly	23/08/2022	23/08/2024	4.3800	500,000.00	4,200.00	1,860.00
Australian Military Bank	BBB+	TD	GENERAL	Quarterly	29/08/2022	29/08/2024	4.4500	1,000,000.00	7,802.74	3,779.45
Westpac	AA-	TD	GENERAL	Quarterly	30/08/2022	03/09/2024	4.4400	1,000,000.00	7,663.56	3,770.96
BOQ	BBB+	TD	GENERAL	At Maturity	30/08/2022	03/09/2024	4.4000	1,000,000.00	18,684.93	3,736.99
P&N Bank	BBB	TD	GENERAL	Quarterly	08/09/2022	10/09/2024	4.4000	1,500,000.00	9,945.21	5,605.48
P&N Bank	BBB	TD	GENERAL	Annual	13/09/2022	13/09/2024	4.4500	500,000.00	8,595.21	1,889.73
AMP Bank	BBB	TD	GENERAL	Annual	20/10/2022	21/10/2024	4.9000	1,000,000.00	13,961.64	4,161.64
AMP Bank	BBB	TD	GENERAL	Annual	22/11/2022	19/11/2024	4.7000	750,000.00	6,856.85	2,993.84
AMP Bank	BBB	TD	GENERAL	Annual	29/11/2022	03/12/2024	4.6500	1,000,000.00	8,153.42	3,949.32
BOQ	BBB+	TD	GENERAL	Annual	10/08/2021	12/08/2025	1.0000	1,000,000.00	4,794.52	849.32
Macquarie Bank	A+	CASH	GENERAL	Monthly	31/01/2023	31/01/2023	3.3000	3,671,507.22	9,660.50	9,660.50
NAB	AA-	CASH	GENERAL	Monthly	31/01/2023	31/01/2023	3.1000	4,847,769.08	5,386.86	5,386.86



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
<b>TOTALS</b>								64,769,276.30	629,298.52	147,228.39



## Counterparty Compliance as at 31/01/2023

### Long Term Investments

Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
✓	Commonwealth Bank	Long	AA-	9,000,000.00	13.89	25.00	-	7,192,319.08
✓	Westpac	Long	AA-	10,750,000.00	16.60	25.00	-	5,442,319.08
✓	NAB	Long	AA-	9,347,769.08	14.43	25.00	-	6,844,550.00
✓	Macquarie Bank	Long	A+	3,671,507.22	5.67	20.00	-	9,282,348.04
✓	ING Direct	Long	A	6,250,000.00	9.65	20.00	-	6,703,855.26
✓	Bendigo and Adelaide	Long	BBB+	500,000.00	0.77	15.00	-	9,215,391.45
✓	BOQ	Long	BBB+	8,600,000.00	13.28	15.00	-	1,115,391.45
✓	Australian Military Bank	Long	BBB+	1,000,000.00	1.54	15.00	-	8,715,391.45
✓	AMP Bank	Long	BBB	8,250,000.00	12.74	15.00	-	1,465,391.45
✓	MyState Bank	Long	BBB	1,000,000.00	1.54	15.00	-	8,715,391.45
✓	P&N Bank	Long	BBB	2,000,000.00	3.09	15.00	-	7,715,391.45
✓	Warwick Credit Union	Long	Unrated	1,500,000.00	2.32	5.00	-	1,738,463.82
✓	Bank of Sydney	Long	Unrated	500,000.00	0.77	5.00	-	2,738,463.82

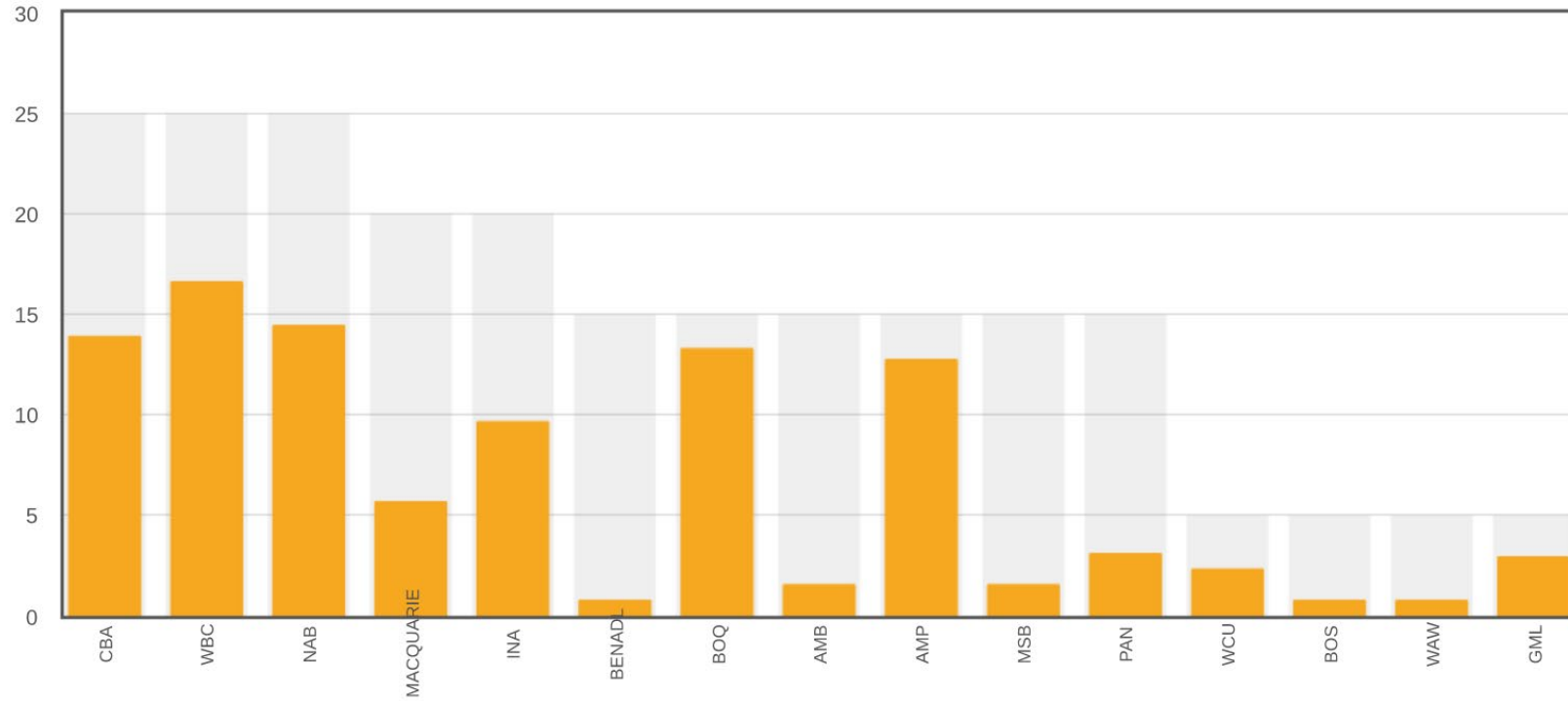




Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
✓	WAW Credit Union	Long	Unrated	500,000.00	0.77	5.00	-	2,738,463.82
✓	BNK Bank	Long	Unrated	1,900,000.00	2.93	5.00	-	1,338,463.82
<b>TOTALS</b>				<b>64,769,276.30</b>	<b>100.00</b>			



**Counterparty Compliance - Long Term Investments**



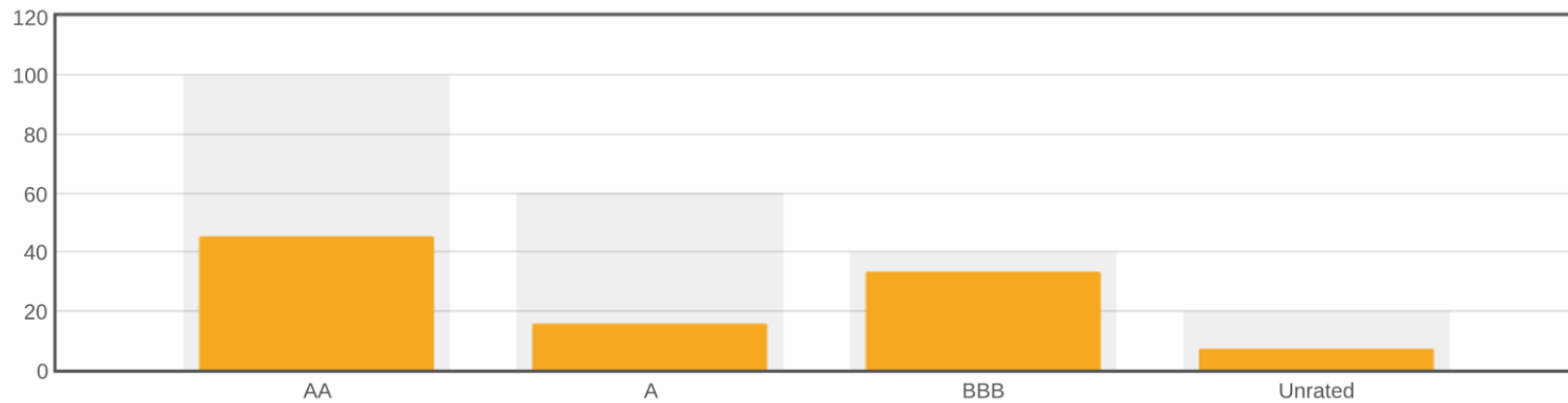


## Credit Quality Compliance as at 31/01/2023

### Long Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available
✓	AA	29,097,769.08	44.92	100.00	35,671,507.22
✓	A	9,921,507.22	15.32	60.00	28,940,058.56
✓	BBB	21,350,000.00	32.96	40.00	4,557,710.52
✓	Unrated	4,400,000.00	6.79	20.00	8,553,855.26
<b>TOTALS</b>		<b>64,769,276.30</b>	<b>100.00</b>		

### Credit Quality Compliance - Long Term Investments

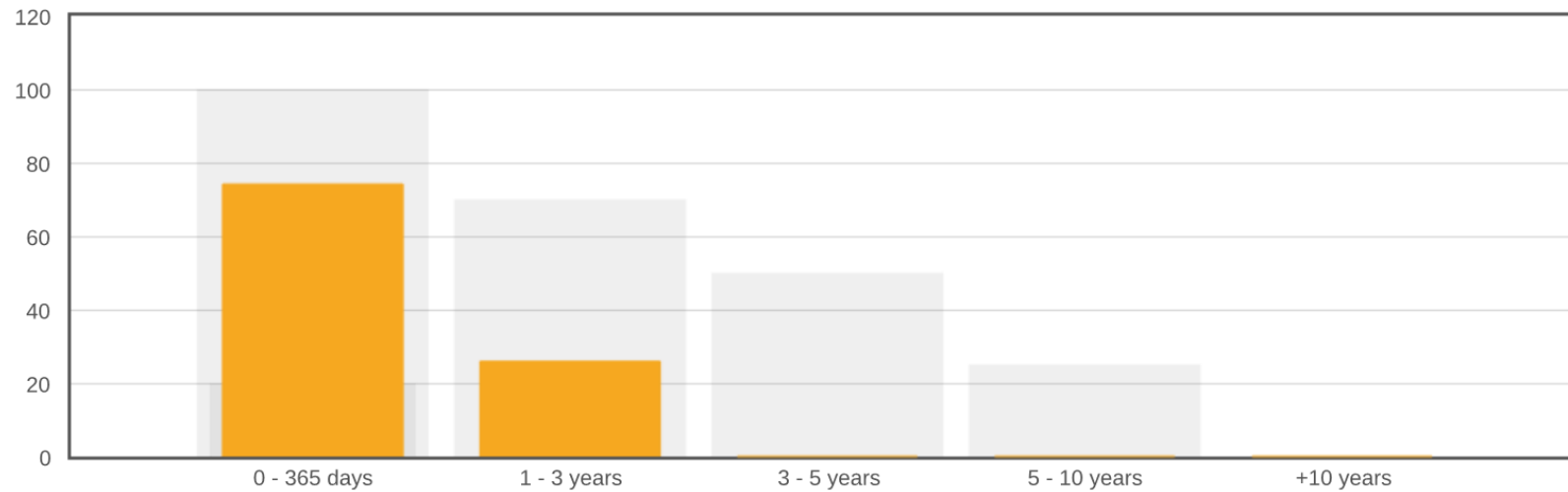




### Maturity Compliance as at 31/01/2023

Compliant	Term	Invested	Invested (%)	Min Limit (%)	Max Limit (%)	Available
✓	0 - 365 days	48,019,276.30	74.14	20.00	100.00	16,750,000.00
✓	1 - 3 years	16,750,000.00	25.86	0.00	70.00	28,588,493.41
✓	3 - 5 years	-	0.00	0.00	50.00	32,384,638.15
✓	5 - 10 years	-	0.00	0.00	25.00	16,192,319.08
✓	+10 years	-	0.00	0.00	0.00	-
<b>TOTALS</b>		<b>64,769,276.30</b>	<b>100.00</b>			

### Maturity Compliance





## Portfolio Comparison

From: 31/12/2022 To: 31/01/2023

Issuer	Rating	Type	Rate	Purchase	Maturity	Interest	31/12/2022	31/01/2023	Difference
Commonwealth Bank	AA-	TD	1.8800	20/04/2022	18/01/2023	At Maturity	2,000,000.00	-	-2,000,000.00
Warwick Credit Union	Unrated	TD	0.6500	10/02/2021	13/02/2023	Annual	1,000,000.00	1,000,000.00	-
Warwick Credit Union	Unrated	TD	0.6500	09/02/2021	14/02/2023	Annual	500,000.00	500,000.00	-
ING Direct	A	TD	1.0200	17/02/2022	21/02/2023	Annual	1,000,000.00	1,000,000.00	-
BankWAW	Unrated	TD	0.7000	02/03/2021	02/03/2023	Annual	500,000.00	500,000.00	-
Commonwealth Bank	AA-	TD	2.5400	29/04/2022	14/03/2023	At Maturity	1,000,000.00	1,000,000.00	-
ING Direct	A	TD	1.6800	31/03/2022	29/03/2023	At Maturity	1,000,000.00	1,000,000.00	-
BNK Bank	Unrated	TD	0.7000	30/03/2021	04/04/2023	Annual	900,000.00	900,000.00	-
NAB	AA-	TD	0.6000	13/04/2021	18/04/2023	At Maturity	1,000,000.00	1,000,000.00	-
Commonwealth Bank	AA-	TD	2.7100	29/04/2022	26/04/2023	At Maturity	2,000,000.00	2,000,000.00	-
BNK Bank	Unrated	TD	0.7000	04/05/2021	09/05/2023	Annual	1,000,000.00	1,000,000.00	-
AMP Bank	BBB	TD	0.7000	04/05/2021	09/05/2023	Annual	1,000,000.00	1,000,000.00	-
MyState Bank	BBB	TD	0.5500	04/05/2021	09/05/2023	Annual	1,000,000.00	1,000,000.00	-
BOQ	BBB+	TD	3.0000	10/05/2022	10/05/2023	Annual	500,000.00	500,000.00	-
NAB	AA-	TD	0.6300	25/05/2021	23/05/2023	Annual	2,000,000.00	2,000,000.00	-
ING Direct	A	TD	3.1600	25/05/2022	06/06/2023	At Maturity	1,000,000.00	1,000,000.00	-
Members Equity Bank	BBB+	TD	3.9000	14/06/2022	13/06/2023	At Maturity	1,000,000.00	1,000,000.00	-





Issuer	Rating	Type	Rate	Purchase	Maturity	Interest	31/12/2022	31/01/2023	Difference
ING Direct	A	TD	0.5000	08/06/2021	13/06/2023	Annual	500,000.00	500,000.00	-
ING Direct	A	TD	0.5000	15/06/2021	13/06/2023	Annual	750,000.00	750,000.00	-
Commonwealth Bank	AA-	TD	4.0900	14/06/2022	14/06/2023	At Maturity	2,000,000.00	2,000,000.00	-
BOQ	BBB+	TD	4.0000	28/06/2022	28/06/2023	Annual	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	0.5600	06/07/2021	11/07/2023	Quarterly	1,000,000.00	1,000,000.00	-
Commonwealth Bank	AA-	TD	4.2200	20/07/2022	25/07/2023	Semi-Annual	1,000,000.00	1,000,000.00	-
BOQ	BBB+	TD	4.0500	26/07/2022	26/07/2023	Annual	600,000.00	600,000.00	-
AMP Bank	BBB	TD	4.1500	09/08/2022	08/08/2023	At Maturity	1,000,000.00	1,000,000.00	-
AMP Bank	BBB	TD	4.1500	09/08/2022	15/08/2023	Annual	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	4.1200	31/08/2022	31/08/2023	Quarterly	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	4.1200	31/08/2022	05/09/2023	Quarterly	1,000,000.00	1,000,000.00	-
AMP Bank	BBB	TD	0.7500	08/09/2021	05/09/2023	Annual	500,000.00	500,000.00	-
Westpac	AA-	TD	4.0900	08/09/2022	12/09/2023	Quarterly	1,500,000.00	1,500,000.00	-
NAB	AA-	TD	4.1000	13/09/2022	13/09/2023	Annual	1,500,000.00	1,500,000.00	-
BOQ	BBB+	TD	4.5000	04/10/2022	04/10/2023	At Maturity	1,000,000.00	1,000,000.00	-
ING Direct	A	TD	3.3300	25/05/2022	07/11/2023	Annual	1,000,000.00	1,000,000.00	-
AMP Bank	BBB	TD	3.3000	23/05/2022	23/11/2023	Annual	1,000,000.00	1,000,000.00	-
AMP Bank	BBB	TD	4.6000	29/11/2022	29/11/2023	At Maturity	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	1.1900	30/11/2021	05/12/2023	Quarterly	750,000.00	750,000.00	-
BOQ	BBB+	TD	4.2900	07/12/2022	07/12/2023	Annual	1,500,000.00	1,500,000.00	-





Issuer	Rating	Type	Rate	Purchase	Maturity	Interest	31/12/2022	31/01/2023	Difference
Bank of Sydney	Unrated	TD	4.6000	13/12/2022	12/12/2023	Annual	500,000.00	500,000.00	-
Commonwealth Bank	AA-	TD	4.6500	18/01/2023	23/01/2024	At Maturity	-	2,000,000.00	2,000,000.00
Westpac	AA-	TD	1.5800	09/02/2022	13/02/2024	Quarterly	500,000.00	500,000.00	-
Bendigo and Adelaide	BBB+	TD	1.6500	22/02/2022	27/02/2024	Quarterly	500,000.00	500,000.00	-
Westpac	AA-	TD	2.3200	23/03/2022	26/03/2024	Quarterly	1,000,000.00	1,000,000.00	-
BOQ	BBB+	TD	2.6000	31/03/2022	27/03/2024	Annual	1,000,000.00	1,000,000.00	-
ING Direct	A	TD	3.7600	24/05/2022	28/05/2024	At Maturity	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	0.8000	18/06/2021	18/06/2024	Quarterly	1,500,000.00	1,500,000.00	-
Westpac	AA-	TD	0.8000	06/07/2021	09/07/2024	Quarterly	1,000,000.00	1,000,000.00	-
Commonwealth Bank	AA-	TD	4.3700	20/07/2022	23/07/2024	Semi-Annual	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	4.3800	23/08/2022	23/08/2024	Quarterly	500,000.00	500,000.00	-
Australian Military Bank	BBB+	TD	4.4500	29/08/2022	29/08/2024	Quarterly	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	4.4400	30/08/2022	03/09/2024	Quarterly	1,000,000.00	1,000,000.00	-
BOQ	BBB+	TD	4.4000	30/08/2022	03/09/2024	At Maturity	1,000,000.00	1,000,000.00	-
P&N Bank	BBB	TD	4.4000	08/09/2022	10/09/2024	Quarterly	1,500,000.00	1,500,000.00	-
P&N Bank	BBB	TD	4.4500	13/09/2022	13/09/2024	Annual	500,000.00	500,000.00	-
AMP Bank	BBB	TD	4.9000	20/10/2022	21/10/2024	Annual	1,000,000.00	1,000,000.00	-
AMP Bank	BBB	TD	4.7000	22/11/2022	19/11/2024	Annual	750,000.00	750,000.00	-
AMP Bank	BBB	TD	4.6500	29/11/2022	03/12/2024	Annual	1,000,000.00	1,000,000.00	-
BOQ	BBB+	TD	1.0000	10/08/2021	12/08/2025	Annual	1,000,000.00	1,000,000.00	-





Issuer	Rating	Type	Rate	Purchase	Maturity	Interest	31/12/2022	31/01/2023	Difference
Macquarie Bank	A+	CASH	3.1000	31/12/2022	31/12/2022	Monthly	3,661,206.10	3,671,507.22	10,301.12
NAB	AA-	CASH	1.2500	31/12/2022	31/12/2022	Monthly	4,842,462.28	4,847,769.08	5,306.80
<b>TOTALS</b>							<b>64,753,668.38</b>	<b>64,769,276.30</b>	<b>15,607.92</b>



## Trades in Period

From: 01/01/2023 To: 31/01/2023

### New Trades

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Value	Ref
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	18/01/2023	23/01/2024	4.6500	2,000,000.00	
<b>TOTALS</b>								<b>2,000,000.00</b>	



**Sell Trades**

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Sell	Yield/Margin	Face Value	Gross Value	Capital Value	Ref
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No entries for this item



**Matured Trades**

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Value	Ref
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	20/04/2022	18/01/2023	1.8800	2,000,000.00	
<b>TOTALS</b>								<b>2,000,000.00</b>	





## Interest Received in Period

From: 01/01/2023 To: 31/01/2023

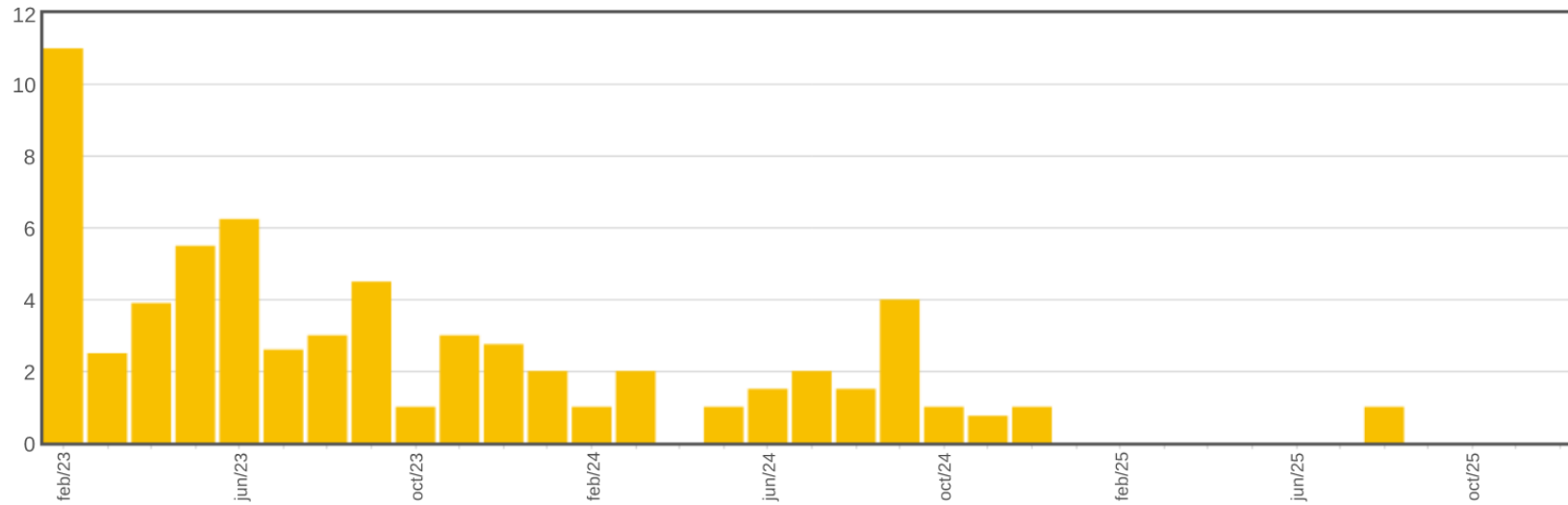
### Periodic Interest

Issuer	Rating	Type	Alloc	Frequency	Value	Purchase	Maturity	Coupon Date	Type	Rate	Received
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	2,000,000.00	20/04/2022	18/01/2023	18/01/2023	Maturity	1.8800	28,122.74
Westpac	AA-	TD	GENERAL	Quarterly	1,000,000.00	06/07/2021	11/07/2023	06/01/2023	Periodic	0.5600	1,411.51
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	1,000,000.00	20/07/2022	25/07/2023	03/01/2023	Periodic	4.2200	19,307.95
Westpac	AA-	TD	GENERAL	Quarterly	1,000,000.00	06/07/2021	09/07/2024	06/01/2023	Periodic	0.8000	2,016.44
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	1,000,000.00	20/07/2022	23/07/2024	20/01/2023	Periodic	4.3700	22,029.59
<b>TOTALS</b>					<b>6,000,000.00</b>						<b>72,888.22</b>



### Maturity Cashflow as at 31/01/2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	-	11,019,276	2,500,000	3,900,000	5,500,000	6,250,000	2,600,000	3,000,000	4,500,000	1,000,000	3,000,000	2,750,000	46,019,276.30
2024	2,000,000	1,000,000	2,000,000	-	1,000,000	1,500,000	2,000,000	1,500,000	4,000,000	1,000,000	750,000	1,000,000	17,750,000.00
2025	-	-	-	-	-	-	-	1,000,000	-	-	-	-	1,000,000.00
<b>TOTALS</b>													<b>64,769,276.30</b>

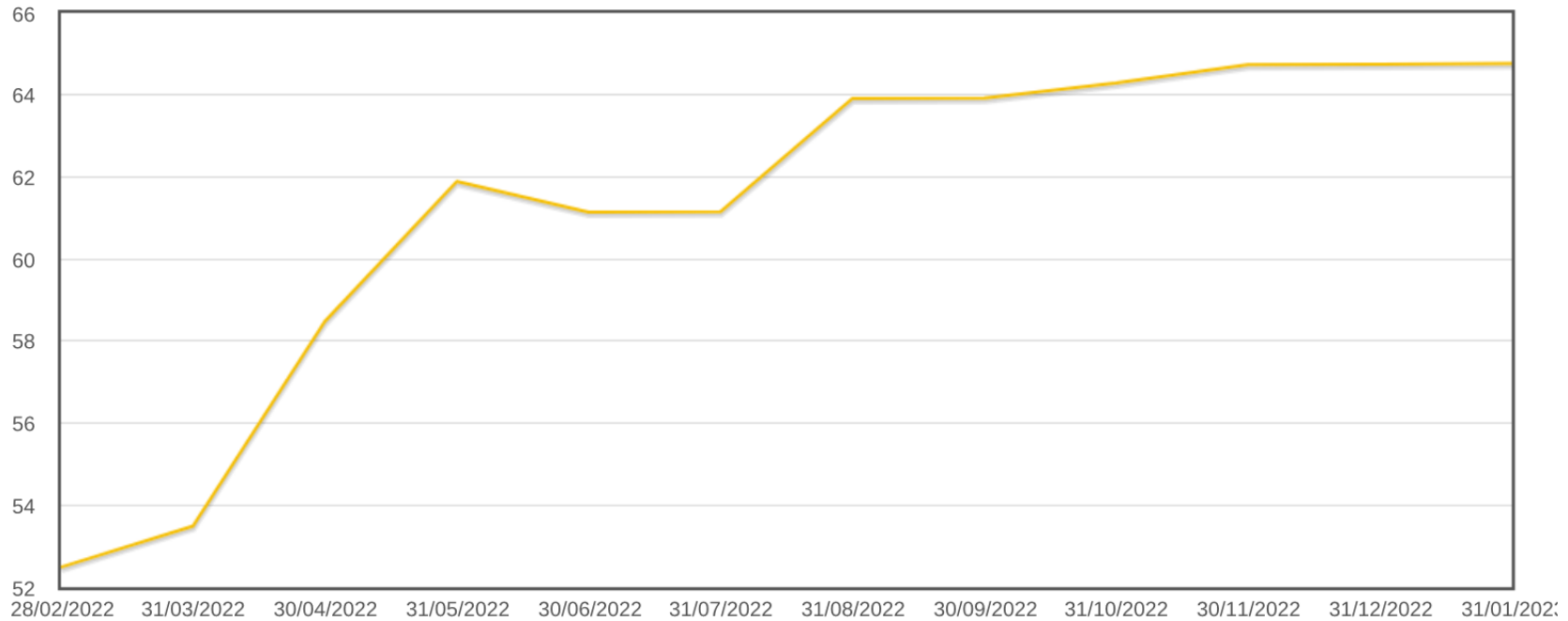






### Historical Portfolio Balances (in MM) as at 31/01/2023

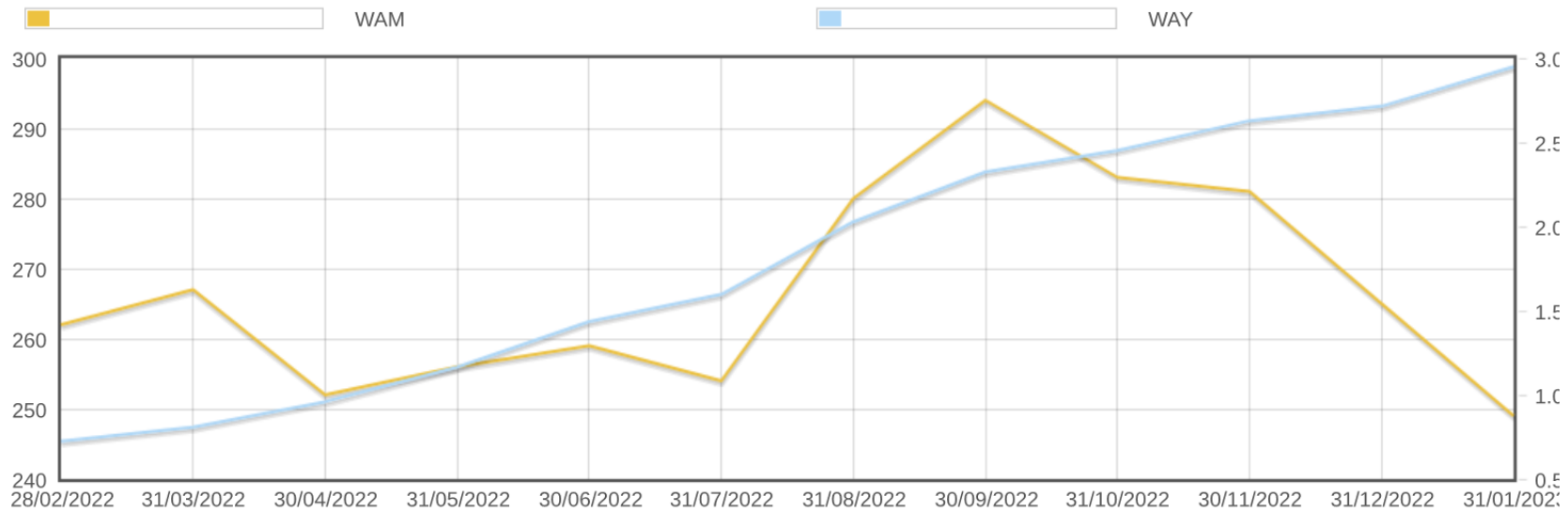
28/02/2022	31/03/2022	30/04/2022	31/05/2022	30/06/2022	31/07/2022	31/08/2022	30/09/2022	31/10/2022	30/11/2022	31/12/2022	31/01/2023
52.49	53.49	58.48	61.89	61.14	61.15	63.91	63.92	64.29	64.74	64.75	64.77





### Historical Ratios as at 31/01/2023

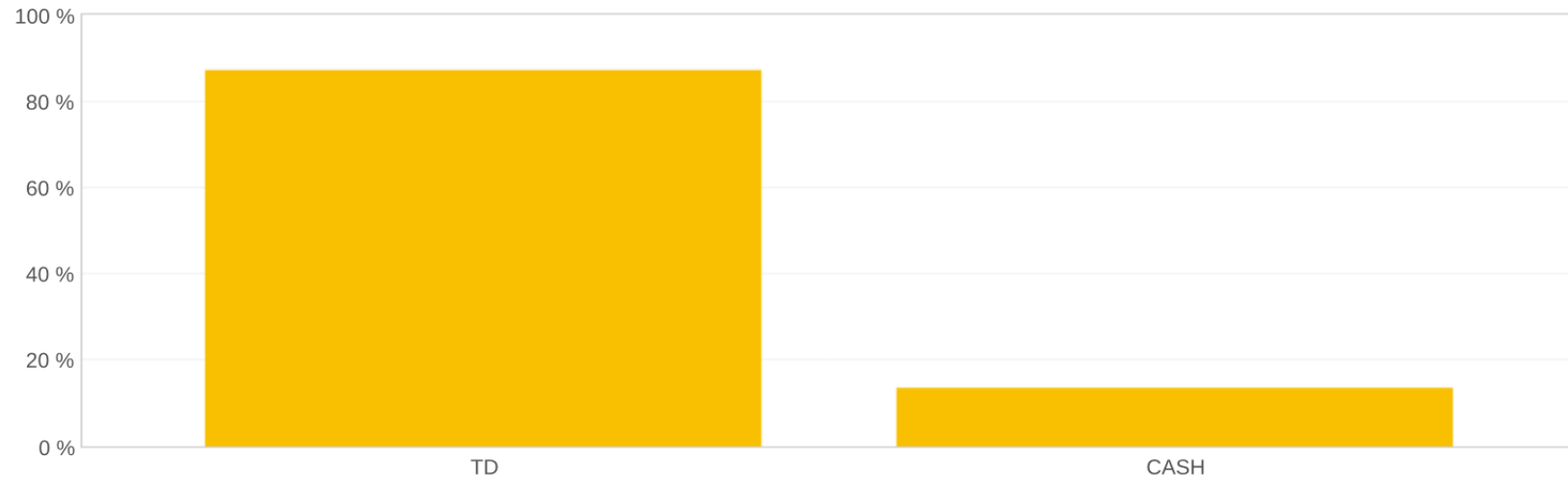
	28/02/2022	31/03/2022	30/04/2022	31/05/2022	30/06/2022	31/07/2022	31/08/2022	30/09/2022	31/10/2022	30/11/2022	31/12/2022	31/01/2023
WAM	262	267	252	256	259	254	280	294	283	281	265	249
WAY	0.7250	0.8081	0.9592	1.1647	1.4355	1.5964	2.0282	2.3244	2.4523	2.6284	2.7144	2.94





**Asset Class** as at 31/01/2023

Code	Number of Trades	Invested	Invested (%)
TD	56	56,250,000.00	86.85
CASH	2	8,519,276.30	13.15
<b>TOTALS</b>	<b>58</b>	<b>64,769,276.30</b>	<b>100.0</b>



**BUSH BURSARY PLACEMENT DIARY**

Name of Student: **Abby Connor**

Name of Town: **Lachlan Shire, Condobolin**

**Week 1**

Day	Activities undertaken	Comment
Sunday	Drove from Canberra to Condobolin	Left at 10am and didn't arrive until 6pm due to damaged/closed/flooded roads, a very exhausting and draining day, had a pub meal for dinner as soon as we arrived which was very much needed
Monday	Went out for breakfast, met Immogine (council worker organizing our placement), tour of Condo with Immogine, got given the council car, groceries, shopping, walked up Mt Tilga	Really great to have the first day pretty much free to find our feet and do some exploring, bought matching condo caps, got given all the tips on activities to do and where to get the best meals around town, very thankful to have the council car for the two weeks as it is much sturdier on the damaged roads than my poor little Mazda3
Tuesday	Tottenham MPS (9:00-4:00)	A 1.5hr drive from Condo to Tottenham MPS, spent the day being a fly on the wall in Dr Rick Newton's office, listening in on his GP consults all day, good to see a doctor in action
Wednesday	Day off	Did some Christmas shopping in Condo in the morn Did some research reading in my room for my university research project Watched the dish movie together
Thursday	Day off – day trip to Parkes	Visited the dish, HARS Aviation Museum and Bushman's Hill
Friday	Condobolin Hospital	Followed around one of the RNs for the day Had a few patients in emergency and a few that were admitted Learned a lot about the rural hospital politics/dynamics
Saturday	Day off	Did some laundry, had a coffee at a local coffee shop, read a book pretty much all day

**Week 2**

<b>Day</b>	<b>Activities undertaken</b>	<b>Comment</b>
Sunday	Day off Condo rotary market and Christmas carols	Did a bunch of reading for my research project Went to the rotary market which was cute, chatted to some locals Also went to Christmas carols in the evening and sat with Immogine and her family
Monday	Aboriginal Medical Service	Got shown around the AMS and the dental service, spent first half of the day sitting in and observing Dr Sameera, went to the dental service for the second half of the day and sat in with the dentist there (Lily)
Tuesday	Aboriginal Medical Service	Sat in with Dr May El-Khoury all day, very enlightening, got some really great advice and saw some very difficult/emotionally draining patients so was very happy to have gotten that experience
Wednesday	Aboriginal Medical Service Fire station - Social and Emotional Wellbeing center (SEWB) Council luncheon	Started the day with some painting at fire station (SEWB) Headed to council chambers for lunch (with Immogine, the mayor and the GM) Sat in with the audiologist at AMS for rest of day Christmas bingo at sports club with the AMS staff
Thursday	Aboriginal Medical Service SEWB Ambulance	Helping out with cooking at the fire station (SEWB) all morning Came back to AMS after lunch and got in touch with the paramedic service, one of the paramedics took us for a drive, gave us a tour of the hospital and showed us how all the telehealth/virtual doctor equipment works in the ER at hospital
Friday	Aboriginal Medical Service Drive around Condo Dinner at Immogine's	One of the AMS nurses took us for a drive around Condo that morning, went and saw the Utes in the Paddock, the Wiradjuri Condobolin Corporation and some other areas of interest around town Knocked off early at the AMS Had dinner at Immogine's house
Saturday	Drive back to Canberra	Left Condobolin at 7am, arrived back in Canberra around midday

**Bush Bursary Placement Report****Abby Connor - Condobolin, NSW**

Angie and I were very blessed to have been welcomed into the Condobolin community at such a hectic time of year. Not only did we arrive only a few weeks before Christmas and New Year's, but Condobolin was also still recovering from the worst flooding that they had ever experienced. Hence many of our plans were disrupted, especially in the first week of our stay.

Our trip started off a little rocky when what was predicted to be a 4.5-hour drive from Canberra to Condobolin ended up taking us 8 hours. Google maps proved to be largely unhelpful, and we were very thankful that a local redirected us to a road that my Mazda 3 could handle. We arrived at our accommodation at 6pm and slept very well that night.

Our first day was a designated rest day. We met up with Immogine Turner from the council in the morning and she gave us a tour and the rundown of what to expect for the next two weeks. Immogine oversaw our placement and ended up being extremely helpful and did her absolute best to make sure that we were busy despite any disruptions. Angie and I spent that afternoon driving to Mount Tilga (which is more of a hill than a mountain) and walking to the top, which claimed to be the center of NSW. We would come to find that many points claim to be the center so we were skeptical but believe we must have crossed the exact center at some point. I also spent a lot of money that day at some of the beautiful local stores on souvenirs, Christmas gifts and a few bits and pieces for myself, including a 'Condo' cap that I wore religiously on all our days off.

The following day was spent at Tottenham MPS. I spent the day observing Dr Rick Newton. It was great to see a rural GP in action and this day, among others throughout the placement, really solidified the fact that I want to be a rural generalist when I finish medicine. Angie and I spent the 1.5-hour drive home debriefing about all our encounters from throughout the day.

Unfortunately, our plans to spend Wednesday at the Lake Cargelligo hospital had to be cancelled due to the roads still being closed. I spent much of the day in my motel room doing my research project for university. We finished the day with some take-away and a compulsory viewing of 'The Dish' movie, as we planned to go to Parkes the following day.

Thursday was spent in Parkes. We started the day off at the dish, which was much bigger than I had anticipated. Next, we drove out to the HARS Parkes Aviation Museum where we climbed into every plane that we could get into and got lots of very cool photos and lessons from staff. Finally, we went for a walk around Bushman's Hill before driving back to Condobolin.

Friday was spent at the Condobolin hospital. It was very interesting to see how starkly different Condobolin hospital was to the Canberra Hospital. Despite growing up in a rural town, I never spent a lot of time at the hospital there (thankfully) so hadn't really put much thought into how it functions. This day at the hospital in Condobolin really showed just how different these small-town hospitals are to the big cities and I learned a lot about the politics, dynamics, and inner workings of the rural hospital system. I was also very glad to have been able to spend the day following around some of the nurses at the hospital instead of the locum doctor. We aren't taught much about the roles of nurses in medical school and this day really made me realize just how valuable nurses are to the community, especially in places where doctors are a rarity.

Saturday was largely uneventful. On Sunday I did some more research before Angie and I headed to the Rotary Christmas Market, we had a quick look around and chatted to some locals. We finished up the day by going to Christmas carols which was super cute. We ended up running into Immogine who was kind enough to invite us to sit with her family. It was such a great finish to the week.

Most of our second week was spent at the Condobolin Aboriginal Health Service. On Monday, I sat in with Dr Samira Potturi, a locum doctor from WA, for the first half of the day. I spent the second half of my day with Dr Lily Ward, the dentist at the dental service that runs as part of the Aboriginal Health Service. Despite not being a dental student, it was still very interesting to watch a dentist at work and learn a little about what they do.

