



WENTWORTH SHIRE COUNCIL

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **ORDINARY MEETING** of Wentworth Shire Council will be held in the **WENTWORTH SHIRE COUNCIL CHAMBERS, SHORT STREET, WENTWORTH**, commencing at **6:30 PM**.

The meeting is being livestreamed and/or recorded for on-demand viewing via Council's website. Attendance at the meeting is to be taken as consent by a person to their image and/or voice being webcast.

All speakers should refrain from making any defamatory comments or releasing personal information about another individual without their consent. Council accepts no liability for any damage that may result from defamatory comments made by persons attending meetings – all liability will rest with the individual who made the comments.

The meeting must not be recorded by others without prior written consent of the Council in accordance with the Council's code of meeting practice.

Councillors & staff are obligated to declare Conflicts of Interest as required under the Local Government Act 1993 and Councils adopted Code of Conduct.

Councillors are reminded of their Oath of Office whereby they have declared and affirmed that they will undertake the duties of the Office of Councillor in the best interests of the people of Wentworth Shire and the Wentworth Shire Council and that they will faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act to the best of their ability and judgment.

KEN ROSS
GENERAL MANAGER

ORDINARY MEETING

AGENDA

16 MARCH 2022

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1 OPENING OF MEETING

The Mayor requests that the General Manager makes announcements regarding the live-streaming of the meeting.

2 PRAYER OR ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

4 DISCLOSURES OF INTERESTS

5 CONFIRMATION OF MINUTES

Recommendation

That the Minutes of the Ordinary Meeting held 16 February 2022 be confirmed as circulated.



WENTWORTH SHIRE COUNCIL

ORDINARY MEETING MINUTES

16 FEBRUARY 2022

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1 OPENING OF MEETING

The Mayor opened the meeting with a prayer and acknowledgement of Country at 6:30pm

2 PRAYER OR ACKNOWLEDGEMENT OF COUNTRY**PRESENT:**

COUNCILLORS: Councillor Tim Elstone (Mayor)
Councillor Brian Beaumont
Councillor Steve Cooper
Councillor Peter Crisp
Councillor Greg Evans
Councillor Steve Heywood
Councillor Daniel Linklater
Councillor Susan Nichols
Councillor Jo Rodda

STAFF: Ken Ross (General Manager)
Matthew Carlin (Director Health and Planning)
Simon Rule (Director Finance and Policy)
Gayle Marsden (Executive Assistant to General Manager)
Jess O'Neill (Business Support Officer)

3 APOLOGIES AND LEAVE OF ABSENCE

Nil

4 DISCLOSURES OF INTERESTS

Cr Nichols declared a less than significant non pecuniary interest in item 9.9 as she is a member of the Bowling Club.

Cr Heywood declared a less than significant non pecuniary interest in 9.9 as he is President of the Fishing Club.

5 CONFIRMATION OF MINUTES**Recommendation**

That the Minutes of the Ordinary Meeting held 31 January 2022 be confirmed as circulated.

Council Resolution

That the Minutes of the Ordinary Meeting held 31 January 2022 be confirmed as circulated.

Moved Cr Rodda, Seconded Cr Linklater

CARRIED UNANIMOUSLY

Council Resolution

That the Ordinary Council meeting be adjourned for the purpose of conducting a Public Forum.

The meeting was adjourned at 6:00 pm

Moved Cr Crisp, Seconded Cr Rodda

CARRIED UNANIMOUSLY

Item 9.15 Andrew Caspar spoke for the item

Item 9.15 Mr Keith Thomson spoke against the item

Item 9.15 James Golsworthy spoke against the item

Item 9.15 Donna Scopelliti spoke against the item

Item 9.16 Lynette & Rodney Flavel spoke against the item

Council Resolution

That Council reconvenes into open.

Moved Cr. Heywood, Seconded Cr. Nichols

CARRIED UNANIMOUSLY

6 OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

6.1 OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

File Number: RPT/22/116

Responsible Officer: Ken Ross - General Manager
Responsible Division: Office of the General Manager
Reporting Officer: Gayle Marsden - Executive Assistant

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

The Outstanding Matters report provides details of activities raised at previous Council meetings that remain outstanding.

Officer Recommendation

That Council notes the list of outstanding matters as at 8 February 2022.

Council Resolution

That Council notes the list of outstanding matters as at 8 February 2022.

Moved Cr Crisp, Seconded Cr. Evans

CARRIED UNANIMOUSLY

7 MAYORAL AND COUNCILLOR REPORTS

Nil

8 REPORTS FROM COMMITTEES

Cr Nichols – In relation to Councillors attending the Pooncarie Pre School opening the Preschool Committee and the community should be commended as well as their collaboration with Gyndarna Preschool.

Cr Linklater – Cr Rodda & Linklater attended the Australian Inland Botanic Garden meeting where the committee conveyed appreciation to Council for their continued support.

9 REPORTS TO COUNCIL

9.1 MAYORAL REPORT

File Number: RPT/22/77

Responsible Officer: Ken Ross - General Manager
Responsible Division: Office of the General Manager
Reporting Officer: Gayle Marsden - Executive Assistant

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

The purpose of this report is to advise Council of meetings, conferences and appointments undertaken by Mayor Elstone for the period of 27 January 2022 - 8 February 2022.

Recommendation

That Council notes the information contained in the Mayoral report.

Council Resolution

That Council notes the information contained in the Mayoral report.

Moved Cr. Elstone, Seconded Cr. Evans

CARRIED UNANIMOUSLY

The Mayor advised he was unable to attend the MDA Board meeting on 31 January 2022.

9.2 General Manager's Report

File Number: RPT/22/78

Responsible Officer: Ken Ross - General Manager
Responsible Division: Office of the General Manager
Reporting Officer: Gayle Marsden - Executive Assistant

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

The General Manager's report details information pertaining to meetings attended and general information which are of public interest, and which have not been reported elsewhere in this agenda. Items of note in this report are:

1. OLG Circulars
Circular 22-01
2. Meetings
As listed
3. Upcoming meetings or events
As listed
4. Other items of note

Recommendation

That Council notes the information contained within the report from the General Manager.

Council Resolution

That Council notes the information contained within the report from the General Manager.

Moved Cr Rodda, Seconded Cr. Heywood

CARRIED UNANIMOUSLY

9.3 Policy Review - Office of General Manager

File Number: RPT/22/117

Responsible Officer: Ken Ross - General Manager
Responsible Division: Office of the General Manager
Reporting Officer: Gayle Marsden - Executive Assistant

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future
Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

After each general election of Councillors, the *Local Government Act 1993* requires Council to review all official policies of Council. There are currently 73 policies in place of which 21 are the responsibility of the Office of the General Manager.

For this Council meeting the Office of the General Manager has reviewed four policies and are presenting them to Council for adoption.

Recommendation

That Council adopt the following revised policies:

- a) Flag Policy, Protocols and Guidelines (CC003)
- b) Welcome and Acknowledgement of Country (CC004)
- c) Employee Provisions Policy (WR002)

That Council adopt the draft Code of Meeting Practice (GOV018) and place on public exhibition for a period of 28 days, as required under the Act.

Council Resolution

That Council adopt the following revised policies:

- a) Flag Policy, Protocols and Guidelines (CC003)
- b) Welcome and Acknowledgement of Country (CC004)
- c) Employee Provisions Policy (WR002)

That Council adopt the draft Code of Meeting Practice (GOV018) and place on public exhibition for a period of 28 days, as required under the Act.

Moved Cr Linklater, Seconded Cr Crisp

CARRIED

For the Motion : *Clr.s Beaumont, Cooper, Crisp, Elstone, Evans, Heywood, Linklater and Nichols.*

Against the Motion: *Clr. Rodda.*

9.4 MONTHLY INVESTMENT REPORT

File Number: RPT/22/96

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Bryce Watson - Accountant

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

As at 31 January 2022 Council had \$29 million invested in term deposits and \$6,331,074.21 in other cash investments. Council received \$7,525.34 from its investments for the month of January 2022.

In January 2022 Council investments averaged a rate of return of 0.49% and it currently has \$6,778,145.40 of internal restrictions and \$22,314,271.99 of external restrictions.

Recommendation

That Council notes the monthly investment report.

Council Resolution

That Council notes the monthly investment report.

Moved Cr. Nichols, Seconded Cr Linklater

CARRIED UNANIMOUSLY

9.5 Monthly Finance Report

File Number: RPT/22/90

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Vanessa Lock - Finance Officer

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

Rates and Charges collections for the month of January 2022 were \$280,822.39. After allowing for pensioner subsidies, the total levies collected are now 65.31%. For comparison purposes 60.96% of the levy had been collected at the end of January 2021. Council currently has \$35,331,074.21 in cash and investments.