On Tuesday, I was lucky enough to sit in with Dr May El-Khoury for much of the day. I found this to be one of the highlights of my time in Condobolin. Dr El-Khoury has become someone that I admire greatly and watching her practice was very enlightening. We encountered some challenging cases and emotionally complex cases that day and I was very grateful to have been able to observe how Dr El-Khoury managed these. I found her passion for Aboriginal health energizing.

Wednesday was busy. We started the day with some painting at the Social and Emotional Wellbeing Centre (SEWB, AKA the Fire Station). This was a really great opportunity to just chat with some locals and was a lot of fun. We then headed to the council chambers for lunch with some of the council members including the Mayor and the GM. It was really lovely to be invited there for lunch and I was very thankful to have been able to meet and personally thank the council staff as we would not have been able to do this placement without their help. We headed back to the Aboriginal Health Service after lunch, and I spent the rest of the day sitting in with the audiologist Henry. Finally, we headed over to the sports club for Christmas bingo with the Aboriginal Health Service staff. We didn't win any prizes, but it was a super fun night and gave us an opportunity to support the local junior cricket club.

The following day we headed to the fire station again first thing in the morning and helped with the cooking session that they were running. Once again, this was a great opportunity to chat with some locals and just have a relaxed morning. We came back to the Aboriginal Health Service after lunch and were put in touch with the paramedic service. One of the paramedics took us for a drive around town, gave us a tour of the hospital and explained to us how all the virtual doctor equipment works in the emergency room at the hospital.

Friday was our last day. One of the nurses, Tori, took us for a drive around Condobolin. We went to the Utes in the Paddock which was very cool and so nice to see local artwork with a very country spin on it. We also visited the Wiradjuri Condobolin Corporation and drove past some other areas of interest around town. The Aboriginal Health Service was pretty quiet that day, so we knocked off early and headed back to the motel to pack. We finished the day with dinner at Immogine's place which felt like a nice, relaxed conclusion to our time in Condobolin. The next morning, we got up early and started the trek back to Canberra, which thankfully only took us 4.5 hours this time.

I am so grateful to have been given the opportunity to undertake this placement. Despite everything that the Condobolin community had been through in recent times, everyone was so welcoming and accommodating which really highlighted the strength of their community and the people of Condobolin. This placement was not only super fun but also further reinforced my desire to practice rurally after graduating. I was able to see the reality of what healthcare is like in such a small town and, despite the challenges, how much every person that works in the space adores what they do. Their commitment to their community does not go unnoticed. I will definitely be coming back to Condobolin in the near future to see everything that we couldn't see due to closed roads and flooding.

I want to finish this report by saying a massive thank you to everyone who made this placement possible for myself and Angie. This includes the staff at NSW RDN, the Lachlan Shire Council, the staff at Tottenham MPS, Condobolin Hospital and the Condobolin Aboriginal Health Service, as well as every member of the Condobolin community that made us feel welcome during our stay. I will forever appreciate my time in Condobolin and am so thankful to have been given the chance to be a part of the community, even if it was only for two weeks.

### BUSH BURSARY PLACEMENT DIARY

Name of Student: Angeline Reed

Name of Town: Lachlan Shire, Condobolin

**Week 1**

Day	Activities undertaken	Comment
Sunday	Travelling to Condobolin Lunch at Young Dinner at Red Cattle Dog Hotel Staying at Allambie Motel	4.5hr drive from Canberra, however it took 8hrs due to unexpected road closures due to the recent flooded conditions. On two occasions the roads we needed to take were blocked, and we had to turn around and find another route to our destination. We noticed that it was common to back angle park, which we found a bit difficult at first. The roads along the way were wrecked by the floods, and at some points quite rocky for a car that wasn't a 4wd. At one point there were fish swimming on the road we needed to cross. On the second road closure we noticed a car on the other side of the flooded road. There was a lady whose car got bogged in the mud. It was quite hot, about 30 degrees, and after 30mins or so of helping her through calling car insurances and SES, a local pulled up behind us. He was able to get her out, and even pulled her car through the flooded water. He even suggested a route for us to get to Condobolin, mentioning the "4-ways" and "bogan gate". We kept an eye out for those two and eventually found our way back.
Monday	Had breakfast at Café Romo Met Immogine from the council, and had a tour around town Looked in the shops on the main street Walk up Mount Tilba	Immogine Turner took us for a tour in the council car, we were able to see all aspects of the town. It was interesting to see how different areas were impacted by the floods, and the remaining damage that was there – with mud and leaves piled up on signs, and with picnic tables under water still. Many roads were still closed, like towards Lake Caregillo.  Mt Tilba, which was notoriously known as the centre of NSW. The path to the mountain was very red and dusty, this contrasted with the scenery of the green nature and blue sky. The path up the mountain was quite steep, slippery and rocky, especially as we were approaching the summit. A number of times we ended up walking through many cobwebs, with spiders attached to it. The view at the top was worth it all.  Purchased our "Condo" hats which ironically made us appear less local than we thought. Being able to use the council car, felt us at ease with the disturbed road conditions.
Tuesday	Tottenham MPS	Integrated primary care nurse - Alison Larkings - Vaccinations - Japanese encephalitis (live) - Prevention services, to help with the mindset that 'people in rural areas don't access services unless it's really bad'



		<ul style="list-style-type: none"> <li>- Chronic conditions</li> <li>- Wound dressings</li> <li>- Cannulas – taking blood</li> <li>- Spinning blood samples</li> <li>- Layout of an MPS: doctor, physio, pharmacy, ambos, mini hospital, ED, aged care</li> <li>- Documentation</li> <li>- Observations</li> <li>- <b>Cameras in ED, like telehealth so if a specialist is needed, they can tune in remotely</b></li> </ul> <p>Physio</p> <ul style="list-style-type: none"> <li>- Care plans</li> <li>- Weighing scale via seat</li> <li>- Trends</li> <li>- 10-meter walk – timed</li> <li>- Sit-stand timing in 30 secs AMRAP</li> <li>- Sit to stand and walking 2m then sitting back down – timed</li> </ul> <p>Having a pharmacy joint w/ doctor -&gt; convenient</p>
Wednesday	<p>Condobolin – rainy day</p> <ul style="list-style-type: none"> <li>- Visited the local shops along the main street</li> </ul>	
Thursday	<p>Day trip to Parkes</p>	<p>The Dish</p> <ul style="list-style-type: none"> <li>- We watched the Movie about this the night prior</li> <li>- One of the largest single-dish telescopes of the southern hemisphere</li> </ul> <p>HARS aviation museum</p> <ul style="list-style-type: none"> <li>- We got to sit inside the rotary and fixed wing aircrafts</li> </ul> <p>Wiradji amphitheater and Bushman’s Hill</p> <ul style="list-style-type: none"> <li>- We walked around the trail</li> </ul>
Friday	<p>Condobolin Health Service (Hospital)</p>	<p>Katie-Rose</p> <ul style="list-style-type: none"> <li>- EN</li> <li>- Community nurse</li> <li>- Ambulatory Care</li> <li>- Wound dressings</li> <li>- IV</li> <li>- Went into town to do a dressing</li> <li>- Recommended to meet - David Truscott: Paramedic &gt; RN &gt; Medicine</li> <li>- Nursing station in the middle, surrounded by wards</li> <li>- ED</li> <li>- Telehealth cameras</li> <li>- Pathology</li> <li>- Rosanna CNE</li> </ul> <p>Staff:</p>

		<ul style="list-style-type: none"> <li>- RNs</li> <li>- EN</li> <li>- Locum doctor</li> </ul> <p>Learnt about the ambos – there’s 4 of them, 2 on for one week and 2 off – while on its 24/7 for the whole week then one week off. But can become hard when they have to transport someone to orange or Dubbo, then there’s no crew so they may have to call on the offline ones to come. There is pt transport that come – another team – but like only for set hours and set days While on call they bring the ambo with them even to the pool w/ their kids etc.</p>
Saturday	Condobolin	Visited the local shops along the main street

**Week 2**

Day	Activities undertaken	Comment
Sunday	<ul style="list-style-type: none"> <li>- Rotary Summer Carnival</li> <li>- Carols</li> </ul>	Rotary Summer Carnival <ul style="list-style-type: none"> <li>- Market Stalls</li> <li>- Sausage sizzle + soft drink</li> <li>- Ice cream 'No Moo 4u'</li> <li>- Market Stalls</li> </ul> Carols <ul style="list-style-type: none"> <li>- Christmas songs</li> <li>- Visit from Santa</li> </ul>
Monday	Condobolin Aboriginal health services <ul style="list-style-type: none"> <li>- Samira Potturi – Locum GP</li> </ul> Condobolin Dental health services <ul style="list-style-type: none"> <li>- Tiff</li> <li>- Lucy</li> <li>- Lily – Dentist full time</li> </ul> AHW integrated through staff e.g. Dental assistant	Rural GP: How to deal with patients across a spectrum of emotions <ul style="list-style-type: none"> <li>- Motivational interviewing</li> <li>- Comforting</li> </ul> Consultations Scripts Diagnoses  Wholistic approach with health, following up with other concerns that may not be related to what the Pt came into with – like asking if they are up to date with pap smears, colon etc – thins beyond what they came for – also helps with prevention  Dental: Extractions Cleanings How to deal with an anxious patient Different terms – how each tooth as 5 surfaces Needle is very large – due to being used for the gum’s vs skin
Tuesday	Condobolin Aboriginal health services <ul style="list-style-type: none"> <li>- Nurse</li> <li>- Audiologist</li> </ul>	(They usually have specialists fly in about once a month – all on a different day) <ul style="list-style-type: none"> <li>- Nurse – Rebecca Colley (Bec)</li> <li>- Japaneses encephalitis vax – for those eligible esp if they work near the flood waters, bc the types of mosquitos out here carry it</li> <li>- Audiologist</li> <li>- Henry</li> <li>- Hapee Ears program</li> <li>- He comes in once a month, as an outreach, sometimes he’s out in the schools doing this too – for prevention</li> <li>- A lot of allied health is gathering the data</li> </ul>

		<ul style="list-style-type: none"> <li>- Routine assessments – objective + behavioral data</li> <li>- Otoscope</li> <li>- Tympanometry tests</li> <li>- Pediatric patients</li> <li>- Usually in children &lt;5 bc the passage behind the ear is more horizontal and hasn't developed down to drain properly – issues w/ hearing</li> <li>- Have crunchy food, blow nose to improve the congestion</li> <li>- Fluid behind the ear &gt; hearing loss degrees</li> <li>- Rummets</li> <li>- Referrals to ENT</li> </ul>
Wednesday	<p>Condobolin Aboriginal health services                  - SEWB (social and emotional wellbeing team)                  Council Lunch at Council Chambers                  Condobolin Aboriginal health services                  RSL Club</p>	<p>SEWB:</p> <ul style="list-style-type: none"> <li>- Condo AMS at the fire station</li> <li>- Arts class – w/ Karen Tooth</li> <li>- Talk w/ members</li> </ul> <p>Council Chambers:</p> <ul style="list-style-type: none"> <li>- Lachlan Shire Council Mayor - John Medcalf</li> <li>- General manager – Greg Tory</li> </ul> <p>Condobolin Aboriginal health services</p> <ul style="list-style-type: none"> <li>- Samira Potturi – GP clinic</li> </ul> <p>Bingo w/ AMS</p> <ul style="list-style-type: none"> <li>- Funds go to support the local cricket club</li> <li>- Most of the town comes to play Bingo at the RSL w/ lots of prizes to be won</li> </ul>
Thursday	<p>SEWB                  Paramedic – David                  AMS</p>	<p>SEWB:</p> <ul style="list-style-type: none"> <li>- Jodie + Emma (ATSI)</li> <li>- Cooking, many ppl there had chronic conditions, e.g., diabetes</li> <li>- Trifle</li> <li>- Chicken and potato + vege salad</li> <li>- Emma would go and drive to pick up people to come</li> </ul> <p>Paramedic – David (NSW vocational paramedic &gt; RN &gt; med at UOW (gamsat 53)</p> <ul style="list-style-type: none"> <li>- Shown around town</li> <li>- ED &gt; and the telehealth system – rural generalists that are on call, access it remotely</li> </ul> <p>AMS:</p> <p>Dr Margeret and with RN Rebecca</p> <ul style="list-style-type: none"> <li>- watching a stitching after a biopsy</li> <li>- After biopsy, she used scissors under the skin to make the opening bigger under (by</li> </ul>

		cutting the fascia), so that way when stitching there is more give, then use forceps by wrapping around thread in circles over the forceps to make knots – got quite bloody
Friday	Tour around the town and the Indigenous sites Dinner at Immogine’s house	Tour of town: - Tori (EN) - Tour of town - Wiradjuri study centre - Utes in the paddock - Drove around the mission - Weir - The lookout
Saturday	Drive back home	

**Report:**

Throughout my placement I had the privilege to be based across a couple of the towns that made up the Lachlan Shire Council. Namely Condobolin and Tottenham.

At Tottenham I was able to shadow Alison the integrated primary care nurse as well as the physio at the multipurpose service (MPS). At the MPS I was able to watch many vaccinations – commonly that against Japanese Encephalitis, due to the increased risk of this because of the recent floods. As well as this I watched many wound dressings, care plans for chronic conditions and cannulations. It was interesting to see the increased scope of practice of nurses in rural areas, such as spinning the blood samples at the clinic, rather than it being spun at a pathology lab. With the physio I was able to see a range of assessments such as the timed 10-meter walk, AMRAP of sitting and standing, the gathering of such data can be compared to normal standards and used to make trends of individual progress. These assessments were relevant when assessing the state of a patient's cardiovascular system and motor function. MPS's like Tottenham had a range of different healthcare practitioners all in one location e.g., Physio, nurse, doctor, pharmacist as well as having an emergency department and aged care facility. The collection of all these services makes it easier for people to access healthcare facilities. This taught me the importance of a multidisciplinary team working together to deliver services to its community especially in rural settings.

At the Condobolin hospital, I found it unique how the wards were arranged in a circle around the nursing station – this made it quite convenient for access. Here I was shadowing Katie the EN, and we were mainly at ambulatory care. This involved many wound dressings and some IV's. Later in the day her role involved some community nursing, by home visiting and doing a dressing. It's great to see the importance of community nursing in rural health, this helps with people accessing healthcare services, especially if they have difficulties getting to the hospital in the first place. I was also fascinated with the use of a telehealth delivery tool in the ED, this helps the rural community get specialist medical advice remotely, which is increasingly important in cases where this is no doctor present.

At the Condobolin Aboriginal health service I was placed with several different health professionals, such as a GP, dentist and an audiologist. Sitting in with the GP's taught me how to deal with patients across a spectrum of emotions, through motivational interviewing and the innate genuine compassion for the people of this town. Sitting in the consultations also demonstrated the problem-solving skills GP's need to come to a diagnosis or plan of action, which can also involve sifting through the patient's past medical history. There was also a holistic approach towards healthcare, such as the GP's following up with other potential health concerns that may not be related to what the patient came to discuss, such as whether they are up to date with pap smears and colon cancer checks, these additional considerations help towards the prevention of other common conditions. Members of the allied health team such as an audiologist are an integral role especially with the prevention of common conditions such as middle ear infections, and others than may manifest into hearing loss. Through the HAPEE ears program there were many diagnostic hearing assessments that collected both behavioral and objective data for those in their early years and follow up care such as referrals to ENTs to help resolve the issue. The integration of local community members and Indigenous health care workers, as well as regular locum doctors, really help with patients to feel at ease when accessing healthcare services. It's great that the AMS can get specialists to come in once a month on a different day of a designated week for patients to have local access too, rather than having to drive hours for medical attention. Furthermore, the proximity of several different professionals helps with increased access to healthcare.

Another major part of the AMS was the SEWB team, which stands for 'social and emotional wellbeing'. This group was based in the fire station and involved different activities of community engagement for people to take part in, such as aqua aerobics, cooking and art, this takes in a holistic factor of an individual's health by also considering the mental and spiritual wellbeing.

Members that ran SEWB such as Jodie and Emma, helped with accessibility of these services by picking up individuals and dropping them back off to home. It was great to participate in these activities with members of the town and really get to know them. With cooking, it was targeted to individuals with chronic health conditions, and helped to teach them healthy recipes and healthy eating. We ended up cooking potatoes with vegetables, and a Christmas trifle.

Karen Tooth helped to facilitate the Art workshop with SEWB, helping to spark creativity and a time to relax and focus on the Art. We ended up drawing and painting a coffee pot, which also helped to develop fine motor skills in an engaging way. Activities like this helped me to recognize the sense of community in small towns which is just something you can't quite get in the city, where everyone gets to know everyone, and they all look out for each other.

Outside of clinical placement, I took the time to explore other nearby sites in the region. Such as a day trip to Parkes, which involved visiting the Dish, the HARS aviation museum and a walk around Bushman's hill. Other days involved a walk-up Mount Tilba and a visit to all the local shops on the main street of town.

Fortunately, I was able to get a few tours of the town and saw sites such as the Utes in the paddock, the lookout, the Wiradjuri study center, and the weir. I also saw the devastating extent of the flood damage due to the recent flooding in the region.

Other community events I attended was the Rotary Summer Carnival which consisted of market stalls, games, and food. I also attended Bingo, it was great to see most members of the town there, all there to not only have fun but to try to win the prizes, all in support for the local cricket club.

Placements such as these help to make sense of all the theoretical content we have been learning at university, through seeing it in practice. This placement was informative, and I'd recommend this opportunity to other students looking for rural experience and wanting to build connections with rural communities. It really helped to showcase the realities of rural medicine, not only the strengths but the negatives that communities face in terms of healthcare. As well as the importance of consistent and accessible healthcare to communities, to promote the longevity of health and prevention of conditions.

Despite the hard times of the recent flooding and the approaching the new year, I appreciate how welcoming everyone was for me to take part of this program, all the patients were willing to let me observe, and the healthcare practitioners all helped to create learning opportunities for myself. I'd like to thank Lachlan Shire Council, especially Immogine for all her efforts in organizing such a wonderful placement. This experience has further validated my wish to practice rurally following my training and studies.

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

<b>LACHLAN SHIRE COUNCIL REPORT TO COUNCIL MEETING</b>				
<b>AUTHOR: GENERAL MANAGER</b>				
	<b>Dept.</b>	<b>Resolution</b>	<b>Action Taken to Date</b>	<b>Expected Completion</b>
December 2022	GM	<p><b>2022/335 9.1.1 LACHLAN SHIRE COUNCIL - CODE OF MEETING PRACTICE 2022</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>The General Manager’s Report No. R22/390 be received and noted.</li> <li>The Lachlan Shire Council – Code of Meeting Practice 2022 be adopted as presented.</li> </ol> <p style="text-align: right;">Harris/Phillips</p>	COMPLETE	COMPLETE
December 2022	GM	<p><b>2022/345 14.1 CORRESPONDENCE</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>The Correspondence Report No. R22/415 be received and noted.</li> <li>Council accept the invitation from the Mayor of Inner West Council to register the Lachlan Shire Council Mayor’s name as supporting the joint Statement of Mayors supporting the Uluru Statement from the Heart and the upcoming referendum on a Voice to Parliament.</li> </ol> <p style="text-align: right;">Harris/Phillips</p>	COMPLETE	COMPLETE
October 2022	GM	<p><b>2022/276 5.3 MAYORAL MINUTE – COUNTRY WOMAN’S ASSOCIATION</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>Mayoral Minute Report No. R22/354 be received and noted.</li> <li>That Council place a plaque recognising the 100 years of the Condobolin and District CWA organisation in front of the Lachlan Shire Council Chambers.</li> </ol>	Not commenced	March 2023



**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

		<p>3. That the cost of installing the plaque, estimated to be \$1,000, be charge to Council’s special events donations budget which has a balance of \$22,355.</p> <p style="text-align: right;">Phillips/Harris</p>		
December 2022	ETED	<p><b>2022/342 9.3.1 LACHLAN SHIRE LOCAL APPROVALS POLICY</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director of Environment, Tourism and Economic Development Report No. R22/392 be received and noted.</li> <li>2. The draft Local Approvals Policy – ENV014 be placed on public exhibition for a minimum of 28 days.</li> <li>3. Following expiry of the public exhibition period, subject to no public submissions being received, the draft Local Approvals Policy – ENV014 be adopted.</li> <li>4. The existing Local Approvals Policy remain in force until the expiry of the public exhibition period and adoption of the new draft policy ENV014.</li> </ol> <p style="text-align: right;">Harris/Phillips</p>	No submission were received during the 28 day public exhibition period which closed on 10 February 2023. The Local Approvals policy will be adopted as exhibited. COMPLETE	COMPLETE
December 2022	ETED	<p><b>2022/352 17.5 SMALL MARKET SITES - ELECTRICITY CONTRACT</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director Environment Tourism and Economic Development Report No. R22/409 be received and noted.</li> <li>2. Council approve the transition to the NSW Government contract for small market electricity sites with Shell Energy from 1 January 2023 for a period of 2.5 years, and select 10% Green Power.</li> <li>3. The Mayor and General Manager be authorised to sign the contract documents and affix the Council seal.</li> </ol> <p style="text-align: right;">Phillips/Bartholomew</p>	The contract documents have been signed. COMPLETE	COMPLETE

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

<p>November 2022</p>	<p>ETED</p>	<p><b>2022/323 17.4 TOTTENHAM CARAVAN PARK - USE OF DWELLING FOR ACCOMODATION</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director Environment, Tourism and Economic Development Report No. R22/360 be received and noted.</li> <li>2. An allocation of \$20,000 from the existing 2022/23 Budget Building Capital Works – Budget Unallocated be approved for the maintenance and refurbishment of the dwelling at the Tottenham Caravan Park.</li> <li>3. The proposed new fee for the casual rental of the dwelling at the Tottenham Caravan Park be placed on public exhibition for a period of no less than 28 days.</li> <li>4. Council authorise the Mayor and General Manger to include the proposed new fee for the casual rental of the dwelling at the Tottenham Caravan Park in the current fees and charges, after the expiry of the public exhibition period, provided no submissions to the fee are received during the public exhibition period.</li> </ol> <p style="text-align: right;">Harris/Carter</p>	<p>The new fee was placed on exhibition between 28 November 2022 and 3 February 2023. No submissions were received and the new fee can be included in Council’s fees and charges. The works will be scheduled and completed.</p> <p>COMPLETE</p>	<p>COMPLETE</p>
<p>November 2022</p>	<p>ETED</p>	<p><b>2022/314 9.3.1 AMENDED SECTION 7.12 CONTRIBUTIONS PLAN</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director of Environment, Tourism and Economic Development Report No. R22/282 be received and noted.</li> <li>2. The amended Section 7.12 Contributions Plan be placed on public exhibition for a period of no less than 28 days and public submissions be invited on the draft plan.</li> <li>3. A further report be presented to Council, following the public exhibition of the amended Section 7.12 Contributions Plan, detailing any submissions received during the public exhibition period and to allow Council to consider the adoption of the amended plan.</li> </ol> <p style="text-align: right;">Brady/Carter</p>	<p>The amended Section 7.12 Contributions Plan was on public exhibition 11 January 2023 and 10 February 2023. No submissions were received. A report is provided in this business paper requesting that Council adopt the final plan.</p> <p>COMPLETE</p>	<p>COMPLETE</p>

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

<p>October 2022</p>	<p>ETED</p>	<p><b>2022/295 17.1 OPERATION OF CAFÉ IN THE NEW LACHLAN VISITOR INFORMATION CENTRE</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director of Environment, Tourism and Economic Development Report No. R22/261 be received and noted.</li> <li>2. Council invite expressions of interest from local café proprietors to lease the café within the new Visitor Information Centre</li> <li>3. If no expressions of interest are received, further expressions of interest be invited from other interested parties</li> <li>4. A further report be presented to Council outlining the expressions of interest received and recommending a preferred lessee of the café in the new Lachlan Visitor Information Centre.</li> </ol> <p style="text-align: right;">Harris/Bendall</p>	<p>The brief will be prepared and EOIs will be sought in March 2023.</p>	<p>MAY 2023</p>
<p>October 2022</p>	<p>ETED</p>	<p><b>2022/300 17.6 TENDER 2022/9 – MANAGEMENT CONTRACT FOR RIVERVIEW CARAVAN PARK – NEGOTIATIONS OUTCOME</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director Environment, Tourism and Economic Development Report No. R22/343 be received and noted.</li> <li>2. Council accepts the tender from Bevis &amp; Martin and enter into a three (3) year contract, based on the advertised contract terms other than the right for the contractor to have the first option for a future twenty-one year lease.</li> </ol> <p style="text-align: right;">Harris/Mortimer</p>	<p>The contract documents have now been signed. COMPLETE</p>	<p>COMPLETE</p>
<p>September 2022</p>	<p>ETED</p>	<p><b>2022/271 17.5 CONDOBOLIN WORKS DEPOT UPDATE</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director Environment, Tourism and Economic Development Report No. R22/318 be received and noted.</li> <li>2. A further report be submitted to Council following receipt of further advice on the resolution of the Works Depot Contract matters.</li> </ol>	<p>The arbitration process is ongoing.</p>	<p>April 2023</p>

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

		Harris/Mortimer		
August 2022	ETED	<p><b>2022/252 9.3.1 ACTIONS FROM THE INDUSTRIAL AND RURAL LANDS STRATEGY - LODGEMENT OF PLANNING PROPOSALS FOR IDENTIFIED SITES</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director of Environment, Tourism and Economic Development Report No. R22/274 be received and noted.</li> <li>2. Council endorse the investigations in accordance with the Actions (C1) of Council’s Industrial and Rural Lands Strategy.</li> <li>3. A further report be tabled once the investigations are complete and individual planning proposals are prepared.</li> </ol> <p>Brady/Bendall</p>	Investigations have commenced. The report will be tabled once the investigations are complete and individual planning proposals have been prepared.	March 2023
July 2022	ETED	<p><b>2022/242 FIRE DAMAGED PROPERTY IN THE LACHLAN SHIRE</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>2. Remediation/repair works be undertaken in accordance with the terms of the development control order on the property and seek to recover the costs through legal action.</li> <li>3. The cost of the remediation/repair work be charged against the Vacant Land Expenses budget.</li> </ol> <p style="text-align: right;">Harris/Phillips</p>	Preparations will be made to carry out the works once a final check of the documentation has been undertaken.	March 2023

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

July 2022	ETED	<p><b>2022/222 NSW FLOOD PLANNING PACKAGE</b></p> <p><b>RESOLVED THAT:</b></p> <p>Council resolve to amend Lachlan DCP 2018 to include flood planning controls and mapping and that a further report be presented outlining the proposed changes before the draft DCP is placed on public exhibition.</p> <p style="text-align: right;">Harris/Bendall</p>	The Draft DCP is being prepared.	March 2023
AUGUST 21	ETED	<p><b>172/2021 DRAFT BUSHFIRE PRONE LAND MAP</b></p> <p><b>RESOLVED THAT</b></p> <p>Following receipt of the revised mapping from the NSW RFS, the revised draft Bush Fire Prone Land Map be placed on public exhibition for a minimum period of 28 days and public submissions be invited on the revised draft map.</p> <p>A further report be presented to Council, following the completion of the public exhibition period, detailing any submissions received during the public exhibition period and to allow Council to consider the adoption of the map prior to it being sent to the Commissioner of NSW RFS for review and certification.</p> <p style="text-align: right;">Harris/Brady</p>	As a result, staff have met with the RFS and now have a revised map from the RFS. Council's draft Bush Fire Prone Land Map (BFPLM) was on public exhibition from 25 May 2022 to 23 June 2022. A report is provided as part of the business paper. COMPLETE	COMPLETE

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

MAY 21	ETED	<p><b>92/2021 HONOUR ROLL/ACKNOWLEDGEMENT BOARD</b></p> <p><b>RESOLVED THAT</b></p> <p>That an Acknowledgement Board project be considered, along with other meritorious projects, for a funding application under the Stronger Country Communities Fund – Round 4.</p> <p>Subject to Council approval, and a successful grant application for the Acknowledgement Board project, expressions of interest be invited from community members to assist with the determination of appropriate criteria for a person’s name to be considered for inclusion on the board. The advisory group is also to make recommendations to Council on the initial list of people’s names for inclusion on the board.</p> <p>A further report be presented to Council following determination of the project funding application.</p> <p style="text-align: right;">Harris/Brady</p>	<p>The project was not supported by Council for funding under the Stronger Country Communities Fund – Round 4. Other funding opportunities will now need to be identified.</p>	<p>Ongoing</p>
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**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

DEC 20	ETED	<p><b>348/2020 DRAFT BUSH FIRE PRONE LAND MAP</b></p> <p><b>RESOLVED THAT</b></p> <p>Council adopt the recommendations of the report prepared by Integrated Consulting, as attached to this report.</p> <p>Following the completion of the tasks, recommended in Integrated Consulting’s report, the draft Bush Fire Prone Land map be placed on public exhibition for a minimum period of 28 days (which will be extended over the Christmas period in accordance with the Community Participation Plan) and public submissions be invited on the draft map.</p> <p>A further report be presented to Council, following the completion of the public exhibition period, detailing any submissions received during the public exhibition period and to allow Council to consider the adoption of the plan prior to it being sent to the Commissioner of NSW RFS for review and certification.</p> <p style="text-align: right;">Harris/Bendall</p>	<p>The draft Bush Fire Prone Land Map (BFPLM) was on public exhibition until 7 April 2021.</p> <p>Public submissions have been reviewed by Council officers and a response was sent in June to NSW RFS to review.</p> <p>NSWRFS have met with Council staff to provide further feedback.</p> <p>Council resolved to re-exhibit the draft maps once received from the NSW RFS before a report is presented to Council for consideration/ adoption of the draft maps.</p> <p>Updated maps have been received and Council’s draft Bush Fire Prone Land Map (BFPLM) was on public exhibition from 25 May 2022 to 23 June 2022.</p> <p>A report is provided as part of the business paper. COMPLETE</p>	COMPLETE
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**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

<p>FEB 20</p>	<p>ETED</p>	<p><b>353/2019 COMPULSORY ACQUISITION OF CROWN LAND FOR THE EXPANSION OF THE WASTE FACILITY AND THE CREATION OF A NEW ACCESS ROAD AT LAKE CARGELLIGO.</b></p> <p><b>RESOLVED THAT</b></p> <p>Council proceed with the compulsory acquisition of the land known as Lot: 7308 and DP: 1151003 and Lot: 79 DP: 752333 for the purpose of Lake Cargelligo Waste Facility Landfill Expansion in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>Council make an application to the Minister and the Governor for approval to acquire Lot: 7308 DP: 1151003 and Lot: 79 DP: 752333 by compulsory process under section [186(1) of the Local Government Act.</p> <p>That the land is to be classified as operational land.</p> <p>Council proceed with the compulsory acquisition of the land described as Lot: 7006 DP: 1029763, Lot: 7005 DP: 1029763, Lot: 7009 DP: 1057453 and Lot: 7308 DP: 1151003 for the purpose of road access in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>Council make an application to the Minister and the Governor for approval to acquire Lot: 7006 DP: 1029763, Lot: 7005 DP: 1029763, Lot: 7009 DP: 1057453 and Lot: 7308 DP: 1151003 by compulsory process under section 177(1) of the Roads Act.</p> <p>The General Manager be delegated authority to sign the application and affix Council's Seal.</p> <p style="text-align: right;">Brady/Hall</p>	<p>The Minister for Local Government has approved Council undertaking pre-acquisition procedures and the additional procedures to address Native Title in relation to the land. Proposed Acquisition Notices (PANs) will now be issued to the relevant parties in accordance with the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>Meetings were held in early February with a company that specialises in Crown land matters to determine whether they can provide any assistance in this matter. That company has now been engaged by Council and is progressing the acquisition.</p> <p>Murrin Bridge Local Aboriginal Land Council</p>	<p>March 2023</p>
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**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

			<p>has provided support for the land acquisition and will provide correspondence to Council to send to the NSW Aboriginal Land Council. Crown Lands have issued their approval and we are now progressing with the next stage in the process. The PANs have now been issued.</p> <p>PAN notification Period ended 8.2.23.</p> <p>Documents to be returned to Council for signing within 21 days.</p>	
FEB 18	ETED	<p><b>28/18 LAKE CARGELLIGO WASTE FACILITY – LAND ACQUISITION</b></p> <p><b>RESOLVED THAT:</b></p> <p>Approve the proposal to acquire 72,700 square metres of crown land comprising part lot 7308 DP 1151003, lot 7009 DP 1057453 and lots 7005 and 7006 DP: 1029763.</p> <p>Authorise the General Manager to lodge a Compulsory Acquisition Consent to Acquire Crown Land Application to the Department of Industry – Lands.</p> <p>The DIS provide an estimated cost of the access road to the March Ordinary Council meeting.</p> <p style="text-align: right;">Phillips/Hall</p>	<p>NSW Aboriginal Land Council has sent a letter to the Minister requesting a part withdrawal of the Aboriginal Land Claim (ALC) from respective lots identified for acquisition, resolving the ALC matter.</p> <p>Status search undertaken by NSW Crown Lands revealed</p>	March 2023

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

			<p>no past use has extinguished or resolved Native Title. Council's Native Title Manager is investigating the process to resolve or extinguish Native Title.</p> <p>Refer to resolution above. The matter above needs to be resolved before the acquisition process can continue.</p>	
DEC 2017	ETED	<p><b>326/17 HERITAGE COMMITTEE MEETING 22 NOVEMBER 2017</b>  <b>RESOLVED THAT:</b>                  Adopt the recommendations made by the Heritage Advisory Committee as follows;</p> <p>a) That Council implement a Conservation Management Plan for small rural cemeteries within the Shire.</p> <p>b) That Council award \$6,000 to Meredith Ervin for works to the NAB and residence in Lake Cargelligo; \$6,000 to Katrina &amp; Jim Thomas for restoration works at Melrose Homestead, and \$2,000 to the Tottenham &amp; Albert Cemetery Committee for headstone restoration.</p> <p style="text-align: right;">Rees/ Frankel</p>	<p>Melrose Homestead – funds acquitted. Cemetery funds acquitted. Ervin – works not complete and funds now no longer available. The Heritage Advisor has provided a quote for the preparation of the CCMP for \$9,900. The Heritage Advisor was initially to prepare the plan for Condobolin in December 2018. However the heritage advisor was focused on the completion of the Beech Periscope in</p>	June 2023

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

			Memorial Park and ensuring that Council submitted applications for a number of grants which were available in the heritage space, including the grant for the Aboriginal Heritage Study. The Heritage Advisor visited Tottenham, Albert and Fifield cemeteries in May 2020. Draft Plans for Albert, Tottenham, Tullibigeal and Fifield have been provided by the Heritage Advisor and are being reviewed by Council Officers.	
December 2022	C&CS	<p><b>2022/348 17.1 PROPOSAL - ENTERPRISE RISK REGISTER DEVELOPMENT</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director of Corporate and Community Services Report No. R22/375 be received and noted.</li> <li>2. The proposal from Marsh to workshop and prepare an Enterprise Risk Register be accepted.</li> <li>3. The additional cost of this project being \$10,000 be funded from savings identified in the Corporate Services budget.</li> </ol> <p style="text-align: right;">Harris/Phillips</p>	<p>Noted.</p> <p>Marsh advised. Date to be set for workshops.</p> <p>Will be reflected in QBR2.</p>	In progress. June 2023

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

December 2022	C&CS	<p><b>2022/349 17.2 WRITE-OFF OF DEBTS - ACCOUNTS RECEIVABLE BALANCES</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>The Director of Corporate &amp; Community Services Report R22/394 be received and noted;</li> <li>Council approve the write off of Accounts Receivable balances totalling \$16,166.20 as presented.</li> </ol> <p style="text-align: right;">Harris/Brady</p>	<p>Relevant employees tasked to action. COMPLETE</p>	COMPLETE
December 2022	C&CS	<p><b>2022/350 17.3 PROPOSED DEBT RECOVERY ASSESSMENT NUMBER 1001925</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>The General Manager’s Report R22/358 be received and noted.</li> <li>Council note the proposed commencement of debt recovery action in accordance with Council resolution No. 2022/234 to recover all outstanding water consumption charges and interest in relation to assessment 1001925.</li> </ol> <p style="text-align: right;">Phillips/Bartholomew</p>	<p>Relevant staff tasked to action. sent to debt recovery</p> <p>COMPLETE</p>	COMPLETE
December 2022	C&CS	<p><b>2022/351 17.4 FINAL AUDIT MANAGEMENT LETTER 2022 &amp; COUNCIL RANKINGS</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>The Director Corporate &amp; Community Services Report No. R22/396 be received and noted.</li> <li>The Final Audit Management letter and associated comments for the financial year ended 30 June 2022 be noted.</li> </ol> <p style="text-align: right;">Brady/Phillips</p>	COMPLETE	COMPLETE

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

December 2022	C&CS	<p><b>2022/336 9.2.1 STATEMENT OF BUSINESS ETHICS POLICY REVIEW</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director Corporate &amp; Community Services Report R22/381 be received and noted.</li> <li>2. The revised Statement of Business Ethics Policy (version 2) be adopted.</li> </ol> <p style="text-align: right;">Harris/Bartholomew</p>	<p>Uploaded to website and relevant staff advised.</p> <p>COMPLETE</p>	COMPLETE
December 2022	C&CS	<p><b>2022/337 9.2.2 DONATIONS</b></p> <p><b>RESOLVED THAT:</b></p> <p>That the Director of Corporate and Community Services Report No. R22/397 be received and noted.</p> <p style="text-align: right;">Harris/Phillips</p>	COMPLETE	COMPLETE
December 2022	C&CS	<p><b>2022/338 9.2.2 DONATIONS</b></p> <p><b>RESOLVED THAT:</b></p> <p>That Council provide a donation of \$1,839.20 to the Tess Cross Memorial Team Penning.</p> <p style="text-align: right;">Harris/Brady</p>	<p>Contact notified of outcome.</p> <p>Waiting for 'Establish a new creditor' form to be returned so payment can be made.</p>	In progress March 2023.
December 2022	C&CS	<p><b>2022/339 9.2.2 DONATIONS</b></p> <p><b>RESOLVED THAT:</b></p> <p>That Council provide \$1,000 to Tottenham Welfare Council to upgrade the Aged Care and Community Accommodation units.</p> <p style="text-align: right;">Brady/Phillips</p>	<p>Tottenham Welfare Council email sent 16.12.22 advising of outcome. Donation paid 22.12.22</p> <p>COMPLETED</p>	COMPLETE

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

December 2022	C&CS	<p><b>2022/340 9.2.2 DONATIONS</b></p> <p><b>RESOLVED THAT:</b> That Council defer this item until the next meeting of Council. The Director of Corporate and Community Services to request further information regarding the number of schools from the Lachlan Shire that participate and provide a report to Council.</p> <p style="text-align: right;">Brady/Carter</p>	Requested information has been included in the February 2023 Council meeting Donations report.	In progress February 2023.
December 2022	C&CS	<p><b>2022/341 9.2.2 DONATIONS</b></p> <p><b>RESOLVED THAT:</b> That Council provide \$500 for the Tullibigeal Swimming Pool Committee’s free BBQ at the Christmas Tree and Carols in the Park event.</p> <p style="text-align: right;">Brady/Harris</p>	Email sent 16.12.22 advising of outcome. Donation paid 22.12.22 Complete	COMPLETE
November 2022	C&CS	<p><b>2022/326 17.7 INTERIM AUDIT MANAGEMENT LETTER 2022</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director Corporate &amp; Community Services Report No. R22/385 be received and noted.</li> <li>2. The Interim Audit Management letter and associated comments for the financial year ended 30 June 2022 be noted.</li> </ol> <p style="text-align: right;">Harris/Brady</p>	COMPLETE	COMPLETE
November 2022	C&CS	<p><b>2022/320 17.1 APPOINTMENT OF AUDIT, RISK &amp; IMPROVEMENT COMMITTEE INDEPENDENT MEMBER</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. Council resolves to appoint Robert Hunt for 4 years from 1 December 2022 subject to legislative changes &amp; a satisfactory performance review after 2 years.</li> </ol>	References received and sent to ARIC for comment on 1.12.22.  Appointment letter issued 20.12.22	COMPLETE

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

		<p>2. Council resolves to delegate authority to the General Manager and Mayor to appoint Sean Row to 30 June 2024, subject to satisfactory reference check.</p> <p style="text-align: right;">Brady/Phillips</p>	COMPLETE	
November 2022	C&CS	<p><b>2022/321 17.2 PROPOSED DEBT RECOVERY ASSESSMENT NUMBER 1001925</b></p> <p><b>RESOLVED THAT:</b> The Item 17.2 Proposed Debt Recovery Assessment Number 1001925 be deferred until the Ordinary Meeting of Council to be held 14 December 2022.</p> <p style="text-align: right;">Brady/Harris</p>	Refer to resolution 2022/350 COMPLETE	COMPLETE
November 2022	C&CS	<p><b>2022/322 17.3 SALE OF LAND FOR UNPAID RATES UNDER SECTION 713 OF THE LOCAL GOVERNMENT ACT1993.</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director Corporate &amp; Community Services Report R22/359 be received and noted</li> <li>2. That the General Manager prepare the necessary certificates under Section 713 of the Local Government Act, 1993, in preparation for forthcoming sale.</li> <li>3. That Council, pursuant to Section 713 and other relevant sections of the Local Government Act 1993, authorises sale proceedings to sell the properties listed in this report at a public auction at a time and place to be determined.</li> <li>4. That Executive Collections be appointed to administer the sale on Council’s behalf.</li> <li>5. That Council authorises the General Manager and Executive Collections to proceed with the necessary arrangements, pertaining to the sale of the properties listed in this report, as set out in the Local Government Act 1993 and Local Government (General) Regulation 2021.</li> </ol>	In progress	June 2023.

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

		<p>6. That Council delegates authority to the General Manager to take the following actions pertaining to the properties specified in the report:</p> <ul style="list-style-type: none"> <li>(a) To withdraw from sale any property that prior to the commencement of the auction has had all Rates and charges, including expenses of Council incurred in connection with the sale, paid in full.</li> <li>(b) To withdraw any property from sale for technical or legal reasons.</li> <li>(c) To set reserve prices for sale of the properties at auction.</li> <li>(d) To negotiate by private treaty and accept offers for sale of any property that fails to sell at auction.</li> <li>(e) To execute Sale and Purchase contracts, and property transfer documents, under Council’s Common Seal/or by the General Manager.</li> </ul> <p style="text-align: right;">Brady/Phillips</p>		
September 2022	C&CS	<p><b>2022/253 9.1.1 LACHLAN SHIRE COUNCIL - DRAFT CODE OF MEETING PRACTICE 2022</b></p> <p><b>RESOLVED THAT:</b></p> <ul style="list-style-type: none"> <li>1. The General Manager’s Report No. R22/251 be received and noted.</li> <li>2. Council approve the draft Lachlan Shire Council - Code of Meeting Practice 2022 being placed on public exhibition for a period of 28 days allowing 42 days for the community to make submissions.</li> <li>3. The General Manager prepare a report on any community submissions received regarding the draft Lachlan Shire Council – Code of Meeting Practice 2022 for consideration at the November 2022 Council meeting.</li> </ul> <p style="text-align: right;">Harris/Mortimer</p>	<p>Policy placed on public exhibition and to be presented to December Council meeting. Public exhibition period closed 30 November 2022 with no submissions received. Included in December Council Business Paper</p> <p>Refer to resolution 2002/335 COMPLETE</p>	COMPLETE



**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

<p>July 2022</p>	<p>C&amp;CS</p>	<p><b>2022/238 TENDERING - REGIONAL CONTRACT FOR THE SUPPLY AND DELIVERY OF BULK FUEL (CNSWJO) FROM 1 JULY 2022</b></p> <p><b>RESOLVED THAT:</b></p> <p>2. Council accept and sign a contract with the following organisations for the supply and delivery of bulk fuel:</p> <ul style="list-style-type: none"> <li>(a) Lowes Petroleum</li> <li>(b) Oilsplus Holdings Australia (pending resolution of insurances)</li> <li>(c) Park (pending resolution of insurances)</li> </ul> <p>3. The Mayor and General Manager be authorised to sign the contract documents and affix the Council seal.</p> <p>4. The Central NSW Joint Organisation of Council’s be advised of Council’s decision.</p> <p style="text-align: right;">Harris/Phillips</p>	<p>Contract for Lowes has been signed by Council and sent to Lowes for co-signing 10/08/2022. Signed contract received 24 August 2022.</p> <p>Contract for Oilsplus only received from CNSWJO late 12/08/2022. Contract returned 4 October 2022 Still waiting for resolutions of insurance issues with Park. Email sent 4 October 2022 to JO to follow up Park.</p>	<p>April 2023.</p>
<p>MAY 22</p>	<p>C&amp;CS</p>	<p><b>134/2022 LAKE CARGELLIGO MOBILE CHILDCARE</b></p> <p><b>RESOLVED THAT:</b></p> <p>Council provide direction on the mobile childcare services provided at Lake Cargelligo TAFE campus.</p> <p>Council defer the report.</p> <p>That Council write to TAFE in regards to working together to provide a secure gate and fencing at Lake Cargelligo TAFE.</p> <p style="text-align: right;">Harris/Phillips</p>	<p>Report deferred while further investigation carried out. Relevant staff advised. Update provided to Councillors at May strategic briefing.</p> <p>In progress</p>	<p>March 2023</p>

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

November 2022	IS	<p><b>2022/327 17.8 TENDER NEGOTIATIONS - SCOTT STREET UPGRADE</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director Infrastructure Services Report No. R22/389 be received and noted</li> <li>2. Council resolve to accept the revised tender from Utilstra Pty Ltd.</li> <li>3. The Mayor and General Manager be authorised to execute the contract documents and affix the Council seal.</li> </ol> <p style="text-align: right;">Rees/Phillips</p>	Awaiting return of contract documents.	March 2023
June 2022	IS	<p><b>2022/191 ASSET MANAGEMENT PLANS - TRANSPORT, WATER AND SEWER, BUILDINGS AND PARKS &amp; RESERVES</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director Infrastructure Services Report No. R22/167 be received and noted.</li> <li>2. The draft asset management plans for transport, water and sewer, buildings and parks and reserves assets be placed on public exhibition for a period of 28 days and the community be invited to make submissions on the draft documents.</li> <li>3. Council note the summary of key issues raised in the asset management plans as identified in this report.</li> <li>4. Following the expiry of the public exhibition period the Director of Infrastructure Services provide a report to Council on any submissions received, for consideration by Council, prior to the draft Asset Management Plans being adopted.</li> </ol> <p style="text-align: right;">Rees/Mortimer</p>	<p>Public exhibition to commence.</p> <p>Revised AMP and report to be presented to the March Council meeting</p>	March 2023

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

June 2022	IS	<p><b>2022/193 RURAL FIRE SERVICE SHED - LAND ACQUISITION WEJA ROAD, UNGARIE</b></p> <p><b>RESOLVED THAT:</b></p> <ol style="list-style-type: none"> <li>1. The Director Infrastructure Services Report R22/180 be received and noted</li> <li>2. Council acquire lands in accordance with section 186 of the Local Government Act 1993 for the purpose of a Rural Fire station;</li> <li>3. Council undertake acquisition by compulsory process of the land described as Lot 1 DP1284208 Parish of Bygalorie, County of Gipps from Colin Arthur Worland;</li> <li>4. The General Manager is authorised to instruct Council’s solicitors to make the necessary application to the Minister and/or the Governor to approve the acquisition under the Just Terms Compensation Act.</li> </ol> <p style="text-align: right;">Bendall/Brady</p>	The application for acquisition will be submitted to the OLG in February.	March 2023
MAY 22	IS	<p><b>129/2022 NOTICE OF MOTION – STORM DAMAGE, GRACE ST TO HOLT ST, LAKE CARGELLIGO</b></p> <p><b>RESOLVED THAT</b></p> <p>Consult with land owners re: major storm damage over several years from Grace Street to Holt Street running west to east – with it being very dangerous during storms and wild weather. There is water channel/erosion and a danger to public safety.</p> <p style="text-align: right;">Phillips/Bartholomew</p>	Hydraulic analysis and draft concepts have been provided to Council for comment. Refined concepts and draft report to be used for public consultation.	March 2023
OCT 21	IS	<p><b>243/2021 FY21/22 UTILITIES MONTHLY UPDATE FOR SEPTEMBER</b></p> <p><b>RESOLVED THAT</b></p> <p>Refer the RNSW842 Sewage Effluent Reuse Management System project costings for Tottenham to the Project Steering Committee for further discussion, highlighting the high ongoing cost for the proposed system.</p> <p style="text-align: right;">Harris/Hall</p>	Steering committee recommends that the community is advised of proposed system to be delivered by the project	March 2023

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

JUNE 21	IS	<p><b>147/2021 BURCHER WATER TREATMENT UPDATE</b></p> <p><b>RESOLVED THAT</b></p> <p>The outcomes from the stakeholder information session held on 1 June 2021 be noted.</p> <p>Council provide guidance on the matter of water supply for the community of Burcher.</p> <p style="text-align: right;">Harris/Bendall</p>	Ongoing	Ongoing
MAY 21	IS	<p><b>107/2021 DENISON STREET FOOTPATH CONSTRUCTION REQUEST</b></p> <p><b>RESOLVED THAT</b></p> <p>Consideration be given to allocating \$15,000 for the full replacement of the paved footpath on the eastern side of Denison Street from Molong Street to Oxley Street from a future round of the Local Road and Community Infrastructure Fund.</p> <p>Landscaping, irrigation and turf work in Denison Street, adjacent to the Railway Hotel be completed and maintained by the proprietor of the property subject to the Director of Infrastructure’s approval of any proposed work.</p> <p style="text-align: right;">Harris/Phillips</p>	Contractor has been engaged to undertake works this financial year	June 2023
APR 17	IS	<p><b>86/17 PARKS, RESERVES &amp; RECREATIONAL FACILITIES – 5 YEAR STRATEGIC PLAN</b></p> <p><b>RESOLVED THAT</b></p> <ol style="list-style-type: none"> <li>1. Council support the development of a strategic plan for its parks, reserves and recreational facilities using in house staff for the period FY18/19 to FY22/23.</li> <li>2. Director Infrastructure Services and Manager Recreation submit a draft strategic plan for Council consideration before 1 July 2018.</li> </ol> <p style="text-align: right;">Hall/Carter</p>	Draft Asset Management Plans on public exhibition.	March 2023

**ACTIVE RESOLUTIONS AS AT 22 FEBRUARY 2022**

MAR 19	IS	<p><b>2019/54 ASSET MANAGEMENT PLANS - TRANSPORT, WATER, SEWER, BUILDING, RECREATION</b>  <b>RESOLVED THAT</b>                  Council defer advertising the AMP until the schedule of actions are inserted into the document.                  Council note the summary of key issues raised in the asset management plans as identified in this report.                  Council consider the need to increase funding for local roads and potentially other asset classes like buildings (while maintaining a financially sustainable position) as part of the next revision of its Long Term Financial Plan.</p>	Draft Asset Management Plans on public exhibition.	March 2023
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**Policies, Procedures and Guidelines**

**CODE OF CONDUCT**

**GEN001**

**LACHLAN SHIRE COUNCIL**

**Code of Conduct for Councillors**

**2020**

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**PART 1 INTRODUCTION**

This code of conduct applies to councillors. It is based on the *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”) which has been prescribed under the *Local Government (General) Regulation 2005* (“the Regulation”).

Section 440 of the *Local Government Act 1993* (“LGA”) requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council’s or joint organisation’s adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not “council officials” for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council’s adopted code of conduct applies to, must comply with the applicable provisions of their council’s code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

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**PART 2 DEFINITIONS**

In this code the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of “council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council’s audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>
general manager	includes the executive officer of a joint organisation

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joint organisation	a joint organisation established under section 400O of the LGA
LGA	the <i>Local Government Act 1993</i>
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation
the Regulation	the <i>Local Government (General) Regulation 2005</i>
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a council committee that the council has not delegated any functions to

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**PART 3 GENERAL CONDUCT OBLIGATIONS**

General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
  - b) is contrary to statutory requirements or the council’s administrative requirements or policies
  - c) is improper or unethical
  - d) is an abuse of power
  - e) causes, comprises or involves intimidation or verbal abuse
  - f) involves the misuse of your position to obtain a private benefit
  - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act (*section 439*).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, “harassment” is any form of behaviour towards a person that:
- a) is not wanted by the person
  - b) offends, humiliates or intimidates the person, and
  - c) creates a hostile environment.

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Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, “bullying behaviour” is any behaviour in which:
  - a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
  - b) the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
  - a) aggressive, threatening or intimidating conduct
  - b) belittling or humiliating comments
  - c) spreading malicious rumours
  - d) teasing, practical jokes or ‘initiation ceremonies’
  - e) exclusion from work-related events
  - f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
  - g) displaying offensive material
  - h) pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:
  - a) performance management processes
  - b) disciplinary action for misconduct
  - c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
  - d) directing a worker to perform duties in keeping with their job
  - e) maintaining reasonable workplace goals and standards
  - f) legitimately exercising a regulatory function
  - g) legitimately implementing a council policy or administrative processes.

Work health and safety

- 3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
  - a) take reasonable care for your own health and safety
  - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
  - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
  - d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff

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- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Binding caucus votes

- 3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

Obligations in relation to meetings

- 3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during

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council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).

3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:

- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
- b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
- c) deliberately seek to impede the consideration of business at a meeting.

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**PART 4 PECUNIARY INTERESTS**

What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
  - (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
  - (a) Your “relative” is any of the following:
    - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
  - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
  - (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
  - (a) your interest as an elector
  - (b) your interest as a ratepayer or person liable to pay a charge

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- (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (g) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (h) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
  - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
  - ii) security for damage to footpaths or roads
  - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (i) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (j) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA
- (k) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (l) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (m) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor

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- (n) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a councillor?

4.8 A councillor:

- (a) must prepare and submit written returns of interests in accordance with clause 4.9, and
- (b) must disclose pecuniary interests in accordance with clause 4.16 and comply with clause 4.17 where it is applicable.

Disclosure of interests in written returns

4.9 A councillor must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor’s interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a councillor, and
- (b) 30 June of each year, and
- (c) the councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

4.10 A person need not make and lodge a return under clause 4.9 paragraphs (a) and (b) if:

- (a) they made and lodged a return under that clause in the preceding 3 months, or
- (b) they have ceased to be a councillor in the preceding 3 months.

4.11 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.

4.12 The general manager must keep a register of returns required to be made and lodged with the general manager.

4.13 Returns required to be lodged with the general manager under clause 4.9(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.

4.14 Returns required to be lodged with the general manager under clause 4.9(c) must be tabled at the next council meeting after the return is lodged.

4.15 Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public*

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Access) *Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

4.16 A councillor who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.17 The councillor must not be present at, or in sight of, the meeting of the council or committee:

- (a) at any time during which the matter is being considered or discussed by the council or committee, or
- (b) at any time during which the council or committee is voting on any question in relation to the matter.

4.18 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.16 and 4.17 where they participate in the meeting by telephone or other electronic means.

4.19 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

4.20 A general notice may be given to the general manager in writing by a councillor to the effect that the councillor or the councillor’s spouse, de facto partner or relative, is:

- (a) a member of, or in the employment of, a specified company or other body, or
- (b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor’s interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

4.21 A councillor is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor has an interest in the matter of a kind referred to in clause 4.6.

4.22 A person does not breach clauses 4.16 or 4.17 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

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- 4.23 Despite clause 4.17, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.24 Clause 4.17 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
- (a) the matter is a proposal relating to:
    - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
    - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
  - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
  - (c) the councillor made a special disclosure under clause 4.25 in relation to the interest before the commencement of the meeting.
- 4.25 A special disclosure of a pecuniary interest made for the purposes of clause 4.24(c) must:
- (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
  - (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.
- 4.26 The Minister for Local Government may, conditionally or unconditionally, allow a councillor who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
  - (b) that it is in the interests of the electors for the area to do so.
- 4.27 A councillor with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.26, must still disclose the interest they have in the matter in accordance with clause 4.16.

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**PART 5 NON-PECUNIARY CONFLICTS OF INTEREST**

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
  - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative

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for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household

- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

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Political donations

5.13 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

5.14 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:

- a) made by a major political donor in the previous four years, and
- b) the major political donor has a matter before council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17. A disclosure made under this clause must be recorded in the minutes of the meeting.

5.15 For the purposes of this Part:

- a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
- b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.

5.16 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.

5.17 Despite clause 5.14, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum as a result of compliance with this Part

5.18 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:

- a) the matter is a proposal relating to:
  - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council’s area, or
  - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council’s area, and
- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person’s principal place of residence, and

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- c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

5.19 The Minister for Local Government may, conditionally or unconditionally, allow a councillor who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

5.20 Where the Minister exempts a councillor from complying with a requirement under this Part under clause 5.19, the councillor must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Personal dealings with council

5.21 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

5.22 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

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**PART 6 PERSONAL BENEFIT**

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
  - a) items with a value of \$10 or less
  - b) a political donation for the purposes of the *Electoral Funding Act 2018*
  - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
  - d) a benefit or facility provided by the council to an employee or councillor
  - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
  - f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
    - i) the discussion of official business
    - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
    - iii) conferences
    - iv) council functions or events
    - v) social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
  - a) seek or accept a bribe or other improper inducement
  - b) seek gifts or benefits of any kind
  - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
  - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9

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- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
- f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
- g) personally benefit from reward points programs when purchasing on behalf of the council.

6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the general manager in writing. The recipient or general manager must ensure that, at a minimum, the following details are recorded in the council’s gift register:

- a) the nature of the gift or benefit
- b) the estimated monetary value of the gift or benefit
- c) the name of the person who provided the gift or benefit, and
- d) the date on which the gift or benefit was received.

6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:

- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
- b) gifts of alcohol that do not exceed a value of \$100
- c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
- d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.

6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation

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within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.

6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

6.13 For the purposes of clause 6.5(e), “cash-like gifts” include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.

6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

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**PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS**

Obligations of councillors and administrators

7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.

7.2 Councillors or administrators must not:

- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
- b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
- c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
- d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.

7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

Obligations of staff

7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.

7.5 Members of staff of council must:

- a) give their attention to the business of the council while on duty
- b) ensure that their work is carried out ethically, efficiently, economically and effectively
- c) carry out reasonable and lawful directions given by any person having authority to give such directions

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- d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
- e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor has a right to be heard by the panel at the meeting
- f) councillors and administrators being overbearing or threatening to council staff
- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

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**PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES**

Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

Councillors and administrators to properly examine and consider information

- 8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

Refusal of access to information

- 8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general

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manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
- a) only access council information needed for council business
  - b) not use that council information for private purposes
  - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office with council
  - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

- 8.11 In addition to your general obligations relating to the use of council information, you must:
- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
  - b) protect confidential information
  - c) only release confidential information if you have authority to do so
  - d) only use confidential information for the purpose for which it is intended to be used
  - e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
  - f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
  - g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

- 8.12 When dealing with personal information you must comply with:
- a) the *Privacy and Personal Information Protection Act 1998*
  - b) the *Health Records and Information Privacy Act 2002*
  - c) the Information Protection Principles and Health Privacy Principles
  - d) the council's privacy management plan
  - e) the Privacy Code of Practice for Local Government

Use of council resources

8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes

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unless this use is lawfully authorised and proper payment is made where appropriate.

- 8.14 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.16 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.17 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
  - a) for the purpose of assisting your election campaign or the election campaign of others, or
  - b) for other non-official purposes.
- 8.18 You must not convert any property of the council to your own use unless properly authorised.

Internet access

- 8.19 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

Council record keeping

- 8.20 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.
- 8.21 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.
- 8.22 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of

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whether the original intention was to create the information for personal purposes.

- 8.23 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

Councillor access to council buildings

- 8.24 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.25 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.26 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

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**PART 9 MAINTAINING THE INTEGRITY OF THIS CODE**

Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
  - b) to damage another council official's reputation
  - c) to obtain a political advantage
  - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
  - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
  - f) to avoid disciplinary action under the Procedures
  - g) to take reprisal action against a person for making a complaint alleging a breach of this code
  - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
  - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
  - b) intimidation or harassment
  - c) discrimination, disadvantage or adverse treatment in relation to employment
  - d) dismissal from, or prejudice in, employment
  - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

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- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 9.8 You must comply with a practice ruling made by the Office under the Procedures.
- 9.9 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under the Procedures

- 9.10 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.11 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.12 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.13 You must not disclose information about a complaint you have made alleging a breach of this code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.14 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

- 9.15 Complaints alleging a breach of this Part by a councillor or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.

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**SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.9**

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

*address* means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

*de facto partner* has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

*disposition of property* means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person’s own property and to increase the value of the property of another person.

*gift* means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money’s worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

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*interest* means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

*listed company* means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

*occupation* includes trade, profession and vocation.

*professional or business association* means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

*property* includes money.

*return date* means:

- a) in the case of a return made under clause 4.9(a), the date on which a person became a councillor
- b) in the case of a return made under clause 4.9(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.9(c), the date on which the councillor became aware of the interest to be disclosed.

*relative* includes any of the following:

- a) a person’s spouse or de facto partner
- b) a person’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person’s spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de factor partner of a person referred to in paragraphs (b) and (c).

*travel* includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.

3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor has an interest includes a

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reference to any real property situated in Australia in which the councillor has an interest.

4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

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Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.9 of this code must disclose:
  - a) the street address of each parcel of real property in which they had an interest on the return date, and
  - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
  - c) the nature of the interest.
  
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
  
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor.
  
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

Gifts

9. A person making a return under clause 4.9 of this code must disclose:
  - a) a description of each gift received in the period since 30 June of the previous financial year, and
  - b) the name and address of the donor of each of the gifts.
  
10. A gift need not be included in a return if:
  - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
  - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - c) the donor was a relative of the donee, or
  - d) subject to paragraph (a), it was received prior to the person becoming a councillor.
  
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.9 of this code must disclose:
  - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
  - b) the dates on which the travel was undertaken, and

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- c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.

13. A financial or other contribution to any travel need not be disclosed under this clause if it:

- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
- b) was made by a relative of the traveller, or
- c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
- d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
- e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
- f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
- g) subject to paragraph (d) it was received prior to the person becoming a councillor.

14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.9 of this code must disclose:

- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
- b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
- c) the nature of the interest, or the position held, in each of the corporations, and
- d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.

16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:

- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
- b) required to apply its profits or other income in promoting its objects, and
- c) prohibited from paying any dividend to its members.

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17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.

18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.9 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

*close associate*, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

*property developer* has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.9 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
  - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
  - c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor.

Dispositions of real property

23. A person making a return under clause 4.9 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

24. A person making a return under clause 4.9 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.

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25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor.

Sources of income

26. A person making a return under clause 4.9 of this code must disclose:

- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
- b) each source of income received by the person in the period since 30 June of the previous financial year.

27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:

- a) in relation to income from an occupation of the person:
  - (i) a description of the occupation, and
  - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
  - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
- b) in relation to income from a trust, the name and address of the settlor and the trustee, or
- c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.

28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.

29. The source of any income received by the person that they ceased to receive prior to becoming a councillor need not be disclosed.

30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 4.9 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:

- a) on the return date, and
- b) at any time in the period since 30 June of the previous financial year.

32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.9 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.

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33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
    - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
    - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of a debt arising from the supply of goods or services:
    - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
    - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
  - e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this schedule.

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**SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.9**

'Disclosures by councillors' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.9 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.11 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor]

as at [return date]

in respect of the period from [date] to [date]

[councillor's signature]

[date]

**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

**B. Sources of income**

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

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2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

*[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]*

**C. Gifts**

Description of each gift I received at any time since 30 June	Name and address of donor
---	---------------------------

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest (if interest or held a position at the return date/at any time since 30 June)	Nature of any	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	---------------	----------------------------------	---

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether	Description of position
--	-------------------------

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remunerated or not) at the return date/at any time since 30 June

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

**I. Dispositions of property**

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

**J. Discretionary disclosures**

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**SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.25**

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.24(c) of the Code of Conduct for Councillors (the Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor’s principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Code of Conduct) has in that person’s principal place of residence.

Clause 4.3 of the Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

“Relative” is defined by clause 4.4 of the Code of Conduct as meaning your, your spouse’s or your de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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Special disclosure of pecuniary interests by *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at a meeting of the *[name of council or council committee (as the case requires)]*

to be held on the                      day of                      20                      .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest <sup>1</sup>	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) <sup>2</sup> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	

<sup>1</sup> Clause 4.1 of this Code of Conduct for Councillors (Code of Conduct) provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Code of Conduct.

<sup>2</sup> A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Code of Conduct has a proprietary interest.

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Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]</i>	

*[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]*

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

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Procedures for the  
Administration of

# The Model Code of Conduct

for Local Councils in NSW

2020



**PROCEDURES FOR THE ADMINISTRATION OF THE MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW**

2020

**ACCESS TO SERVICES**

The Office of Local Government is located at:

Street Address: Levels 1 & 2, 5 O'Keefe Avenue, NOWRA NSW 2541

Postal Address: Locked Bag 3015, Nowra, NSW 2541

Phone: 02 4428 4100

Fax: 02 4428 4199

TTY: 02 4428 4209

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

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

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**Part 1:**

**Introduction**

These procedures (“the Model Code Procedures”) are prescribed for the administration of the *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”).

The Model Code of Conduct is made under section 440 of the *Local Government Act 1993* (“the LGA”) and the *Local Government (General) Regulation 2005* (“the Regulation”). Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code Procedures are made under section 440AA of the LGA and the Regulation. Section 440AA of the LGA requires every council (including county councils) and joint organisation to adopt procedures for the administration of their code of conduct that incorporate the provisions of the Model Code Procedures.

In adopting procedures for the administration of their adopted codes of conduct, councils and joint organisations may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect.

**Note:** References in these procedures to councils are also to be taken as references to county councils and joint organisations.

**Note:** In adopting the Model Code Procedures, joint organisations should adapt them to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.

**Note:** In adopting the Model Code Procedures, county councils should adapt them to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

**Note:** Parts 6, 7, 8 and 11 of these procedures apply only to the management of code of conduct complaints about councillors (including the mayor) or the general manager.

## Part 2:

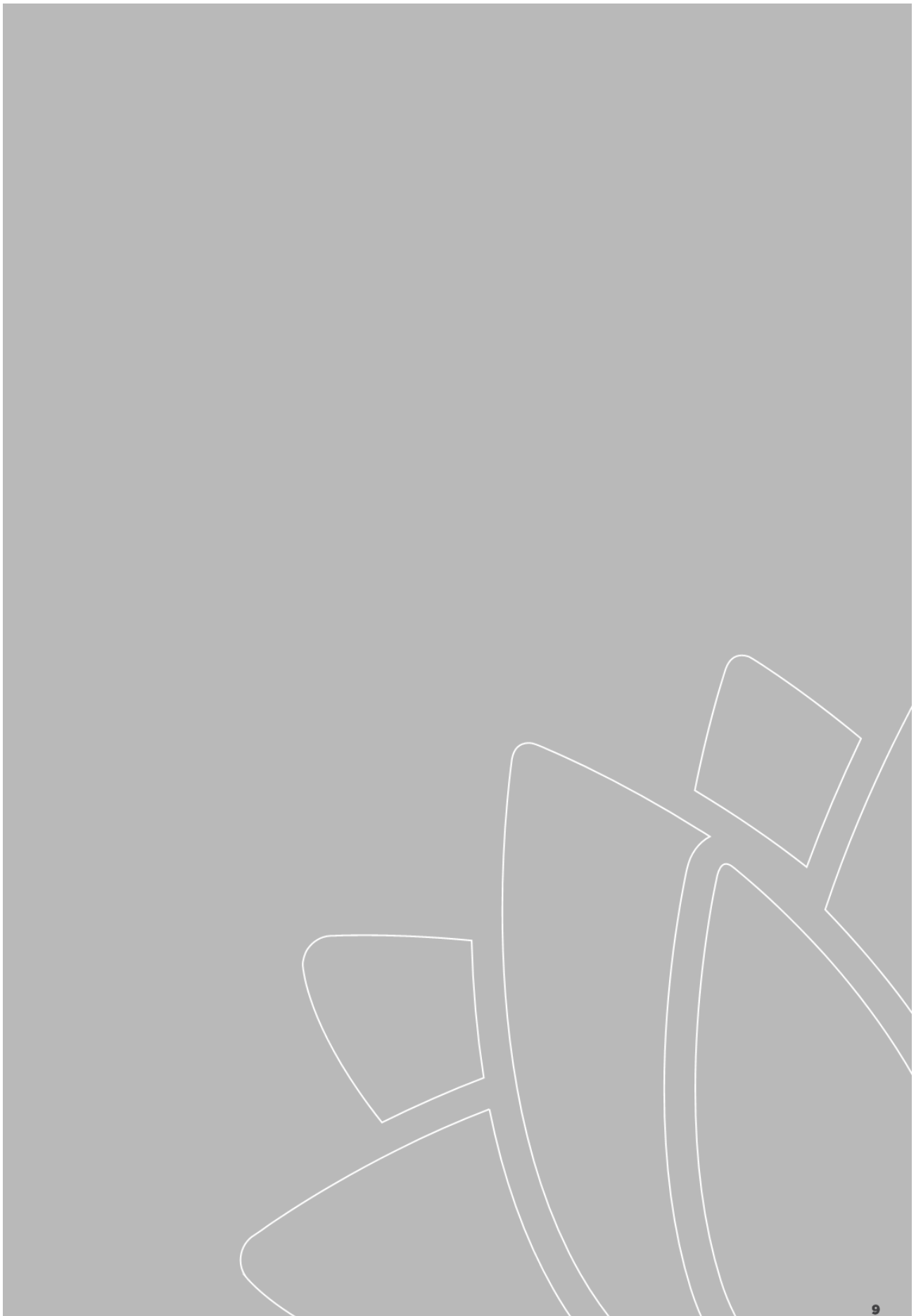
## Definitions


In these procedures the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
code of conduct	a code of conduct adopted under section 440 of the LGA
code of conduct complaint	a complaint that is a code of conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a code of conduct complaint
complainant councillor	a councillor who makes a code of conduct complaint
complaints coordinator	a person appointed by the general manager under these procedures as a complaints coordinator
conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the general manager
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee
councillor	any person elected or appointed to civic office, including the mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
council official	any councillor, member of staff of council, administrator, council committee member, delegate of council and, for the purposes of clause 4.16 of the Model Code of Conduct, council adviser
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
external agency	a state government agency such as, but not limited to, the Office, the ICAC, the NSW Ombudsman or the police
general manager	includes the executive officer of a joint organisation



ICAC	the Independent Commission Against Corruption
joint organisation	a joint organisation established under section 4000 of the LGA
LGA	the <i>Local Government Act 1993</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	the Office of Local Government
investigator	a conduct reviewer
the Regulation	the <i>Local Government (General) Regulation 2005</i>
respondent	a person whose conduct is the subject of investigation by a conduct reviewer under these procedures
wholly advisory committee	a council committee that the council has not delegated any functions to





**Part 3:**  
**Administrative**  
**Framework**

## The establishment of a panel of conduct reviewers

- 3.1 The council must establish a panel of conduct reviewers.
- 3.2 The council may enter into an arrangement with one or more other councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with the councils.
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of the council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:
- a) an understanding of local government, and
  - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
  - c) knowledge and experience of one or more of the following:
    - i) investigations
    - ii) law
    - iii) public administration
    - iv) public sector ethics
    - v) alternative dispute resolution, and
  - d) meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.
- 3.6 A person is not eligible to be a conduct reviewer if they are:
- a) a councillor, or
  - b) a nominee for election as a councillor, or
  - c) an administrator, or
  - d) an employee of a council, or
  - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 3.7 A person is not precluded from being a member of the council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.
- 3.8 An incorporated or other entity may be appointed to a council's panel of conduct reviewers where the council is satisfied that all the persons who will be undertaking the functions of a conduct reviewer on behalf of the entity meet the selection and eligibility criteria prescribed under this Part.
- 3.9 A panel of conduct reviewers established under this Part is to have a term of up to four years.
- 3.10 The council may terminate the panel of conduct reviewers at any time. Where a panel of conduct reviewers has been terminated, conduct reviewers who were members of the panel may continue to deal with any matter referred to them under these procedures prior to the termination of the panel until they have finalised their consideration of the matter.

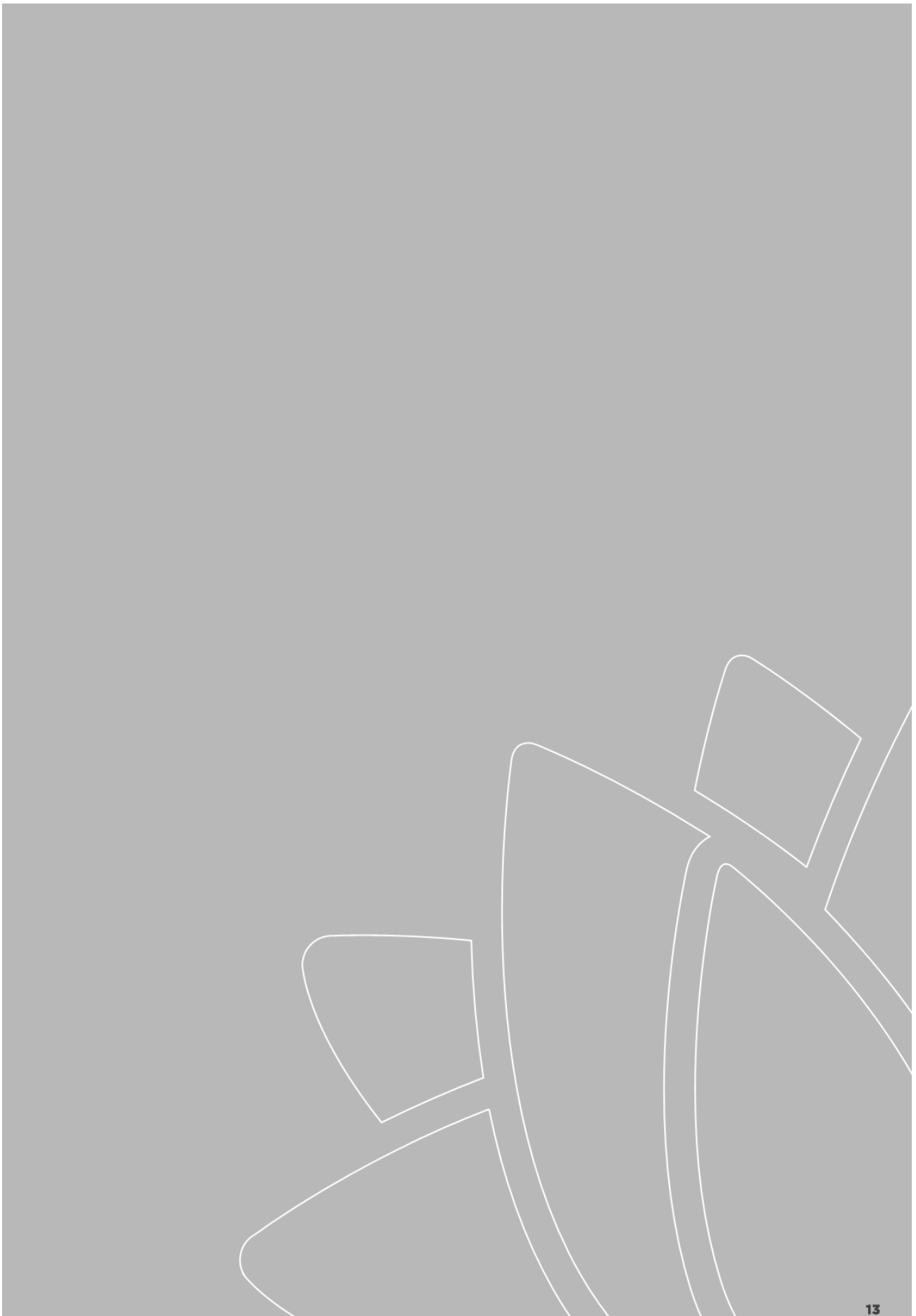
- 3.11 When the term of the panel of conduct reviewers concludes or is terminated, the council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.
- 3.12 A person who was a member of a previous panel of conduct reviewers established by the council may be a member of subsequent panels of conduct reviewers established by the council if they continue to meet the selection and eligibility criteria for membership of the panel.

## The appointment of an internal ombudsman to a panel of conduct reviewers

- 3.13 Despite clause 3.6(d), an employee of a council who is the nominated internal ombudsman of one or more councils may be appointed to a council's panel of conduct reviewers with the Office's consent.
- 3.14 To be appointed to a council's panel of conduct reviewers, an internal ombudsman must meet the qualification requirements for conduct reviewers prescribed under clause 3.5 as modified by the operation of clause 3.13.
- 3.15 An internal ombudsman appointed to a council's panel of conduct reviewers may also exercise the functions of the council's complaints coordinator. For the purposes of clause 6.1, an internal ombudsman who is a council's complaints coordinator and has been appointed to the council's panel of conduct reviewers, may either undertake a preliminary assessment and investigation of a matter referred to them under clauses 5.26 or 5.33 or refer the matter to another conduct reviewer in accordance with clause 6.2.
- 3.16 Clause 6.4(c) does not apply to an internal ombudsman appointed to a council's panel of conduct reviewers.

## The appointment of complaints coordinators

- 3.17 The general manager must appoint a member of staff of the council or another person (such as, but not limited to, a member of staff of another council or a member of staff of a joint organisation or other regional body associated with the council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of the council, the complaints coordinator should be a senior and suitably qualified member of staff.
- 3.18 The general manager may appoint other members of staff of the council or other persons (such as, but not limited to, members of staff of another council or members of staff of a joint organisation or other regional body associated with the council), to act as alternates to the complaints coordinator.
- 3.19 The general manager must not undertake the role of complaints coordinator.
- 3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act 1994*.
- 3.21 The role of the complaints coordinator is to:
- coordinate the management of complaints made under the council's code of conduct
  - liaise with and provide administrative support to a conduct reviewer
  - liaise with the Office, and
  - arrange the annual reporting of code of conduct complaints statistics.



**Part 4:**

**How May Code of Conduct**

**Complaints be Made?**

## What is a code of conduct complaint?

- 4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that shows or tends to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct if proven.
- 4.2 The following are not "code of conduct complaints" for the purposes of these procedures:
- a) complaints about the standard or level of service provided by the council or a council official
  - b) complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
  - c) complaints about the policies or procedures of the council
  - d) complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.
- 4.3 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a code of conduct complaint are to be dealt with under the council's routine complaints management processes.

## When must a code of conduct complaint be made?

- 4.4 A code of conduct complaint must be made within 3 months of the alleged conduct occurring or within 3 months of the complainant becoming aware of the alleged conduct.
- 4.5 A complaint made after 3 months may only be accepted if the general manager or their delegate, or, in the case of a complaint about the general manager, the mayor or their delegate, is satisfied that the allegations are serious and compelling grounds exist for the matter to be dealt with under the code of conduct.



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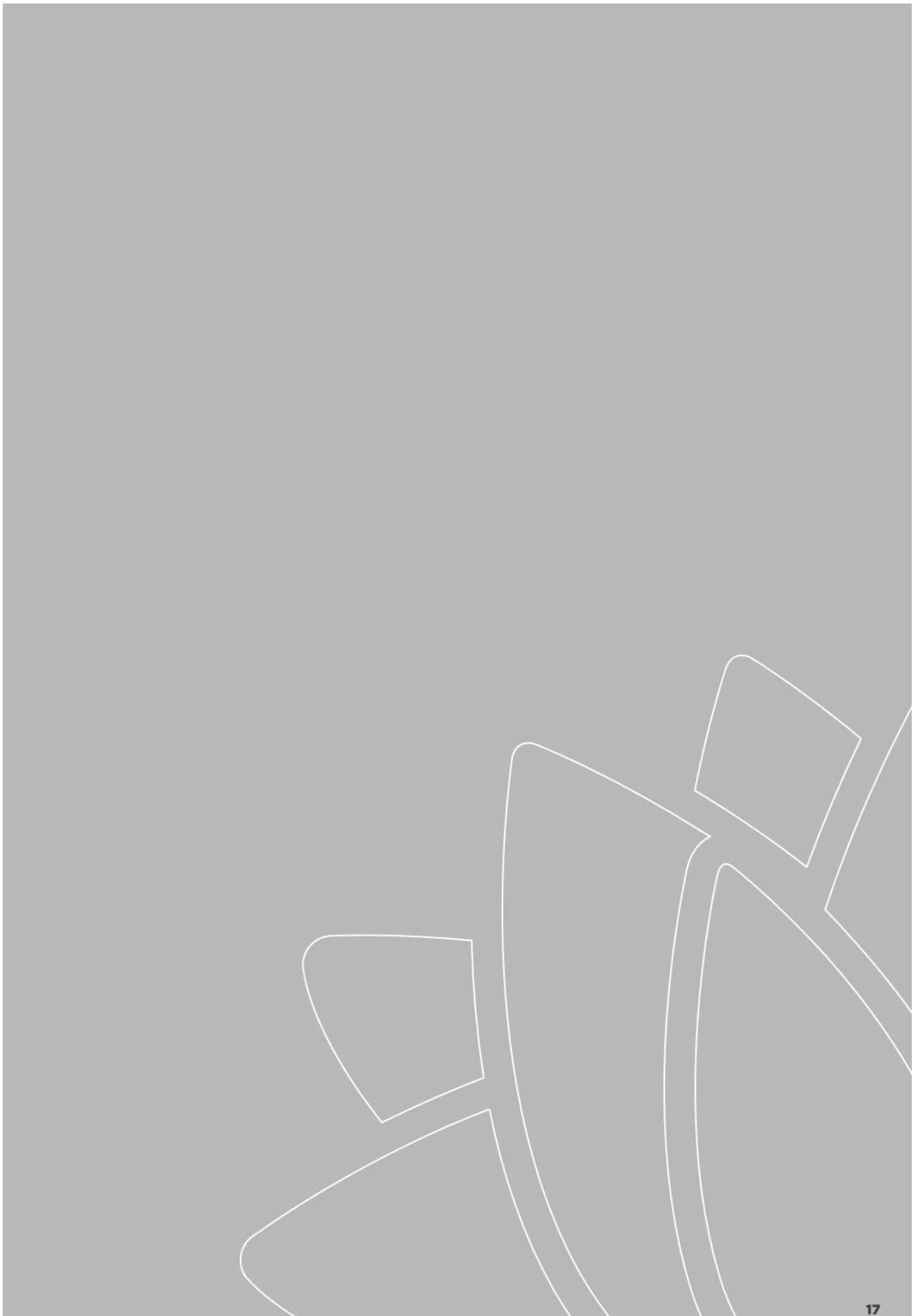
## How may a code of conduct complaint about a council official other than the general manager be made?

- 4.6 All code of conduct complaints other than those relating to the general manager are to be made to the general manager in writing. This clause does not operate to prevent a person from making a complaint to an external agency.
- 4.7 Where a code of conduct complaint about a council official other than the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.8 In making a code of conduct complaint about a council official other than the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.9 The general manager or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.10 Notwithstanding clauses 4.6 and 4.7, where the general manager becomes aware of a possible breach of the council's code of conduct, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

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## How may a code of conduct complaint about the general manager be made?