Recommendation

That Council notes the Monthly Finance Report.

Council Resolution

That Council notes the Monthly Finance Report.

Moved Cr. Heywood, Seconded Cr. Evans

CARRIED UNANIMOUSLY

9.6 Policy Review - Department Finance and Policy

File Number: RPT/22/89

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Finance and Policy

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

After each general election of Councillors, the *Local Government Act 1993* (the Act) requires Council to review all official policies of Council. There are currently 74 policies in place of which 26 are the responsibility of the Finance & Policy Department.

For this Council meeting the department has reviewed five policies and are presenting them to Council for adopting.

Recommendation

That Council adopt the following revised policies:

- a) AF013 – Hardship Policy
- b) AF014 – Debt Recovery Policy
- c) GOV002 – Use of Information and Communication Devices Policy
- d) GOV004 – Internal Reporting Policy
- e) GOV012 – Complaint Management Policy

Council Resolution

That Council adopt the following revised policies:

- a) AF013 – Hardship Policy
- b) AF014 – Debt Recovery Policy
- c) GOV002 – Use of Information and Communication Devices Policy
- d) GOV004 – Internal Reporting Policy
- e) GOV012 – Complaint Management Policy

Moved Cr Rodda, Seconded Cr Linklater

CARRIED UNANIMOUSLY

9.7 Councillors Superannuation Contributions

File Number: RPT/22/91

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Finance and Policy

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

Under Commonwealth legislation, Council is not required to make superannuation contributions in relation to the fees they pay to Mayors and Councillors because they are not employees of Council for the purposes of the *Superannuation Guarantee (Administration) Act 1993*. Mayors and Councillors are elected to civic office in the Council and Council is not their employer.

Following industry feedback in 2020 the Office of Local Government (OLG) undertook a review of the relevant issues associated with this matter.

Following a period of public consultation, the *Local Government Act 1993* was amended giving Council the option to pay an amount equivalent to the superannuation guarantee in addition to the Mayor and Councillor fees. The amendment takes effect from 1 July 2022.

Recommendation

That Council resolve to pay an amount equivalent to the superannuation guarantee in addition to the Mayor and Councillor fees from 1 July 2022.

Council Resolution

That Council resolve to pay an amount equivalent to the superannuation guarantee in addition to the Mayor and Councillor fees from 1 July 2022.

Moved Cr. Heywood, Seconded Cr Beaumont

CARRIED UNANIMOUSLY

9.8 Audit, Risk and Improvement Committee

File Number: RPT/22/119

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Finance and Policy

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

The *Local Government Act 1993* (NSW) and the *Local Government (General) Regulation 2021* requires Council to have:

- An Audit, Risk and Improvement Committee (ARIC) that continuously reviews and provides independent advice to the Council on how it is functioning and managing risk;
- A robust risk management framework that accurately identifies and mitigates the risks facing the Council and its operations; and
- An effective internal audit function that provides independent advice as to whether the Council is functioning effectively and the Council's internal controls to manage risk are working.

These three mandatory governance mechanisms are a vital part of the NSW Government's plan to ensure that Council is doing things the best way they can for the community and are on track to delivering the community's goals and objectives.

Council's that don't have a compliant Audit, Risk and Improvement Committee have until 4 June 2022 to appoint a Committee. Council currently does not have a compliant Audit, Risk and Improvement Committee therefore needs to have one in place by 4 June 2022.

Given the timeframes involved a decision from Council is required now to give Council officers sufficient time to advertise for the relevant positions and have appointments confirmed prior to 4 June 2022.

Recommendation

That Council

- a) Resolve to appoint a standalone Audit, Risk and Improvement Committee consisting of the following:
 - An Independent Chairperson;
 - 2 Independent Members; and
 - 1 non-voting Councillor
- b) Set the sitting fees for the Audit, Risk and Improvement Committee as follows:
 - Chairperson \$12,552 per annum
 - Independent Members \$1255.00 per meeting

Amendment

Set the sitting fees for the Audit, Risk and Improvement Committee as follows:

- Chairperson \$8,000per annum
- Independent Members \$800 per meeting

Moved Cr. Nichols, Seconded Cr Rodda

LOST

Foreshadowed Amendment**Council Resolution**

That Council

- a) Resolve to appoint a standalone Audit, Risk and Improvement Committee consisting of the following:
 - An Independent Chairperson;
 - 2 Independent Members; and
 - 1 non-voting Councillor
- b) Set the sitting fees for the Audit, Risk and Improvement Committee as follows:
 - Chairperson \$12,552 per annum as a maximum
 - Independent Members \$1,255 per meeting as a maximum

Moved Cr Linklater, Seconded Cr Cooper

CARRIED UNANIMOUSLY

9.9 AF003 REQUESTS FOR FINANCIAL ASSISTANCE

File Number: RPT/22/93

Responsible Officer: Simon Rule - Director Finance and Policy
Responsible Division: Finance and Policy
Reporting Officer: Annette Fraser - Team Leader Customer Service

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

Council has provided an allocation of \$160,000.00 for the 2021/22 financial year for the consideration by Council, for the funding of requests from the community for financial assistance. In this financial year, the total value of request granted so far totals \$132,452.00.

The total value of requests for this funding application period totals \$4,447.00, which if granted in full, would leave a balance in the Donations, Contributions and Grants fund of \$23,101.00.

At 07:34 pm Councillor Steve Heywood left the Council Chambers.

Recommendation

That Council having reviewed each of the applications approve option:

- (a) Granting the full value of all requests for a total of \$4,447.00.

Council Resolution

That Council having reviewed each of the applications approve option:

- (a) Granting the full value of all requests for a total of \$4,447.00.

Moved Cr Rodda, Seconded Cr Cooper

CARRIED UNANIMOUSLY

At 07:39 pm Councillor Susan Nichols left the Council Chambers.

9.10 POLICY REVIEW - DEPARTMENT HEALTH AND PLANNING

File Number: RPT/22/135

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Matthew Carlin - Director Health and Planning

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

After each general election of Councillors, the *Local Government Act 1993* (the Act) requires Council to review all official policies of Council. There are currently 73 policies in place of which 15 are the responsibility of the Health and Planning Department.

For this Council meeting the department has reviewed three policies and are presenting one of them to Council for adopting and another for public exhibition. The department is proposing that Council rescind the remaining policy due to changes in legislation.

Recommendation

That Council:

- 1) Adopt PR007 – Levee Bank Easement Policy
- 2) Adopt PR011-Mooring Site Policy
- 3) Endorse for public exhibition PR016 – Mobile Food Vending Vehicle Policy for a period of 28 days

Council Resolution

That Council:

- 1) Adopt PR007 – Levee Bank Easement Policy
- 2) Adopt PR011-Mooring Site Policy
- 3) Endorse for public exhibition PR016 – Mobile Food Vending Vehicle Policy with the inclusion of the Buronga and Gol Gol sites for a period of 28 days

Moved Cr Rodda, Seconded Cr. Heywood

CARRIED UNANIMOUSLY

9.11 Wentworth Local Environmental Plan 2011 - Thegoa Lagoon Rezoning Planning Proposal

File Number: RPT/22/42

Responsible Officer: Matthew Carlin - Director Health and Planning
Responsible Division: Health and Planning
Reporting Officer: George Kenende - Development Assessment Officer

Objective: 2.0 Wentworth is a desirable Shire to visit, live, work and invest

Strategy: 2.5 Maintain/create desirable open spaces and recreation facilities

Summary

Council's Health and Planning Department has prepared a Planning Proposal as an outcome of the Sustainable Wentworth Strategy and Management Plan for Thegoa Lagoon.

The Planning Proposal seeks to amend the following planning provision in the *Wentworth Local Environmental Plan 2011* (WLEP2011):

- Amend the Land Zoning Map – Sheet LZN_002B and Land Zoning Map – Sheet LZN_002D applied to the subject land from 'RU1 Primary Production' & 'RU5 Village' to 'C2 Environmental Conservation'

This report seeks Council endorsement to submit the Planning Proposal to the Department of Planning, Industry & Environment requesting a Gateway Determination to proceed.

Recommendation

That Council resolves to:

- a) Submit the Planning Proposal to amend the Wentworth Local Environmental Plan 2011 to the Minister for Planning and Homes for consideration of a Gateway Determination in accordance with Section 3.34 of the Environmental Planning and Assessment Act 1979.
- b) Call a division in accordance with S375A of the Local Government Act 1993 (NSW).