- 4.11 Code of conduct complaints about the general manager are to be made to the mayor in writing. This clause does not operate to prevent a person from making a complaint about the general manager to an external agency.
- 4.12 Where a code of conduct complaint about the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.13 In making a code of conduct complaint about the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.15 Notwithstanding clauses 4.11 and 4.12, where the mayor becomes aware of a possible breach of the council's code of conduct by the general manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.



**Part 5:**

**How are Code of Conduct**

**Complaints to be Managed?**

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## Delegation by general managers and mayors of their functions under this Part

- 5.1 A general manager or mayor may delegate their functions under this Part to a member of staff of the council or to a person or persons external to the council other than an external agency. References in this Part to the general manager or mayor are also to be taken to be references to their delegates.

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## Consideration of complaints by general managers and mayors

- 5.2 In exercising their functions under this Part, general managers and mayors may consider the complaint assessment criteria prescribed under clause 6.31.

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## What complaints may be declined at the outset?

- 5.3 Without limiting any other provision in these procedures, the general manager or, in the case of a complaint about the general manager, the mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:
- a) is not a code of conduct complaint, or
  - b) subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
  - c) is trivial, frivolous, vexatious or not made in good faith, or

- d) relates to a matter the substance of which has previously been considered and addressed by the council and does not warrant further action, or
- e) is not made in a way that would allow the alleged conduct and any alleged breaches of the council's code of conduct to be readily identified.

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## How are code of conduct complaints about staff (other than the general manager) to be dealt with?

- 5.4 The general manager is responsible for the management of code of conduct complaints about members of staff of council (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.5 The general manager must refer code of conduct complaints about members of staff of council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.6 The general manager may decide to take no action in relation to a code of conduct complaint about a member of staff of council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.
- 5.7 Where the general manager decides to take no action in relation to a code of conduct complaint about a member of staff of council, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.

- 5.8 Code of conduct complaints about members of staff of council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.9 Sanctions for breaches of the code of conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

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## **How are code of conduct complaints about delegates of council, council advisers and council committee members to be dealt with?**

- 5.10 The general manager is responsible for the management of code of conduct complaints about delegates of council and council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.11 The general manager must refer code of conduct complaints about council advisers, delegates of council and council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.12 The general manager may decide to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.
- 5.13 Where the general manager decides to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.14 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about delegates of council or council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.15 Where the general manager resolves a code of conduct complaint under clause 5.14 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.16 Sanctions for breaches of the code of conduct by delegates of council and/or council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:
- a) censure
  - b) requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the general manager
  - c) prosecution for any breach of the law

- d) removing or restricting the person's delegation
- e) removing the person from membership of the relevant council committee.

5.17 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.16, the general manager or any person making enquiries on behalf of the general manager must comply with the requirements of procedural fairness. In particular:

- a) the substance of the allegation (including the relevant provision/s of the council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
- b) the person must be given an opportunity to respond to the allegation, and
- c) the general manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

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## How are code of conduct complaints about administrators to be dealt with?

5.18 The general manager must refer all code of conduct complaints about administrators to the Office for its consideration.

5.19 The general manager must notify the complainant of the referral of their complaint in writing.

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## How are code of conduct complaints about councillors to be dealt with?

5.20 The general manager must refer the following code of conduct complaints about councillors to the Office:

- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
- b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the LGA)
- c) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
- d) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.

5.21 Where the general manager refers a complaint to the Office under clause 5.20, the general manager must notify the complainant of the referral in writing.

5.22 The general manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.



- 5.23 Where the general manager decides to take no action in relation to a code of conduct complaint about a councillor, the general manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.24 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.25 Where the general manager resolves a code of conduct complaint under clause 5.24 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.26 The general manager must refer all code of conduct complaints about councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

## How are code of conduct complaints about the general manager to be dealt with?

- 5.27 The mayor must refer the following code of conduct complaints about the general manager to the Office:
- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
  - b) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
  - c) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.28 Where the mayor refers a complaint to the Office under clause 5.27, the mayor must notify the complainant of the referral in writing.
- 5.29 The mayor may decide to take no action in relation to a code of conduct complaint about the general manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.
- 5.30 Where the mayor decides to take no action in relation to a code of conduct complaint about the general manager, the mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

- 5.31 Where the mayor considers it to be practicable and appropriate to do so, the mayor may seek to resolve code of conduct complaints about the general manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.32 Where the mayor resolves a code of conduct complaint under clause 5.31 to the mayor's satisfaction, the mayor must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.33 The mayor must refer all code of conduct complaints about the general manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

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## How are complaints about both the general manager and the mayor to be dealt with?

- 5.34 Where the general manager or mayor receives a code of conduct complaint that alleges a breach of the code of conduct by both the general manager and the mayor, the general manager or mayor must either:
- delegate their functions under this part with respect to the complaint to a member of staff of the council other than the general manager where the allegation is not serious, or to a person external to the council, or
  - refer the matter to the complaints coordinator under clause 5.26 and clause 5.33.

---

## Referral of code of conduct complaints to external agencies

- 5.35 The general manager, mayor or a conduct reviewer may, at any time, refer a code of conduct complaint to an external agency for its consideration, where they consider such a referral is warranted.
- 5.36 The general manager, mayor or a conduct reviewer must report to the ICAC any matter that they suspect on reasonable grounds concerns or may concern corrupt conduct.
- 5.37 Where the general manager, mayor or conduct reviewer refers a complaint to an external agency under clause 5.35, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.



5.38 Referral of a matter to an external agency shall finalise consideration of the matter under these procedures unless the council is subsequently advised otherwise by the referral agency.

## Disclosure of the identity of complainants

5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:

- a) the complainant consents in writing to the disclosure, or
- b) it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or
- c) it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
- d) a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
- e) it is otherwise in the public interest to do so.

5.40 Clause 5.39 does not apply to code of conduct complaints made by councillors about other councillors or the general manager.

5.41 Where a councillor makes a code of conduct complaint about another councillor or the general manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.

5.42 A request made by a complainant councillor under clause 5.41 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.

5.43 The general manager or mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.

5.44 Where a complainant councillor makes a request under clause 5.41, the general manager or mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

## Code of conduct complaints made as public interest disclosures

5.45 These procedures do not override the provisions of the *Public Interest Disclosures Act 1994*. Code of conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, the council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.

5.46 Where a councillor makes a code of conduct complaint about another councillor or the general manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.

5.47 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the general manager or the mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 of the *Public Interest Disclosures Act 1994*.

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## Special complaints management arrangements

5.48 The general manager may request in writing that the Office enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.

5.49 Where the Office receives a request under clause 5.48, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:

- a) imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
- b) impeded or disrupted the effective administration by the council of its code of conduct, or
- c) impeded or disrupted the effective functioning of the council.

5.50 A special complaints management arrangement must be in writing and must specify the following:

- a) the code of conduct complaints the arrangement relates to, and
- b) the period that the arrangement will be in force.

5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.

5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary assessment of the code of conduct complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.

5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.

5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the general manager, review the arrangement to determine whether it should be renewed or amended.

5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.

**Part 6:**

**Preliminary Assessment of  
Code of Conduct Complaints  
About Councillors or the  
General Manager by  
Conduct Reviewers**

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## Referral of code of conduct complaints about councillors or the general manager to conduct reviewers

- 6.1 The complaints coordinator must refer all code of conduct complaints about councillors or the general manager that have not been referred to an external agency or declined or resolved by the general manager, mayor or their delegate and that have been referred to them under clauses 5.26 or 5.33, to a conduct reviewer within 21 days of receipt of the complaint by the general manager or the mayor.
- 6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:
- a panel of conduct reviewers established by the council, or
  - a panel of conduct reviewers established by an organisation approved by the Office.
- 6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.
- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
- they have a conflict of interest in relation to the matter referred to them, or
  - a reasonable apprehension of bias arises in relation to their consideration of the matter, or
  - they or their employer has entered into one or more contracts with the council (other than contracts relating to the exercise of their functions as a conduct reviewer) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a value that, when aggregated, exceeds \$100,000, or
  - at the time of the referral, they or their employer are the council's legal service provider or are a member of a panel of legal service providers appointed by the council.
- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 5.2 of the Model Code of Conduct).
- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.

- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.
- 6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.
- 6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:
  - a) comply with these procedures in their consideration of the matter, or
  - b) comply with a lawful and reasonable request by the complaints coordinator, or
  - c) exercise their functions in a timely or satisfactory manner.
- 6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

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## Preliminary assessment of code of conduct complaints about councillors or the general manager by a conduct reviewer

- 6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.
- 6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:
  - a) to take no action
  - b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - c) to refer the matter back to the general manager or, in the case of a complaint about the general manager, the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - d) to refer the matter to an external agency
  - e) to investigate the matter.
- 6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.



**Councillors or the General Manager by Conduct Reviewers**

- 6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.
  - a) that the complaint is a code of conduct complaint for the purposes of these procedures, and
  - b) that the alleged conduct is sufficiently serious to warrant the formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment if it were to be proven, and
  - c) that the matter is one that could not or should not be resolved by alternative means.
- 6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.
- 6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.
- 6.18 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.
- 6.19 The resolution of a code of conduct complaint under clause 6.13, paragraphs (b) or (c) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.
- 6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:
  - 6.23 In determining whether a matter is sufficiently serious to warrant formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment, the conduct reviewer is to consider the following:
    - a) the harm or cost that the alleged conduct has caused to any affected individuals and/or the council
    - b) the likely impact of the alleged conduct on the reputation of the council and public confidence in it
    - c) whether the alleged conduct was deliberate or undertaken with reckless intent or negligence
    - d) any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.
  - 6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.
  - 6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

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## Referral back to the general manager or mayor for resolution

- 6.26 Where the conduct reviewer determines to refer a matter back to the general manager or to the mayor to be resolved by alternative and appropriate means, they must write to the general manager or, in the case of a complaint about the general manager, to the mayor, recommending the means by which the complaint may be resolved.
- 6.27 The conduct reviewer must consult with the general manager or mayor prior to referring a matter back to them under clause 6.13(c).
- 6.28 The general manager or mayor may decline to accept the conduct reviewer's recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under clause 6.13.
- 6.29 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager or, in the case of a complaint about the general manager, the mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.
- 6.30 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager, or, in the case of a complaint about the general manager, the mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

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## Complaints assessment criteria

- 6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:
- a) whether the complaint is a code of conduct complaint for the purpose of these procedures
  - b) whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under the council's code of conduct
  - c) whether the complaint is trivial, frivolous, vexatious or not made in good faith
  - d) whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the code of conduct
  - e) whether the complaint raises issues that would be more appropriately dealt with by an external agency
  - f) whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of
  - g) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour

- h) whether the issue/s giving rise to the complaint have previously been addressed or resolved
- i) any previous proven breaches of the council's code of conduct
- j) whether the conduct complained of forms part of an ongoing pattern of behaviour
- k) whether there were mitigating circumstances giving rise to the conduct complained of
- l) the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23)
- m) the significance of the conduct or the impact of the conduct for the council
- n) how much time has passed since the alleged conduct occurred
- o) such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.



**Part 7:**

**Investigations of Code of  
Conduct Complaints About  
Councillors or the  
General Manager**

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## What matters may a conduct reviewer investigate?

- 7.1 A conduct reviewer (hereafter referred to as an “investigator”) may investigate a code of conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.
- 7.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or do not arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the general manager, or, in the case of alleged conduct on the part of the general manager, to the mayor.
- 7.3 The general manager or the mayor or their delegate is to deal with a matter reported to them by an investigator under clause 7.2 as if it were a new code of conduct complaint in accordance with these procedures.

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## How are investigations to be commenced?

- 7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the respondent. The notice of investigation must:
  - a) disclose the substance of the allegations against the respondent, and
  - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
  - c) advise of the process to be followed in investigating the matter, and

- d) advise the respondent of the requirement to maintain confidentiality, and
  - e) invite the respondent to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice, and
  - f) provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.
- 7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.
  - 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.
  - 7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within a period of not less than 14 days specified by the investigator in the amended notice.
  - 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the complainant, the complaints coordinator and the mayor. The notice must:

- a) advise them of the matter the investigator is investigating, and
- b) in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and
- c) invite the complainant to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice.

- 7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.
- 7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

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## Written and oral submissions

- 7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.
- 7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.

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## How are investigations to be conducted?

- 7.15 Investigations are to be undertaken without undue delay.
- 7.16 Investigations are to be undertaken in the absence of the public and in confidence.
- 7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.
- 7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.
- 7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

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## Referral or resolution of a matter after the commencement of an investigation

- 7.20 At any time after an investigator has issued a notice of investigation and before they have issued their final report, an investigator may determine to:
- a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
  - b) refer the matter to the general manager, or, in the case of a complaint about the general manager, to the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
  - c) refer the matter to an external agency.
- 7.21 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 7.22 The resolution of a code of conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 7.23 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they may by written notice to the respondent, the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the respondent, the complainant, the complaints coordinator and the mayor, discontinue their investigation of the matter.
- 7.24 Where the investigator discontinues their investigation of a matter under clause 7.23, this shall finalise the consideration of the matter under these procedures.
- 7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

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## Draft investigation reports

- 7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.
- 7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.

- 7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.
- 7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.
- 7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.
- 7.35 The investigator's final report must:
- a) make findings of fact in relation to the matter investigated, and,
  - b) make a determination that the conduct investigated either,
    - i) constitutes a breach of the code of conduct, or
    - ii) does not constitute a breach of the code of conduct, and
  - c) provide reasons for the determination.
- 7.36 At a minimum, the investigator's final report must contain the following information:
- a) a description of the allegations against the respondent
  - b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated
  - c) a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23)
  - d) a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means
  - e) a description of any attempts made to resolve the matter by use of alternative means
  - f) the steps taken to investigate the matter
  - g) the facts of the matter
  - h) the investigator's findings in relation to the facts of the matter and the reasons for those findings
  - i) the investigator's determination and the reasons for that determination
  - j) any recommendations.

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## Final investigation reports

- 7.33 Where an investigator issues a notice of investigation, they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.
- 7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.



- 7.37 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may recommend:
- a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager’s contract of employment for the breach, or
  - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
  - c) in the case of a breach by a councillor, that the council resolves as follows:
    - i) that the councillor be formally censured for the breach under section 440G of the LGA, and
    - ii) that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.38 Where the investigator proposes to make a recommendation under clause 7.37(c), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.
- 7.39 Where the investigator has determined that there has been a breach of the code of conduct, the investigator may, in addition to making a recommendation under clause 7.37, recommend that the council revise any of its policies, practices or procedures.
- 7.40 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may recommend:
- a) that the council revise any of its policies, practices or procedures
  - b) that a person or persons undertake any training or other education.
- 7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.
- 7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:
- a) the investigator’s findings in relation to the facts of the matter and the reasons for those findings
  - b) the investigator’s determination and the reasons for that determination
  - c) any recommendations, and
  - d) such other additional information that the investigator considers may be relevant.
- 7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator’s report to the general manager or, where the report relates to the general manager’s conduct, to the mayor, and this will finalise consideration of the matter under these procedures.
- 7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation under clause 7.37, the complaints coordinator must, where practicable, arrange for the investigator’s report to be reported to the next ordinary council meeting for the council’s consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.

7.45 Where it is apparent to the complaints coordinator that the council will not be able to form a quorum to consider the investigator's report, the complaints coordinator must refer the investigator's report to the Office for its consideration instead of reporting it to the council under clause 7.44.

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## Consideration of the final investigation report by council

7.46 The role of the council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under clause 7.37.

7.47 The council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the LGA.

7.48 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the code of conduct.

7.49 Prior to imposing a sanction, the council must provide the respondent with an opportunity to make a submission to the council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation.

7.50 Once the respondent has made their submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.

7.51 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.

7.52 Prior to imposing a sanction, the council may by resolution:

- a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
- b) seek an opinion from the Office in relation to the report.

7.53 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.

7.54 The investigator may make additional enquiries for the purpose of preparing a supplementary report.

7.55 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the council and the respondent.

7.56 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.

7.57 The council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.

- 7.58 A council may by resolution impose one of the following sanctions on a respondent:
- a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
  - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
  - c) in the case of a breach by a councillor:
    - i) that the councillor be formally censured for the breach under section 440G of the LGA, and
    - ii) that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.59 Where the council censures a councillor under section 440G of the LGA, the council must specify in the censure resolution the grounds on which it is satisfied that the councillor should be censured by disclosing in the resolution, the investigator's findings and determination and/or such other grounds that the council considers may be relevant or appropriate.
- 7.60 The council is not obliged to adopt the investigator's recommendation. Where the council proposes not to adopt the investigator's recommendation, the council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.
- 7.61 Where the council resolves not to adopt the investigator's recommendation, the complaints coordinator must notify the Office of the council's decision and the reasons for it.



**Part 8:**

**Oversight and Rights of Review**

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## The Office's powers of review

- 8.1 The Office may, at any time, whether or not in response to a request, review the consideration of a matter under a council's code of conduct where it is concerned that a person has failed to comply with a requirement prescribed under these procedures or has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct in their consideration of a matter.
- 8.2 The Office may direct any person, including the council, to defer taking further action in relation to a matter under consideration under the council's code of conduct pending the completion of its review. Any person the subject of a direction must comply with the direction.
- 8.3 Where the Office undertakes a review of a matter under clause 8.1, it will notify the complaints coordinator and any other affected persons, of the outcome of the review.

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## Complaints about conduct reviewers

- 8.4 The general manager or their delegate must refer code of conduct complaints about conduct reviewers to the Office for its consideration.
- 8.5 The general manager must notify the complainant of the referral of their complaint about the conduct reviewer in writing.
- 8.6 The general manager must implement any recommendation made by the Office as a result of its consideration of a complaint about a conduct reviewer.

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## Practice rulings

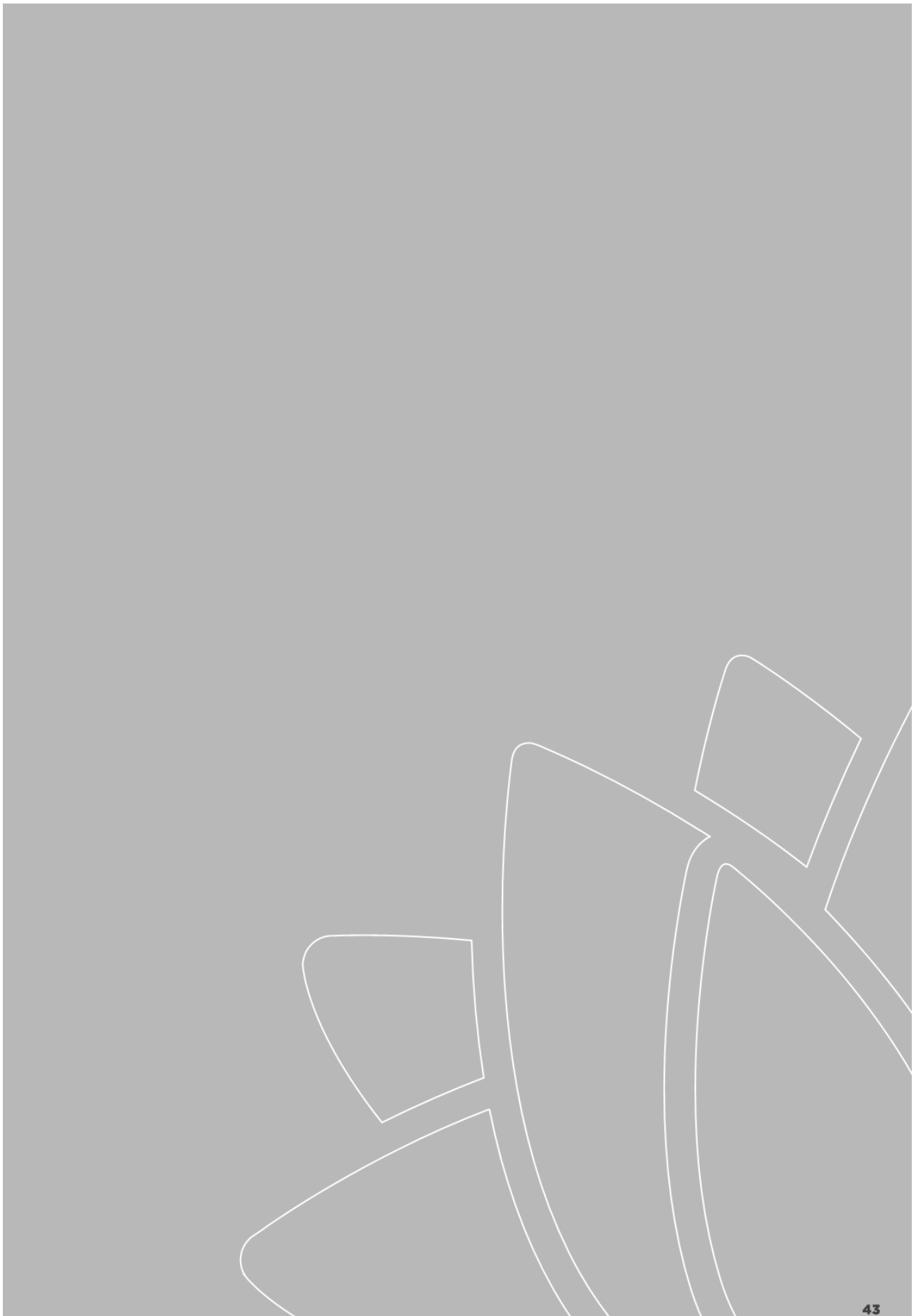
- 8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 8.9 Where the Office makes a practice ruling, all parties must comply with it.
- 8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

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## Review of decisions to impose sanctions

- 8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.58, paragraph (c), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.12 A review under clause 8.11 may be sought on the following grounds:
- that the investigator has failed to comply with a requirement under these procedures, or
  - that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
  - that in imposing its sanction, the council has failed to comply with a requirement under these procedures.

- 8.13 A request for a review made under clause 8.11 must be made in writing and must specify the grounds upon which the person believes the investigator or the council has erred.
- 8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.
- 8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.
- 8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by the Office.
- 8.17 Where a person requests a review under clause 8.11, the Office may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by the Office.
- 8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.
- 8.19 Where the Office considers that the investigator or the council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed. Where the Office recommends that the decision to impose a sanction be reviewed:
- a) the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
  - b) the council must:
    - i) review its decision to impose the sanction, and
    - ii) consider the Office's recommendation in doing so, and
    - iii) resolve to either rescind or reaffirm its previous resolution in relation to the matter.
- 8.20 Where, having reviewed its previous decision in relation to a matter under clause 8.19(b), the council resolves to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.



## Part 9:

# Procedural Irregularities

- 9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct, except as may be otherwise specifically provided under the code of conduct.
- 9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
- a) the non-compliance is isolated and/or minor in nature, or
  - b) reasonable steps are taken to correct the non-compliance, or
  - c) reasonable steps are taken to address the consequences of the non-compliance.

# Part 10: Practice Directions

- 10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.
- 10.2 The Office will issue practice directions in writing, by circular to all councils.
- 10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.



**Part 11:**

**Reporting Statistics on Code  
of Conduct Complaints  
About Councillors and the  
General Manager**

- 11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:
- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)
  - b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period
  - c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
  - d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period
  - e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
  - f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
  - g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.
- 11.2 The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

# Part 12: Confidentiality

- 12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.
- 12.2 Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or purported to make, the general manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.
- 12.3 Prior to seeking the Office's consent under clause 12.2, the general manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within a period of not less than 14 days specified by the general manager or their delegate, and consider any submission made by them.
- 12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the general manager or their delegate.
- 12.5 The general manager or their delegate must give written notice of a determination made under clause 12.2 to:
- a) the complainant
  - b) the complaints coordinator
  - c) the Office, and
  - d) any other person the general manager or their delegate considers should be notified of the determination.
- 12.6 Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or purported to make, will not apply to a complainant the subject of a determination made by the general manager or their delegate under clause 12.2.
- 12.7 Clause 12.6 does not override any entitlement a person may have to access to council information under the *Government Information (Public Access) Act 2009* or to receive information under the *Public Interest Disclosures Act 1994* in relation to a complaint they have made.





# LACHLAN SHIRE COUNCIL

## CODE OF CONDUCT FOR COUNCILLORS

~~2020~~2023

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## PART 1 BACKGROUND

This code of conduct applies to councillors. It is based on the *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”) which has been prescribed under the *Local Government (General) Regulation 2005* (“the Regulation”).

Section 440 of the *Local Government Act 1993* (“LGA”) requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council’s or joint organisation’s adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not “council officials” for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council’s adopted code of conduct applies to, must comply with the applicable provisions of their council’s code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

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## PART 2 DEFINITIONS

In this code the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of “council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council’s audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 4000 of the LGA
LGA	the <i>Local Government Act 1993</i>
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>

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mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation
the Regulation	the <i>Local Government (General) Regulation 2005</i>
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a council committee that the council has not delegated any functions to

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## PART 3 GENERAL CONDUCT OBLIGATIONS

### General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
  - b) is contrary to statutory requirements or the council’s administrative requirements or policies
  - c) is improper or unethical
  - d) is an abuse of power
  - e) causes, comprises or involves intimidation or verbal abuse
  - f) involves the misuse of your position to obtain a private benefit
  - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act (*section 439*).

### Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

### Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, nationality, ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, “harassment” is any form of behaviour towards a person that:
- a) is not wanted by the person
  - b) offends, humiliates or intimidates the person, and
  - c) creates a hostile environment.

### Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, “bullying behaviour” is any behaviour in which:
- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
  - b) the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- a) aggressive, threatening or intimidating conduct

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- b) belittling or humiliating comments
- c) spreading malicious rumours
- d) teasing, practical jokes or ‘initiation ceremonies’
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.

3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:

- a) performance management processes
- b) disciplinary action for misconduct
- c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d) directing a worker to perform duties in keeping with their job
- e) maintaining reasonable workplace goals and standards
- f) legitimately exercising a regulatory function
- g) legitimately implementing a council policy or administrative processes.

**Work health and safety**

3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

**Land use planning, development assessment and other regulatory functions**

3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

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**Binding caucus votes**

- 3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

**Obligations in relation to meetings**

- 3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.
- 3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
  - a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
  - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
  - c) deliberately seek to impede the consideration of business at a meeting.

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## PART 4 PECUNIARY INTERESTS

### What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
  - (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
  - (a) Your “relative” is any of the following:
    - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
  - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
  - (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

### What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
  - (a) your interest as an elector
  - (b) your interest as a ratepayer or person liable to pay a charge
  - (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
  - (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code

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- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (g) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (h) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
  - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
  - ii) security for damage to footpaths or roads
  - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (i) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (j) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA
- (k) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (l) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (m) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor
- (n) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

**What disclosures must be made by a councillor?**

- 4.8 A councillor:
- (a) must prepare and submit written returns of interests in accordance with clause 4.9, and
  - (b) must disclose pecuniary interests in accordance with clause 4.16 and comply with clause 4.17 where it is applicable.

**Disclosure of interests in written returns**

- 4.9 A councillor must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor’s interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a councillor, and

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- (b) 30 June of each year, and
  - (c) the councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.10 A person need not make and lodge a return under clause 4.9 paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
  - (b) they have ceased to be a councillor in the preceding 3 months.
- 4.11 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.12 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.13 Returns required to be lodged with the general manager under clause 4.9(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.14 Returns required to be lodged with the general manager under clause 4.9(c) must be tabled at the next council meeting after the return is lodged.
- 4.15 Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

**Disclosure of pecuniary interests at meetings**

- 4.16 A councillor who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.17 The councillor must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
  - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.18 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.16 and 4.17 where they participate in the meeting by telephone or other electronic means.
- 4.19 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.20 A general notice may be given to the general manager in writing by a councillor to the effect that the councillor or the councillor’s spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
  - (b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor’s interest in a

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- matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.
- 4.21 A councillor is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor has an interest in the matter of a kind referred to in clause 4.6.
  - 4.22 A person does not breach clauses 4.16 or 4.17 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
  - 4.23 Despite clause 4.17, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
  - 4.24 Clause 4.17 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
    - (a) the matter is a proposal relating to:
      - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council’s area, or
      - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council’s area, and
    - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor’s principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person’s principal place of residence, and
    - (c) the councillor made a special disclosure under clause 4.25 in relation to the interest before the commencement of the meeting.
  - 4.25 A special disclosure of a pecuniary interest made for the purposes of clause 4.24(c) must:
    - (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
    - (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.
  - 4.26 The Minister for Local Government may, conditionally or unconditionally, allow a councillor who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
    - (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
    - (b) that it is in the interests of the electors for the area to do so.
  - 4.27 A councillor with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.26, must still disclose the interest they have in the matter in accordance with clause 4.16.

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## PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

### What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

### Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
  - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official’s extended family that the council official has a close personal relationship with, or another person living in the same household
  - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
  - c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is

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affected by a decision or a matter under consideration that is particularly strong. The strength of a council official’s affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation

- d) membership, as the council’s representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
  - a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
  - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

**Political donations**

5.13 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

5.14 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:

- a) made by a major political donor in the previous four years, and
- b) the major political donor has a matter before council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17. A disclosure made under this clause must be recorded in the minutes of the meeting.

- 5.15 For the purposes of this Part:
  - a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
  - b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.

5.16 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not

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such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.

- 5.17 Despite clause 5.14, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

**Loss of quorum as a result of compliance with this Part**

- 5.18 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:
  - a) the matter is a proposal relating to:
    - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council’s area, or
    - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council’s area, and
  - b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person’s principal place of residence, and
  - c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.
  
- 5.19 The Minister for Local Government may, conditionally or unconditionally, allow a councillor who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
  - a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
  - b) that it is in the interests of the electors for the area to do so.
  
- 5.20 Where the Minister exempts a councillor from complying with a requirement under this Part under clause 5.19, the councillor must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

**Personal dealings with council**

- 5.21 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
  
- 5.22 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

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## PART 6 PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less
  - b) a political donation for the purposes of the *Electoral Funding Act 2018*
  - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
  - d) a benefit or facility provided by the council to an employee or councillor
  - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
  - f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
    - i) the discussion of official business
    - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
    - iii) conferences
    - iv) council functions or events
    - v) social functions organised by groups, such as council committees and community organisations.

### Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

### How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement
  - b) seek gifts or benefits of any kind
  - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
  - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
  - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
  - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
  - g) personally benefit from reward points programs when purchasing on behalf of the council.
- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the general manager in writing. The recipient or general manager must ensure that, at a minimum, the following details are recorded in the council’s gift register:
- a) the nature of the gift or benefit
  - b) the estimated monetary value of the gift or benefit

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- c) the name of the person who provided the gift or benefit, and
  - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

**Gifts and benefits of token value**

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
  - b) gifts of alcohol that do not exceed a value of \$100
  - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
  - d) prizes or awards that do not exceed \$100 in value.

**Gifts and benefits of more than token value**

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

**“Cash-like gifts”**

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

**Improper and undue influence**

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

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## PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

### Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
  - a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
  - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
  - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
  - d) contact or issue instructions to any of the council’s contractors, including the council’s legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.
- 7.3 Despite clause 7.2, councillors may contact the council’s external auditor or the chair of the council’s audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

### Obligations of staff

- 7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.5 Members of staff of council must:
  - a) give their attention to the business of the council while on duty
  - b) ensure that their work is carried out ethically, efficiently, economically and effectively
  - c) carry out reasonable and lawful directions given by any person having authority to give such directions
  - d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
  - e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

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**Inappropriate interactions**

- 7.6 You must not engage in any of the following inappropriate interactions:
- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
  - d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
  - e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor has a right to be heard by the panel at the meeting
  - f) councillors and administrators being overbearing or threatening to council staff
  - g) council staff being overbearing or threatening to councillors or administrators
  - h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
  - i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
  - j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
  - k) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council’s general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

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## PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

### Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

### Councillors and administrators to properly examine and consider information

- 8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

### Refusal of access to information

- 8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

### Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
  - a) only access council information needed for council business
  - b) not use that council information for private purposes

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- c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office with council
- d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

**Use and security of confidential information**

- 8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of council information, you must:
  - a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
  - b) protect confidential information
  - c) only release confidential information if you have authority to do so
  - d) only use confidential information for the purpose for which it is intended to be used
  - e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
  - f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
  - g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

**Personal information**

- 8.12 When dealing with personal information you must comply with:
  - a) the *Privacy and Personal Information Protection Act 1998*
  - b) the *Health Records and Information Privacy Act 2002*
  - c) the Information Protection Principles and Health Privacy Principles
  - d) the council’s privacy management plan
  - e) the Privacy Code of Practice for Local Government

**Use of council resources**

- 8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.
- 8.14 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.16 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

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- 8.17 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
  - a) for the purpose of assisting your election campaign or the election campaign of others, or
  - b) for other non-official purposes.
- 8.18 You must not convert any property of the council to your own use unless properly authorised.

**Internet access**

- 8.19 You must not use council’s computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council’s reputation.

**Council record keeping**

- 8.20 You must comply with the requirements of the *State Records Act 1998* and the council’s records management policy.
- 8.21 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council’s approved records management policies and practices.
- 8.22 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.23 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council’s records manager and comply with the requirements of the *State Records Act 1998*.

**Councillor access to council buildings**

- 8.24 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor’s office (subject to availability), councillors’ rooms, and public areas of council’s buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.25 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.26 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

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## PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

### Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
  - a) to bully, intimidate or harass another council official
  - b) to damage another council official’s reputation
  - c) to obtain a political advantage
  - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
  - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
  - f) to avoid disciplinary action under the Procedures
  - g) to take reprisal action against a person for making a complaint alleging a breach of this code
  - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
  - i) to prevent or disrupt the effective administration of this code under the Procedures.

### Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
  - a) injury, damage or loss
  - b) intimidation or harassment
  - c) discrimination, disadvantage or adverse treatment in relation to employment
  - d) dismissal from, or prejudice in, employment
  - e) disciplinary proceedings.

### Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 9.8 You must comply with a practice ruling made by the Office under the Procedures.
- 9.9 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

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**Disclosure of information about the consideration of a matter under the Procedures**

- 9.10 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.11 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.12 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.13 You must not disclose information about a complaint you have made alleging a breach of this code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.14 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

**Complaints alleging a breach of this Part**

- 9.15 Complaints alleging a breach of this Part by a councillor or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.

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## SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.9

### Part 1: Preliminary

#### Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

*address* means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

*de facto partner* has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

*disposition of property* means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person’s own property and to increase the value of the property of another person.

*gift* means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money’s worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

*interest* means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

*listed company* means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

*occupation* includes trade, profession and vocation.

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*professional or business association* means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

*property* includes money.

*return date* means:

- a) in the case of a return made under clause 4.9(a), the date on which a person became a councillor
- b) in the case of a return made under clause 4.9(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.9(c), the date on which the councillor became aware of the interest to be disclosed.

*relative* includes any of the following:

- a) a person’s spouse or de facto partner
- b) a person’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person’s spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

*travel* includes accommodation incidental to a journey.

**Matters relating to the interests that must be included in returns**

- 2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor has an interest includes a reference to any real property situated in Australia in which the councillor has an interest.
- 4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

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**Part 2: Pecuniary interests to be disclosed in returns**

**Real property**

5. A person making a return under clause 4.9 of this code must disclose:
  - a) the street address of each parcel of real property in which they had an interest on the return date, and
  - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
  - c) the nature of the interest.
  
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
  
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor.
  
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

**Gifts**

9. A person making a return under clause 4.9 of this code must disclose:
  - a) a description of each gift received in the period since 30 June of the previous financial year, and
  - b) the name and address of the donor of each of the gifts.
  
10. A gift need not be included in a return if:
  - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
  - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - c) the donor was a relative of the donee, or
  - d) subject to paragraph (a), it was received prior to the person becoming a councillor.
  
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

**Contributions to travel**

12. A person making a return under clause 4.9 of this code must disclose:
  - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
  - b) the dates on which the travel was undertaken, and
  - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
  
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
  - a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
  - b) was made by a relative of the traveller, or
  - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or

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- d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
- e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
- f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
- g) subject to paragraph (d) it was received prior to the person becoming a councillor.

14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

**Interests and positions in corporations**

15. A person making a return under clause 4.9 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
  - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  - c) the nature of the interest, or the position held, in each of the corporations, and
  - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  - b) required to apply its profits or other income in promoting its objects, and
  - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor.

**Interests as a property developer or a close associate of a property developer**

19. A person making a return under clause 4.9 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
20. For the purposes of clause 19 of this schedule:

*close associate*, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

*property developer* has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

**Positions in trade unions and professional or business associations**

21. A person making a return under clause 4.9 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and

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- b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
- c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor.

**Dispositions of real property**

23. A person making a return under clause 4.9 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

24. A person making a return under clause 4.9 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.

25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor.

**Sources of income**

26. A person making a return under clause 4.9 of this code must disclose:

- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
- b) each source of income received by the person in the period since 30 June of the previous financial year.

27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:

- a) in relation to income from an occupation of the person:
  - (i) a description of the occupation, and
  - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
  - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
- b) in relation to income from a trust, the name and address of the settlor and the trustee, or
- c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.

28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.

29. The source of any income received by the person that they ceased to receive prior to becoming a councillor need not be disclosed.

30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

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**Debts**

- 31. A person making a return under clause 4.9 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
  - a) on the return date, and
  - b) at any time in the period since 30 June of the previous financial year.
  
- 32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.9 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
  
- 33. A liability to pay a debt need not be disclosed by a person in a return if:
  - a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
    - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
    - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of a debt arising from the supply of goods or services:
    - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
    - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
  - e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor.

**Discretionary disclosures**

- 34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this schedule.

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## SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.9

### 'Disclosures by councillors' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

### Important information

This information is being collected for the purpose of complying with clause 4.9 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.11 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

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**Disclosure of pecuniary interests and other matters by [full name of councillor]**

as at [return date]

in respect of the period from [date] to [date]

[councillor's signature]

[date]

**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June      Nature of interest

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**B. Sources of income**

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June  
Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June  
Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June  
Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

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**C. Gifts**

Description of each gift I received at any time since 30 June      Name and address of donor

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**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

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E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

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## SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.25

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

**Important information**

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.24(c) of the Code of Conduct for Councillors (the Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor’s principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Code of Conduct) has in that person’s principal place of residence.

Clause 4.3 of the Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

“Relative” is defined by clause 4.4 of the Code of Conduct as meaning your, your spouse’s or your de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Code of Conduct for Councillors				Page 34 of 35
Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>				
Version: 3	Commencement Date:	Last Review Date: <del>August-February</del> 2022/2023	Next Review Date: <del>April-July 2023</del>	Records Management Record D20/11981

Special disclosure of pecuniary interests by [full name of councillor]

in the matter of [insert name of environmental planning instrument]

which is to be considered at a meeting of the [name of council or council committee (as the case requires)]

to be held on the      day of      20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor [Tick or cross one box.]	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest <sup>1</sup>	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) <sup>2</sup> [Tick or cross one box]	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor or associated person [Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]	

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

<sup>1</sup> Clause 4.1 of this Code of Conduct for Councillors (Code of Conduct) provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Code of Conduct.  
<sup>2</sup> A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Code of Conduct has a proprietary interest.

Code of Conduct for Councillors				Page 35 of 35
Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>				
Version: 3	Commencement Date:	Last Review Date: <del>August-February</del> 2022/2023	Next Review Date: <del>April-July 2023</del>	Records Management Record D20/11981



**Immogine Turner**

---

**From:** Executive Director - Initiatives <director@koorikids.com>  
**Sent:** Tuesday, 17 January 2023 8:57 AM  
**To:** Immogine Turner  
**Subject:** [SEC=UNCLASSIFIED] - NAIDOC Initiatives | Correspondence  
**Attachments:** 2023 NAIDOC School Initiatives - Council - NSW-v1.docx; NAIDOC Week School Initiatives 2023 - Entry Forms - NSW.pdf; NAIDOC Week 2022 Final Report - NSW.pdf; Lachlan.docx

Immogine Turner  
Lachlan Shire Council

Hi Immogine,

Firstly, we would like to convey our appreciation for the support that has been provided by a variety of stakeholders and it is only through the dedicated partnerships that we can receive such a vast and creative response to the initiatives from young citizens across the LGA. Council has been a passionate supporter of Indigenous heritage and reconciliation and the success of these initiatives is shared with council through its dedication to diversity & reconciliation. We were also delighted to announce a winner from a school within the council's local government area as part of the NAIDOC Week School Initiatives.

We have started preparations for the 2023 initiatives as similar to last year we have received a request from the Department of Education for us to coordinate for information packs and entry forms to be sent to schools earlier in the new school year, enabling students more time to research and create their entries. We endeavor to have all information packs and entry forms into schools prior to the end of year break-up and will follow up with schools again upon their return.

The 2022 NAIDOC Week School initiatives have again proven to be an overwhelming success. The positive feedback received from many principals and teachers was overwhelming; "Thank you for providing the opportunity for the students to engage in the 2022 NAIDOC School Initiatives", "It is enlightening for our students to participate and gain further knowledge through the NAIDOC School Initiatives".

We are delighted to forward the 2023 NAIDOC Week School Initiatives proposal that council has been an energetic partner. As in previous years we forwarded a copy of last year's initiatives final report detailing the success of the program for schools within councils LGA. (a copy is also attached along with LGA statistics).

The NAIDOC Week School Initiatives program has provided an educational component to NAIDOC Week celebrations and has promoted respect and harmony within schools and communities. The initiatives have grown each year and continue to get bigger and bigger each year, with the sustainability focus on partnerships with the schools and councils.

"Taking part in NAIDOC Week is a great way to celebrate Indigenous culture and build bridges between Indigenous and non-Indigenous Australians and to encourage all school students to take this opportunity to think about Indigenous history, culture and society and to get involved in the NAIDOC Week School Initiatives".

The initiatives provide an opportunity to sit within council's community development plans focus area. It looks at the personal development and wellbeing through connecting people to Indigenous experiences of culture and reconciliation, it involves community participation as well as relationship building and connections through partnerships.