Council Resolution

That Council resolves to:

- a) Submit the Planning Proposal to amend the Wentworth Local Environmental Plan 2011 to the Minister for Planning and Homes for consideration of a Gateway Determination in accordance with Section 3.34 of the Environmental Planning and Assessment Act 1979.
- b) Call a division in accordance with S375A of the Local Government Act 1993 (NSW).

Moved Cr Beaumont, Seconded Cr Linklater

CARRIED UNANIMOUSLY

In accordance with Section 375A of the Local Government Act the Mayor called for a division.

For the Motion : *Clr.s Beaumont, Cooper, Crisp, Elstone, Evans, Heywood, Linklater, Nichols and Rodda.*

Against the Motion: *Nil.*

9.12 NSW DEPARTMENT OF PLANNING AND ENVIRONMENT - AGRITOURISM REFORMS

File Number: RPT/22/92

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Michele Bos - Strategic Development Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.1 Grow the potential for business and industry to develop and expand

Summary

In response to the NSW Government's *Making Business Easier Program* and an agritourism project undertaken by NSW Small Business Commission and Service NSW, the Department of Planning, Industry and Environment (DPIE) has prepared a draft amendment to the Standard Instrument (Local Environmental Plans) Order 2006 (SI LEP Order) to facilitate agritourism.

As part of the amendment process, Councils are required to nominate whether they wish to adopt two optional clauses relating to *farm stay accommodation* and *farm gate premises* and to nominate the zones where the agritourism uses will be made permissible.

Recommendation

That Council:

1. Resolve to advise the Minister for Planning and Homes that it does not intend to adopt the two optional clauses related to Farm stay accommodation and Farm gate premises.
2. Resolve to advise the Minister for Planning and Homes that the zones to include Agritourism as permissible with consent are RU1 Primary Production and C4 Environmental Living.
3. That a division be called in accordance with S375A of the Local Government Act 1993 (NSW).

Council Resolution

That Council:

1. Resolve to advise the Minister for Planning and Homes that it does not intend to adopt the two optional clauses related to Farm stay accommodation and Farm gate premises.
2. Resolve to advise the Minister for Planning and Homes that the zones to include Agritourism as permissible with consent are RU1 Primary Production and C4 Environmental Living.
3. That a division be called in accordance with S375A of the Local Government Act 1993 (NSW).

Moved Cr Rodda, Seconded Cr Cooper

CARRIED UNANIMOUSLY

In accordance with Section 375A of the Local Government Act the Mayor called for a division.

For the Motion : *Clr.s Beaumont, Cooper, Crisp, Elstone, Evans, Heywood, Linklater, Nichols and Rodda.*

Against the Motion: *Nil.*

9.13 WILLOW BEND CARAVAN PARK LEASE

File Number:	RPT/21/692
Responsible Officer:	Matthew Carlin - Director Health and Planning
Responsible Division:	Health and Planning
Reporting Officer:	Hilary Dye - Property and Land Tenure Officer
Objective:	2.0 Wentworth is a desirable Shire to visit, live, work and invest
Strategy:	2.1 Grow visitation to the Shire by developing a quality visitor experience and promoting our destination

Summary

Wentworth Shire Council purchased the Willow Bend Caravan Park business in 2017, for the benefit of the community.

A Deed of Agreement was prepared to transfer the business ownership until the expiry of the existing lease in 2023.

Original copies of the lease and certificate of title were forward to the Minister of Crown Lands for signing. The original documents were lost and the registration could not be completed by Land Registry Services to transfer the ownership.

Given the end of lease date and factoring in time lost and cost of preparing additional documents, it is Council's best interest to develop a new lease rather than submitting another Deed of Agreement.

This report seeks a resolution of Council to authorise the preparation of a new lease for the Willow Bend Caravan Park Reserve to secure lawful tenure of Crown Reserve 32017.

Recommendation

That Council:

- 1) Endorses the preparation of a new lease agreement for occupation of Willow Bend Caravan Park Crown Reserve 32017, being Lot 1 Deposited Plan 1121941
- 2) In its capacity as Crown Land Manager, authorises the granting of a new lease, pre Plan of Management, for the term of 20 years (10+10) tenure accordance with Section 70 Clause 70(2)(c)(i)(ii) of the *Crown Land Management Regulation 2018*
- 3) Grants permission to progress and complete the surrender of the existing lease and authorisation to negotiate and finalise the terms of a new lease in accordance with the existing lease
- 4) Engages Bartier Perry Lawyers to prepare the draft lease
- 5) Affixes to all documentation the Common Seal of the Wentworth Shire Council, which may be required to be sealed to give effect to this resolution
- 6) Authorises the General Manager and Mayor be delegated to sign any related documentation

Council Resolution

That Council:

- 1) Endorses the preparation of a new lease agreement for occupation of Willow Bend Caravan Park Crown Reserve 32017, being Lot 1 Deposited Plan 1121941

- 2) In its capacity as Crown Land Manager, authorises the granting of a new lease, pre Plan of Management, for the term of 20 years (10+10) tenure accordance with Section 70 Clause 70(2)(c)(i)(ii) of the *Crown Land Management Regulation 2018*
- 3) Grants permission to progress and complete the surrender of the existing lease and authorisation to negotiate and finalise the terms of a new lease in accordance with the existing lease
- 4) Engages Bartier Perry Lawyers to prepare the draft lease
- 5) Affixes to all documentation the Common Seal of the Wentworth Shire Council, which may be required to be sealed to give effect to this resolution
- 6) Authorises the General Manager and Mayor be delegated to sign any related documentation

Moved Cr. Evans, Seconded Cr Linklater

CARRIED UNANIMOUSLY

9.14 New Lease - Buronga Boatman

File Number: RPT/22/40

Responsible Officer: Matthew Carlin - Director Health and Planning
Responsible Division: Health and Planning
Reporting Officer: Hilary Dye - Property and Land Tenure Officer

Objective: 2.0 Wentworth is a desirable Shire to visit, live, work and invest

Strategy: 2.1 Grow visitation to the Shire by developing a quality visitor experience and promoting our destination

Summary

Council has received a request for a change of partnership to be noted on an existing lease for Crown Reserve 63988, Lot 2 Deposited Plan 1032974, being part of the Buronga Caravan Park Reserve. This request requires the preparation of a new lease.

This reserve has been held continually under lease since 2003 as a hire boat business. The tenure has changed hand on several occasions and eventually re-developed into a commercial boat mooring business. The current owner took over the business in 2006 and has held tenure since, with two additional lease extensions of 10 years (2013 & 2023).

The current lease expires in 21 September 2023, and the new partnership has requested the preparation of a new lease providing them with long-term security of the reserve for their business enterprise.

The reserve is managed by the Wentworth Shire Council, pre Plan of Management. Council in its capacity as the Crown Land Manager can authorise the occupation of a twenty-one (21) year maximum tenure authorised under Clause 70(2)(c) of the *Crown Land Management Regulation 2018*.

This report seeks a resolution of Council to authorise the preparation of a new lease for part of the Buronga Caravan Park Reserve, securing lawful tenure of Crown Reserve 63988.

Recommendation

That Council

1. Approves the preparation of a new lease agreement for the occupation of Crown Reserve 63988, part of Buronga Caravan Park, being Lot 2 Deposited Plan 1032974.
2. In its capacity as the Crown Land Manager authorises the granting of a lease, pre Plan of Management, for the term of 20 years (10+10) tenure in accordance with Section 70 Clause 70(2)(c)(i)(ii) of the Crown Land Management Regulation 2018.
3. Grants permission to progress and complete the surrender of the existing lease and the authorisation to negotiate and finalise the terms of a new lease in accordance with the existing lease
4. Engages Bartier Perry Lawyers to prepare the draft lease
5. Enters into a Deed of Agreement for the reimbursement of any of Council's costs associated with the preparation of this Commercial Business lease.
6. Affix the Common Seal of Wentworth Shire Council to all documentation that requires to be sealed, to give effect to this resolution
7. Authorises the Mayor and General Manager be delegated to sign any related documents.

Council Resolution

That Council

1. Approves the preparation of a new lease agreement for the occupation of Crown Reserve 63988, part of Buronga Caravan Park, being Lot 2 Deposited Plan 1032974.
2. In its capacity of the Crown Land Manager authorises the granting of a lease, pre Plan of Management, for the term of 20 years (10+10) tenure in accordance with Section 70 Clause 70(2)(c)(i)(ii) of the Crown Land Management Regulation 2018.
3. Grants permission to progress and complete the surrender of the existing lease and the authorisation to negotiate and finalise the terms of a new lease in accordance with the existing lease
4. Engages Bartier Perry Lawyers to prepare the draft lease
5. Enters into a Deed of Agreement for the reimbursement of any of Council's costs associated with the preparation of this Commercial Business lease.
6. Affix the Common Seal of Wentworth Shire Council to all documentation that requires to be sealed, to give effect to this resolution
7. Authorises the Mayor and General Manager be delegated to sign any related documents.

Moved Cr Beaumont, Seconded Cr Crisp

CARRIED UNANIMOUSLY

9.15 DA2021/008 Proposed Service Station 83 - 89 Hendy Road Lot 5 DP 1029509 Buronga

File Number: RPT/22/105

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: George Kenende - Development Assessment Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.1 Grow the potential for business and industry to develop and expand

Summary

Council is in receipt of a development application for the proposed development of an "On the Run" Highway Service Centre at 83-89 Hendy Road Lot 5 DP 1029509 Buronga.

The development proposes the following:

- A new control building positioned in the middle section of the site, with a drive through and pick area.
- Truckies lounge, courtyard, showers and toilets.
- A new diesel canopy with three filling points located in the north-western section of the site accessible from the Sturt Highway.
- Fuel canopy including three (3) double sided fuel bowsers and associated fuel infrastructure
- Underground fuel vessels
- Twelve car parking spaces and 2 staff car parking spaces
- Three truck parking spaces, to be positioned in the eastern section of the site;
- Signage including 12.8m high 'price-board' pylon
- Access and exist to the development from Hendy Road

Development for the purposes of a Highway Service Centre is not prohibited under the WLEP 2011 and therefore can be permitted with consent. The development will provide services that will be in competition to the adjoining Shell Highway Service Centre and provide additional employment opportunities in Buronga.

The location of the site would enable development adjacent to the Sturt Highway. As such the development would meet the objectives of the RU5 Village zone by providing additional services for residents, including job opportunities during construction and ongoing operation of the site

Recommendation

- 1) That Council, having considered the content of this report, resolves to refuse development approval for DA2021/008 being a service station "highway service

centre" located at 83-89 Hendy Road Lot 5 DP 1029509 Buronga.

- 2) That a division be called in accordance with s375A of the Local Government Act 1993 (NSW)

Council Resolution

- 1) That Council, having considered the content of this report, resolves to refuse development approval for DA2021/008 being a service station "highway service centre" located at 83-89 Hendy Road Lot 5 DP 1029509 Buronga.

The grounds for refusal were laid out as below:

- 1) The use applied for (service station) does not match the WLEP 2011 definition, but matches WLEP 2011 definition of highway service centre.
- 2) The proposed development does not meet the strategic vision council has for the land as shown by the proposed B2 under the BGGSP. Under the B2 zone, highway service centres are prohibited.
- 3) The proposed development does not match with the desired characteristics of the centre under the proposed new E1 zoning set to replace the B2 zoning in the Standard LEP Instrument
- 4) adverse site constraints or impacts have been identified including:
 - a) parking does not comply with as a minimum the off-street car park associated with the proposed development including driveway design and location, internal aisle widths, parking bay dimensions and loading bays shall be in accordance with AS 2890.1-2004 "Off-street car parking", AS 2890.2-2002 "Off-street commercial vehicle facilities" and the Austroads Guide to Traffic Management Part 11: Parking.
 - b) Unacceptable entrance/exit arrangements and traffic impacts through the highway
 - c) the development as submitted provides for unsatisfactory truck manoeuvring associated with the development that has adverse safety considerations for the public
 - d) Pedestrian/cyclist interception and pedestrian/cyclist safety were not adequately addressed. Further information was requested from the applicant to address this, with insufficient information provided to make a final determination
 - e) The SISD (safe intersection sight distance) for the proposed highway entrance intersection does not comply with Austroads requirements (123m for 60km/hr zones)
 - f) In-adequate measures proposed for restricting B-triples from accessing the site to allows for enforcement of this restriction by relevant authorities.
 - g) Matters to be satisfied under clause 101(2) of the *State Environmental Planning Policy (Infrastructure) 2007*, based on the plans and documentation provided, cannot be determined.
 - h) Inconsistent documentation and plans provided regarding use of the ROC, which may significantly impact the assessment and documentation requirements
 - i) The development as submitted is contrary to the public safety and interest with 10 submissions received in response to the notification period.

- 2) That a division be called in accordance with s375A of the Local Government Act 1993 (NSW)

Moved Cr Rodda, Seconded Cr. Heywood

CARRIED UNANIMOUSLY

In accordance with Section 375A of the Local Government Act the Mayor called for a division.

For the Motion : Clr.s Beaumont, Cooper, Crisp, Elstone, Evans, Heywood, Linklater, Nichols and Rodda.

Against the Motion: Nil.

9.16 DA2021/177 CONCEPT DEVELOPMENT APPLICATION FOR A MARINA STYLE RESORT AND HOTEL 4 & 6 RIVER DRIVE LOT 432 & 433 DP 756961 BURONGA

File Number: RPT/22/147

Responsible Officer: Matthew Carlin - Director Health and Planning
Responsible Division: Health and Planning
Reporting Officer: George Kenende - Development Assessment Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire
Strategy: 1.1 Grow the potential for business and industry to develop and expand

Summary

A development application (DA2021/177) was received by Council for a concept development for a marina style resort and hotel to be located at 4 & 6 River Drive, Lot 432 & 433 DP 756961 Buronga.

Under the *Wentworth Local Environmental Plan 2011 (WLEP 2011)*, Marina style resort and hotels are permitted with consent if located within the RU5 Village zone.

A concept application does not authorise any works, with subsequent development applications required for the full operational approval.

Recommendation

- 1) That Council approve to issue concept development approval for DA2021/177 being a concept marina style resort and hotel located at 4 & 6 River Drive, Lot 432 & 433 DP 756961 Buronga.
- 2) Call a division in accordance with S375A of the Local Government Act 1993 (NSW).

Council Resolution

- 1) That Council approve to issue concept development approval for DA2021/177 being a concept marina style resort and hotel located at 4 & 6 River Drive, Lot 432 & 433 DP 756961 Buronga.
- 2) Call a division in accordance with S375A of the Local Government Act 1993 (NSW).

Moved Cr. Heywood, Seconded Cr Rodda

CARRIED UNANIMOUSLY

In accordance with Section 375A of the Local Government Act the Mayor called for a division.

For the Motion : ***Clr.s Beaumont, Cooper, Crisp, Elstone, Evans, Heywood, Linklater, Nichols and Rodda.***

Against the Motion: ***Nil.***

9.17 SUSPENSION OF ALCOHOL FREE ZONE - WENTWORTH DISTRICT ROWING CLUB

File Number: RPT/22/142

Responsible Officer: Matthew Carlin - Director Health and Planning
Responsible Division: Health and Planning
Reporting Officer: Deborah Zorzi - Administration Officer, Health and Planning

Objective: 2.0 Wentworth is a desirable Shire to visit, live, work and invest

Strategy: 2.1 Grow visitation to the Shire by developing a quality visitor experience and promoting our destination

Summary

Council has received a request from the Wentworth District Rowing Club to lift the alcohol-free zone for the Rowing Club and immediate lawn area for one event – the Easter Regatta.

The Wentworth District Rowing Club has sought approval for the suspension of the alcohol-free zone in past years for community events.

There have been no incidents or problems in past events that would warrant Council refusing the temporary lifting of the alcohol-free zone as requested.

Recommendation

That Council:

- a) In accordance with Section 645 of the *Local Government Act 1993*, suspends the operation of the alcohol-free zone in the area of the Wentworth Rowing Club and Lawns as shown on the map attached to this report, between the hours of 12:00 noon and 22:00 on Saturday 16 April 2022 and 12:00 noon and 20:00 on Sunday 17 April 2022;
- b) Advertises the suspension of the alcohol-free zone in a locally circulated newspaper; and
- c) Advises the NSW Police of the details of the suspensions of the alcohol-free zone.

Council Resolution

That Council:

- a) In accordance with Section 645 of the *Local Government Act 1993*, suspends the operation of the alcohol-free zone in the area of the Wentworth Rowing Club and Lawns as shown on the map attached to this report, between the hours of 12:00 noon and 22:00 on Saturday 16 April 2022 and 12:00 noon and 20:00 on Sunday 17 April 2022;
- b) Advertises the suspension of the alcohol-free zone in a locally circulated newspaper; and
- c) Advises the NSW Police of the details of the suspensions of the alcohol-free zone.

Moved Cr. Nichols, Seconded Cr Rodda

CARRIED UNANIMOUSLY

9.18 Delegated Authority Approvals as at end of January 2022

File Number: RPT/22/101

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Kerrie Copley - Administration Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.1 Grow the potential for business and industry to develop and expand

Summary

For the month of January 2022, a total of 9 Development Applications and two S4.55 Modification Applications were determined under delegated authority by the Director Health and Planning.