If you could provide a response at your earliest convenience to assist in the overall logistics of the initiatives, as we know council has always been one of the first to confirm support.

Regards

Dylan Williams  
Executive Director  
NAIDOC Week Initiatives



# NAIDOC WEEK 2023



## NAIDOC WEEK 2023 School Initiatives PROPOSAL DOCUMENT

**Dylan Williams**  
Executive Director



Thank you for your continued support





## NAIDOC WEEK 2023 – 2<sup>ND</sup> – 9<sup>TH</sup> July

Firstly, we would like to convey our appreciation for the support that has been provided the initiatives in previous years. It is only through the dedicated partnerships that we can receive such a vast and creative response to the initiatives from students across the LGA.

The 2022 NAIDOC Week School initiatives have again proven to be an overwhelming success. The positive feedback received from many principals and teachers was overwhelming; *“Thank you for providing the opportunity for the students to engage in the 2022 NAIDOC School Initiatives”, “It is enlightening for our students to participate and gain further knowledge through the NAIDOC School Initiatives”.*

The initiatives annually bring out the best creativity of school students. We are taking the opportunity through our *secondary creative initiative this year to ask students to design a poster for a local newspaper advertising a NAIDOC event in their own community, that could involve either their local council, Aboriginal Land Council, or other Indigenous organisation.*

The NAIDOC Week School Initiative Competitions bring a coordinated educational component to the week-long celebrations. The competitions have been overwhelmingly successful and last year was no exception which produced over 201,111 entries from schools who participated in a variety of competitions, and we are delighted to announce the “2023 NAIDOC Week” Colouring-in/short story and Creative/Essay writing Competitions. Entry is open to all primary and secondary school students in communities.



The aim of these initiatives is to provide our kids with a greater understanding on the importance of friendship and cultural diversity. The competitions reflect Aboriginal ancestry and promote the growth of positive attitudes in all students towards Aboriginal people. They are broadly based around each year’s national NAIDOC theme. The colouring-in/ Short-Story competitions are open to all primary school students and the Creative Art / Essay Writing competitions are open to all secondary students. **The winning students are each year awarded prizes and or NAIDOC Medals of Excellence.**

As part of National NAIDOC Week celebrations Koori Kids coordinates, with the support of various government departments and local councils an educational component to provide a link of cultural diversity to our kids with the NAIDOC Week School Initiative Competitions. These competitions have been a successful part of NAIDOC Week and to date we have received over 3,240,142 entries which include colouring-in, short story, creative art, and essay writing. As a result, we have awarded over 605 major prizes including Computers,

Televisions, Mountain Bikes, Xbox consoles, DVD Players, MP3 Players, Mini Stereos, and Encyclopaedia's. We have presented some 6650 encouragement awards including CDS, DVDS, Movie Tickets and certificates to all participants

This year our highlighted Indigenous role models include a broader spectre recognising Indigenous talent in entertainment and sport and their contribution to the national identity **Jessica Mauboy (Indigenous Singer) and Josh Ado Carr (Indigenous sportsman)**. Our message this year is that education is knowledge and knowledge is **GOLD**

The logistics of the initiatives involve packages being sent to all school principals inviting students to participate in the competitions. Prizes will be awarded to the winning students along with the "NAIDOC Medal of Excellence" The Prime Minister has annually provided a message of support for the initiatives encouraging students to participate. "The wonderful work of student winners – and indeed all entrants – gives me great confidence for the future and our ability to forge a more united, harmonious and respectful future together in the spirit of reconciliation. We can draw inspiration from their idealism and creativity, and their instinctive sense of possibility and openness to change. That is why I am so delighted to be associated with the successful NAIDOC Week School Initiatives"

The judging of entries last year was adjudicated by a panel including our patron, Aboriginal Elders and Sponsoring agency delegates. The judging this year will take a similar precedent. At an awards presentation held during NAIDOC Week the Minister praised the competitions and their purpose "*The initiative we are here to celebrate today provides a perfect illustration of how public awareness has been raised around these issues in recent times. The NAIDOC School Initiative competitions are a perfect opportunity to bring Australians together. They have clearly done so*".

We acknowledge and appreciate the support of the council last year and seek your involvement again to maintain this year's competitions. **We are asking that you assist this year by preparing a report to council and continuing your support to the initiative with a \$450.00 contribution towards printing and distribution for students within councils LGA.** Support last year was recognised by the Prime Minister and Minister – Indigenous Affairs at the NAIDOC Awards presentation held during NAIDOC Week. Logo was displayed on all materials sent to both principals and student's across council's LGA and a proof of the 2023 competition entry forms for your information is attached. Support was also recognised in all media which included the Advertiser, National Indigenous Times, ABC Radio, Local media and ABC TV's Message Sticks.



Presentation of NAIDOC Medals of Excellence were presented to the winning students were held at special school assemblies and were where possible by Elders, Executive Director, NAIDOC Week School Initiatives, Director, Social Wellbeing & Community – Koori Kids, local Mayor or representatives, Regional Director of Schools, Delegates from the Department of Education, NSW Aboriginal Land Council's, and Australia Post. I would particularly like to acknowledge; **Hon. Sarah Mitchell MLC – Minister for Education & Early Childhood Learning, Ms Sharon Cooke (Catholic Schools NSW), Local Mayors and Mayoral Representatives; Northern Beaches Council, City of Canada Bay, Sutherland Shire Council, Canterbury-Bankstown Council, Waverley Council, Lachlan Shire Council, Newcastle City Council, Bayside Council, Gunnedah Shire Council, Upper Hunter Shire Council, Ryde City Council, Inner West Council, Wagga Wagga City Council, Fairfield City Council, Liverpool City Council, Mid-Western Council, Blacktown City Council, Port Macquarie-Hastings Council, Blue Mountains City Council, and Representatives of the Aboriginal Land Council** for taking time out of their schedules to attend the school presentations.

Warm Regards

Dylan Williams  
Executive Director  
NAIDOC Week Initiatives





## ANNEXURE

### NAIDOC Week 2023 School Initiatives Koori Kids – Request for financial partnership

**Mayor,  
Chief Executive Officer  
CC: Director: Community Services**

#### REPORT IN BRIEF

Koori Kids is a community organisation that engages young people in a range of school initiatives to promote education and awareness of Aboriginal & Torres Strait Islander culture. Each year Koori Kids conducts the NAIDOC Week School Initiative Competitions for school aged children. This is broken up into primary and secondary school categories being colouring-in, short story writing and creative and essay writing. Koori Kids is seeking continued support from council and request consideration of council to be an associate partner with a \$450 towards the program

#### Purpose

The purpose of this annexure to the proposal is to inform council of the Koori Kids 2023 School Initiatives program. The initiatives are coordinated in partnership with the Department of Education, Skills & Employment, NSW Department of Education, Department of Health, Transport for NSW, NSW Health, Catholic Schools NSW, and Department of Premier & Cabinet.

Koori Kids has provided a proposal and draft entry forms for the 2023 initiatives. The contribution sought (\$450) will be utilised towards the costs for printing and distribution of information packs, posters, and entry forms to schools across councils LGA. These initiatives are designed to educate all students on cultural diversity and involve a whole of community approach in the spirit of reconciliation and bringing us ‘all together as one community’.

Costing	Description	Cost
Printing	Entry forms – (LGA Schools)	325.00
Distribution	Postage and Delivery	125.00

#### Summary

This worthwhile established cross-cultural initiative has been operating very successfully and is aligned with NAIDOC Week, celebrated in July each year. Hundreds of entries are received each year from schools within councils LGA, and the success of the program is due to the support of councils and partner organisations.



### Strategic

#### Strategic Plan – People and Culture

- A harmonious community based on respect and responsibility, where everyone is valued
- Recognition of Aboriginal & Torres Strait Islander heritage
- Cultural and community activity encouraging harmony and reconciliation

### Environmental

The initiatives will enable participants to explore concepts linking environmental; and social/ cultural issues and foster harmony in the community.

### Social

The initiatives enable a diverse range of children to benefit from discussion and curriculum topics focused on the development of NAIDOC Week and the broader history of Indigenous culture.

### Recreation

Each year at some of the winning schools Koori Kids host some 'Healthy Lifestyle Clinics' with visiting celebrity sports persons the aim of these clinics is to encourage an active lifestyle, including nutrition, sportsmanship and skill development. All Students participating are provided a T-Shirt, Water Bottle and Ball.

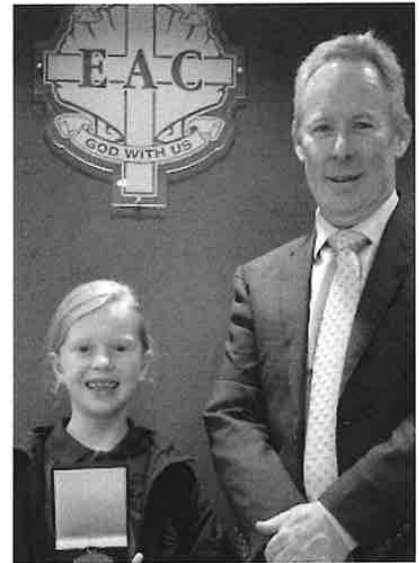
### Council Acknowledgement

Council is acknowledged through logo inclusion as an associate partner on information packs sent to schools throughout councils LGA. If there is a winner from a school within council LGA, an invitation for the Mayor and or a representative is invited to attend the school, along with Executive Director, NAIDOC Week Initiatives, Director, Social Wellbeing and other dignitaries to make special presentation of the NAIDOC Medal of Excellence and the student's prize. (30+ NAIDOC Medals of Excellence are issued across the state). Media release for the winning school is prepared in consultation with council's media officer. Council is also forwarded a final report.

### Conclusion

The NAIDOC Week School Initiatives are the only activity throughout NAIDOC Week that provides students with an educational component to NAIDOC Week and Indigenous culture and heritage. Our research and statistics confirm that schools within councils LGA are participating in the initiatives with increased participation from both state and catholic-independent schools.





  
NAIDOC  
WEEK 2023

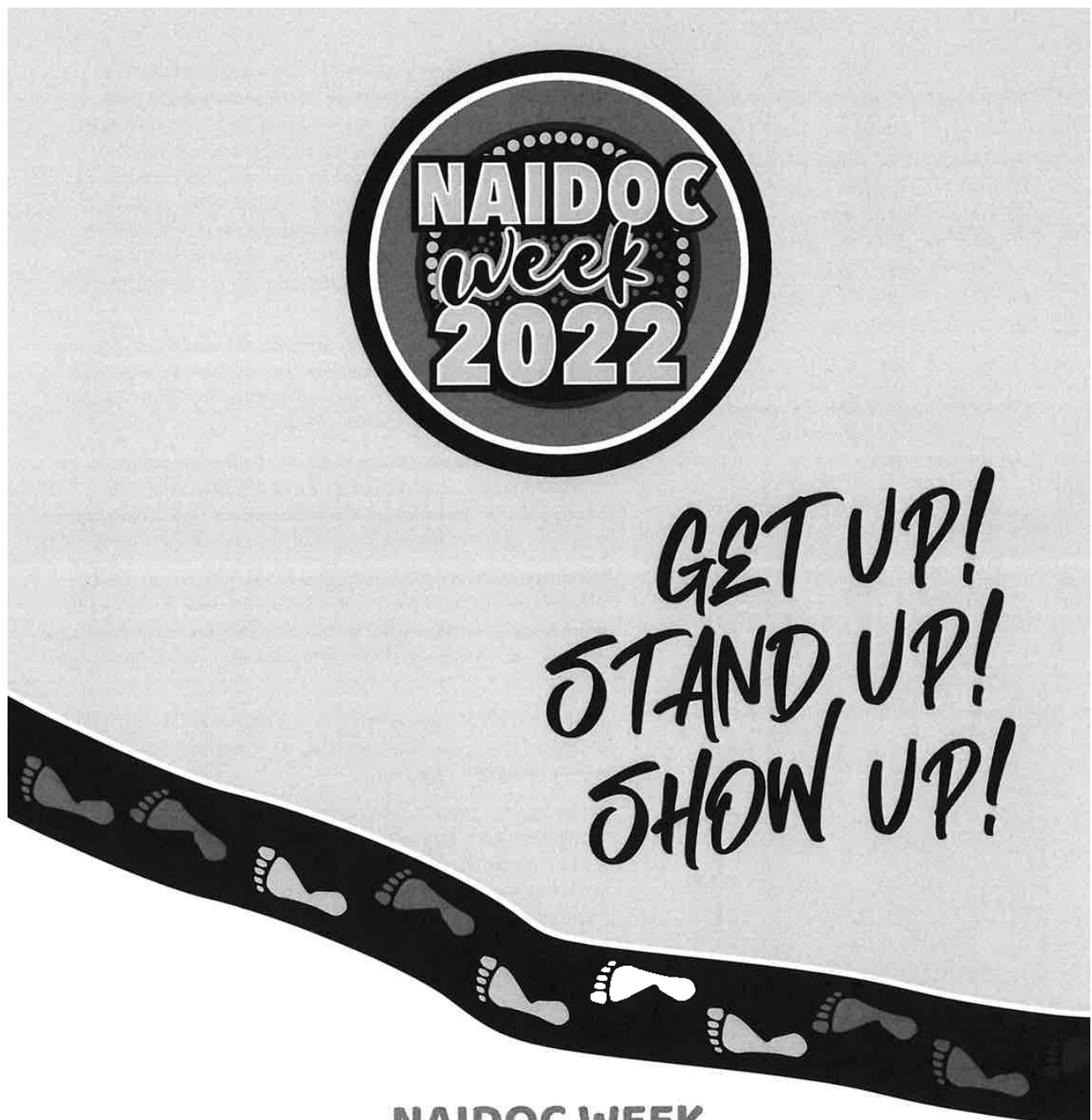


# NAIDOC WEEK 2023



**Thank you for your continued support**





**NAIDOC WEEK**  
**School Initiatives 2022**

**FINAL REPORT**

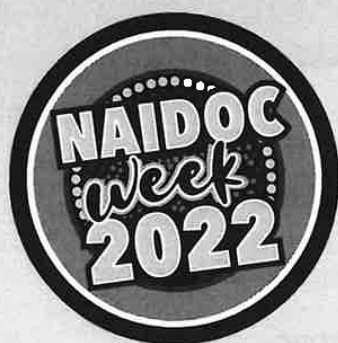
**Submitted by Executive Director,  
NAIDOC Week School Initiatives**



**Thank you for your continued support**

## Introduction

The 2022 NAIDOC Week School initiatives have again proven to be an overwhelming success. The initiatives annually bring out the best creativity of school students across the state. The initiatives were coordinated in April for inception into both public and catholic schools with the aim of providing students with a greater understanding on NAIDOC Week and the importance of friendship and cultural diversity.



GET UP!  
STAND UP!  
SHOW UP!

The concept was again supported by various state and Federal departments who supported the initiatives for the tenth year. Over the years since they were introduced it has been supported by many government agencies including Department of Prime Minister & Cabinet, Australia Post, Department of Education, Skills & Employment, Department of Health (OATSIH), Department of Education, NSW Aboriginal Land Council, NSW Health, NSW Communities & Justice, and Transport for NSW. We thank these agencies for the different levels of support they have provided the initiatives.

Two Indigenous Australians were selected; The Kid Laroi (Indigenous Singer) & Latrell Mitchell (Indigenous Sports person) as Indigenous Australians to aspire and the message on the entry form to students "Be Smart, Stay Clean and Live the Dream".

Initial submissions were presented to the Department of Education, Skills & Employment, NSW Department of Education and NSW Aboriginal Land Council after negotiation on this year's topics and with the support of these units the initiatives were launched for 2022.

Information packages including entry forms, information sheets detailing conditions of entry and prizes to be won by students and posters were sent around the state to all school principals, Aboriginal education assistants and district office Aboriginal community liaison officers.

The response from schools this year was overwhelming and majority of schools across the state participated in the initiatives with 201,111 entries received for judging.

Presentation of NAIDOC Medals of Excellence were presented to the winning students were held at special school assemblies and were where possible by Elders, Executive Director, NAIDOC Week School Initiatives, Director, Social Wellbeing & Community – Koori Kids, local Mayor or representatives, Regional Director of Schools, Delegates from the Department of Education, NSW Aboriginal Land Council's, and Australia Post. I would particularly like to acknowledge; **Hon. Sarah Mitchell MLC – Minister for Education & Early Childhood Learning, Ms Sharon Cooke (Catholic Schools NSW), Local Mayors and Mayoral Representatives; Northern Beaches Council, City of Canada Bay, Sutherland Shire Council, Canterbury-Bankstown Council, Waverley Council, Lachlan Shire Council, Newcastle City Council, Bayside Council, Gunnedah Shire Council, Upper Hunter Shire Council, Ryde City Council, Inner West Council, Wagga Wagga City Council, Fairfield City Council, Liverpool City Council, Mid-Western Council, Blacktown City Council, Port Macquarie-Hastings Council, Blue Mountains City Council, and Representatives of the Aboriginal Land Council** for taking time out of their schedules to attend the school presentations.

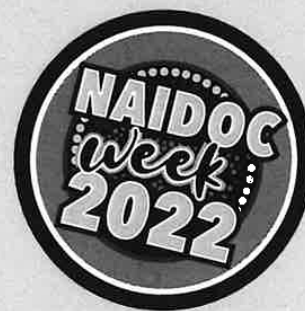
Support of Local Councils and Shires was sought through submission to respective General Managers seeking council's support. The response of local government was overwhelming and involved local council and shires that assisted the initiatives in a variety of ways including monetary support, publicity support for local schools and agreement to display entries received from their respective local government area schools in council chambers and libraries during NAIDOC Week 2022.

## Congratulations to our Winners

(The following students were recipients of the NAIDOC Medal of Excellence and prizes in the 2022 NAIDOC Week School initiatives and presentation have or are being scheduled to take place at individual school assemblies with Aboriginal Elders, District School Superintendent, Mayor and or representatives, department delegates and Director – NAIDOC Week School Initiatives)

360+ encouragement awards were also won by students who displayed excellence in their entries.

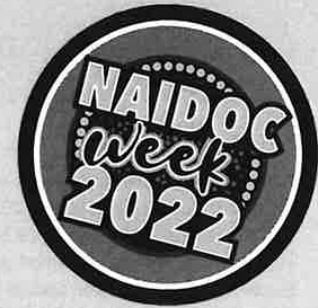
Sam GAMBLE	Murwillumbah East Public School
Stella DOBSON	St Augustine's Primary School – Coffs
Florence AKOURI	All Hallows Catholic Primary School
Georgia LONG	Cudgong Valley Public School
Digby FLINN	Trangie Central School
Ned. M	Our Lady Help of Christians School
Vonetta VARGIS	Holy Cross Primary School – Glenwood
Hayden BETCKE	St John's Primary School - Cobar
Aria	Thornton Public School
Thomas MAJARICH	St Michael's Primary School - Mittagong
Lucy QUINTAN	Cambewarra Public School
Chloe WANG	Strathfield North Public School
Esther Rose MAHER	Gunnedah South Public School
Georgie JOHNSTON	St John's Primary School - Baradine
Layelle	Blaxcell Street Public School
Xavier DRAPER	St Charles Primary - Waverley
Ruby LOVETT	St Raphael's School - Cowra
Hayden KIM	Meadowbank Public School
Antonio ELIAS	St Joseph's Parish School – Condobolin
Sophia WRIGHT	St Joseph's Primary School – Maclean
Harriet CURL	Nicholson Street Public School
Adele FOGARTY	St Catherine of Siena School
Rylan LONGWORTHY	Vacy Public School
Orlando	Noumea Public School
Deacon ROWLEY	St Francis Xavier Primary School – Dulwich Hill
Luke MADDEN	Wakehurst Public School
Jake MAYBURY	Wagga Wagga Public School
Brody PATTEN	Tharawal Public School
Alice	Pagewood Public School
Renwick GARLAND	St Mary's Primary School – Scone



GET UP!  
STAND UP!  
SHOW UP!

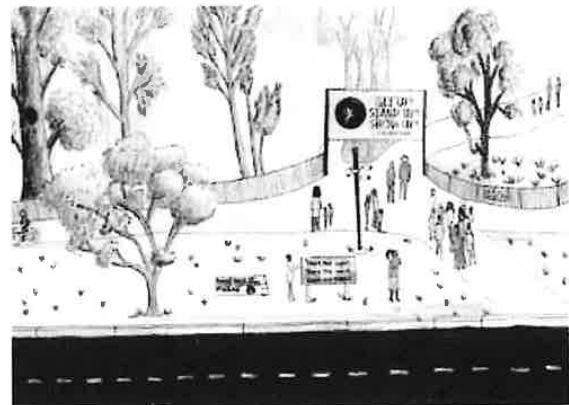


Jasmine MURRAY	Woronora River Public School
Sebastian AKOURI	St Patrick's Primary School – Cessnock
Ellis KIRBY	St Francis Xavier Primary School – Lake Cargelligo
Ava MCGILCHRIST	Glendore Public School
James FORWOOD	St Francis Xavier Primary School – Croydon Park
Elise HOWARD	Matthew Pearce Public School
Matilda NOBLE	St Brigid's Primary School – Coonamble
Bella LETTICE	Narrabri Public School
Macy CROMPTON	Forster Public School
Mikaela COOK	Forrestville Public School
Morgan LOESE-BAINES	Gladeville Public School
Sam BENJAMIN	Ilford Public School
Ali	Fairvale Public School
Finn	St Michael's Primary School – Kaleen
Alaysha GARA	Hornsby Girls High School
Patrick JEGHAN	St Kevin's Cardiff
Shirya SUNGALA	Hornsby Girls High School
Abigail HARPER	St Joseph's College
Amadeus LEUNG	Redfield College
Angus LONSDALE	Mackillop College
Jasper & Jarrah	Home Schooled (diagnosed with Autism)

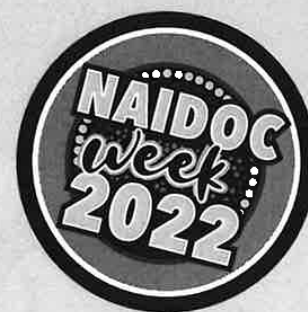




**Absolutely stunning creative work from  
all of our talented competition winners**



**The NAIDOC Week 2022 School Initiative competitions comprised of the following (4) separate competitions.**



**Colouring-in Competition**

(Illustration of Traditional Indigenous Art)

(Open to all Primary School Students Years K - 2)

**Poem Writing Competition**

(Write a poem entitled 'Respecting Culture')

(Open to all Primary School Students Years 3 - 6)

**Poster Design Competition**

(Design a poster for a NAIDOC event in your local community)

(Open to all Secondary School Students Years 7 - 9)

**Essay Writing Competition: Past Present and Future**

(Explain the diversity of Aboriginal and Torres Strait Islander cultures and their histories in Australia)

(Open to all Secondary School Students Years 10 - 12)

GET UP!  
STAND UP!  
SHOW UP!

**Encouragement Awards:**

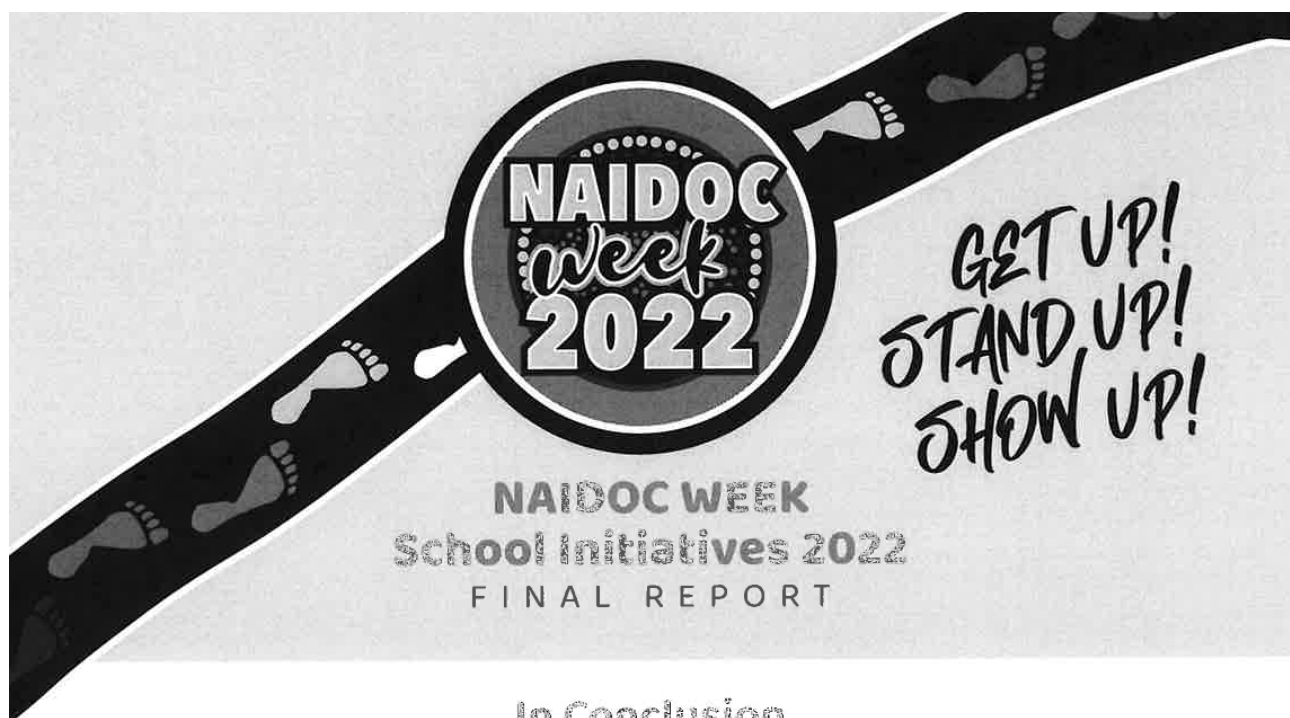
Bicycle Safety helmets, Autographed Football Jerseys, Autographed Balls, VIP Passes to NRL games and meet and greet with players, DVDs, Videos, CDs and Certificates. We also distributed 100s of movie passes to watch 'Paw Patrol the movie'.

Some 204,111 entries were received, and the judging was adjudicated by a panel of judges that included delegates from the Communities, Aboriginal elders, and the coordinator. The judging took place at the Aboriginal Cultural Centre in July 2022 and winning schools and students were advised by phone of their successful entries and official NAIDOC Week awards presentations, sporting development events, with visiting sports stars at school assemblies are being coordinated. Presentations took place at individual school assemblies with Elders, District Superintendent of schools, Mayoral representative, Australia Post and Regional Representatives.

The NAIDOC Week 2022 Schools Initiative Competitions are deemed to have been an overwhelming success. The overwhelming response that was received from both the schools and students is an indication that the initiatives achieved its aim in promoting the importance of NAIDOC Week and Cultural Diversity within our community. The calibre of entries received from students in this year's initiatives has been described as outweighing their years.





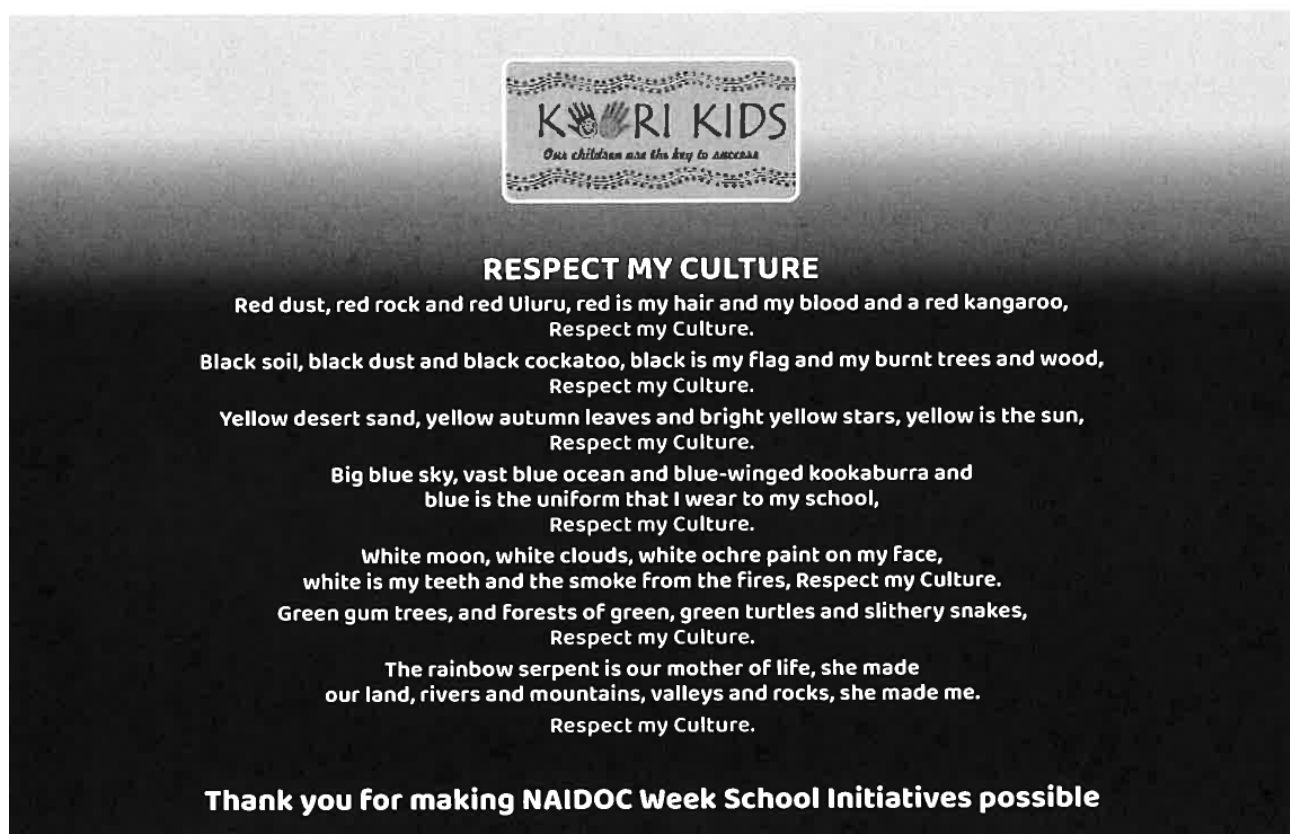


### In Conclusion

These initiatives could not have been possible without the support of both government departments and corporations.

I personally would like to thank Hon. Dominic Perrottet - NSW Premier, Mark Scott – Director General and Karen Jones – Executive Director, Aboriginal Education & Communities, NSW Department of Education, NSW Department of Health, Transport for NSW, NSW Communities & Justice, Catholic Schools NSW, Douglas Melrose-Rae, NSW-AIS, and CEO NSW Aboriginal Land Council along with every agency, council or shire for their support and display of respect towards indigenous initiatives and we look forward to your ongoing support towards the initiatives.

Warm Regards Mr Dylan Williams Executive Director NAIDOC WEEK INITIATIVES 2022



## LOCAL GOVERNMENT AREA STATISTICS

*(Lachlan Shire Council)*



Percentage of Participation of students within councils LGA

Overall Entries Received in 2022	Entries Received in 2022 from LGA	Participating Schools within LGA	NAIDOC Medals of Excellence and prizes awarded in 2022	Encouragement Awards awarded in 2022
<b>204,111</b>	<b>511</b>	<b>5</b>	<b>49</b>	<b>260</b>

*2022 Winning Student within LGA: Antonio ELIAS – St Joseph’s Primary School  
2022 Winning Student within LGA: Ellis KIRBY – St Francis Xavier Primary School*

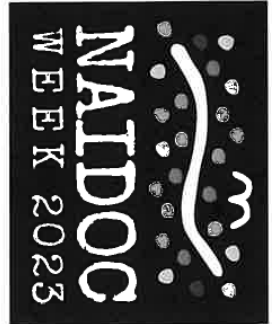
*The following statistical information is based on the entries received from schools within council’s local government area (LGA). There was an increase from last year in the number of entries that were received from local schools in the initiatives. This demonstrates that students are taking an active role in the initiatives and gaining an insight into the importance of NAIDOC Week Cultural Diversity and Indigenous history.*

*Schools that participated in this year’s initiatives included both government and catholic primary and secondary schools. We also saw an increase in the number of entries received from secondary school students.*

*Schools’ participation within councils LGA has seen a steady growth since the initiatives were incepted into schools. Each year the initiatives provide education and public awareness on a variety of subjects that pertain to Indigenous history.*



**NAIDOC Week School Initiatives 2023**



**NAIDOC Week Celebrations** are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander Peoples

# Colouring-In Competition

Entry is open to all students in Years K-2

**PRIZES**

MP3 PLAYERS



HUNDREDS OF MOVIE PASSES TO THE MARVELS - MOVIE

**SPONSORS**



*Paula Walington - Carpenter*

Name \_\_\_\_\_

Age \_\_\_\_\_

School \_\_\_\_\_

Year \_\_\_\_\_

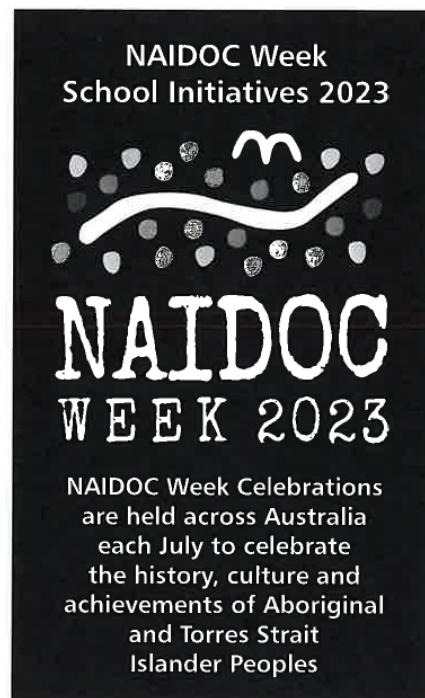
All competitions: Entries must be received by close of business on Friday 23rd June 2023 at the co-ordination centre, GPO Box 454, Sydney NSW 2001. Judging will take place on Thursday 29th June 2023. Winners will be notified through principals, presentations will take place at school assemblies with your local Mayor, Elders and other dignitaries.

Entry is open to all students in Years 3-6

# Poem Writing Competition

## Write a Poem Entitled 'Respecting Culture'

\*\*Entry must be typed and on A4 Paper. Entries will be judged on quality, meaning and creativity. Please ensure the name grade and class are clearly included on both your story and on the official NAIDOC School Initiatives entry form.



**Jessica Mauboy**  
Indigenous Recording Artist

### Indigenous Australians to Aspire to



**Josh Ado Carr**  
Indigenous NRL Player

#### PRIZES



**FUJI INSTAX CAMERA**

**KIDS SMART WATCHES**



**MP3 PLAYER**



#### SPONSORS



Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

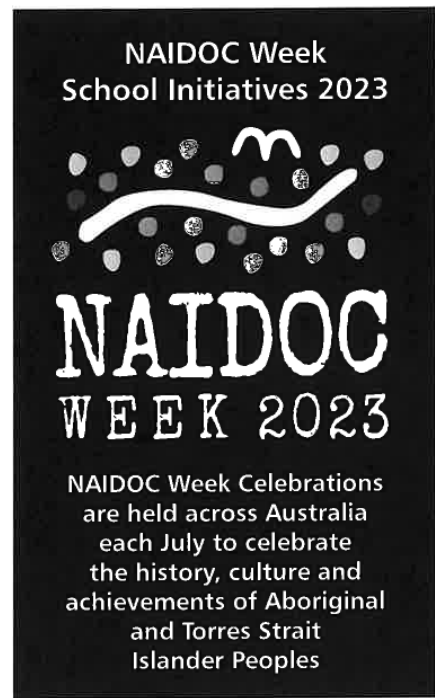
All competitions: Entries must be received by close of business on Friday 23rd June 2023 at the co-ordination centre, GPO Box 454, Sydney NSW 2001. Judging will take place on Thursday 29th June 2023. Winners will be notified through principals, presentations will take place at school assemblies with your local Mayor, Elders and other dignitaries.

Entry is open to all students in Years 7-9

# Poster Design Competition

Design a newspaper poster advertisement for a Local NAIDOC event that you have attended or an upcoming NAIDOC event in your community.

\*\*Entry must be typed and on A4 Paper. Entries will be judged on quality, meaning and creativity. Please ensure the name grade and class are clearly included on both your story and on the official NAIDOC School Initiatives entry form.



**Jessica Mauboy**  
Indigenous Recording Artist

**Indigenous Australians to Aspire to**



**Josh Ado Carr**  
Indigenous NRL Player

**PRIZES**



**DIGITAL CAMERA**

**SMART WATCHES**



**NINTENDO SWITCH CONSOLE**



**PLAYSTATION 5 CONSOLE**

**SPONSORS**



Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

All competitions: Entries must be received by close of business on Friday 23rd June 2023 at the co-ordination centre, GPO Box 454, Sydney NSW 2001. Judging will take place on Thursday 29th June 2023. Winners will be notified through principals, presentations will take place at school assemblies with your local Mayor, Elders and other dignitaries.



Entry is open to all students in Years 7-9

# Essay Writing Competition

## ABORIGINAL AUSTRALIA:

Explain the history of Australia from an Aboriginal viewpoint; and the importance of reconciliation between Indigenous and non- Indigenous people within contemporary Australia. Discuss Indigenous programs that have made a difference to Indigenous people in particular Health (ie; closing the gap) and Justice.

\*\*Entry must be typed and on A4 Paper. Entries will be judged on quality, meaning and creativity. Please ensure the name grade and class are clearly included on both your story and on the official NAIDOC School Initiatives entry form.

NAIDOC Week  
School Initiatives 2023

**NAIDOC WEEK 2023**

NAIDOC Week Celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander Peoples



**Jessica Mauboy**  
Indigenous Recording Artist

### Indigenous Australians to Aspire to



**Josh Ado Carr**  
Indigenous NRL Player

#### PRIZES



DIGITAL CAMERA

APPLE  
MAC  
PRO



SAFE DRIVING LESSONS



SONY PS5

#### SPONSORS



Name \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

All competitions: Entries must be recieved by close of business on Friday 23rd June 2023 at the co-ordination centre, GPO Box 454, Sydney NSW 2001. Judging will take place on thursday 29th June 2023. Winners will be notified through principals, presentations will take place at school assemblies with your local Mayor, Elders and other dignitaries.



**CONDOBOLIN SPORTS PROMOTION**  
Post Office Box 173, Condobolin NSW 2877

Email: [secretary@condo750.com.au](mailto:secretary@condo750.com.au)

Website: [www.condo750.com](http://www.condo750.com)

Phone: 0400 632 452

ABN: 42 507 328 674

To Whom it May Concern

I am writing to you on behalf of the Condo 750 Committee, which is a newly formed committee. We have come together to bring the Condo 750 Cross-Country Navigational Rally back to our district after a short period of time off.

We are seeking assistance from the shire, as has been provided in previous years that the Condo 750 has been run.

Having had a few years with no racing, and still having to pay ongoing expenses we are hoping the Lachlan Shire may be able to assist with the running of our event.

The assistance that we are seeking includes the use of Shire Vehicles and drivers to transport officials for the race; use of GPS; waiving of fees associated with the running of the event; the use of the SRA grounds at a discounted fee and potentially a financial sponsorship. The dates of our event are Friday 31<sup>st</sup> March – Sunday 2<sup>nd</sup> April 2023.

If you could assist in any way, that would be greatly appreciated.

Please advise if you require anything further to consider the above.

Kind regards,

Amy Smith  
Club Secretary  
0400 632 452





LACHLAN SHIRE COUNCIL

Donations Policy GEN006 – Requests over \$1,000 only

FUNDING APPLICATION FORM

Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

<b>PART A - Applicant Details</b>	
Name of group/organisation: <u>Condobolin Sports Promotions</u>	
Postal Address: <u>Po Box 173, Condobolin NSW 2877.</u>	
Contact Person: <u>Amy Smith</u>	Position in group/organisation: <u>Secretary</u>
Telephone: <u>0400632452.</u>	Mobile:
Fax:	Email: <u>secretary@condo750.com.au.</u>
Is your organisation incorporated?	<input checked="" type="radio"/> Yes    No
Does your organisation have an ABN?	<input checked="" type="radio"/> Yes    No
ABN: <u>42507328674</u>	
Does your organisation have Public Liability Insurance?	<input checked="" type="radio"/> Yes    No
If yes, please attach a valid Certificate of Currency.	

<b>PART B – Project Details</b> (please attach extra pages if insufficient space is provided)	
Project Title: <u>Condo 750</u>	
Project Location: <u>Condobolin - district.</u>	
Proposed Start Date: <u>31st March 2023</u>	Proposed End Date: <u>2nd April 2023.</u>

Summary of Project.

2 day cross-country navigational rally for motorcycles, quad bikes, cars and buggies. Only one of two of these events in Australia.

Briefly summarise what your organisation does i.e. its mission.

To bring like-minded people together to compete in a sport that is rare in Australia.  
Promote tourism in Condobolin and district.

Further Information: Lachlan Shire Council ☎ 0268951900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>				Page 1 of 2
Version: 3	Commencement Date: 2007	Last Review Date: 23 November 2016	Next Review Date: August 2017	D19/08746



**LACHLAN SHIRE COUNCIL**  
**Donations Policy GEN006 – Requests over \$1,000 only**  
**FUNDING APPLICATION FORM**

How will this project benefit the local community?

Boost tourism and bring money to the town.

Please estimate the number of participants and/or spectators in your project.

500.

How will the success of the project be evaluated by your organisation?

Through entry numbers and spectators.

How will your organisation acknowledge the financial contribution from Council?