The estimated value of the determined developments was \$1,793,176.00. This brings the year to date total to 9 Development Applications and 2 S4.55 Applications approved, with an estimated development value of \$1,793,176.00.

Recommendation

- a) That Council receives and notes the report for the month of January 2022.
- b) That Council publicly notifies, for the purposes of Schedule 1 Division 4 Section 20 (2) of the *Environmental Planning and Assessment Act 1979*, the applications as listed in the attachment on the Wentworth Shire Council website.
- c) That a division be called in accordance with S375A of the *Local Government Act 1993 (NSW)*.

Council Resolution

- a) That Council receives and notes the report for the month of January 2022.
- b) That Council publicly notifies, for the purposes of Schedule 1 Division 4 Section 20 (2) of the *Environmental Planning and Assessment Act 1979*, the applications as listed in the attachment on the Wentworth Shire Council website.
- c) That a division be called in accordance with S375A of the *Local Government Act 1993 (NSW)*.

Moved Cr Cooper, Seconded Cr Crisp

CARRIED UNANIMOUSLY

In accordance with Section 375A of the Local Government Act the Mayor called for a division.

For the Motion : ***Clr.s Beaumont, Cooper, Crisp, Elstone, Evans, Heywood, Linklater, Nichols and Rodda.***

Against the Motion: ***Nil.***

9.19 PROJECTS AND WORKS REPORT UPDATE - FEBRUARY 2022

File Number: RPT/22/163

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Tarryn Kampman - Coordinator Roads & Engineering

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.2 Plan for and develop the right assets and infrastructure

Summary

This report provides a summary of the projects and major works undertaken by the Roads and Engineering Department which have been completed during the month of February 2022.

Recommendation

That Council notes the major works undertaken in February and the scheduled works for the following months.

Council Resolution

That Council notes the major works undertaken in February and the scheduled works for the following months.

Moved Cr. Nichols, Seconded Cr Rodda

CARRIED UNANIMOUSLY

10 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE**10.1 FUTURE BRANDING**

Cr Jo Rodda acknowledged there had been some work completed on future branding and requested that be updated and brought before Council.

10.2 KERBSIDE RECYCLING

Cr Daniel Linklater acknowledged that during the election campaign there was a lot of community discussion regarding kerb recycling. When will there be kerb recycling?

The General Manager advised that the matter required further investigation with possible partnerships.

10.3 HIRING OF COUNCIL HALLS

Cr Brian Beaumont asked if a delegation could be given to the Director of Finance to make decision on waiving fees for community groups hiring Council facilities rather than them having to go through the Donations, Contributions and Grants process.

The Director of Finance advised he is currently reviewing the Donations, Contributions and Grants Policy which will come before Council in March.

11 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

Despite the right of members of the public to attend meetings of a council, the council may choose to close to the public, parts of the meeting that involve the discussion or receipt of certain matters as prescribed under section 10A(2) of the Local Government Act.

With the exception of matters concerning particular individuals (other than councillors) (10A(2)(a)), matters involving the personal hardship of a resident or ratepayer (10A(2)(b)) or matters that would disclose a trade secret (10A(2)(d)(iii)), council must be satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

The Act requires council to close the meeting for only so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security being protected. (section 10B(1)(a))

Section 10A(4) of the Act provides that a council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Section 10B(4) of the Act stipulates that for the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:-

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

Recommendation

That Council adjourns into Closed Session, the recording of the meeting be suspended, and members of the press and public be excluded from the Closed Session, and that access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution.

This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:-

12.1 Review of Midway Centre Regular Agreements. (RPT/22/132)

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

12.2 Buronga Landfill Discount Rate. (RPT/22/118)

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (d) (iii) information that would, if disclosed, reveal a trade secret. On balance, the public interest in preserving the confidentiality of information about the item

outweighs the public interest in maintaining openness and transparency in council decision-making.

12.3 Willow Bend Caravan Park Upgrade - PT2122/03. (RPT/22/174)

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

Council Resolution

That Council adjourns into Closed Session, the recording of the meeting be suspended, and members of the press and public be excluded from the Closed Session, and that access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution.

Moved Cr. Evans, Seconded Cr Linklater

CARRIED UNANIMOUSLY

12 OPEN COUNCIL - REPORT FROM CLOSED COUNCIL

12.1 REVIEW OF MIDWAY CENTRE REGULAR AGREEMENTS

File Number: RPT/22/132

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Annette Fraser - Team Leader Customer Service

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.2 Encourage and support population growth and resident attraction

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

The General Manager advised that Council resolved to approve a renewal of regular use agreement for period of 20 months in line with the relevant options provided for each user.

12.2 Buronga Landfill Discount Rate

File Number: RPT/22/118

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Finance and Policy

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (d) (iii) information that would, if disclosed, reveal a trade secret. On balance, the public interest in preserving the confidentiality of information about the item outweighs the public interest in maintaining openness and transparency in council decision-making.

The General Manager advised that Council approved an increase to the discount rate to \$125.00 per tonne and approved a discount rate of \$90.00 per tonne for Waste & Management Services.

12.3 WILLOW BEND CARAVAN PARK UPGRADE - PT2122/03

File Number: RPT/22/174

Responsible Officer: Ken Ross - General Manager
Responsible Division: Office of the General Manager
Reporting Officer: Ken Ross - General Manager

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.2 Plan for and develop the right assets and infrastructure

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

The General Manager advised that Council acknowledged the resolution of Council dated 3 November 2021 awarding the subject tender to McMahon Services for an amount of \$3,428,806.73 inc GST.

Also that Council authorised the General Manager to enter into negotiation with McMahon Services to perform the additional work in accordance with the original tender specification and that the budget shortfall be funded via an extension to the already approved loan with that being capped at \$4,500,000.

Council resolved that the General Manager & Mayor, in consultation with the Contractor, resolve issues surrounding the best option to ensure the security & integrity of the Council cabins and Councillors be informed of the outcome

Council also authorised the Mayor and General Manager to sign the contract documentation and affix the Council Seal.

13 CONCLUSION OF THE MEETING

Meeting Closed at 8:31pm

NEXT MEETING

16 March 2022

.....
CHAIR

6 OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

6.1 OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

File Number: RPT/22/212

Responsible Officer: Ken Ross - General Manager
 Responsible Division: Office of the General Manager
 Reporting Officer: Jess O'Neill - Business Support Officer

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

The Outstanding Matters report provides details of activities raised at previous Council meetings that remain outstanding.

Officer Recommendation

That Council notes the list of outstanding matters as at 9 March 2022.

Attachments

1. Outstanding Action Report as at 9 March 2022

Division: Ordinary Council Committee: Officer:				Date From: Date To: Printed: Wednesday, 9 March 2022 3:00:56 PM
Outstanding Action Items Report				
Meeting	Item	Title	Item	Action Record (latest first)
Ordinary Council 31/01/2022	10.1	Buronga / Gol Gol Water issues	<p>Cr Susan Nichols requested if it was possible to assess the cost for a new water tower at the southern end of the Shire as it is required and Council has \$10.5M in the water fund. Also, water pressure in Wentworth is a problem and could it be assessed at the same time</p> <p>The Director of Roads and Engineering advised that Public Works Advisory are working on the Integrated Water Cycle Management Strategy for the whole Shire and the Buronga / Gol Gol issue has been highlighted to them as an urgent issue. It has been requested that this be looked at first. The Director advised he will follow up with Public Works Advisory. He also advised there are no outstanding customer request regarding this matter.</p> <p>Cr Crisp requested the matter be escalated to the Minister overseeing Public Works Advisory to get the Strategy completed in a timely manner.</p>	<p>09 Mar 2022 2:52pm Wall, Samantha Public Works engaged to investigate, review & design raw water supply system upgrade for East Gol Gol. Works commenced 1st week of March. Joint design review with WSC, Public Works & pump providers on 10th March 2022. Additional work to be undertaken in conjunction with Integrated Water Cycle Management Strategy includes the overall combined infrastructure proposal for Buronga Gol Gol filtered & raw water supply system.</p>
Ordinary Council 16/02/2022	10.1	Future Branding	Cr Jo Rodda acknowledged there had been some work completed on future branding and requested that it be updated and brought before Council.	<p>09 Mar 2022 3:00pm Marsden, Gayle Further work to be undertaken prior to consultation</p>

7 MAYORAL AND COUNCILLOR REPORTS

7.1 MAYORAL REPORT

File Number: RPT/22/175

Summary

The purpose of this report is to advise Council of meetings, conferences and appointments undertaken by Mayor Elstone for the period of 21 February 2022 – 10 March 2022.