Advertising and promotion – on event documentation / social media / websites

Please outline how your organisation will manage this project.

Executive committee plus volunteers and external stakeholders.

**PART C – Funding Sources**

Has your organisation received funding assistance from Council before? Yes  No

If Yes, in which financial year did your organisation last receive funding: 2020.

Please provide details of any funding sought from other sources for this project.

Funding Source	Amount	Secured (Yes or No)
<u>Conseth</u>	<u>\$5000</u>	<u>Yes</u>
<u>G+S Fabrication</u>	<u>\$1000</u>	<u>Yes</u>
<u>Jack + Jes</u>	<u>\$1500</u>	<u>Yes.</u>

Further Information: Lachlan Shire Council ☎ 0268951900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>				Page 1 of 2
Version: 3	Commencement Date: 2007	Last Review Date: 23 November 2016	Next Review Date: August 2017	D19/08746

LACHLAN SHIRE COUNCIL

Donations Policy GEN006 – Requests over \$1,000 only

FUNDING APPLICATION FORM

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

*(attached)*


**PART D – Project Budget**

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Project Budget Summary:</b>		<b>Amount</b>
Cash contributed by your organisation:		\$ 10000
Cash from other sources:		\$ 15000
In kind contribution, approximate value e.g. Volunteer		\$ 20000
Amount requested from Lachlan Shire Council		\$ 5000
<b>Total Cost of Project:</b>		<b>\$ 50000</b>

**Authorisation:**

I, Amy Smith (print name) certify that this application for funding was approved by the management committee of this organisation on 11/1/2023 (insert Date).

 (Signed)	<u>11/01/2023</u> (Date)
---	-----------------------------

Further Information: Lachlan Shire Council ☎ 0268951900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>				Page 1 of 2
Version: 3	Commencement Date: 2007	Last Review Date: 23 November 2016	Next Review Date: August 2017	D19/08746



CONDOBOLIN SPORTS PROMOTION  
Post Office Box 173, Condobolin NSW 2877  
Email: [secretary@condo750.com.au](mailto:secretary@condo750.com.au)  
Website: [www.condo750.com](http://www.condo750.com)  
Phone: 0400 632 452  
ABN: 42 507 328 674

To Whom it May Concern

*Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.*

We would like to ask council for financial, as well as in-kind support.

Previously the council have donated 4 shire vehicles and drivers to escort our Paramedic crews around the course. Traffic control personnel to man road crossings, and the use of our local SRA grounds and hall. A financial donation of \$5000 would allow us the opportunity to purchase merchandise, radio advertisement and print advertisement.

If you would be generous enough to allow this again for 2023, we will be able to offer you promotional and exposure through radio advertisement, and merchandise and print advertisement sent throughout Australia. We would also advertise you on our Webpage and Facebook page.

Thanks in advance, we look forwards to your response.

Kind regards,

Amy Smith  
Club Secretary  
0400 632 452





**Business Pack Insurance  
Certificate of Currency**

QBE Insurance (Australia) Ltd  
Head Office  
Level 18, 388 George Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



Policy Number ASU195084BPK

Issued By  
QBE Insurance (Australia) Ltd

**Period of Insurance**  
From 30/06/2022  
To 30/06/2023 at 4pm

This certificate confirms this policy is in force for the period shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details, refer to the current Policy Wording/Product Disclosure Statement and schedule). It does not alter, amend or extend the policy. The information is current only at the date of printing.

**The Insured**

CONDOBOLIN SPORTS PROMOTIONS INC  
ABN Number Not Provided

**Cover Details**

**Location** PO BOX 173, CONDOBOLIN NSW 2877  
**Business** AUTO CLUB  
**Interested Party** None Noted

**Risk Number 1**

**Broadform Liability Section**

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$20,000,000
Property in Your physical and legal control	\$250,000	
<b>Excess</b>	\$1,000 for property damage claims only \$0 for personal injury claims	

**Clauses**

- **B64**  
Your Business  
Your Business specified in the Schedule is more fully described as:  
PRINCIPALLY MEETINGS, WORKING BEES, BARBEQUES AND  
STATIC DISPLAY OF MOTOR VEHICLES NOT AT A RACE  
TRACK.

**Business Pack Insurance  
Certificate of Currency**

Policy Number ASU195084BPK

QBE Insurance (Australia) Ltd  
Head Office  
Level 18, 388 George Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



Cover Details *continued*

**End of Certificate**



# Country Women's Association of NSW

ABN 82 318 909 926

Incorporated in 1931 by an Act of NSW Parliament

All Communication to be addressed to the Secretary of **OXLEY** Group

13<sup>th</sup> January 2023

The General Manager  
Lachlan Shire Council  
P O Box 216  
Condobolin. NSW. 2877

LACHLAN SHIRE COUNCIL RECEIVED
19 JAN 2023
FILE No. ....
REFERRED TO <i>K. Poyler</i>

Dear Sir / Madam

Re: Oxley Group CWA 2023 Junior Public Speaking Competition.

The ability to speak in a public forum is a wonderful gift and it is great to have it encouraged. Some of the students who participate could become our future leaders within the community.

We are seeking funding assistance to hold our annual public speaking contest for school students between Years 3 – 10. This competition has been held annually for over 20 years and continues to grow. We now need 2 large rooms and 6 judges to cover the increased numbers. We expect approximately 80 – 100 students and a further 100 – 150 spectators who include parents, caregivers, teachers and interested public. This year, the contest will be held in Condobolin on Tuesday 23<sup>rd</sup> May 2023

Oxley Group covers a wide area from Condobolin, Forbes, Parkes, Peak Hill to Myamley. All schools within the Oxley Group – both Primary and Secondary – are invited to participate. Schools from Lake Cargelligo, Tullibigeal and Ungarie are also invited to participate in the 4 sections which are offered. Every student receives a participation certificate with the winner of each section receiving a certificate, a monetary prize and entry into the next level of competition.

The Group also contributes to the expenses of the next level of competition which is the Inter Group Public Speaking between Far Western, Central Western and Oxley Groups. This area cover Bathurst to Brewarrina.

The cost of running this competition continues to grow each year so outside funding is now sought. Would Lachlan Shire Council consider donating \$300.00 towards competition expenses? In support of our request, a draft budget is enclosed for your perusal. Our sponsors will be publicly acknowledged at every opportunity.

If you have any questions, please don't hesitate to contact me.

Yours sincerely

Mrs Ros Edwards  
Convenor and Oxley Group Treasurer.  
P O Box 10  
Bogan Gate. NSW 2876  
Phone: (02) 6864 – 1023  
Email: [steve.edwards2876@gmail.com](mailto:steve.edwards2876@gmail.com)

~~Street Credit~~  
~~Central West Credit Union~~  
~~POB 202 204~~  
~~POB 28250~~  
~~A/C Oxley Group CWA~~  
~~Ref: Pub Spk. Lachlan Shire~~



2022/23 DONATIONS BUDGET  
AS AT 10/02/2023

Organisation/Individual	Work order number	Annual Budget for Special Events - in kind	General Ledger-Master/sub account number	Annual Budget for Community Events - specified donations & contributions	Amount paid for Community Events - specified donations & contributions	General donations - elected members	Rates/water - elected members	Community Events - general	Special Events-in kind support only	Donation Purpose
<b>Master.sub</b>					3820.various	3020.0405	3020.0406	3820.0460	3230.509	
<b>Annual Budget</b>						\$ 27,000	\$ 9,000	\$ 270,201		
am Blue Light (Youth centre)							\$2,274			Rates concession 1023781
howbiz								\$5,300		Summer Carnival
se Entertainment								\$200		PA Hire - Summer Carnival
4U								\$2,110		Face painting & attend Summer Carnival
Entertainment								\$500		Entertainment
								\$906		Advertising
Palmer t/a Aero Steel								\$1,000		Summer Carnival
is Printing								\$459		Printing
Academy of Sport						\$200				Southern Sports Academy
ty								\$900		Summer Carnival
empest								\$114		Bins & buckets
olin Rotary								\$3,758		Summer Carnival
Club of Lake Cargelligo						\$1,000				Christmas Carnival 2022
argelligo Central School						\$200				NAIDOC celebrations
rk - Speak Up										
olin Sports Club Limited								\$400		Triple Bowls Event - Oct 2022
Church-Lake Cargelligo										
olin Junior Cricket Club								\$3,500		Condobolin Chamber of Commerce Street festival - Reconnecting Regional NSW Community Events Funding
sal Central School						\$100				
am Christmas Tree						\$500				Christmas Event - Dec 2022
4 U								\$1,682		Condobolin Chamber of Commerce Street festival - Reconnecting Regional NSW Community Events Funding
am Swimming Club										
am Welfare Council						\$1,000				Towards replacement of Aged Care units
argelligo Central School						\$100				Donation - School event
ilby Rodeo & Gymkhana						\$1,000				Milby sports event
olin PAH & I Association										
sal Pool Committee						\$500				Donation - Christmas tree and carols event
am Central School										
ids										
Club of Condobolin Inc								\$761		Rates concession 1003888
am CWA								\$559		Rates Concession 1025830
sal CWA								\$480		50% concession on rates & charges
ri Condobolin Corporation									\$5,000	Skyfest seed funding
WA										
oss Memorial Team Penning										
olin Chamber of Commerce										
olin & District Kennel Club / LSC						\$2,048				Donation-accommodation for dog show/LSC
ons - NAIDOC week			3820.409	\$1,440	\$0					
Bridge Programs & Events			3820.494	\$0	\$0					
m Plains Regional Development			3820.476	\$55,530	\$0					
Lachlan Community Services			3820.477	\$55,530	\$55,530					
am Welfare Council			3820.478	\$4,240	\$4,000					
real Progress Association			3820.479	\$4,240	\$0					
argelligo Community Gym			3820.483	\$6,970	\$0					
real Pool operations			3720.405	\$45,000	\$0					
I Event - Condobolin Races	812	\$10,080							\$44	in kind support
I Event - Pony Club Condobolin	1,062	\$650								
I Event - Breast Screen Van Movement	1,081	\$470								
I Event - Yellow Mountain Cross Country	1,093	\$1,310							\$1,938	in kind support
I Event - RSL Pipe band Tattoo	1,092	\$4,400							\$6,368	in kind support
I Event - Milby Sports	1,234	\$2,640							\$121	Milby Event
I Event - Condo 750	1,071	\$4,890								
I Event - ANZAC day	1,072	\$4,330								
I Event - Condobolin B&S	1,138	\$0								
I Event - Condobolin Show	1,163	\$16,350							\$23,046	In kind support & Lolly Guessing supplies
I Event - Tottenham Races	813	\$8,020							\$331	in kind support
I Event - Tullibigeal Carols	1,365	\$0							\$4,616	Christmas Tree decorations
I Event - Tullibigeal Races	1,061	\$2,720								
I Event - Tullibigeal Gymkhana	1,232	\$910								
I Event - Tottenham Gymkhana	1,231	\$3,550								
I Event - Lake Cargelligo Show	1,221	\$1,720							\$14,036	In kind support & Lolly Guessing supplies
am Christmas event	1,364	\$0							\$3,543	Tottenham Christmas Tree
I Event - NAIDOC Week	1,505	\$2,150								
I Event - Lachlan Christmas Fiesta	1,873	\$3,580							\$934	in kind support
I Event - Rotary Christmas event Lake Cargelligo	1,363	\$0							\$6,949	Lake Cargelligo Christmas Tree
Event - Rotary Christmas event Condobolin	1,362	\$0							\$9,379	Condobolin Christmas Tree
Event - White Ribbon march	2,653	\$0								
<b>TOTAL</b>		<b>\$67,770</b>		<b>\$172,950</b>	<b>\$59,530</b>	<b>\$6,648</b>	<b>\$4,073</b>	<b>\$25,829</b>	<b>\$71,306</b>	
Total paid						\$ 6,648	\$ 4,073	\$ 25,829	\$ 71,306	
Annual Budget - General (GL3020.405)						\$ 27,000				
Annual Budget - Rates/water (GL3020.406)							\$ 9,000			
Annual Budget - Special events (GL3230.509)									\$ 81,723	
Annual Budget - Community Events (GL3820.460)								\$ 270,201		
Balance Remaining						\$ 20,353	\$ 4,927	\$ 244,372	\$ 10,417	







<b>Proposed Quarterly Budget Adjustments December 2022</b>		
DETAILS		\$
<b><u>INCOME - OPERATING</u></b>		
Corporate Services Reimbursements	-	11,500.00
Environmental Protection Income - South Street Energy	-	1,647.00
Fees - Developer Applications	-	25,000.00
Engineering Office - User Fees	-	900.00
Children Services Fees - Mobile		10,000.00
Children Services Childcare Benefit - Mobile		30,000.00
	<b>Total Adjustment for Operating Income (Increase)</b>	<b>953.00</b>
<b><u>INCOME - CAPITAL GRANTS &amp; CONTRIBUTIONS</u></b>		
Lake Cargelligo Cricket Ground - Modular Toilet SCCF 4	-	52,000.00
Library - State Library Local Priority Grant	-	14,664.00
S7.12 Contributions	-	41,446.95
Sport & Recreation Grounds - Totteham Race course - Contribution Replace Perimeter Fence	-	36,456.00
	<b>Total Adjustment for Capital Grants &amp; Contributions (Increase)</b>	<b>144,566.95</b>
<b><u>INCOME - OPERATING GRANTS</u></b>		
Youth Week Grant	-	1,000.00
Transport for NSW Flood Grant	-	2,500,000.00
Library - State Library Grant Subsidy		14,664.00
	<b>Total Adjustment for Operating Grants (Increase)</b>	<b>2,486,336.00</b>
<b><u>EXPENDITURE</u></b>		
General Management - Staff Training	-	1,800.00
General Management - Other Employee Costs	-	8,000.00
General Management - Superannuation	-	6,000.00
General Management - Salary and Wages		5,000.00
General Management - Other Expenses		1,800.00
General Management - plant hire (travelling)		14,000.00
Emergency Works - related to 2023 November Flood event		41,600.00
Animal Control - Wages and Oncosts	-	25,000.00
Works Depot Operations - Salary and Wages	-	15,000.00
Corporate Services - Salary and Wages	-	15,000.00
Home & Community Care - Staff Training	-	800.00
Home & Community Care - Staff Recruitment		620.00
Home & Community Care - Building Maintenance	-	100.00
Library - Staff Training		500.00
Buildings Dwellings Mainenance - SRV	-	8,500.00
Asset Revaluations - Buildings and other structures		16,000.00
Asset Revaluations - Water	-	2,400.00
Asset Revaluations - Sewer	-	2,400.00
Building Control - Professional Services	-	6,000.00
Vacant Lands - Rates and Annual Charges	-	6,000.00
Local Roads - Flood Maintenance and Repairs		1,500,000.00
Regional Roads - Flood Maintenance and Repairs		1,000,000.00
Animal Control - Telephone Expenses		985.00
Animal Control - Training & Conferences	-	985.00
Animal Control - Dog Control Costs		25,000.00
Corporate Services - Professional Services		25,000.00
D Ward By-Election		40,000.00
Home & Community Care - Insurance		150.00
Library - Insurance	-	1,500.00
Buildings Dwellings - Insurance		1,500.00
Youth Building - Insurance		400.00
Youth Building - Equipment Maintenance and repairs	-	400.00
Youth Week		1,200.00
Sport & Recreation Grounds - Condobolin Race course Shade Sail Repairs		5,000.00
Depreciation		348,749.00
	<b>Total Adjustment for operating Expenditure (Increase)</b>	<b>2,927,619.00</b>

DETAILS	\$
<b><u>CAPITAL EXPENDITURE</u></b>	
Condobolin Swimming Pool - Hydrostar pump replacement (toddler)	10,000.00
Swimming Pool Mechanical Upgrades - Budget Only	- 10,000.00
Tottenham Caravan Park - Dwelling renewal	20,000.00
Buildings Dwellings Capital Works	- 20,000.00
Tottenham Recreation Ground - Kiosk Fencing SCCF 4	- 50,000.00
42 McGregor Street Condobolin - Unit 2 - replacement air conditioner unit	8,500.00
Condobolin Library - renewal of air conditioning motherboard	8,000.00
Buildings Dwellings Capital Works	- 8,000.00
Lake Cargelligo Cricket Ground - Modular Toilet SCCF 4	52,000.00
Water - Lake Cargelligo Rehabilitate Old WTP Site	150,000.00
Purchase of Communication devices & IT equipment for New Depot	- 30,000.00
Upgrade of Councils IT Disaster Recovery location (with move to new Depot) - UPS	- 30,000.00
Parks & Reserves - Gum Bend Lake replace BBQ & Shelter	- 25,000.00
Parks & Reserves - Gum Bend Lake Power Upgrade	25,000.00
Parks & Reserves - Gum Bend Lake Pump Replacement	20,000.00
Sport & Recreation Grounds - Tottenham Race course - Replace Perimeter Fence	36,456.00
<b>Total Adjustment for Capital Expenditure (Increase)</b>	<b>156,956.00</b>
<b><u>TRANSFER TO RESERVES</u></b>	
Revolving Energy Fund	1,647.00
S7.12 Contributions Reserve	41,446.95
<b>Total Adjustment for Transfers to Reserves</b>	<b>43,093.95</b>
<b><u>TRANSFER FROM RESERVES</u></b>	
Water Fund Reserve - Old Water Treatment Rehabilitation	- 150,000.00
Transfer from Election Reserve - D Ward By Election	- 40,000.00
Transfer from Sail and Shade cloth renewal reserve	- 5,000.00
Transfer from Unfinished works reserve - Gum Bend Lake Pump	- 20,000.00
<b>Total Adjustment for Transfers from Reserves</b>	<b>- 215,000.00</b>

Operational Budget Budget 2022-2023							
Description	Original Annual Budget - Operating Plan 2022/2023	% of year elapsed		Revotes & additional projects	Adjustments for QBR1	Adjustments for QBR2	Proposed Amended Annual Budget as at 30/06/23
		Actual YTD Results as at 31 December 2022	50% Percentage Actual YTD/Amended QBR Budget				
<b>CONSOLIDATED RESULTS</b>							
<b>Income</b>							
Rates & Annual Charges	(12,178,278)	(12,285,741)	100.9%	-	-	-	(12,178,278)
User Charges & Fees	(4,337,963)	(987,855)	22.6%	-	-	(27,347)	(4,365,310)
Interest & Investment Revenue	(662,382)	(154,157)	23.3%	-	-	-	(662,382)
Other Revenues	(382,747)	(329,193)	75.8%	-	(38,326)	(13,147)	(434,220)
Grants & Contributions - Operating	(17,291,615)	(6,744,809)	32.7%	(26,810)	(836,774)	(2,486,336)	(20,641,535)
Grants & Contributions - Capital	(9,898,517)	(3,538,576)	27.9%	(2,144,335)	(552,814)	(103,120)	(12,698,785)
Net Gains from the Disposal Of Assets	0	0	-	-	-	-	0
<b>Total Income from Continuing Operations</b>	<b>(44,751,502)</b>	<b>(24,040,331)</b>	<b>47.2%</b>	<b>(2,171,145)</b>	<b>(1,427,913)</b>	<b>(2,629,950)</b>	<b>(50,980,510)</b>
<b>Expenses</b>							
Employee Costs	10,921,307	6,173,288	56.7%	-	(7,390)	(23,980)	10,889,937
Borrowing Costs	368,558	135,956	36.9%	-	-	-	368,558
Materials & Services	13,307,962	5,351,271	31.8%	237,904	690,093	2,587,050	16,823,009
Depreciation	10,992,691	5,650,720	49.8%	-	-	348,749	11,341,440
Other Expenses	1,102,620	695,572	51.2%	-	240,374	15,800	1,358,794
Losses on Disposal of Assets	50,000	0	-	-	-	-	50,000
<b>Total Expenses from Continuing Operations</b>	<b>36,743,138</b>	<b>18,006,806</b>	<b>44.1%</b>	<b>237,904</b>	<b>923,077</b>	<b>2,927,619</b>	<b>40,831,738</b>
Operating Result from continuing operations - (Gain)/Loss	(8,008,364)	(6,033,525)		(1,933,241)	(504,836)	297,669	(10,148,773)
Operating Result from continuing operations before Capital income (Gain)/Loss	1,890,153	(2,494,949)		211,094	47,977	400,789	2,550,013
<b>Capital Expenditure</b>	<b>21,198,026</b>	<b>10,662,020</b>	<b>29.3%</b>	<b>14,587,236</b>	<b>487,937</b>	<b>156,956</b>	<b>36,430,154</b>
Loan Funds Utilised	0	0	0.0%	-	-	-	0
Loan Principal Repaid	464,518	232,259	50.0%	-	-	-	464,518
Transfers to Restricted Assets (Reserves)	124,565	164,664	79.3%	-	40,099	43,094	207,758
Transfers from Restricted Assets (Reserves)	(3,236,149)	(16,234,665)	98.7%	(12,653,995)	(344,521)	(215,000)	(16,449,665)
Depreciation Contra	(10,992,691)	(5,650,720)	49.8%	-	-	(348,749)	(11,341,440)
<b>Net Unrestricted Cash (Surplus)/Deficit</b>	<b>(450,094)</b>	<b>(16,859,968)</b>		<b>\$ -</b>	<b>(321,322)</b>	<b>(66,030)</b>	<b>(837,447)</b>

**2023 RESERVE MOVEMENTS**

Details	Opening Balance 1/07/2022	Approved by Cnl Resln June 22		Approved by Cnl Resln October 22					Proposed Balance
		2023 Annual Budget transfers in	2023 Annual Budget transfers out	Budget Revotes transfers out	QBR 1 adj trf in	QBR 1 adj trf out	QBR2 adj tfr in	QBR2 adj tfr out	
<b>19550/29550/39550 - Other Reserves</b>									
9550 - Reserve ELE	1,955,000								1,955,000
9551 - Reserve Unexpended Grants	13,106,844		343,346	6,757,872					6,005,626
9552 - Reserve Uncompleted Works	1,963,036		80,000	150,594	16,773	44,521		25,000	1,679,694
9553 - Reserve Election	40,245	25,000						40,000	25,245
9554 - Reserve Chambes/Computers	80,044		10,000	11,563					58,481
9555 - Reserve Meals on Wheels	65,319								65,319
9556 - Reserve Town Planning	64,653			32,000					32,653
9557 - Reserve Cemetery	32,657			25,730					6,927
9558 - Reserve Plant	7,250,218		587,208	1,283,814					5,379,197
9559 - Reserve Housing & Development	1,966,971								1,966,971
9562 - Reserve Swimming Pools	81,266								81,266
9563 - Reserve Retirement Village Proceeds	955,634								955,634
9568 - Reserve Aerodromes	140,568	5,000	100,000						45,568
9570 - Reserve Gravel Restoration Reserve	713,054		20,000						693,054
9571 - Reserve Gum Bend Lake	63,220								63,220
9572 - Reserve HACC	25,000								25,000
9575 - Reserve Domestic Waste Management	105,896								105,896
9576 - Reserve Capital Improvements	1,487,981								1,487,981
9577 - Reserve Tip Restoration	188,168								188,168
9580 - Reserve Stormwater Drainage	641,206	52,525	150,000						543,731
9582 - Reserve Condobolin Main Street Improve	104,261								104,261
9583 - Reserve FAG GP & Road Grant Rec'd in Advance	9,138,465			578,475					8,559,990
9586 - Reserve Waste Management Improvements	277,338	20,000	65,000	26,520					205,818
9587 - Reserve Depot Improvements	5,422,233					300,000			5,122,233
9589 - Reserve Section 7.12 Contributions	334,186	22,040	100,000				41,447		297,673
9592 - Reserve Revolving Energy Fund	47,449				23,326		1,647		72,422
29550.9591 - S64 Contributions Water	13,377								13,377
29550.9578 - Water Supply Reserve	9,778,421		1,374,722	2,729,695				150,000	5,524,004
39550.9591 - S64 Contributions Sewer	3,955								3,955
39550.9578 - Sewer Supply Reserve	6,564,056		749,218	1,057,733					4,757,105
<b>19550 - Other Reserves Total</b>	<b>62,610,722</b>	<b>124,565</b>	<b>3,579,494</b>	<b>12,653,995</b>	<b>40,099</b>	<b>344,521</b>	<b>43,094</b>	<b>215,000</b>	<b>46,025,468</b>

LACHLAN SHIRE COUNCIL  
 PROJECTS FUNDING SUMMARY - CONDOBOLIN DISTRICT RETIREMENT VILLAGE RESERVE  
 30/06/2023

Job Ref	Project/Job	Est Cost	Proposed Funding					Spent 2017/2018	Spent to Date 2018/2019	Spent to Date 2022/2023	TOTAL SPENT TO DATE	% of Budget Spent	30/06/2023
			CDRV Reserve	Other Reserves / Sales	General Revenue	Community Contrib	Grants						
	<b>complete</b>												
	<b>Albert</b>												
	Unallocated	\$ 100,000	100,000				-	-		-	0%	100,000	
		\$ 100,000	100,000	-	-	-	\$ -	\$ -		\$ -	0%	100,000	
	<b>Burcher</b>												
	Unallocated	\$ 50,000	50,000				-	-		-	0%	50,000	
3153	Water Filtration 2022	\$ 100,000	50,000	50,000						13,636		36,364	
		\$ 150,000	100,000	50,000	-	-	\$ -	\$ -		\$ 13,636	9%	86,364	
	<b>Condoblin</b>												
2473	Library Building Upgrade/Extension	\$ 720,000	520,000			200,000	477,528	156,594		634,122	100%	-	
	Scott Street - Residential Subdivision - returned in QBR 3 19	\$ 1,600,000	463,000	1,137,000			25,249	12,038		37,287	2%	455,694	
2857	Bathurst St Beautification	\$ 63,612	50,500		13,112		63,612			63,612	100%	-	
2742	SRA Showground - Perimeter Fence	\$ 24,500	24,500				24,500			24,500	100%	-	
2283	Adventure Park Construction	\$ 435,000	372,000		63,000		430,863			435,000	100%	-	
2527	Cemetery K&G, Sealing 2017-2018	\$ 140,000	100,000		40,000		80,876	112,847		193,723	100%	-	
	Unallocated	\$ 863	863				-	-		863	100%	-	
3123	Gumbend Lake Walkway S1	\$ 20,000	20,000							5,368	27%	14,632	
2764	Street Trees	\$ 80,000	80,000					36,423		55,051	69%	24,949	
3321	Purchase of 7 Hay Street	\$ 155,000	115,000	40,000						115,000	100%	-	
		\$ 3,238,975	1,745,863	1,177,000	116,112	-	\$ 1,102,628	\$ 317,903		\$ 1,564,526	48%	495,274	
	<b>Fifield</b>												
	Unallocated	\$ 100,000	100,000				-	-		-	0%	100,000	
		\$ 100,000	100,000	-	-	-	\$ -	\$ -		\$ -	0%	100,000	
	<b>Lake Cargelligo</b>												
2469	Entry Signs	\$ 50,000	50,000				52,044	-		52,044	104%	-	
2858	Foster St Beautification	\$ 303,000	200,000		103,000		-	38,882		55,423	18%	144,577	
2505	Adventure Playground	\$ 200,000	200,000				203,269			203,269	102%	-	
2285	Sportsground Upgrade	\$ 150,000	150,000				35,904	125,945		161,849	108%	-	
2434	Sportsground Irrigation	\$ 105,076	100,000		5,076		-	106,985		106,985	102%	-	
		\$ 808,076	700,000	-	108,076	-	\$ 291,218	\$ 271,812		\$ 579,571	72%	144,577	
	<b>Tullibigeal</b>												
2774	Recreation Ground Lighting	\$ 280,330	112,500			\$ 180,330	-	-		292,748	104	-	
2772	Exercise Equipment	\$ 55,000	48,080				-	-		48,080	100	-	
	Tullibigeal Co-Op Improvements	\$ 10,000	10,000							-		-	
	Unallocated	\$ 35,000	29,420							-	0%	29,420	
		\$ 380,330	200,000	-	-	-	\$ -	\$ -		\$ 340,828	90%	29,420	
	<b>Tottenham</b>												
2135	Swimming Pool Replace Amenities	\$ 621,000	189,550		100,000	150,000	168,073	613,904		781,977	126%	-	
	Tottenham Community Tent	\$ 2,499	2,499					2,499			100%	-	
2775	Tottenham Racecourse upgrade	\$ 7,951	7,951							7,951	100%	-	
		\$ 631,450	200,000	-	100,000	150,000	\$ 168,073	\$ 616,403		\$ 789,928	125%	-	
	<b>TOTALS</b>	\$ 5,408,831	3,145,863	1,227,000	324,188	150,000	3,123,838	2,412,234		6,549,706	121%	955,635	

## LACHLAN SECTION 7.12 CONTRIBUTIONS PLAN



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**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

**1.1 What is the name of this Plan?**

This contributions Plan is called the **Lachlan Section 7.12 Contributions Plan 2015 (Plan)**.

**1.2 Application of this Plan**

This Plan applies to all land within the **Lachlan Shire Local Government Area (Area)**. Refer to **Schedule 3 - Map**

**1.3 Development to which this Plan applies**

This Plan applies to applications for development consent and applications for complying development certificates to be made by or under Part 4 of the *Environmental Planning and Assessment Act, 1979 (Act)* in respect of development on land to which the Plan applies.

**1.4 What is the purpose of this contributions Plan?**

The primary purposes of this Plan are:

- to authorise the imposition of a condition on certain development consents requiring the payment of a levy determined in accordance with this Plan
- to require a certifying authority (the Council or an accredited certifier) to impose, as a condition on a complying development certificate, a requirement that the applicant pay to the Council a levy determined in accordance with this Plan
- to govern the application of money paid to the Council under a condition authorised by this Plan
- to assist the Council to provide the appropriate public amenities and services required to maintain and enhance amenity and service delivery within the area

**1.5 When does this contributions Plan commence?**

This Plan has been prepared pursuant to the provisions of the *Environmental Planning and Assessment Act 1979* (the act) and the *Environmental Planning and Assessment Regulation 2021* (the Regulation).

This contributions Plan commences on the 8 July 2015.

**1.6 Expected development & public facilities demand**

For the purposes of the *Environmental Planning and Assessment Regulation 2021*, the relationship between the expected types of development in Lachlan Shire and the demand for additional public amenities and services to meet that development has been established through current demographic information.

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**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

The expected types of development are, but not limited to:

- Residential Accommodation
- Mixed use development
- Commercial development
- Industrial development
- Recreation and tourism related development
- Subdivisions
- Rural Industry
- Mines
- Quarries

Provision will need to be made for additional or improved public facilities and infrastructure to meet the existing demand.

A range of public facilities are required to be provided or improved to meet residential development, commercial and industrial demands including open space provision, improvement and embellishment, community and cultural facilities and village improvement.

Council is extremely conscious of the need to maintain the sense of community that has been critical to Lachlan Shire’s development over the years. This will be achieved through:

- An open, accessible and honest Council displaying appropriate leadership
- Developing effective road, transport and infrastructure networks
- Promotion of economic sustainability and technological change
- Creation of a dynamic area having pride in its agricultural and national heritage
- Protection of the natural, built and cultural environment
- Provision of a high standard of recreational and cultural facilities
- Quality urban design and development

The 7.12 levy will enable Council to provide high quality and diverse public amenities and services to achieve the above actions and as a consequence meet the expectations of the existing and future residents of the Lachlan Shire.

The additional or improved public facilities to be provided to meet the expected future development are set out in Schedule 1.

**1.8 Council may require payment of the levy as a condition of development consent**

This Plan authorises the Council to grant consent to development to which this Plan applies subject to a condition requiring the applicant to pay to the Council a levy of 1% of the proposed cost of carrying out the development, **provided that** the Council does not also impose on the consent a condition pursuant to section 7.11 of the Act.

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Conditions authorised by this Plan are subject to any direction given by the Minister under section 7.17 of the Act from time to time, and this Plan authorises the imposition of conditions which are in accordance with any such direction.

Any direction given by the Minister under Section 7.17 (formerly s94E) of the Act and in force from time to time may be attached to this Plan, but does not form part of this Plan for the purposes of the Act.

**1.9 How will the Council apply money obtained from the levy?**

Money paid under a condition authorised by this Plan is to be applied by the Council towards meeting the cost of the public amenities and public services that will be or have been provided within the area as listed in the Works Schedule in Schedule 1.

A map showing the Council area for which specific public amenities and public services to be provided is contained in Schedule 3.

Subject to s 7.12 of the Act and clause 1.12, the public amenities and public services listed in Schedule 1 are to be provided in accordance with the staging set out in that Schedule.

**1.10 Are there any exemptions from the levy authorised by this Plan?**

Council may exempt the following kinds of developments from the levy authorised to be imposed under this Plan:

- a development by a registered charity, community organisation or service club that will, in the opinion of the Council, provide a material public benefit to the Lachlan Shire community.

For such claims to be considered, any such development will need to include a comprehensive submission arguing the case for an exemption and include details of the mechanism ensuring that such development is, and will remain in the form proposed.

- Works to raise an existing dwelling to be above the Flood Planning Level
- Public infrastructure to be carried out by or on behalf of any public authority including the Council

**1.11 Pooling of Levies**

This Plan expressly authorises s7.12 levies paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes in accordance with the priorities set out in the Works Schedule in Schedule 1.

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## SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL

### 1.12 Construction certificates and obligations of accredited certifiers

In accordance with clause 158 of the *Environmental Planning and Assessment Regulation 2021*, a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it has verified that each condition requiring the payment of levies has been satisfied.

In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that levies have been fully paid and copies of such receipts must be included with copies of the certified Plans provided to the Council in accordance with clause 158(2) of the Regulation. Failure to follow this procedure may render such a certificate invalid.

The conditions imposed must be generally consistent with Council's standard condition for a Development Application (see Attachment 2) and be strictly in accordance with this Plan.

The only exceptions to the requirement are where a works-in-kind, material public benefit, dedication of land or deferred payment arrangement has been agreed by the Council. In such cases, Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

### 1.13 Complying Development and obligations of accredited certifiers

In accordance with the Act, accredited certifiers must impose a condition on a Complying Development Certificate, requiring monetary contributions in accordance with this Plan for all types of development, except for those development that are exempt from charges as per section 1.10 or those listed under clause 208 of the Regulation.

The conditions imposed must be generally consistent with Council's standard condition for Complying Development Certificates (see Attachment 2) and be strictly in accordance with this Plan. It is the professional responsibility of an accredited certifier to inform themselves of any amendments to this Plan (including current indexed rates), to accurately calculate the contribution and to apply the development contributions condition correctly in accordance with Council current consent condition requirements.

It is also the professional responsibility of an accredited certifier to ensure that any applicable monetary contributions have been paid to Council prior to authorising works to commence

### 1.14 How is the proposed cost of carrying out the development determined?

The proposed cost of carrying out the development will be determined by the Council in accordance with clause 208 of the *Environmental Planning and Assessment Regulation 2021*.

The procedures set out in Schedule 2 to this Plan must be followed to enable the Council to determine the amount of the levy that is payable.

Council may review the valuation of works and may seek the services of an independent person to verify the costs. In these cases, all costs associated with obtaining such advice will be at the expense of the applicant.

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**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

**1.15 When is the levy payable?**

The levy must be paid to the Council at the time specified in the condition that imposes the levy.

If no such time is specified, the levy must be paid prior to the issue of a construction certificate or in accordance with the complying development certificate.

**1.16 How will the levy be adjusted?**

Clause 208(5) of the EP&A Regulation allows the adjustment of a s7.12 contribution between the date of the consent and the time of payment of the contribution. The following is a model condition of consent for a s7.12 levy:

Model Development Condition of Consent

*Pursuant to section 4.17 of the Environmental Planning and Assessment Act 1979, and the Lachlan Shire Council Section 7.12 Development Contributions Plan, a contribution of \$ [insert total amount] must be paid to Council.*

*The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the Lachlan Shire Council Section 7.12 Development Contributions Plan. The contribution is to be paid before [insert requirement].*

*It is the professional responsibility of the Principal Certifying Authority to ensure that the monetary contribution has been paid to Council in accordance with the above timeframes.*

Model Complying Development Condition

*Pursuant to Section 4.28(6) of the Environmental Planning and Assessment Act 1979, and the Lachlan Section 7.12 Contributions Plan (the Plan), a monetary contribution of \$[insert total amount] must be paid to Council.*

*The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the Lachlan Section 7.12 Contributions Plan. The contribution is to be paid before [insert requirement].*

*It is the professional responsibility of the Principal Certifying Authority to ensure that the monetary contribution has been paid to Council in accordance with the above timeframes.*

**1.17 Can deferred or periodic payments be made?**

Deferred or periodic payment of levies authorised by this Plan are not allowed.

**1.18 Are there alternatives to payment of the levy?**

If an applicant for development consent seeks to make a contribution towards the provision of public amenities and services to meet development other than by payment of a levy or development contributions, the applicant may adopt one of the following procedures.

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**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

***Offer made to the Council as part of a development application***

If an applicant does not wish to pay a levy or other contributions in connection with the carrying out of development, the applicant may include in the relevant development application an offer to carry out works or provide a material public benefit towards which the levy was to be applied.

The Council will consider the offer as part of its assessment of the development application. If the Council agrees to the arrangement and grants consent to the application, it will substitute a condition of consent under s4.17 of the Act requiring the works to be carried out or the material public benefit to be provided for a condition requiring payment of a levy under s7.12 or development contributions under s7.12. If the Council does not agree to the alternative arrangement, it may grant consent subject to a condition authorised by this Plan requiring the payment of a levy.

In assessing the applicant’s offer, the Council will have regard to the requirements of the current Practice Note issued by the NSW Government in the *Revised Development Contributions Manual* and may consider matters such as, but not limited to, the following:

- the overall benefit of the proposal,
- the monetary value of the material public benefits, or work in kind,
- what needs of the population would be satisfied and whether these equal or exceed those provided by conventional means,
- whether the works program in the adopted development contributions Plan remains valid or requires amendment,
- the financial implications for cash flow and the short-fall in anticipated contributions,
- the timing of completion and future recurrent costs,
- future dedication, handover and management arrangements.

***Offer made to Council following the grant of development consent requiring payment of a levy***

If development consent has been granted to the carrying out of development subject to a condition authorised by this Plan to pay a levy, the applicant must comply with the condition unless it is modified under s4.55 of the Act.

If the applicant does not wish to pay the levy, the applicant may make an application to the Council under s4.55 of the Act to modify the consent by substituting for the condition requiring payment of the levy a condition requiring the carrying out of works or the provision of a material public benefit towards the public purpose to which the levy was to be applied.

If the Council approves the application, the applicant will be bound by the substituted condition. If the Council does not approve the application, the applicant will remain bound by the condition authorised by this Plan requiring payment of the levy.

In assessing the s4.55 application, the Council will have regard to the requirements of the current Practice Note issued by the NSW Government in the *Revised Development Contributions Manual* and may consider matters such as, but not limited to, the following: the overall benefit of the proposal:

- the monetary value of the material public benefits, or work in kind,
- what needs of the population would be satisfied and whether these equal or exceed those provided by conventional means,
- whether the works program in the adopted development contributions Plan remains valid or

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**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

requires amendment,

- the financial implications for cash flow and the short-fall in anticipated contributions,
- the timing of completion and future recurrent costs,
- future dedication, handover and management arrangements.

***Offer to enter into a Voluntary Planning Agreement***

If an applicant does not wish to pay a levy or development contributions in connection with the carrying out of development, the applicant may offer to enter into a Voluntary Planning Agreement with the Council under s7.4 of the Act in connection with the making of a development application.

Under the Planning agreement, the applicant may offer to pay money, dedicate land, carry out works, or provide other material public benefits for public purposes. Those purposes need not relate to the impacts to the applicant’s development nor to the items listed in Schedule 1.

The applicant’s provision under a Planning agreement may be additional to or instead of paying a levy in accordance with a condition of development consent authorised by this Plan. This will be a matter for negotiation with the Council.

The offer to enter into the Planning agreement together with a copy of the draft agreement should accompany the relevant development application.

The Council will publicly notify the draft Planning agreement and an explanatory note relating to the draft agreement along with the development application and will consider the agreement as part of its assessment of that application.

If the Council agrees to enter into the Planning agreement, it may impose a condition of development consent under s7.7 (3) of the Act requiring the agreement to be entered into and performed. If the Council does not agree to enter into the Planning agreement, it may grant consent subject to a condition authorised by this Plan requiring the payment of a levy.

Applicants should refer to the Practice Note on Planning Agreements contained in the *Revised Development Contributions Manual*

**1.19 Monitoring and review of the Plan and contributions**

It is intended that this Plan be monitored and reviewed on a regular basis as it contains forecasts of future development including likely future population and about the likely demands and costs of providing community infrastructure for that population.

Monitoring actual developments, population changes and community demands will allow appropriate updating and amendment as necessary.

The cost of works proposed by the Plan (including land values) may also need review over time if there is a concern that the indexation of costs may not be adequately reflecting actual current costs.

Council’s aim is that all forecasts, costs and assumptions are reviewed and adjustments and/or amendments as appropriate will be made at four yearly intervals after the date of adoption of this Plan.

The Plan may also be amended to address the matters listed in the Regulation. In particular, the Plan may amended from time to time to reflect indexation of contributions and the cost of works without the need for public exhibition.

<b>Lachlan Section 7.12 Contributions Plan</b>				Page 8 of 19	
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**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

**Dictionary**

In this Plan, unless the context or subject matter otherwise indicates or requires, the following definitions apply:

**“Applicant”** means the person submitting a development application.

**Act** means the Environmental Planning and Assessment Act 1979,

**Council** means Lachlan Shire Council,

**development contributions** means a development contribution required to be paid by a condition of development consent imposed pursuant to section 7.12 of the Act,

**development application** has the same meaning as in the EP&A Act

**development consent** has the same meaning as in the EP&A Act

**levy** means a levy under s7.12 of the Act authorised by this Plan,

**Regulation** means the *Environmental Planning and Assessment Regulation 2021*.

**s7.12 Plan** means a contributions Plan made pursuant to section 7.13 of the Act

<b>Lachlan Section 7.12 Contributions Plan</b>				Page 9 of 19	
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**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

**SCHEDULE 1 - Works Schedule**

The works listed in this schedule may be funded from a mix of sources, including contributions collected from this Plan.