Recommendation

That Council notes the information contained in the Mayoral report.

Detailed Report

The following table lists the meetings attended by Mayor Elstone for the period of 21 February 2022 – 10 March 2022.

Date	Meeting	Location
22 Feb 2022	Mayoral Meeting	Wentworth
27 Feb 2022 – 2 March 2022	LGNSW Special Conference	Sydney
1 March 2022	Meeting with officers from Minister Sarah Mitchell's Office	Sydney
2 March 2022	Meeting with an advisor from Minister Kevin Anderson's Office	Sydney
8 March 2022	Mayoral Meeting	Wentworth
8 March 2022	The Hon. Sussan Ley Meeting	Buronga
9 March 2022	Workshop with University of Sydney	Wentworth

Attachments

Nil

8 REPORTS FROM COMMITTEES

Nil

9 REPORTS TO COUNCIL

9.1 GENERAL MANAGER'S REPORT

File Number: RPT/22/176

Responsible Officer: Ken Ross - General Manager
 Responsible Division: Office of the General Manager
 Reporting Officer: Jess O'Neill - Business Support Officer

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

The General Manager's report details information pertaining to meetings attended and general information which are of public interest, and which have not been reported elsewhere in this agenda. Items of note in this report are:

1. OLG Circulars
Circular 22-02 and Circular 22-03
2. Meetings
As listed
3. Upcoming meetings or events
As listed
4. Other items of note

Recommendation

That Council notes the information contained within the report from the General Manager.

Detailed Report

1. Circulars

Circular 22-02

New guidelines covering Section 358 applications and Public Private Partnerships (PPP)

- The PPP Guidelines are issued pursuant to section 400C of the Act. Guidelines issued pursuant to section 400C are mandatory guidelines that councils must comply with.
- The section 358 Guidelines are issued pursuant to section 23A of the Act. Guidelines issued under section 23A of the Act must be taken into account before a council makes a relevant decision.

Key Points

- The new guidelines are clearer and more informative.
- The revised PPP Guidelines provide greater guidance on whether a project is considered to be significant and/or high risk.

- The PPP Guidelines clarify the relationship between tendering and the PPP requirements, and provide greater guidance on how to consider or approach unsolicited proposals specific to PPPs.
- Flowcharts and checklists in the PPP Guidelines have been revised.
- The new section 358 Guidelines provide detailed guidance to councils on the matters to consider before making an application to the Minister.
- Flowcharts and checklists have been included in the new section 358 Guidelines.

Circular 22-03

Guidelines for Additional Special Variation (ASV) Process for 2022-23

- The ASV Guidelines set out in this Circular apply where council is applying for:
 - a temporary or permanent single year special variation for 2022-23 under section 508(2) of the Local Government Act 1993 (the Act), AND
 - the percentage sought in the application is the lower of:
 - 2.5% (including population factor) or
 - the council's assumed 2022-23 rate peg as exhibited in its 2021-22 Long Term Financial Plan (LTFP) (including population factor)
- For ASV applications made under the Guidelines set out in this Circular, councils will need to demonstrate that:
 - Council has demonstrable financial need such that, in the absence of a special variation, council would not have sufficient funds to meet its obligations as identified in its 2021-22 LTFP as and when they fall due in 2022-23; and
 - Where councils are applying for a permanent special variation, in addition to the above criterion, the council has demonstrable financial need for the special variation to be retained in its rate base on an ongoing basis; and
 - Council's 2021-22 IP&R documentation budgeted for an income increase above the percentage specified for the council for 2022-23 under section 506 of the Act; and
 - Council has resolved to apply for the special variation under section 508(2) of the Act and that the resolution clearly states:
 - whether the resolution is for a temporary or permanent special variation under section 508(2) of the Act; and
 - the additional income that council will receive if the special variation is approved; and
 - why the special variation is required; and
 - that the council has considered the impact on ratepayers and the community in 2022-23 and, if permanent, in future years if the special variation is approved and considers that it is reasonable.
- The ASV application process will be a simpler more targeted application process.
- IPART will not require councils to demonstrate community consultation outside of the processes outlined above. To demonstrate community consultation, IPART will consider the consultation undertaken through the IP&R process and consider the resolution to apply for a ASV meets the requirements outlined above.
- IPART will release streamlined application forms and further information shortly.
- Under this ASV round of applications:
 - IPART will accept applications until 29 April 2022;
 - IPART will publish applications to enable community consultation for a period of at least three weeks; and
 - IPART will notify councils of its decision no later than 21 June 2022.

2. Meetings

Following is a list of meetings or events attended by the General Manager for the period of 17 February 2022 – 10 March 2022.

Date	Meeting	Location
17 Feb 2022	Namatjira Tanks Artwork Project	Wentworth
21 Feb 2022	Wentworth Community Space and Convention Centre Project Discussion	Video Conference
21 Feb 2022	Murray House Community Strategic Plan Consultation	Wentworth
23 Feb 2022	Dareton School Community Strategic Plan Consultation	Wentworth
23 Feb 2022	Mayoral Meeting	Wentworth
23 Feb 2022	Bendigo Bank Community Strategic Plan Consultation	Crown Hotel
24 Feb 2022	Wentworth SES Proposal Site Relocation	Video Conference
24 Feb 2022	Coomealla Club Community Strategic Plan Consultation	Coomealla Club
25 Feb 2022	Men in the Shed	Wentworth
27 Feb – 2 March 2022	LGNSW Special Conference	Sydney
2 March 2022	Meeting with officers from Minister Sarah Mitchell's Office	Sydney
2 March 2022	Meeting with an advisor from Minister Kevin Anderson's Office	Sydney
3 March 2022	Wentworth School Community Strategic Plan Consultation	Wentworth
8 March 2022	Mayoral Meeting	Wentworth
8 March 2022	The Hon. Sussan Ley Meeting	Buronga
8 March 2022	Bruce Munro Light Installation/State Presentation	Mildura
9 March 2022	Coomealla High School Community Strategic Plan Consultation	Coomealla

3. Events

Following is a list of upcoming events, conferences or committee meetings, including out of region meetings where the Shire has been requested to attend in an official capacity.

Date	Meeting	Proposed Attendees	Location
17 March 2022	Ellerslie CSP	General Manager, General Public	Ellerslie
14 April 2022	Collaborative Care Working Party	Working Party including General Manager	Video Conference

4. Other items of note

Nil

Attachments

Nil

9.2 2022 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION CONFERENCE

File Number: RPT/22/41

Responsible Officer: Ken Ross - General Manager
Responsible Division: Office of the General Manager
Reporting Officer: Jess O'Neill - Business Support Officer

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future
Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

The 2022 Australian Local Government Women's Association (ALGWA) Conference is being held from Thursday 7 July 2022 to Saturday 9 July 2022 in Fairfield City. The Annual Conference is an opportunity to come together and engage in learning and networking that will foster personal and professional development.

Recommendation

That Council receive and note the content of the report. Consider the options nominated within the report and identify which option is the preferred course of action.

Detailed Report

Purpose

The purpose of this report is for Council to consider if they wish to send attendees to the 2022 ALGWA Conference.

Background

ALGWA supports and promotes women in local government through advocacy, advice and action. Wentworth Shire Council has not previously sent representatives. The 2022 ALGWA NSW Annual Conference is designed to provide training and support for councillors and staff, whether they are new to local government or have been around for a long time. It is an opportunity to learn and grow from speakers and from each other.

Cost

If booking prior to 30 April 2022 the Early Bird rate of \$1,210 per person applies. If booking after this date tickets are \$1,538 per person. Tickets to the Gala Dinner is an additional \$150 per representative.