Staging as in this schedule means:

- Short Term 1-2 years
- Medium Term 3-4years
- Long Term 5-10 years
- Ongoing, continuing works

**A. Completed works for which contributions will be recouped**

Nil

**B. Works in progress for which contributions will continue to be levied**

Nil

**C. New Public facilities for which contributions will be sought**

ITEM	PARKS	EXPENDITURE	STAGING
D	Burcher Park Playground	\$20,000	Medium Term
D	Hannah Mahon Park, Fifield Improvements	\$11,400	Medium Term
D	Albert Park Improvements	\$16,200	Medium Term
D	Tullibigeal Park	\$40,000	Short-Medium Term
ITEM	PUBLIC FACILITIES	EXPENDITURE	STAGING
		\$200,000	
1	Gumbend Lake Walking Track		Short Term
2	Gumbend Lake BBQ and Amenities	\$30,000	Short Term
4	Tottenham Township Improvements	\$50,000	Short-Medium Term
5	Condobolin SRA Facilities Condobolin Visitor Information Centre	\$100,000	Short Term
6	Precinct	\$100,000	Short Term
7	Lake Cargelligo Township Improvements	\$300,000	Short-Medium Term

<b>Lachlan Section 7.12 Contributions Plan</b>				Page 10 of 19	
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**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL****SCHEDULE 2 – Cost Summary**

A cost summary report may be required to be submitted to allow Council to determine the contribution that will be required.

The following procedures as outlined below will be used by Council:

- (1)** Where Council does not accept a submitted estimate of the value of works, Council may require a cost summary report to be completed for works with a value no greater than \$250,000.00 (**Form**  
  
Alternatively, for a single dwelling, Council may accept a signed contract with a licensed builder which is accompanied by a fair estimate of other assessable development costs not included in the building contract, such as landscaping, paths, fences, driveway and the like.
- (2)** Where Council does not accept a submitted estimate of the value of works, Council may require a Quantity Surveyor's Detailed Cost Report to be completed by a registered Quantity Surveyor for works with a value greater than \$250,000.00 (**Form 2**).

**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL****How to Calculate Value of Works**

To avoid doubt or confusion in the calculation of the value of works or construction costs, clause 208 of the Environmental Planning and Assessment Regulation 2021 sets out the things that must be included in the estimation of the value of works as follows:

**Section 7.12 levy determination of proposed cost of development**

- (1) The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a section 7.12 levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:
  - (a) if the development involves the erection of a building, or the carrying out of engineering or construction work the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,
  - (b) if the development involves a change of use of land the costs of or incidental to doing anything necessary to enable the use of the land to be changed,
  - (c) if the development involves the subdivision of land the costs of or incidental to preparing, executing and registering the Plan of subdivision and any related covenants, easements or other rights.
- (2) For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates.
- (3) The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development:
  - (a) the cost of the land on which the development is to be carried out,
  - (b) the costs of any repairs to any building or works on the land that are to be retained in connection with the development,
  - (c) the costs associated with marketing or financing the development (including interest on any loans),
  - (d) the costs associated with legal work carried out or to be carried out in connection with the development,
  - (e) project management costs associated with the development,
  - (f) the cost of building insurance in respect of the development,
  - (g) the costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land),
  - (h) the costs of commercial stock inventory,
  - (i) any taxes, levies or charges (other than GST) paid or payable in connection with the development by or under any law.

**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

- (j) the costs of enabling access by people with disability to the development,
  - (k) the costs of energy and water efficiency measures associated with the development, (l) the costs of development that is provided as affordable housing,
  - (l) the costs of development that is provided as affordable housing,
  - (m) the costs of development that is the adaptive reuse of a heritage item.
- (4) The proposed cost may be adjusted before payment of a development levy, as specified in a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan between the day on which the proposed cost was determined by the consent authority and the day by which the development levy must be paid.



**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

**Form 1.**

**SAMPLE COST SUMMARY REPORT**

**Cost Summary Report**

[Development Cost no greater than 100,000.00]

**DEVELOPMENT APPLICATION No.**

**REFERENCE:**

**CONSTRUCTION CERTIFICATE No.**

**DATE:**

**APPLICANT'S NAME**

-----

**APPLICANT'S ADDRESS**

-----

**DEVELOPMENT NAME:**

\_\_\_\_\_

**DEVELOPMENT ADDRESS:**

\_\_\_\_\_

**ANALYSIS OF DEVELOPMENT COSTS:**

Demolition and alterations	\$	Hydraulic services	\$
Structure	\$	Mechanical services	\$
External walls, windows and doors	\$	Fire services	\$
Internal walls, screens and doors	\$	Lift services	\$
Wall finishes	\$	External works	\$
Floor finishes	\$	External services	\$
Ceiling finishes	\$	Other related work	\$
Fittings and equipment	\$	Sub-total	\$

Sub-total above carried forward \$

Preliminaries and margin \$

**Sub-total** \$

Consultant Fees \$

Other related development costs \$

**Sub-total** \$

Goods and Services Tax \$

**TOTAL DEVELOPMENT COST** \$

I certify that I have:

- inspected the Plans the subject of the application for development consent or construction certificate.
- | calculated the development costs in accordance with the definition of development costs in clause 208 of the *Environmental Planning and Assessment Regulation 2021* at current prices.
- | included GST in the calculation of development cost.

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

Name: \_\_\_\_\_

Position and Qualifications: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

**Form 2**

**SAMPLE QUANTITY SURVEYORS REPORT**

**Cost Summary Report**

[Development Cost in excess of 100,000.00]

\* A member of the Australian Institute of Quantity Surveyors

**DEVELOPMENT APPLICATION No.**

**REFERENCE:**

**CONSTRUCTION CERTIFICATE No.**

**DATE:**

**APPLICANT'S NAME**

-----

**APPLICANT'S ADDRESS**

-----

**DEVELOPMENT NAME:**

-----

**DEVELOPMENT ADDRESS:**

-----

Gross Floor Area – Commercial	m <sup>2</sup> Gross Floor Area – Other	m <sup>2</sup>
Gross Floor Area – Residential	m <sup>2</sup> Total Gross Floor Area	m <sup>2</sup>
Gross Floor Area – Retail	m <sup>2</sup> Total Site Area	m <sup>2</sup>
Gross Floor Area – Car Parking	m <sup>2</sup> <b>Total Car Parking Spaces</b>	
<b>Total Development Cost</b>	<b>\$</b>	
<b>Total Construction Cost</b>	<b>\$</b>	

**ESTIMATE DETAILS:**

<b>Professional Fees</b>	<b>\$</b>	Excavation	<b>\$</b>
% of Development Cost	%	Cost per square metre of site area	<b>\$ /m<sup>2</sup></b>
% of Construction Cost	%	Car Park	<b>\$</b>
<b>Demolition and site preparation</b>	<b>\$</b>	Cost per square metre of site area	<b>\$</b>
Cost per square metre of site area	<b>\$</b>	Cost per space	<b>\$</b>
<b>Construction Commercial</b>	<b>\$</b>	Fit – out – commercial	<b>\$</b>
Cost per square metre of site area	<b>\$</b>	Cost me square metre of commercial area	<b>\$</b>
<b>Construction Residential</b>	<b>\$</b>	Fit out residential	<b>\$</b>
Cost per metre square of residential area	<b>\$</b>	Cost per metre square of residential area	<b>\$</b>
<b>Construction – Retail</b>	<b>\$</b>	Fit out – Retail	<b>\$</b>
Cost per square metre of retail area	<b>\$</b>	Cost per square metre of retail area	<b>\$</b>
<b>Total GST</b>			<b>\$</b>

**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

I certify that I have:

- inspected the Plans the subject of the application for development consent or construction certificate.
- prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manuals from the Australian Institute of Quantity Surveyors.
- calculated the development costs in accordance with the definition of development costs in the S7.12 Plan of the council of [insert] at current prices.
- included GST in the calculation of development cost.
- measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Manual Volume 1, Appendix A2.

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

Name: \_\_\_\_\_

Position and Qualifications: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Lachlan Section 7.12 Contributions Plan</b>				Page 17 of 19	
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## SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL

### ATTACHMENT 1: Current Ministerial Direction under S7.17

#### *Environmental Planning and Assessment Act 1979*

#### **DIRECTION UNDER SECTION 7.17**

I, the Minister for Planning, under section 7.17 of the *Environmental Planning and Assessment Act 1979* (“the Act”), direct consent authorities that:

- (1) The maximum percentage of the levy for development under section 7.12 of the Act, having a proposed cost within the range specified in the Table to Schedule A, is to be calculated in accordance with that Table.
- (2) Despite subclause (1), a levy under section 7.12 of the Act cannot be imposed on development:
  - a) for the purpose of disabled access,
  - b) for the sole purpose of affordable housing,
  - c) for the purpose of reducing the consumption of mains-supplied potable water, or reducing the energy consumption of a building,
  - d) for the sole purpose of the adaptive reuse of an item of environmental heritage, or
  - e) other than the subdivision of land, where a condition under section 7.12 of the Act has been imposed under a previous development consent relating to the subdivision of the land on which the development is proposed to be carried out.

In this direction words and expressions used have the same meaning as they have in the Act. The term “item” and “environmental heritage” have the same meaning as in the *Heritage Act 1977*.

This direction does not apply to development applications and applications for complying development certificates finally determined before 1 December 2006.

Minister for Planning,  
Sydney

#### **SCHEDULE A**

Proposed cost of the development	Maximum percentage of the levy
Up to \$100,000	Nil
\$100,001 - \$200,000	0.5 percent
More than \$200,000	1.0 percent

<b>Lachlan Section 7.12 Contributions Plan</b>					Page 18 of 19
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**SECTION 7.12 CONTRIBUTIONS PLAN FOR THE LACHLAN SHIRE COUNCIL**

**ATTACHMENT 2 - Model Conditions of Consent**

The following model Conditions of Consent may be used for Development Consents and Complying Development Certificates.

Model Development Condition of Consent

*Pursuant to section 4.17 of the Environmental Planning and Assessment Act 1979, and the Lachlan Shire Council Section 7.12 Development Contributions Plan, a contribution of \$ [insert total amount] must be paid to Council.*

*The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the Lachlan Shire Council Section 7.12 Development Contributions Plan. The contribution is to be paid before [insert requirement].*

*It is the professional responsibility of the Principal Certifying Authority to ensure that the monetary contribution has been paid to Council in accordance with the above timeframes.*

Model Complying Development Condition

*Pursuant to Section 4.28(6) of the Environmental Planning and Assessment Act 1979, and the Lachlan Section 7.12 Contributions Plan (the Plan), a monetary contribution of \$[insert total amount] must be paid to Council.*

*The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the Lachlan Section 7.12 Contributions Plan. The contribution is to be paid before [insert requirement].*

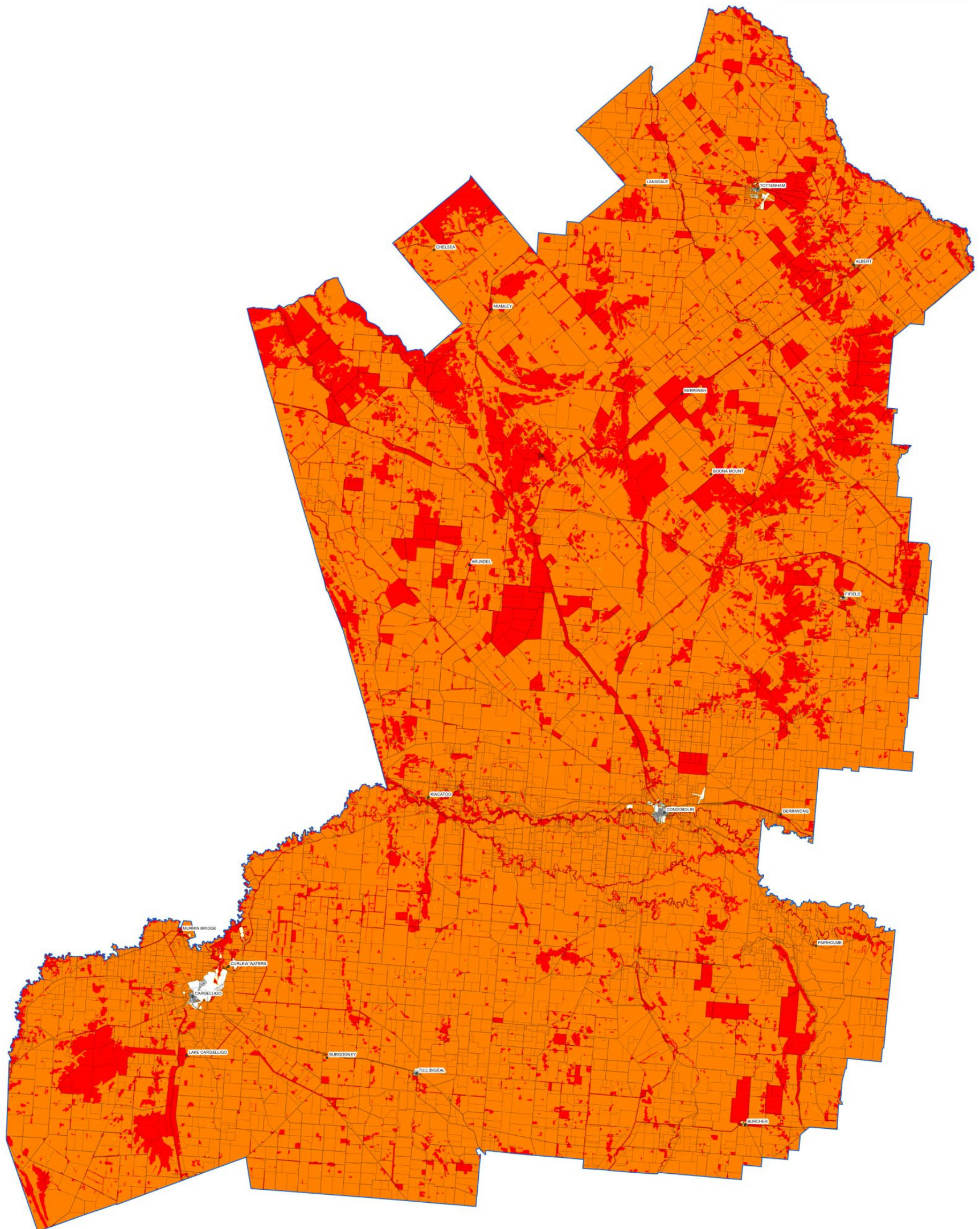
*It is the professional responsibility of the Principal Certifying Authority to ensure that the monetary contribution has been paid to Council in accordance with the above timeframes.*

Council’s Plan may be viewed at <https://www.lachlan.nsw.gov.au> or a copy may be inspected at Council’s Offices during normal business hours on request.

<b>Lachlan Section 7.12 Contributions Plan</b>					Page 19 of 19	
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**FINAL DRAFT**



**FINAL DRAFT**

**Lachlan Shire Council ~ Bush Fire Prone Land Map**



Data supplied by various Stakeholders under ANZLIC' Guidelines. The information contained herein has been provided in good faith. Effort has been made to ensure its accuracy and completeness. The Stakeholders take no responsibility for errors or omissions nor any loss or damage that may result from the use of this information. \*Australia New Zealand Land Information Council.



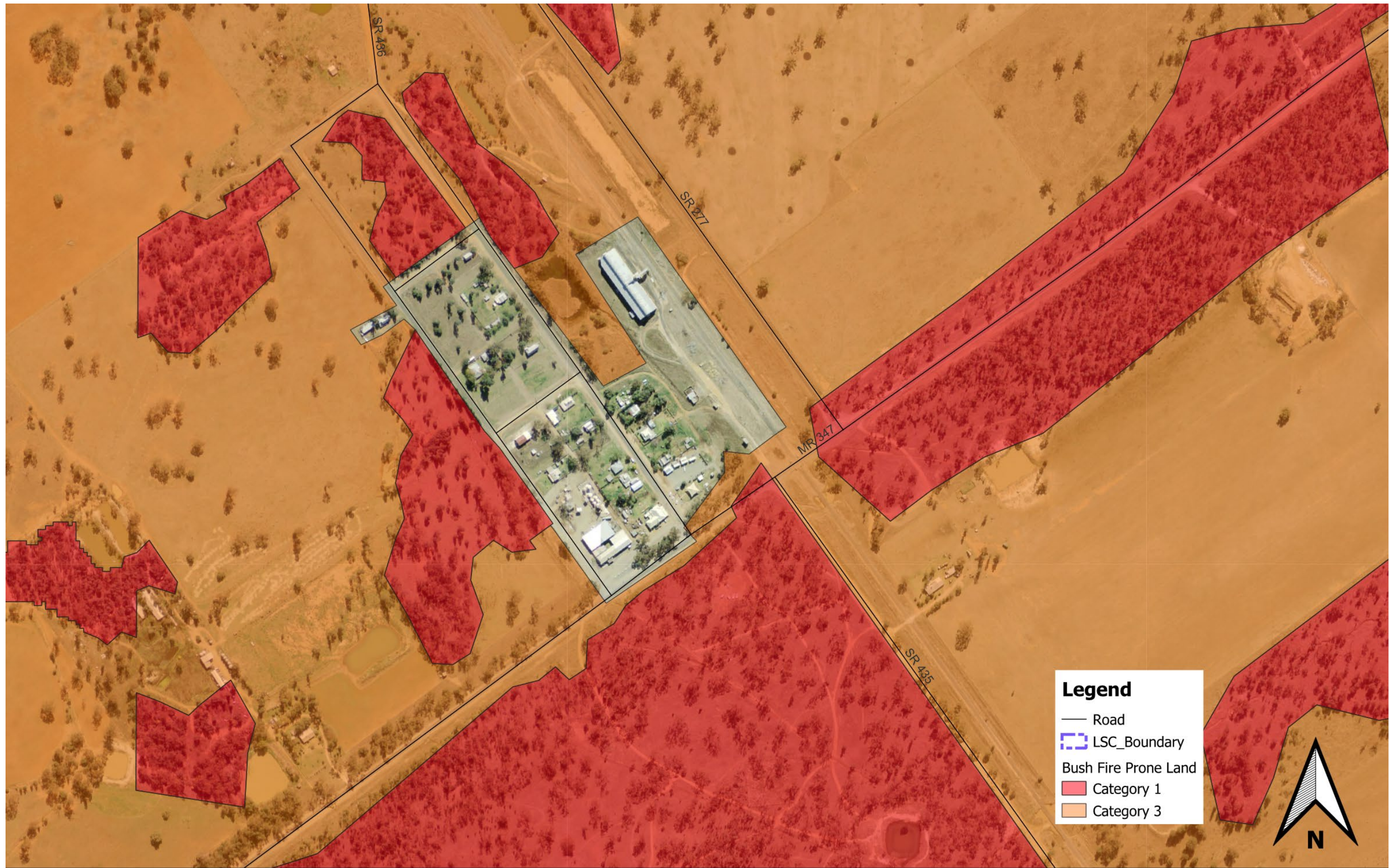
Theme	Source	Date	Copyright
Property Information	NSW Spatial Services	2023	© Crown NSW
Local Government Boundary	NSW Spatial Services	2023	© Crown NSW
Bush Fire Prone Vegetation	NSW RFS / Council	2023	© RFS NSW 2023
Bush Fire Prone Buffer	NSW RFS	2023	© RFS NSW 2023

Legend
Lachlan LGA
Vegetation Category 1
Vegetation Category 2
Vegetation Category 3

Scale: 0 2 4 8 12 Kilometres  
 1:195,000  
 Produced by NSW RFS Development Planning & Policy  
 04 January 2023







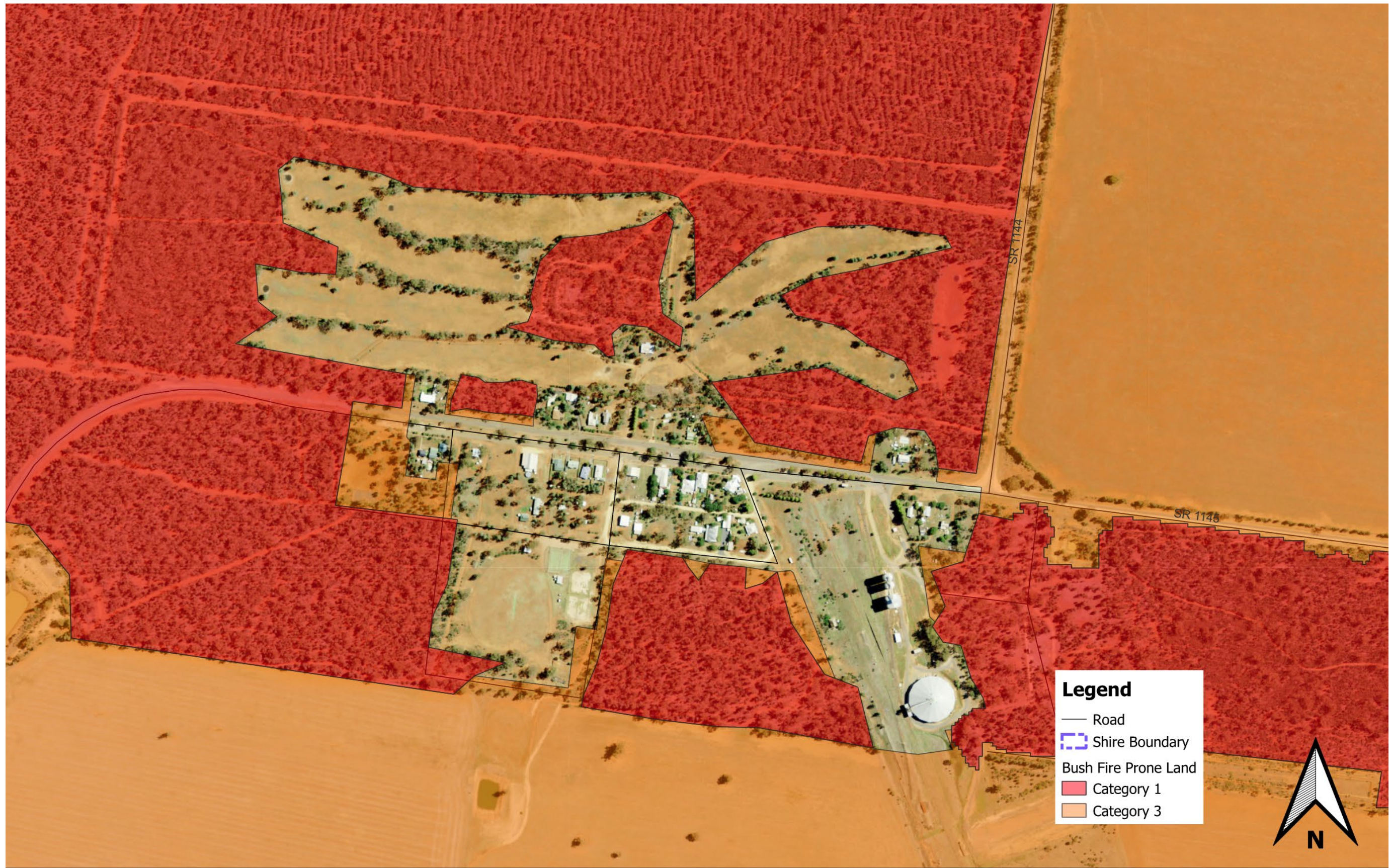
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**Date:** 10/05/2022  
**Projection:** GDA2020/ MGA Zone 55

**Draft Bush Fire Prone Lands - Albert**





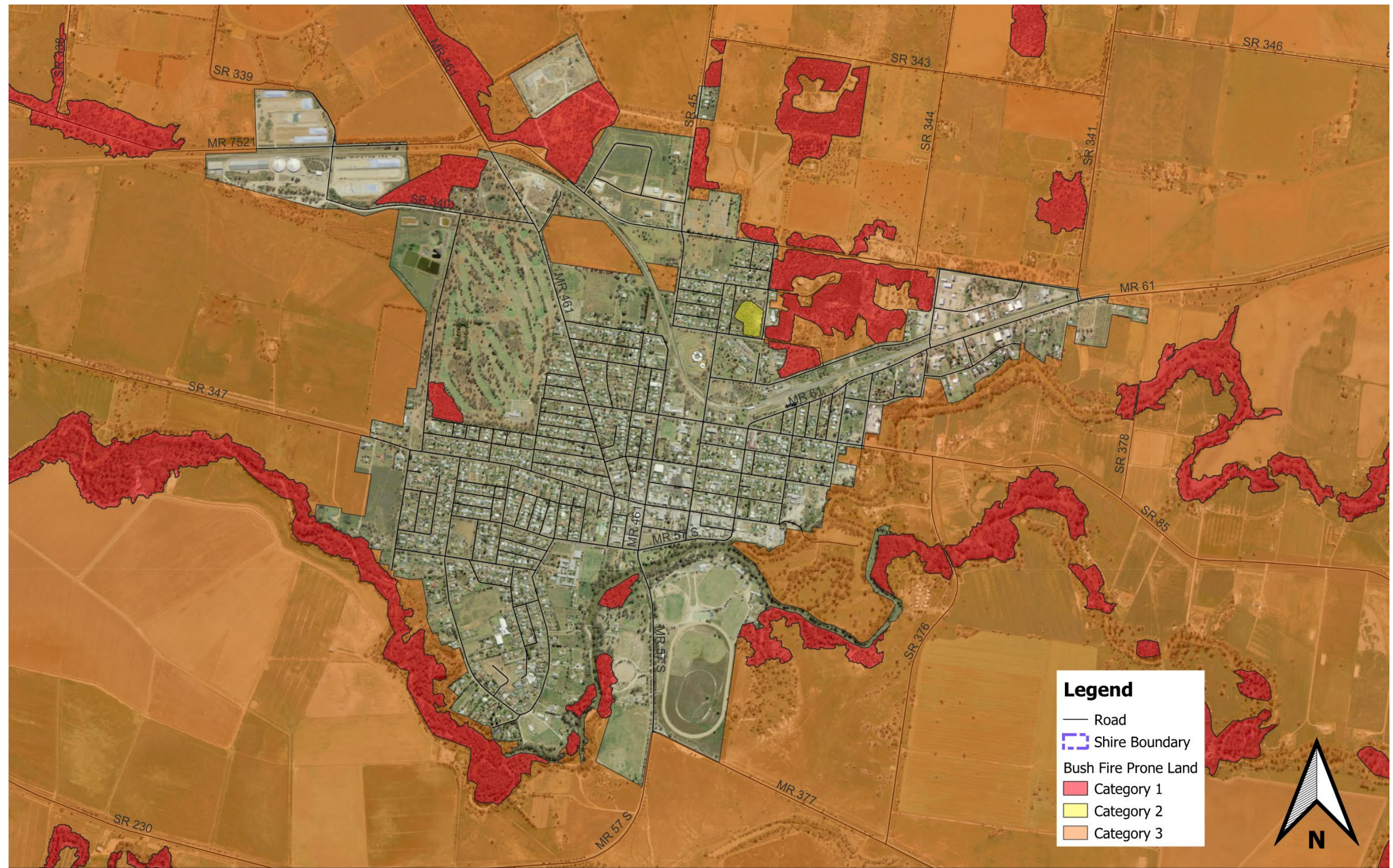
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**Draft Bush Fire Prone Lands - Burcher**





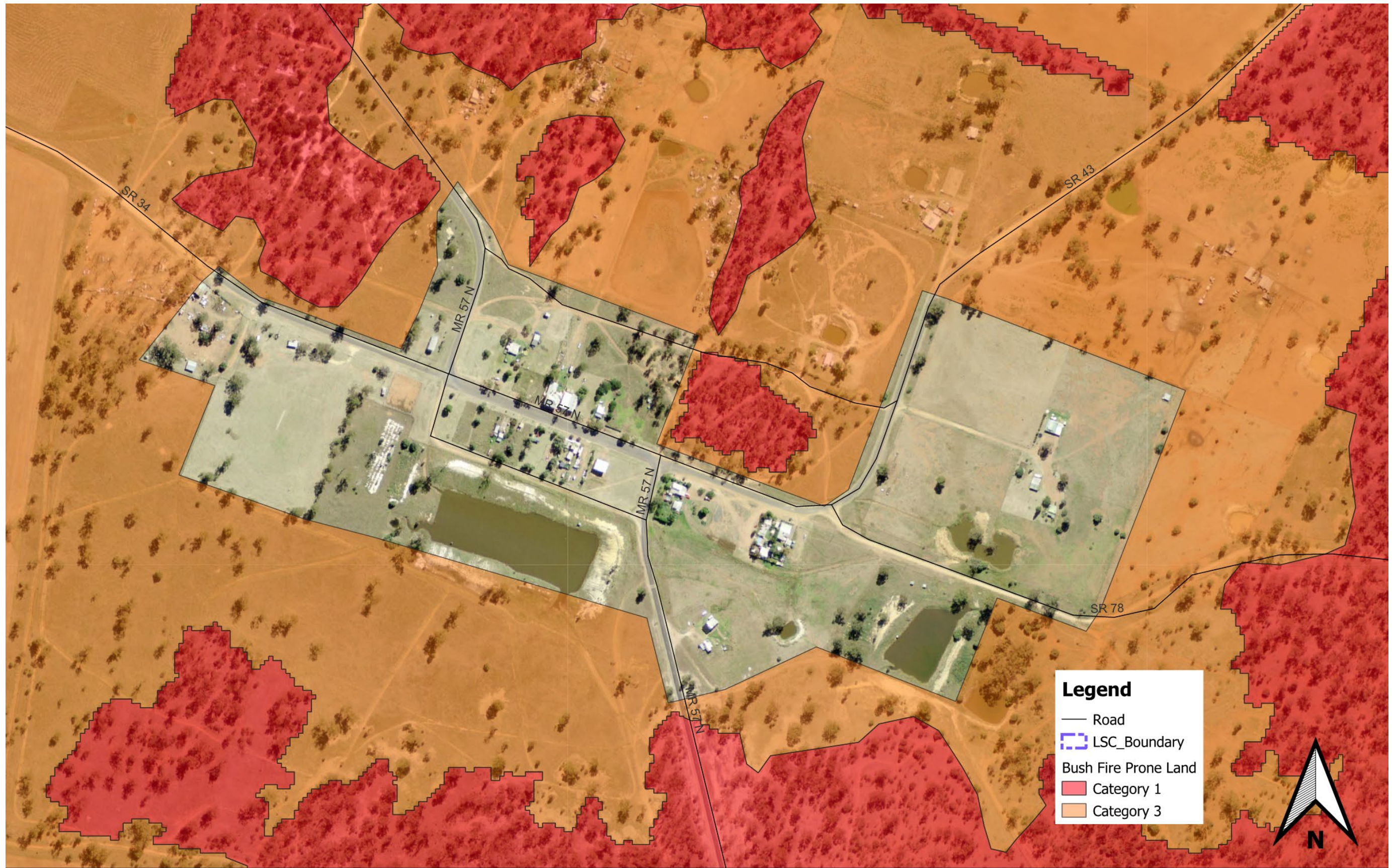
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**Draft Bush Fire Prone Lands - Condobolin**





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**Draft Bush Fire Prone Lands - Fifield**





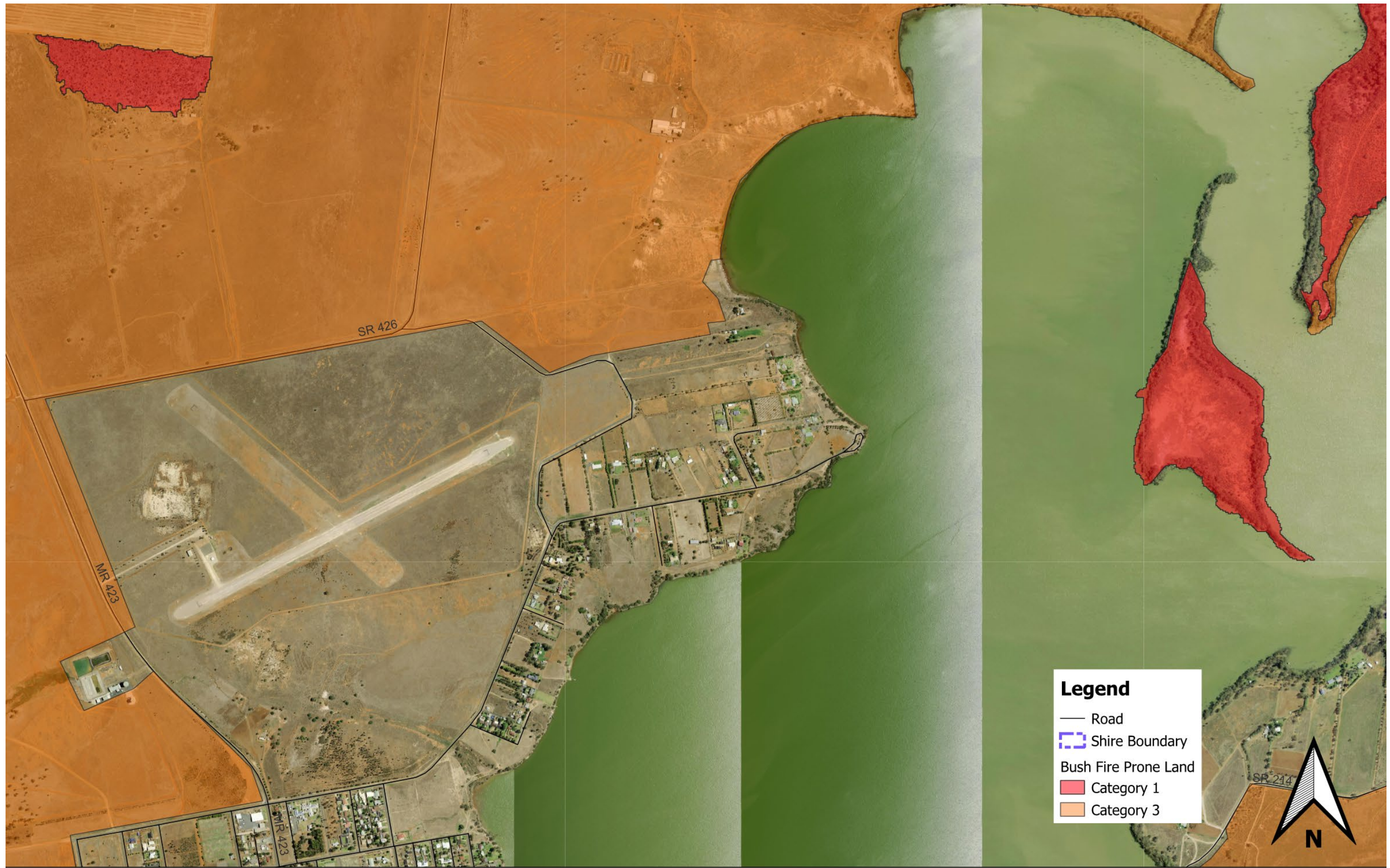
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**Draft Bush Fire Prone Lands - Lake Cargelligo**





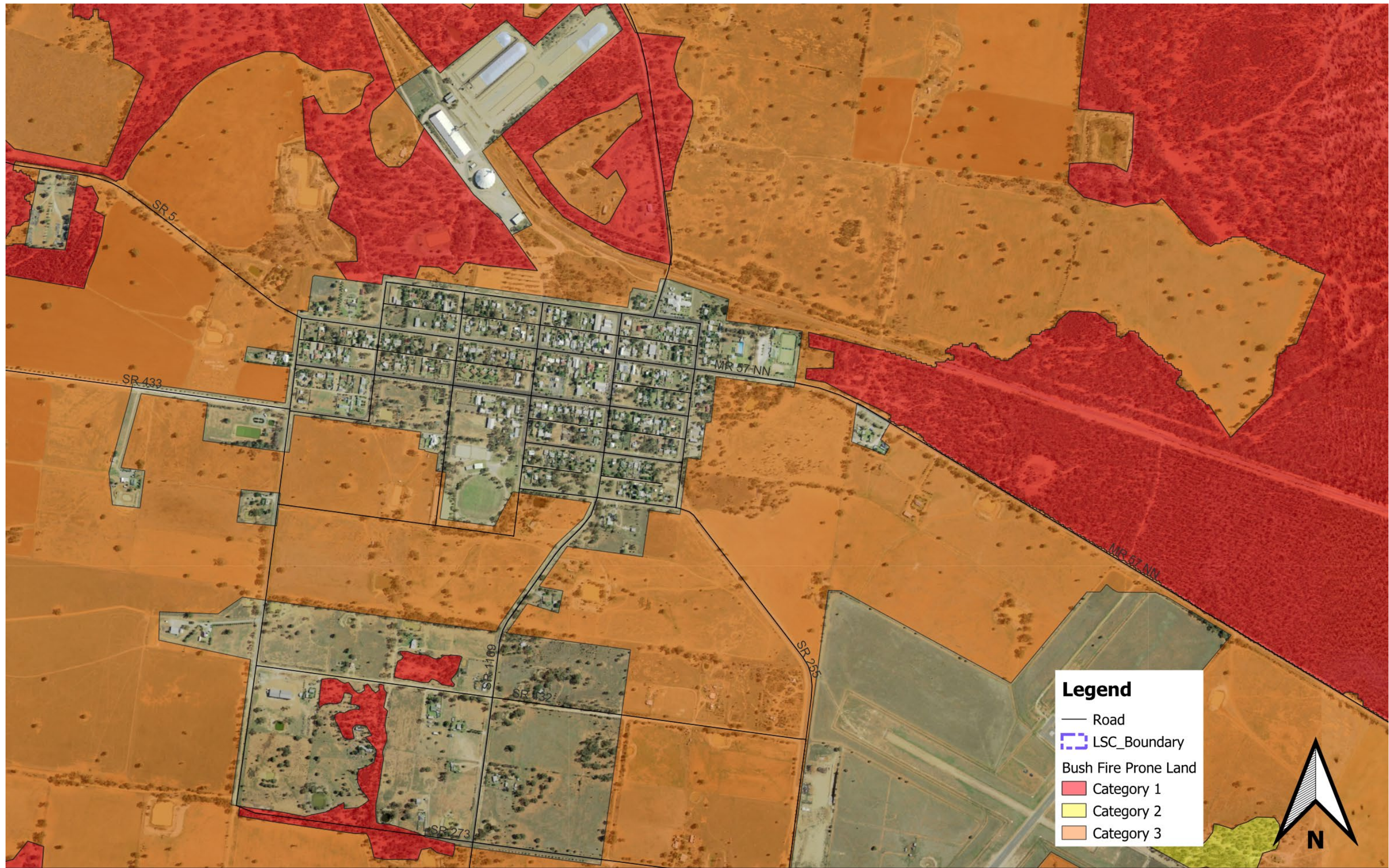
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### Draft Bush Fire Prone Lands - Lake Cargelligo





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**Draft Bush Fire Prone Lands - Tottenham**





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**Date:** 10/05/2022  
**Projection:** GDA2020/ MGA Zone 55

**Draft Bush Fire Prone Lands - Tullibigeal**







# FACT SHEET

## DRAFT BUSH FIRE PRONE LAND MAP

The draft map has been prepared by the NSW Rural Fire Service (RFS) to identify areas with elevated bushfire risk within the Lachlan Shire, in accordance with the latest mapping guidelines and will update the current map which was implemented in 2009.

Bush Fire Prone Land Maps are required to be reviewed at least every five years under the Guide for Bush Fire Prone Land Mapping (Version 5b) (NSW Rural Fire Service 2015) and Section 10.3 of the EP&A Act.

### WHAT IS BUSHFIRE PRONE LAND?

Bush Fire Prone Land (BFPL) is land that has been identified as land that can either support a bush fire or that is subject to bush fire attack. Not being identified as being bush fire prone land on the BFPL map is not a guarantee that losses from bush fires will not occur. Changes to the landscape and the environment may occur from time to time or over time and therefore the certified BFPL maps may not be a true indication of bush fire risk.

### VEGETATION CATEGORIES

To assist with the preparation of BFPL maps, the NSW RFS prepared the Guide for Bush Fire Prone Land Mapping (Version 5b) (NSW Rural Fire Service 2015).

The Mapping Guideline groups vegetation types into categories based on the level of bushfire risk.

#### Category 1

Under the guidelines Vegetation Category 1 is considered to be the highest risk for bush fire. It is represented as red on the BFPL map and will be given a 100 metre buffer (that is the land within 100 metres of the edge of the vegetation will also be mapped as BFPL). This vegetation category has the highest combustibility and likelihood of forming fully developed fires including heavy ember production and includes areas of forest, etc.

#### Category 2

Vegetation Category 2 is considered to be a lower bush fire risk than Category 1 and Category 3 but higher than the excluded areas. It is represented as light orange on a bush fire prone land map and will be given a 30 metre buffer. It includes vegetation like rainforests and remnant vegetation.

#### Category 3

Vegetation Category 3, the new (since 2015) category, is considered to be medium bush fire risk vegetation. It is higher in bush fire risk than category 2 (and the excluded areas) but lower than Category 1. It is represented as dark orange on a Bush Fire Prone Land map and will be given a 30 metre buffer. This vegetation includes grasslands.

The inclusion of Category 3 vegetation on the BFPL map has seen a significant increase in the amount of area on the draft Lachlan Shire BFPL map that is identified as being bush fire prone.

# WHAT DOES BEING MAPPED AS BFPL MEAN?

**Being mapped is a legislative trigger for the consideration of bushfire impacts on new developments via Development Applications (DA's), Complying Development Certificates (CDC's) and Constructions Certificates (CC's). The purpose is to ensure that new developments are appropriately designed to the level of bushfire risk they are exposed to. There are different assessment pathways depending on the type of development, however, all developments essentially are required to comply with Planning for Bush Fire Protection 2019 (NSW Rural Fire Service 2019).**

If you are carrying out a subdivision of BFPL that could lawfully be used for residential or rural residential subdivision or you are carrying out what is known as Special Fire Protection Purpose (SFPP) development (which is development like schools, child care centres, hotels, seniors housing, etc.) on BFPL a "bush fire safety authority" (BFSA) is required from the NSW RFS.

Building work on BFPL must also comply with the requirements of the National Construction Code (NCC). The NCC contains the technical provisions for the design and construction of buildings.

Under the Deemed to Satisfy provisions of the NCC, building work on BFPL must comply with Australian Standard 3959:2018 Construction of buildings in bushfire prone areas (AS 3959) or the National Association of Steel Framed Housing (2014) Steel Framed Construction in Bush Fire Areas (NASH Standard).

As part of the consideration of a development on BFPL, Council officers will need to undertake a bush fire attack assessment in relation to the application. There is a detailed methodology for this assessment in the PBP.

For grassland assessments, where an Asset Protection Zone (APZ) of 20-49 metres can be provided, the grassland deeming provisions may be applicable and no further assessment would be required. If a 20 metre APZ cannot be provided a full site assessment must be undertaken in accordance with the PBP.

Where grassland is the only vegetation within 100m of the site and if a 50 metre APZ can be provided, there are no further bush fire protection measures required.

An APZ is a buffer zone between a bush fire hazard and buildings. The APZ is managed to minimise fuel loads and reduce potential radiant heat levels, flame, localised smoke and ember attack on the building.

A full site assessment will include consideration of the type of vegetation, slope of the land under the vegetation, the forest fire danger index and the distance of the development from the vegetation. This will then determine the Bush Fire Attack Level (BAL) or APZ required.

Therefore, having your land mapped as BFPL means that you must consider the PBP and the NCC requirements when planning for your development and that additional information will be required with an application for development.

In order to make this easier for people in the community, Council will be preparing documentation explaining this and also utilising the information which is made available on the NSW RFS website.

The NSW RFS have developed a "single dwelling application kit". The kit is intended to be used to provide Council with the information needed so that an application can be assessed in accordance with Section 4.14 of the EP&A Act.

The kit will assist people building a new house or altering or adding to an existing building on bush fire prone land.



PO Box 216,  
CONDOBOLIN NSW 2877  
58 - 64 Molong Street,  
CONDOBOLIN NSW 2877  
P: 02 6895 1900  
E: council@lachlan.nsw.gov.au  
www.lachlan.nsw.gov.au





# LACHLAN SHIRE COUNCIL

## CONTRIBUTIONS TO COST OF KERB & GUTTER CONSTRUCTION POLICY

<b>Contributions to cost of kerb &amp; gutter construction Policy</b>					Page 1 of 3
Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>					
Version: 1.3	ADOPTED:	Commencement Date:	Last Review Date:	Next Review Date:	Records Management
Council Meeting 22 February 2023	RES <b>Year/</b>	October 2017	February 2023	February 2027	<b>Record Dyr/</b>

## 1. BACKGROUND

In accordance with the Roads Act, the owner of land adjoining a public road is liable to contribute to the cost incurred by the Council, being the roads authority, in constructing new kerb & gutter along the side of the public road. The amount of the contribution is to be such amount as the Council may determine up to half of the cost.

## 2. SCOPE

This policy will apply to all properties adjoining Public roads for which Lachlan Shire Council is the roads authority. This policy is only applicable for new kerb & gutter works. Relevant statutory requirements specific to this policy:

- Sections 217 & 218 Roads Act, 1993Vc
- Local Government Act, 1993

## 3. OBJECTIVE

To establish a procedure and a fair and equitable method, within statutory requirements, to charge property owners for kerb & gutter construction and associated works.

## 4. POLICY IN BRIEF

Where Council intends to carry out new kerb & gutter all affected owners will be notified 3 months prior to the scheduled date of the commencement of such works. Written notice shall advise the property owner of the contribution to be charged by Council for the works.

A contribution for works shall not apply where a contribution to kerb & gutter has previously been paid for previous works.

## 5. POLICY IN DETAIL

The owner of the land adjoining the public road where the kerb & gutter is to be constructed shall contribute to Council an amount as detailed in the table below. Concessions will be given to owners who live in corner blocks with more than one frontage.

Type of Property	Kerb & Gutter Contribution
All properties with one frontage to public road	50% of cost up to maximum contribution.
All properties with more than one frontage to public road	50% of cost for the frontage with street address; and 25% of cost for other frontages. up to a maximum contribution.

<b>Contributions to cost of kerb &amp; gutter construction Policy</b>				Page 2 of 3	
Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>					
Version: 1.3	ADOPTED:	Commencement Date:	Last Review Date:	Next Review Date:	Records Management
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Maximum contribution is a frontage distance of 50m. This 50m shall be calculated on the Street Address frontage first, then the side frontage second. Above this maximum contribution Council will pay the additional costs.

For a property owner’s standard contribution, Council will provide one standard layback per lot in conjunction with new kerb & gutter. Council will construct additional laybacks or access ramps, at full cost to the landowner.

On written application affected property owners may make application to pay their contribution by monthly instalments. Generally instalments should be paid over no more than 12 months unless mutually agreeable to both parties.

At the time of notification, Council will offer to construct concrete driveways and/or footpaths from the kerb & gutter to the property boundary at full cost to the landowner.

Repairs & maintenance and the costs associated with existing driveways will be the responsibility of the owner.

Landowners are requested to maintain and clear any drainage structures in driveways (e.g. gutter, pipe culverts, bridges, steel plates etc.) or they will be requested to be removed.

Non-compliance with notices issued under the Roads Act 1993 renders landowners liable for legal action to recover costs.

Greg Tory

GENERAL MANAGER

<b>Contributions to cost of kerb &amp; gutter construction Policy</b>					Page 3 of 3
Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>					
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Council Meeting 22 February 2023	RES <b>Year/</b>	October 2017	February 2023	February 2027	<b>Record Dyr/</b>



**The Hon. Matt Kean MP**

Treasurer  
Minister for Energy

Your ref: RB4524  
Our ref: MD22/5864

Mr Roy Butler MP  
Member for Barwon  
Suite 1 Ground Floor  
60 Maitland Street  
NARRABRI NSW 2390

By email: [barwon@parliament.nsw.gov.au](mailto:barwon@parliament.nsw.gov.au)

Dear Mr Butler *Roy*

Thank you for your letter on behalf of Mr Greg Tory, General Manager Lachlan Shire Council (Council) regarding electrical asset maintenance practices of Essential Energy. I note that Mr Tory also wrote to the Deputy Premier, Minister for Regional New South Wales, and Minister for Police, the Hon Paul Toole MP and the Minister for Regional Transport and Roads, the Hon Sam Farraway MLC, on this matter. His letters were referred to me as this matter falls within my portfolio responsibilities. I have also responded directly to the Hon Sam Farraday MLC about this issue.

I am advised that Essential Energy has issued several defect notices on electricity assets owned by Council, most of which are located in public access areas. I understand that Council's concern is the lack of forward planning and notification of inspections because the inspections have resulted in an unexpected surge in defects and therefore cost implications to Council.

The *Electricity Supply Act 1995* requires Essential Energy to ensure all assets connected to the distribution system are maintained for safety and to prevent or minimise adverse effects on the supply of electricity to or from other customers. Essential Energy undertakes routine inspections on assets across its network to meet these obligations. Customers, including Council, are required to comply with any requirements imposed by Essential Energy to rectify identified issues.

I understand that the scope of the rectification works identified by Essential Energy will impose significant capital costs that Council has not forecast or included in forward budgets. Combined with some difficulty in sourcing sufficient Level 2 Accredited Service Providers required to conduct the rectification work, this adds to Council's difficulty in meeting the rectification timeframes.

I am pleased to advise that discussions have now commenced between Essential Energy and Council to agree on a way of staging rectification work and forming a more structured inspection regime. I urge Council to continue discussions to find a mutually beneficial outcome.

If Mr Tory has any further questions about this issue, please contact Jamie Caldwell, Director, Energy Operations, Office of Energy and Climate Change at [energy@planning.nsw.gov.au](mailto:energy@planning.nsw.gov.au).

Thank you for taking the time to bring this matter to the Government's attention.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'MK'.

**Matt Kean MP**

Treasurer  
Minister for Energy

*2.2.23*

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 6150 ■ W: [nsw.gov.au/ministerkean](http://nsw.gov.au/ministerkean)



12/17 Yelkin Street  
LAKE CARGELLIQO NSW 2672  
19th December, 2022

*Dear Kerry,*

*On behalf of the Rotary Club of Lake Cargelligo's Christmas Carnival Committee would you please convey our appreciation to Council for their sponsorship of the Fire Works. Council has provided sponsorship for many years, which helps to make the Carnival possible.*

*This is a free event for the community, made possible by contributions from Council, Rotary, the Local Land Council & local businesses for which, we are really grateful.*

*Thank you for your help in processing the Event Application.*

*Best Wishes to all for a jolly, happy Christmas & a Prosperous New Year.*

*Sincerely,*

*Betty*









**Tullibigeal Central School**

23 Currajong Street

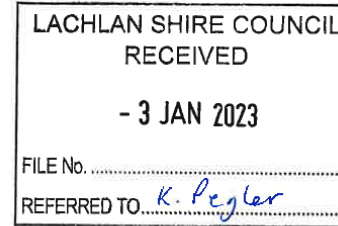
Tullibigeal, NSW 2669

ABN: 18246198266

Received From: Lachlan Shire Council

Date: 20/12/2022 Time: 01:13 PM

Receipt Number: **R000029483930**



Received For	SRN	Roll Class	Payment For	Amount
			Annual Presentation Evening	\$ 100.00
			Total (Inc GST)	\$ 100.00
			Total Includes GST of	\$ 0.00
			Cheque Received	\$ 100.00
			Tendered	\$ 100.00
			Change	\$ 0.00

\* Indicates items that include GST

\*\*\* Thank You \*\*\*

Generated date: 20/12/2022

Page 1 of 1

UNOFFICIAL



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

## Local Roads and Community Infrastructure Program Phase 4

The Australian Government is continuing to support local councils to deliver services and build infrastructure that provides benefits and supports jobs in local communities across the nation through the Local Roads and Community Infrastructure (LRCI) Program.

The Government has committed \$750 million to Phase 4 of the LRCI Program, including \$250 million which will focus on road projects in rural, regional and outer urban areas. This brings the total Australian Government commitment to the LRCI Program to \$3.25 billion.

The Albanese Government is allocating \$500 million in accordance with advice to councils prior to the election in May 2022. Councils across Australia will be able to spend this funding on priority local road and community infrastructure projects.

The Albanese Government is committed to a robust methodology underpinning the determination of eligible councils for the additional \$250 million. Detail about these allocations will be announced shortly.

Councils will be able to access their Phase 4 funding allocations from July, with projects to be delivered by June 2025. This longer delivery window will allow councils more time to plan larger or more complex projects that may be a higher priority and have a bigger impact in your community.

The LRCI program supports all Australian councils to deliver priority local road and community infrastructure projects in their region, creating jobs and long-lasting benefits for communities.

Guidelines and grant agreements will be finalised by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts over the coming months.

Individual council allocations of the \$500 million are attached and also available on the Local Roads and Community Infrastructure Program [website](#).

We look forward to continuing to work with you to deliver priority local road and community infrastructure projects.

Yours sincerely

THE HON CATHERINE KING MP  
Minister for Infrastructure, Transport, Regional Development and Local Government

THE HON KRISTY MCBAIN MP  
Minister for Regional Development, Local Government and Territories

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**Australian Government**  
 Department of Infrastructure, Transport,  
 Regional Development, Communications and the Arts

**Local Roads and Community Infrastructure Program**  
**Phase 4 (\$500 million nominal funding allocation)**

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
ACT	Transport Canberra and City Services Directorate	\$7,968,750
IOT	Cocos (Keeling) Islands Shire Council	\$136,739
IOT	Norfolk Island Regional Council	\$82,929
IOT	Shire of Christmas Island	\$337,521
NSW	Albury City Council	\$883,074
NSW	Armidale Regional Council	\$1,429,701
NSW	Ballina Shire Council	\$880,244
NSW	Balranald Shire Council	\$832,921
NSW	Bathurst Regional Council	\$1,248,559
NSW	Bayside Council	\$737,406
NSW	Bega Valley Shire Council	\$1,221,983
NSW	Bellingen Shire Council	\$594,625
NSW	Berrigan Shire Council	\$877,527
NSW	Blacktown City Council	\$2,138,829
NSW	Bland Shire Council	\$1,849,827
NSW	Blayney Shire Council	\$537,301
NSW	Blue Mountains City Council	\$869,182
NSW	Bogan Shire Council	\$911,524
NSW	Bourke Shire Council	\$1,199,903
NSW	Brewarrina Shire Council	\$820,558
NSW	Broken Hill City Council	\$310,580
NSW	Burwood Council	\$169,168
NSW	Byron Shire Council	\$730,070
NSW	Cabonne Council	\$1,293,770
NSW	Campbelltown City Council	\$1,106,330
NSW	Canterbury-Bankstown Council	\$1,679,331
NSW	Carrathool Shire Council	\$1,456,711
NSW	Central Coast Council (NSW)	\$2,771,892
NSW	Central Darling Shire Council	\$1,001,818
NSW	Cessnock City Council	\$1,065,399

**Local Roads and Community Infrastructure Program**

**Phase 4 (\$500 million nominal funding allocation)**

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
NSW	City of Canada Bay Council	\$403,595
NSW	City of Lithgow Council	\$796,800
NSW	City of Parramatta Council	\$1,282,352
NSW	City of Sydney	\$865,560
NSW	Clarence Valley Council	\$2,051,366
NSW	Cobar Shire Council	\$1,085,211
NSW	Coffs Harbour City Council	\$1,382,096
NSW	Coolamon Shire Council	\$772,445
NSW	Coonamble Shire Council	\$929,818
NSW	Cootamundra-Gundagai Regional Council	\$985,552
NSW	Council of the City of Ryde	\$591,724
NSW	Council of the Municipality of Woollahra	\$274,790
NSW	Cowra Shire Council	\$915,452
NSW	Cumberland Council	\$1,039,594
NSW	Dubbo Regional Council	\$2,146,498
NSW	Dungog Shire Council	\$574,823
NSW	Edward River Council	\$963,170
NSW	Eurobodalla Shire Council	\$1,039,292
NSW	Fairfield City Council	\$1,083,578
NSW	Federation Council	\$1,396,532
NSW	Forbes Shire Council	\$1,222,566
NSW	Georges River Council	\$706,045
NSW	Gilgandra Shire Council	\$878,444
NSW	Glen Innes Severn Council	\$872,429
NSW	Goulburn Mulwaree Council	\$1,074,884
NSW	Greater Hume Shire Council	\$1,294,190
NSW	Griffith City Council	\$1,030,641
NSW	Gunnedah Shire Council	\$1,007,220
NSW	Gwydir Shire Council	\$1,182,224
NSW	Hawkesbury City Council	\$1,087,629
NSW	Hay Shire Council	\$508,687
NSW	Hilltops Council	\$1,770,968
NSW	Hornsby Shire Council	\$871,538
NSW	Hunter's Hill Municipal Council	\$92,935
NSW	Inner West Council	\$856,830
NSW	Inverell Shire Council	\$1,402,055
NSW	Junee Shire Council	\$587,934
NSW	Kempsey Shire Council	\$1,160,188
NSW	Kiama Municipal Council	\$323,344

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
NSW	Ku-ring-gai Council	\$706,890
NSW	Kyogle Council	\$1,024,156
NSW	Lachlan Shire Council	\$2,128,508
NSW	Lake Macquarie City Council	\$1,752,388
NSW	Lane Cove Council	\$180,185
NSW	Leeton Shire Council	\$656,388
NSW	Lismore City Council	\$1,228,170
NSW	Liverpool City Council	\$1,430,716
NSW	Liverpool Plains Shire Council	\$866,772
NSW	Lockhart Shire Council	\$846,561
NSW	Lord Howe Island Board	\$51,429
NSW	Maitland City Council	\$872,757
NSW	Mid-Coast Council	\$3,392,463
NSW	Mid-Western Regional Council	\$1,525,932
NSW	Moree Plains Shire Council	\$1,814,888
NSW	Mosman Municipal Council	\$149,862
NSW	Murray River Council	\$1,861,814
NSW	Murrumbidgee Council	\$1,008,021
NSW	Muswellbrook Shire Council	\$577,898
NSW	Nambucca Valley Council	\$768,865
NSW	Narrabri Shire Council	\$1,475,176
NSW	Narrandera Shire Council	\$997,363
NSW	Narromine Shire Council	\$909,690
NSW	Newcastle City Council	\$1,146,471
NSW	North Sydney Council	\$304,610
NSW	Northern Beaches Council	\$1,418,332
NSW	Oberon Council	\$584,514
NSW	Orange City Council	\$720,809
NSW	Parkes Shire Council	\$1,337,613
NSW	Penrith City Council	\$1,522,275
NSW	Port Macquarie Hastings Council	\$1,826,618
NSW	Port Stephens Council	\$780,527
NSW	Queanbeyan-Palerang Regional Council	\$1,527,709
NSW	Randwick City Council	\$616,934
NSW	Richmond Valley Council	\$1,002,214
NSW	Shellharbour City Council	\$567,099
NSW	Shoalhaven City Council	\$2,141,844
NSW	Singleton Council	\$816,085
NSW	Snowy Monaro Regional Council	\$1,744,322

**Local Roads and Community Infrastructure Program**

**Phase 4 (\$500 million nominal funding allocation)**

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
NSW	Snowy Valleys Council	\$871,816
NSW	Strathfield Municipal Council	\$185,608
NSW	Sutherland Shire Council	\$1,286,114
NSW	Tamworth Regional Council	\$2,652,533
NSW	Temora Shire Council	\$825,968
NSW	Tenterfield Shire Council	\$1,044,335
NSW	The Council of Camden	\$874,692
NSW	The Hills Shire Council	\$1,194,721
NSW	Transport for NSW	\$969,769
NSW	Tweed Shire Council	\$1,814,531
NSW	Upper Hunter Shire Council	\$1,230,434
NSW	Upper Lachlan Council	\$1,203,048
NSW	Uralla Shire Council	\$596,106
NSW	Wagga Wagga City Council	\$2,050,700
NSW	Walcha Council	\$591,796
NSW	Walgett Shire Council	\$1,235,615
NSW	Warren Shire Council	\$655,258
NSW	Warrumbungle Shire Council	\$1,553,366
NSW	Waverley Council	\$277,817
NSW	Weddin Shire Council	\$635,335
NSW	Wentworth Shire Council	\$1,278,207
NSW	Willoughby City Council	\$375,507
NSW	Wingecarribee Shire Council	\$1,184,041
NSW	Wollondilly Shire Council	\$872,871
NSW	Wollongong City Council	\$1,540,943
NSW	Yass Valley Council	\$857,227
NT	Alice Springs Town Council	\$433,129
NT	Barkly Regional Council	\$206,960
NT	Belyuen Community Government Council	\$14,994
NT	Central Desert Regional Council	\$399,793
NT	City of Darwin	\$862,060
NT	City of Palmerston	\$411,889
NT	Coomalie Community Government Council	\$215,886
NT	Department of Transport	\$6,569,766
NT	East Arnhem Regional Council	\$566,290
NT	Katherine Town Council	\$288,649
NT	Litchfield Council	\$1,183,429
NT	Local Government Association of the Northern Territory	\$711,844
NT	MacDonnell Regional Council	\$455,503



**Local Roads and Community Infrastructure Program**

**Phase 4 (\$500 million nominal funding allocation)**

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
NT	Roper Gulf Regional Council	\$489,289
NT	Tiwi Islands Regional Council	\$443,404
NT	Victoria Daly Regional Council	\$318,243
NT	Wagait Shire Council	\$25,116
NT	West Arnhem Regional Council	\$540,268
NT	West Daly Regional Council	\$402,007
QLD	Aurukun Council	\$53,749
QLD	Balonne Shire Council	\$1,141,450
QLD	Banana Shire Council	\$1,808,133
QLD	Barcaldine Regional Council	\$1,291,666
QLD	Barcoo Shire Council	\$710,542
QLD	Blackall-Tambo Regional Council	\$808,346
QLD	Boulia Shire Council	\$568,456
QLD	Brisbane City Council	\$11,710,003
QLD	Bulloo Shire Council	\$848,921
QLD	Bundaberg Regional Council	\$2,014,577
QLD	Burdekin Shire Council	\$620,261
QLD	Burke Shire Council	\$305,861
QLD	Cairns Regional Council	\$1,830,518
QLD	Carpentaria Shire Council	\$711,924
QLD	Cassowary Coast Regional Council	\$739,286
QLD	Central Highlands Regional Council	\$2,165,138
QLD	Charters Towers Regional Council	\$1,706,358
QLD	Cherbourg Aboriginal Shire Council	\$39,849
QLD	City of Gold Coast	\$5,919,014
QLD	Cloncurry Shire Council	\$692,019
QLD	Cook Shire Council	\$1,278,916
QLD	Croydon Shire Council	\$464,921
QLD	Diamantina Shire Council	\$453,393
QLD	Doomadgee Aboriginal Shire Council	\$59,500
QLD	Douglas Shire Council	\$274,337
QLD	Etheridge Shire Council	\$758,556
QLD	Flinders Shire Council	\$858,755
QLD	Fraser Coast Regional Council	\$1,912,057
QLD	Gladstone Regional Council	\$1,609,377
QLD	Goondiwindi Regional Council	\$1,139,053
QLD	Gympie Regional Council	\$1,361,802
QLD	Hinchinbrook Shire Council	\$378,323
QLD	Hope Vale Aboriginal Council	\$63,728

**Local Roads and Community Infrastructure Program**

**Phase 4 (\$500 million nominal funding allocation)**

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
QLD	Ipswich City Council	\$2,327,860
QLD	Isaac Regional Council	\$1,546,389
QLD	Kowanyama Aboriginal Shire Council	\$157,431
QLD	Livingstone Shire Council	\$906,477
QLD	Lockhart River Aboriginal Shire Council	\$80,743
QLD	Lockyer Valley Regional Council	\$927,079
QLD	Logan City Council	\$3,487,130
QLD	Longreach Regional Council	\$1,196,175
QLD	Mackay Regional Council	\$1,956,590
QLD	Mapoon Aboriginal Shire Council	\$26,740
QLD	Maranoa Regional Council	\$2,576,007
QLD	Mareeba Shire Council	\$1,149,665
QLD	McKinlay Shire Council	\$700,484
QLD	Moreton Bay Regional Council	\$5,003,061
QLD	Mornington Shire Council	\$76,418
QLD	Mount Isa City Council	\$1,009,519
QLD	Murweh Shire Council	\$1,216,089
QLD	Napranum Aboriginal Shire Council	\$81,455
QLD	Noosa Council	\$790,346
QLD	North Burnett Regional Council	\$1,851,438
QLD	Northern Peninsula Area Regional Council	\$177,442
QLD	Palm Island Aboriginal Council	\$36,368
QLD	Paroo Shire Council	\$973,400
QLD	Pormpuraaw Aboriginal Shire Council	\$246,944
QLD	Quilpie Shire Council	\$891,657
QLD	Redland City Council	\$1,692,120
QLD	Richmond Shire Council	\$557,208
QLD	Rockhampton Regional Council	\$1,483,455
QLD	Scenic Rim Regional Council	\$1,089,053
QLD	Somerset Regional Council	\$987,796
QLD	South Burnett Regional Council	\$1,644,465
QLD	Southern Downs Regional Council	\$1,577,341
QLD	Sunshine Coast Regional Council	\$3,653,767
QLD	Tablelands Regional Council	\$979,647
QLD	Toowoomba Regional Council	\$4,092,300
QLD	Torres Shire Council	\$156,288
QLD	Torres Strait Island Regional Council	\$194,288
QLD	Townsville City Council	\$2,230,838
QLD	Western Downs Regional Council	\$3,465,660

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
QLD	Whitsunday Regional Council	\$1,050,537
QLD	Winton Shire Council	\$1,066,785
QLD	Woorabinda Aboriginal Council	\$31,555
QLD	Wujal Wujal Aboriginal Shire Council	\$9,956
QLD	Yarrabah Community Council	\$45,250
SA	Adelaide Hills Council	\$781,415
SA	Adelaide Plains Council	\$345,459
SA	Alexandrina Council	\$685,920
SA	Anangu Pitjantjatjara Yankunytjatjara	\$234,437
SA	Barunga West Council	\$279,118
SA	Campbelltown City Council (SA)	\$618,860
SA	City of Adelaide	\$337,528
SA	City of Charles Sturt	\$1,297,277
SA	City of Holdfast Bay	\$454,947
SA	City of Marion	\$1,057,753
SA	City of Mitcham	\$847,802
SA	City of Mount Gambier	\$486,995
SA	City of Norwood Payneham and St Peters	\$444,393
SA	City of Onkaparinga	\$2,463,485
SA	City of Playford	\$1,394,838
SA	City of Port Adelaide Enfield	\$1,452,265
SA	City of Port Lincoln	\$306,196
SA	City of Prospect	\$286,180
SA	City of Salisbury	\$1,683,846
SA	City of Tea Tree Gully	\$1,213,751
SA	City of Victor Harbor	\$355,740
SA	City of West Torrens	\$699,514
SA	Clare and Gilbert Valleys Council	\$477,275
SA	Coorong District Council	\$751,813
SA	Copper Coast Council	\$412,199
SA	Corporation of The City of Unley	\$462,672
SA	Corporation of the Town of Walkerville	\$160,941
SA	Department for Infrastructure and Transport	\$4,480,435
SA	District Council of Ceduna	\$529,407
SA	District Council of Cleve	\$483,287
SA	District Council of Coober Pedy	\$129,085
SA	District Council of Elliston	\$498,641
SA	District Council of Franklin Harbour	\$303,556
SA	District Council of Grant	\$423,450

**Local Roads and Community Infrastructure Program**

**Phase 4 (\$500 million nominal funding allocation)**

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
SA	District Council of Karoonda East Murray	\$427,543
SA	District Council of Kimba	\$389,012
SA	District Council of Lower Eyre Peninsula	\$508,294
SA	District Council of Loxton Waikerie	\$825,615
SA	District Council of Mount Remarkable	\$453,865
SA	District Council of Orroroo/Carrieton	\$341,598
SA	District Council of Peterborough	\$330,216
SA	District Council of Robe	\$191,267
SA	District Council of Streaky Bay	\$551,708
SA	District Council of Tumby Bay	\$348,744
SA	District Council of Yankalilla	\$245,369
SA	Gerard Reserve Council Inc	\$102,392
SA	Kangaroo Island Council	\$487,807
SA	Kingston District Council	\$340,359
SA	Light Regional Council	\$505,918
SA	Maralinga Tjarutja	\$136,599
SA	Mid Murray Council	\$745,746
SA	Naracoorte Lucindale Council	\$573,718
SA	Nipapanha Community Aboriginal Corporation	\$102,304
SA	Northern Areas Council	\$489,849
SA	Port Augusta City Council	\$369,020
SA	Port Pirie Regional Council	\$555,731
SA	Regional Council of Goyder	\$767,234
SA	Renmark Paringa Council	\$307,491
SA	Roxby Downs Council	\$146,865
SA	Southern Mallee District Council	\$489,276
SA	Tatiara District Council	\$648,849
SA	The Barossa Council	\$565,108
SA	The Berri Barmera Council	\$299,755
SA	The City of Burnside	\$567,219
SA	The Corporation of The City of Whyalla	\$467,667
SA	The District Council of Mount Barker	\$676,351
SA	The Flinders Ranges Council	\$386,357
SA	The Rural City of Murray Bridge	\$571,938
SA	Town of Gawler	\$405,562
SA	Wakefield Regional Council	\$619,143
SA	Wattle Range Council	\$629,298
SA	Wudinna District Council	\$484,719
SA	Yalata Anangu Aboriginal Corporation	\$125,977

**Local Roads and Community Infrastructure Program**

**Phase 4 (\$500 million nominal funding allocation)**

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
SA	Yorke Peninsula Council	\$903,914
TAS	Break O'Day Council	\$647,406
TAS	Brighton Council	\$249,567
TAS	Central Coast Council (TAS)	\$771,586
TAS	Central Highlands Council	\$589,128
TAS	Circular Head Council	\$803,241
TAS	City of Burnie	\$484,186
TAS	Clarence City Council	\$649,937
TAS	Derwent Valley Council	\$378,807
TAS	Devonport City Council	\$506,733
TAS	Dorset Council	\$751,168
TAS	Flinders Council	\$298,905
TAS	George Town Council	\$333,105
TAS	Glamorgan Spring Bay Council	\$401,087
TAS	Glenorchy City Council	\$578,903
TAS	Hobart City Council	\$685,131
TAS	Huon Valley Council	\$664,685
TAS	Kentish Council	\$467,855
TAS	King Island Council	\$414,531
TAS	Kingborough Council	\$596,102
TAS	Latrobe Council	\$311,061
TAS	Launceston City Council	\$1,206,930
TAS	Meander Valley Council	\$874,333
TAS	Northern Midlands Council	\$960,937
TAS	Sorell Council	\$387,296
TAS	Southern Midlands Council	\$665,531
TAS	Tasman Council	\$208,283
TAS	Waratah-Wynyard Council	\$564,684
TAS	West Coast Council	\$304,282
TAS	West Tamar Council	\$519,602
VIC	Alpine Shire Council	\$710,300
VIC	Ararat Rural City Council	\$1,461,358
VIC	Banyule City Council	\$617,878
VIC	Bass Coast Shire Council	\$923,666
VIC	Baw Baw Shire Council	\$1,795,027
VIC	Bayside City Council	\$370,932
VIC	Benalla Rural City Council	\$975,055
VIC	Borough of Queenscliffe	\$38,179
VIC	Brimbank City Council	\$1,132,617

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
VIC	Buloke Shire Council	\$1,599,763
VIC	Campaspe Shire Council	\$2,622,795
VIC	Cardinia Shire Council	\$1,691,139
VIC	Casey City Council	\$1,633,695
VIC	Central Goldfields Shire Council	\$789,546
VIC	City of Ballarat	\$1,532,905
VIC	City of Boroondara	\$593,811
VIC	City of Darebin	\$581,561
VIC	City of Greater Bendigo	\$2,245,916
VIC	City of Greater Dandenong	\$1,017,807
VIC	City of Greater Shepparton	\$2,033,496
VIC	City of Melbourne	\$468,698
VIC	City of Monash	\$806,518
VIC	City of Port Phillip	\$277,686
VIC	City of Warrnambool	\$425,024
VIC	City of Wodonga	\$541,081
VIC	Colac Otway Shire Council	\$1,703,200
VIC	Corangamite Shire Council	\$2,285,555
VIC	Department of Environment, Land, Water and Planning	\$27,143
VIC	East Gippsland Shire Council	\$2,994,961
VIC	Frankston City Council	\$743,911
VIC	Gannawarra Shire Council	\$1,317,955
VIC	Glen Eira City Council	\$423,694
VIC	Glenelg Shire Council	\$2,273,611
VIC	Golden Plains Shire Council	\$1,333,655
VIC	Hepburn Shire Council	\$968,830
VIC	Hindmarsh Shire Council	\$1,080,798
VIC	Hobsons Bay City Council	\$477,167
VIC	Horsham Rural City Council	\$1,428,396
VIC	Hume City Council	\$1,618,480
VIC	Indigo Shire Council	\$1,068,549
VIC	Kingston City Council	\$817,982
VIC	Knox City Council	\$732,902
VIC	Latrobe City Council	\$1,700,085
VIC	Loddon Shire Council	\$2,387,726
VIC	Macedon Ranges Shire Council	\$1,441,216
VIC	Manningham City Council	\$536,402
VIC	Mansfield Shire Council	\$591,593
VIC	Maribyrnong City Council	\$357,936



**Local Roads and Community Infrastructure Program**

**Phase 4 (\$500 million nominal funding allocation)**

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
VIC	Maroondah City Council	\$508,205
VIC	Melton City Council	\$1,260,918
VIC	Mildura Rural City Council	\$2,704,817
VIC	Mitchell Shire Council	\$1,174,256
VIC	Moira Shire Council	\$2,544,893
VIC	Moonee Valley City Council	\$460,051
VIC	Moorabool Shire Council	\$1,281,703
VIC	Moreland City Council	\$608,790
VIC	Mornington Peninsula Shire Council	\$1,609,639
VIC	Mount Alexander Shire Council	\$1,082,212
VIC	Moyne Shire Council	\$2,717,903
VIC	Murrindindi Shire Council	\$1,083,272
VIC	Nillumbik Shire Council	\$739,151
VIC	Northern Grampians Shire Council	\$1,857,984
VIC	Pyrenees Shire Council	\$1,394,921
VIC	Rural City of Wangaratta	\$1,554,045
VIC	South Gippsland Shire Council	\$2,384,531
VIC	Southern Grampians Shire Council	\$1,985,254
VIC	Stonnington City Council	\$298,182
VIC	Strathbogie Shire Council	\$1,439,568
VIC	Surf Coast Shire	\$1,051,060
VIC	Swan Hill Rural City Council	\$1,434,158
VIC	The Greater Geelong City Council	\$2,183,504
VIC	Towong Shire Council	\$1,166,232
VIC	Wellington Shire Council	\$3,156,576
VIC	West Wimmera Shire Council	\$1,528,011
VIC	Whitehorse City Council	\$671,440
VIC	Whittlesea City Council	\$1,417,408
VIC	Wyndham City Council	\$1,501,801
VIC	Yarra City Council	\$259,126
VIC	Yarra Ranges Shire Council	\$2,146,363
VIC	Yarriambiack Shire Council	\$1,322,974
WA	City of Albany	\$1,196,421
WA	City of Armadale	\$953,448
WA	City of Bayswater	\$540,256
WA	City of Belmont	\$383,751
WA	City of Bunbury	\$593,130
WA	City of Busselton	\$961,870
WA	City of Canning	\$883,037

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
WA	City of Cockburn	\$1,077,107
WA	City of Fremantle	\$293,902
WA	City of Gosnells	\$1,097,399
WA	City of Greater Geraldton	\$1,323,252
WA	City of Joondalup	\$1,439,855
WA	City of Kalamunda	\$760,081
WA	City of Kalgoorlie-Boulder	\$1,048,825
WA	City of Karratha	\$604,179
WA	City of Kwinana	\$534,720
WA	City of Mandurah	\$877,524
WA	City of Melville	\$744,218
WA	City of Nedlands	\$221,420
WA	City of Perth	\$326,240
WA	City of Rockingham	\$1,343,042
WA	City of South Perth	\$300,516
WA	City of Stirling	\$1,431,569
WA	City of Subiaco	\$159,181
WA	City of Swan	\$1,721,380
WA	City of Vincent	\$270,557
WA	City of Wanneroo	\$1,973,047
WA	Collie Shire Council	\$339,254
WA	Morawa Shire Council	\$398,927
WA	Mt Magnet Shire Council	\$241,374
WA	Narembeen Shire Council	\$546,842
WA	Shire of Ashburton	\$773,161
WA	Shire of Augusta Margaret River	\$685,838
WA	Shire of Beverley	\$340,469
WA	Shire of Boddington	\$170,596
WA	Shire of Boyup Brook	\$457,531
WA	Shire of Bridgetown Greenbushes	\$460,521
WA	Shire of Brookton	\$255,450
WA	Shire of Broome	\$612,936
WA	Shire of Broomehill-Tambellup	\$440,962
WA	Shire of Bruce Rock	\$526,302
WA	Shire of Capel	\$429,394
WA	Shire of Carnamah	\$290,419
WA	Shire of Carnarvon	\$844,041
WA	Shire of Chapman Valley	\$365,437
WA	Shire of Chittering	\$332,609

**Local Roads and Community Infrastructure Program**

**Phase 4 (\$500 million nominal funding allocation)**

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
WA	Shire of Coolgardie	\$364,001
WA	Shire of Coorow	\$388,064
WA	Shire of Corrigin	\$472,092
WA	Shire of Cranbrook	\$441,469
WA	Shire of Cuballing	\$247,768
WA	Shire of Cue	\$340,300
WA	Shire of Cunderdin	\$366,491
WA	Shire of Dalwallinu	\$759,910
WA	Shire of Dandaragan	\$590,929
WA	Shire of Dardanup	\$352,834
WA	Shire of Denmark	\$349,937
WA	Shire of Derby/West Kimberley	\$741,830
WA	Shire of Donnybrook Balingup	\$460,254
WA	Shire of Dowerin	\$383,746
WA	Shire of Dumbleyung	\$428,622
WA	Shire of Dundas	\$287,877
WA	Shire of East Pilbara	\$1,196,498
WA	Shire of Esperance	\$1,860,938
WA	Shire of Exmouth	\$304,249
WA	Shire of Gingin	\$582,112
WA	Shire of Gnowangerup	\$429,708
WA	Shire of Goomalling	\$271,061
WA	Shire of Halls Creek	\$537,818
WA	Shire of Harvey	\$668,755
WA	Shire of Irwin	\$250,934
WA	Shire of Jerramungup	\$437,340
WA	Shire of Katanning	\$351,812
WA	Shire of Kellerberrin	\$401,837
WA	Shire of Kent	\$501,554
WA	Shire of Kojonup	\$469,411
WA	Shire of Kondinin	\$543,234
WA	Shire of Koorda	\$439,707
WA	Shire of Kulin	\$571,720
WA	Shire of Lake Grace	\$860,569
WA	Shire of Laverton	\$533,569
WA	Shire Of Leonora	\$440,415
WA	Shire of Manjimup	\$912,987
WA	Shire of Meekatharra	\$822,435
WA	Shire of Menzies	\$547,445

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
WA	Shire of Merredin	\$573,735
WA	Shire of Mingenew	\$242,903
WA	Shire of Moora	\$507,857
WA	Shire of Mt Marshall	\$593,001
WA	Shire of Mukinbudin	\$375,754
WA	Shire of Mundaring	\$709,881
WA	Shire of Murchison	\$602,446
WA	Shire of Murray	\$588,422
WA	Shire of Nannup	\$343,617
WA	Shire of Narrogin	\$411,911
WA	Shire of Ngaanyatjarraku	\$452,936
WA	Shire of Northam	\$541,406
WA	Shire of Northampton	\$490,301
WA	Shire of Nungarin	\$230,826
WA	Shire of Peppermint Grove	\$49,642
WA	Shire of Perenjori	\$571,756
WA	Shire of Pingelly	\$267,597
WA	Shire of Plantagenet	\$603,014
WA	Shire of Quairading	\$393,347
WA	Shire of Ravensthorpe	\$513,120
WA	Shire of Sandstone	\$321,792
WA	Shire of Serpentine Jarrahdale	\$673,030
WA	Shire of Shark Bay	\$334,062
WA	Shire of Tammin	\$223,588
WA	Shire of Three Springs	\$329,104
WA	Shire of Toodyay	\$398,695
WA	Shire of Trayning	\$328,913
WA	Shire of Upper Gascoyne	\$624,873
WA	Shire of Victoria Plains	\$381,412
WA	Shire of Wagin	\$348,962
WA	Shire of Wandering	\$182,690
WA	Shire of Waroona	\$289,346
WA	Shire of West Arthur	\$366,694
WA	Shire of Westonia	\$361,232
WA	Shire of Wickiepin	\$363,886
WA	Shire of Williams	\$232,929
WA	Shire of Wiluna	\$579,699
WA	Shire of Wongan-Ballidu	\$544,750
WA	Shire of Woodanilling	\$233,504

**Local Roads and Community Infrastructure Program**

**Phase 4 (\$500 million nominal funding allocation)**

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
WA	Shire of Wyalkatchem	\$320,734
WA	Shire of Wyndham East Kimberley	\$629,418
WA	Shire of Yalgoo	\$414,110
WA	Shire of Yilgarn	\$943,522
WA	Shire of York	\$433,684
WA	Town of Bassendean	\$175,777
WA	Town of Cambridge	\$281,804
WA	Town of Claremont	\$104,010
WA	Town of Cottesloe	\$103,767
WA	Town of East Fremantle	\$84,181
WA	Town of Mosman Park	\$92,018
WA	Town of Port Hedland	\$510,728
WA	Town of Victoria Park	\$274,425



**The Hon. Wendy Tuckerman MP**  
Minister for Local Government

Our Ref: A851053

Mr Greg Tory  
General Manager  
Lachlan Shire Council  
PO Box 216  
CONDOBOLIN NSW 2877

Via email: [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

Dear Mr Tory

I am writing following a request from the NSW Electoral Commissioner to delay the date for the holding of a by-election to fill the councillor vacancy occasioned by the death of former Councillor Elaine Bendall and also by the failure of the by-election that was to have been held on 25 February 2023.

Please be advised that I have agreed to the Commissioner's request and have appointed Saturday 20 May 2023 as the date for the holding of the by-election.

I have advised the Commissioner in this regard.

At my request, Mr Grant Gleeson, Director – Legal, in Office of Local Government is available by telephone on (02) 4428 4136 or by email at [grant.gleeson@olg.nsw.gov.au](mailto:grant.gleeson@olg.nsw.gov.au) should you have any questions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wendy Tuckerman', written over a horizontal line.

**The Hon. Wendy Tuckerman MP**  
Minister for Local Government

13 FEB 2023