Online tickets for the full conference are \$308

Options

Based on the information contained in this report, the options available to address this matter are to:

- a) Not send a Council representative to the 2022 ALGWA Conference
- b) Nominate a representative/s to attend the online 2022 ALGWA Conference
- c) Send two Council representatives to the 2022 ALGWA Conference

Attachments

1. 2022 ALGWA Conference Program



ALGWA CONFERENCE DRAFT PROGRAM

Thursday 7 July 2022 – Fairfield Showground

5.00 – 6.00pm	Registration
6.00 – 8.00pm	Mayoral Welcome Reception

Friday 8 July 2022 – Holiday Inn

8.00 - 8.45am	Registrations
9.00am	Welcome – Ellen Fanning
9.35am	Speaker – Louise Mahler
10.35am	Morning Tea
11.10am	Speaker – Kiersten Fishburn
12.10pm	Sponsor Speaker
12.35pm	Lunch
1.50pm	Speaker – Amanda Rose
2.50pm	Afternoon Tea
3.15pm	ALGWA Discussion Panel
4.10pm	Sponsor Speaker
4.25pm	Close
6.00pm	Activity

Saturday 9 July 2022 – Holiday Inn

7.00am	Morning Activity
9.00am	Welcome
9.10am	Speaker – Deb Wallace
10.10am	Sponsor Speaker
10.25am	Speaker – Neryl East
11.25am	Morning Tea
12.00pm	Activity
12.15pm	Discover Fairfield
12.35pm	Lunch
1.45pm	Speaker – Jana Pittman
2.45pm	Hotspots
3.45pm	ALGWA Close
6.00pm	Gala Dinner

Program and speakers are subject to change



**AUSTRALIAN LOCAL
GOVERNMENT WOMEN'S
ASSOCIATION
NEW SOUTH WALES BRANCH**



9.3 POLICY REVIEW - OFFICE OF GENERAL MANAGER

File Number: RPT/22/194

Responsible Officer: Ken Ross - General Manager
 Responsible Division: Office of the General Manager
 Reporting Officer: Jess O'Neill - Business Support Officer

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future
 Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

After each general election of Councillors, the *Local Government Act 1993* requires Council to review all official policies of Council. There are currently 74 policies in place of which 21 are the responsibility of the Office of the General Manager.

For this Council meeting the Office of the General Manager has reviewed four policies and are presenting them to Council for adoption.

Recommendation

That Council adopt the following revised policies:

- a) Diverse Community Policy (CC005)
- b) Asbestos Management Policy (CC009)
- c) Use of Council Vehicle Policy (AF017)

That Council rescind the Annual Staff Excellence Awards Policy (WR001).

Detailed Report

Purpose

The purpose of this report is to update Council on the process of the reviewing Council policies that has begun following the general election of all Councillors.

Background

After each general election of Councillors, the Act requires Council to review all official policies of Council. There are currently 74 policies in place of which 21 are the responsibility of the Office of the General Manager.

Report Detail

For this report staff within the Office of the General Manager have reviewed the following policies:

CC005 - Diverse Community Policy

CC009 - Asbestos Management Policy

AF017 - Use of Council Vehicle Policy

As part of ongoing continuous improvement, a new template for both Council and Operational policies has been developed to ensure consistency and ease of use. As part of the review process all existing policies have been updated using the new policy template.

While reviewing the following policies it has been determined that these policies are still required of Council and that the current scope and intent of the policies are still relevant,

therefore only minor formatting and administrative updates in order to reflect best practice have been made to these policies. It is recommended that these policies be adopted.

The Office of the General Manager also reviewed WR001 – Annual Staff Excellence Awards Policy. This policy has not been in effect since 2017 and as such it is recommended that this policy be rescinded.

Conclusion

The *Local Government Act 1993* requires Council to review its official Council Policies following a general Election of Council. The Office of the General Manager is currently responsible for 21 Council policies. For this Council meeting the department has reviewed four policies and are presenting them to Council. Three are for adoption and one for rescission.

Attachments

1. Draft Asbestos Management Policy CC009
2. Draft Use of Council Vehicle Policy AF017
3. Draft Diverse Community Policy CC005

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No: CC009**Asbestos Management Policy and Plan****POLICY OBJECTIVE**

This Official Council Policy deals with the management of asbestos within the Wentworth Shire Council local government area.

1. POLICY STATEMENT

The intent of this policy is to ensure that Wentworth Shire Council establishes systems which identify how Council will manage asbestos and provide information to the community

2. POLICY COVERAGE

This policy applies to all areas of Council's operations and is applicable to workers at all Council workplaces, users / visitors to Council buildings and facilities, general public and the wider community.

3. STRATEGIC PLAN LINK

Objective: 4.0 - Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future (good governance)

Strategy: 4.1 - Provide strong and effective representation, leadership, planning, decision-making and service delivery

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
AMP	Asbestos Management Plan
Council	Wentworth Shire Council
LGA	Local Government Area
OLG	Office of Local Government
WHS Act	Work Health & Safety Act 2011
WHS Regulation	Work Health & Safety Regulation 2017

5. BACKGROUND INFORMATION

In accordance with Council's statutory obligations under the WHS Act and Regulation and guidelines issued by the Office of Local Government, Council is required to develop and adopt an Asbestos Management Plan.

Asbestos fibres when released into the atmosphere have the potential to cause serious health impacts, including asbestosis, mesothelioma and lung cancer. Asbestos exposure in the Wentworth Shire Council local government area may occur from one of the following sources:

- Asbestos products in buildings and other infrastructure

Asbestos was commonly used in the manufacture of some building products until the mid- 1980s, after which it was gradually phased out with a total ban coming into effect in 2003.

- Asbestos contamination

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No: CC009**Asbestos Management Policy and Plan**

Asbestos contamination may result from disturbance of building products containing asbestos, illegal dumping of asbestos containing materials, building fires or prior uncontrolled placement of asbestos containing materials.

6. POLICY CONTENT

It is the policy of Council that:

6.1 Council is compliant with all statutory requirements in relation to the management of asbestos

6.2 Council adopts an Asbestos Management Plan that aims to outline:

- The role of Council and other organisations in managing asbestos
- Council's regulatory powers
- Council's approach in dealing with sites contaminated by asbestos and emergencies & incidents
- Provision of advice to the community on construction work on buildings containing asbestos
- Councils development approval process for developments that may involve asbestos and conditions of consent
- Waste management and regulation procedures for asbestos waste in the LGA
- Council's approach to managing asbestos containing materials in Council workplaces
- Management of the health & wellbeing of Council workers who may have potentially been exposed to asbestos
- Measures to take to achieve compliance with all regulatory requirements in the control & handling of asbestos in the LGA
- Council's commitment to working with other government agencies and stakeholders as needed to respond to asbestos issues.

6.3 That adequate resources are allocated to the delivery and implementation of the Asbestos Management Plan

7. RELATED DOCUMENTS & LEGISLATION

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- Local Government Act 1993
- Civil Liability Act 2002
- Code of Practice: How to Manage and Control Asbestos in the Workplace 2019 (SafeWork NSW)
- Code of Practice: How to Safely Remove Asbestos 2019 (SafeWork NSW)
- Hazardous Chemicals requiring Health Monitoring Guide 2013 (Safe Work Australia)
- Office of Local Government's Model Asbestos Policy

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No: CC009

Asbestos Management Policy and Plan

8. ATTACHMENTS

Asbestos Management Plan (DOC/20/832)

9. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date..](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

[Click here to enter a date.](#)

General Manager Wentworth Shire Council

Date

Wentworth Shire Council

Word Document Reference:

Council Policy No: AF017**USE OF COUNCIL VEHICLES**

POLICY OBJECTIVE

To ensure Council employees understand the purposes and use of council owned vehicles.

1. POLICY STATEMENT

The intent of this policy is to ensure that Wentworth Shire Council employees understand the conditions in which they may use council vehicles.

2. POLICY COVERAGE

This policy applies to all areas of Council's operations and covers councillors, members of staff of council and members of council committees.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Act	Local Government Act 1993 (NSW)
Private Use	Use of a vehicle for non-work reasons
Work Use	Use of a vehicle for work related reasons
Vehicle	Any registered vehicle/plant and equipment item owned by Council
Award	Local Government (State) Award 2020

5. POLICY CONTENT

It is the policy of this Council that: -

Councillors and Employees responsibilities

- 5.1 All vehicles, with the exception of the Mayor's and the General Manager's vehicles, are to be used for work purposes only. Vehicles are not to be used for any private purposes. A vehicle use agreement form must be signed by employees who have been approved use of a Council vehicle for work purposes and commuter use (home garaging) and is restricted to travel to and from work only, via the shortest possible route. Detours via hotels, clubs and shops is not permitted.
- 5.2 All vehicles, with the exception of the Mayor's and the General Manager's vehicle, will be subject to car-pooling arrangements. Car-pooling will be managed with the objectives of maximising the use of the Council vehicles for operational purposes and minimising the numbers of vehicles needed in the fleet.

Car pool vehicles will be made available to Councillors for authorised Council business.

Wentworth Shire Council

Word Document Reference:

Council Policy No: AF017**USE OF COUNCIL VEHICLES**

All vehicles are to be identified with registration numbers with the prefix WSC and all vehicles excluding Full and Limited Private Use should also have a Wentworth Shire Council logo.

- 5.3 Council vehicles remain the property of Council and must be returned to Council premises immediately upon request. The allocation of a vehicle to any particular employee does not automatically mean that a vehicle will be offered or available to future incumbents of that position.
- 5.4 Members of the family of Councillors and employees, or non-Council employees (excluding contractors) are not permitted to travel in Council vehicles unless written approval has been obtained from the General Manager.
- 5.5 If Councillors require transport for authorised Council business (i.e. where a Councillor may claim a traveling allowance) they should notify the GM's Executive Assistant in the first instance to verify the availability of a Council vehicle, and only use their personal vehicle where a Council vehicle is not available or the Council vehicle cannot be arranged from a practical or an efficiency point of view, (e.g. use of a personal vehicle is more cost effective and/or efficient).
- 5.6 The Council shall provide an unmarked vehicle to the Mayor for use in connection with the execution of his or her duties. The Mayor shall be entitled to unrestricted private use of the vehicle, including use while on leave.

The Mayor will make a payment which aims to cover operational costs for the private use component of the vehicle.
- 5.7 Council vehicles must only be driven by a Councillor or employee who holds an appropriate current and valid driver's licence.
- 5.8 If a Councillor or employee is convicted of driving a Council vehicle under the influence of alcohol or other banned drug or substance and it results in a motor accident, the Councillor or employee must pay the total cost of repairs and/or restitution arising out of the accident, in the event Council's insurer deny any insurance claim.
- 5.9 The insurance policy for the vehicle does not cover loss of a Councillors or employees' personal possessions or equipment, lost or stolen from the Council vehicle. The cost of any loss or damage to personal property from the vehicle is to be borne by the Councillor or employee.
- 5.10 Any driver involved in more than one "at fault" accident per year shall pay the insurance excess applicable. The twelve-month period shall apply from the date of the first "at fault" accident.
- 5.11 If a Council vehicle is found to be damaged wilfully or through negligence, the Councillor or employee will be required to pay the policy excess.
- 5.12 The Councillor and employee accepts liability for all infringements/parking fines.
- 5.13 Council has a no smoking policy which applies to all vehicles.

Other employee responsibilities

- 5.14 The vehicle is not available for use during periods of employee's leave (excluding single RDO's) including annual leave, long service leave, sick/carers leave, parental leave and workers compensation leave. The vehicle must be returned to Council unless otherwise approved in writing by the General Manager.
- 5.15 The vehicle must be kept clean and presentable by the employee at all times.

Wentworth Shire Council

Word Document Reference:

Council Policy No: AF017**USE OF COUNCIL VEHICLES**

- 5.16 Council will provide for repairs, maintenance and insurance of the vehicle. It is the employee's responsibility to ensure servicing is carried out at the required intervals and any damage to the vehicle is to be reported to Manager/Team Leader within 48 hours.
- 5.17 When home garaged, the vehicle must be parked off-street and preferably under cover at the employees' residence, unless otherwise approved by the General Manager.
- 5.18 No modifications are to be made or equipment added or removed from the vehicle without prior approval of the General Manager.
- 5.19 Routine and regular operation and safety checks are the responsibility of the operator.
- 5.20 Council reserves the right to rotate vehicles between staff.
- 5.21 The vehicle must not be used for any purpose other than described in this policy including any activity where the employee derives an income that is not related to the employee's employment with Wentworth Shire Council.

Termination of commuter use agreement

- 5.22 Abuse of the conditions of use set out in this policy, as listed in the vehicle use (commuter) agreement or misuse of the vehicle or fuel card will lead to disciplinary action being taken against the employee and may lead to termination of their commuter use agreement.
- 5.23 Access to the commuter use vehicle may also be terminated due to disciplinary action being taken against the employee relating to poor work performance or inappropriate behaviour as per section 37 (disciplinary procedures) of the Award.
- 5.24 The employee may terminate their commuter use agreement by giving two weeks' written notice to the General Manager.
- 5.25 Council may terminate the commuter use agreement by giving six months' written notice of its intention to do so.
- 5.26 Non-compliance with the terms and conditions of this policy or where an employee has had disciplinary action taken against them, or has a performance management work-plan in place, may preclude the employee for further use of the vehicle.

6. RELATED DOCUMENTS & LEGISLATION

Nil.

7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

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Wentworth Shire Council

Word Document Reference:

Council Policy No: AF017

USE OF COUNCIL VEHICLES

Signed:

General Manager Wentworth Shire Council

Click here to enter a
date.

Date

DRAFT

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No: CC005**DIVERSE COMMUNITY POLICY**

POLICY OBJECTIVE

This Official Council Policy deals with implementing the Principles of Multiculturalism throughout the organisation.

1. POLICY STATEMENT

The intent of this Policy is to observe and implement the Principles of Multiculturalism throughout the organisation.

2. POLICY COVERAGE

This policy applies to all areas of Council's operations and covers all Wentworth Shire Council officials.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
NSW	New South Wales
CALD	Culturally and Linguistically Diverse
Council	Wentworth Shire Council

5. BACKGROUND INFORMATION

Wentworth Shire Council is committed to including the issues of CALD communities into its core functions to achieve its mission of representing and assisting the community and the stakeholders of the Shire in meeting their needs at an affordable cost.

In adopting this policy, Council is demonstrating a commitment to integrating the concepts, goals, objectives and strategies of diversity into its core business, with the vision of this policy being to create an approachable, inclusive and welcoming environment in the community for culturally and linguistically diverse communities and to improve access and equity through flexible, integrated and collaborative strategies.

6. POLICY CONTENT

It is the policy of this Council to:-

- 6.1 Embed the Principles of Multiculturalism throughout the organisation's activities.
- 6.2 The Principles of multiculturalism are defined in the *Community Relations Commission and Principles of Multiculturalism Act 2000* as follows;

Multiculturalism is founded on the following principles (the "principles of multiculturalism");
 - (a) The people of NSW are of different linguistic, religious, racial and ethnic backgrounds who, either individually or in community with other members of

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No: CC005**DIVERSE COMMUNITY POLICY**

their respective groups are free to profess, practise and maintain their own linguistic, religious, racial and ethnic heritage;

- (b) All individuals in NSW, irrespective of their linguistic, religious, racial and ethnic backgrounds, should demonstrate a unified commitment to Australia, its interests and future and should recognise the importance of shared values governed by the rule of law within a democratic framework;
- (c) All individuals in NSW should have the greatest possible opportunity to contribute to, and participate in, all aspects of public life in which they may legally participate;
- (d) All individuals and institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language;
- (e) All individuals should have the greatest possible opportunity to make use of and participate in relevant activities and programmes provided or administered by the Government of NSW; and
- (f) All institutions of NSW should recognise the linguistic and cultural assets in the population of NSW as a valuable resource and promote this resource to maximise the development of the State.

6.3 Parliament recognises that the principles of multiculturalism are based on citizenship. The expression "citizenship" is not limited to formal Australian citizenship, but refers to the rights and responsibilities of all people in a multicultural society.

- 6.4 The principles of multiculturalism are the policy of the each State.
- Accordingly, each public authority must observe the principles of multiculturalism in conducting its affairs.
 - It is the duty of the chief executive officer of each public authority to implement the provisions of this section within the area of his or her administration.

7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

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Signed:

[Click here to enter a date.](#)

General Manager Wentworth Shire Council

Date

9.4 MONTHLY INVESTMENT REPORT

File Number: RPT/22/193

Responsible Officer: Simon Rule - Director Finance and Policy
 Responsible Division: Finance and Policy
 Reporting Officer: Bryce Watson - Accountant

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future
 Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

As at 28 February 2022 Council had \$29 million invested in term deposits and \$5,808,405.18 in other cash investments. Council received \$10,595.47 from its investments for the month of February 2022.

In February 2022 Council investments averaged a rate of return of 0.52% and it currently has \$6,778,145.40 of internal restrictions and \$22,604,242.77 of external restrictions.

Recommendation

That Council notes the monthly investment report.

Detailed Report

Purpose

The purpose of this report is to update Council on the current status of its investments.

Matters under consideration

As at 28 February 2022 Council had \$34,808,405.18 invested with ten (10) financial institutions and two (2) Treasury Corporations.

Breakdown of Total Funds Available

Financial Institution	Amount	Percentage of Available Funds
AMP	\$1,000,616.02	2.87%
Bank of Queensland	\$1,000,000.00	2.87%
Bendigo Bank	\$3,789,871.11	10.89%
Commonwealth Bank	\$5,000,000.00	14.36%
IMB Bank	\$1,000,000.00	2.87%
Macquarie Bank	\$6,019,458.05	14.42%
Members Equity Bank	\$1,000,000.00	2.87%
National Australia Bank	\$6,000,000.00	17.24%
Westpac	\$5,000,000.00	14.36%
Suncorp	\$2,000,000.00	5.75%
Northern Territory T-Corp	\$1,000,000.00	2.87%
New South Wales T-Corp IM	\$1,998,460.00	5.74%
TOTAL	\$34,808,405.18	100.00%

Investments on Hand as at 28 February 2022

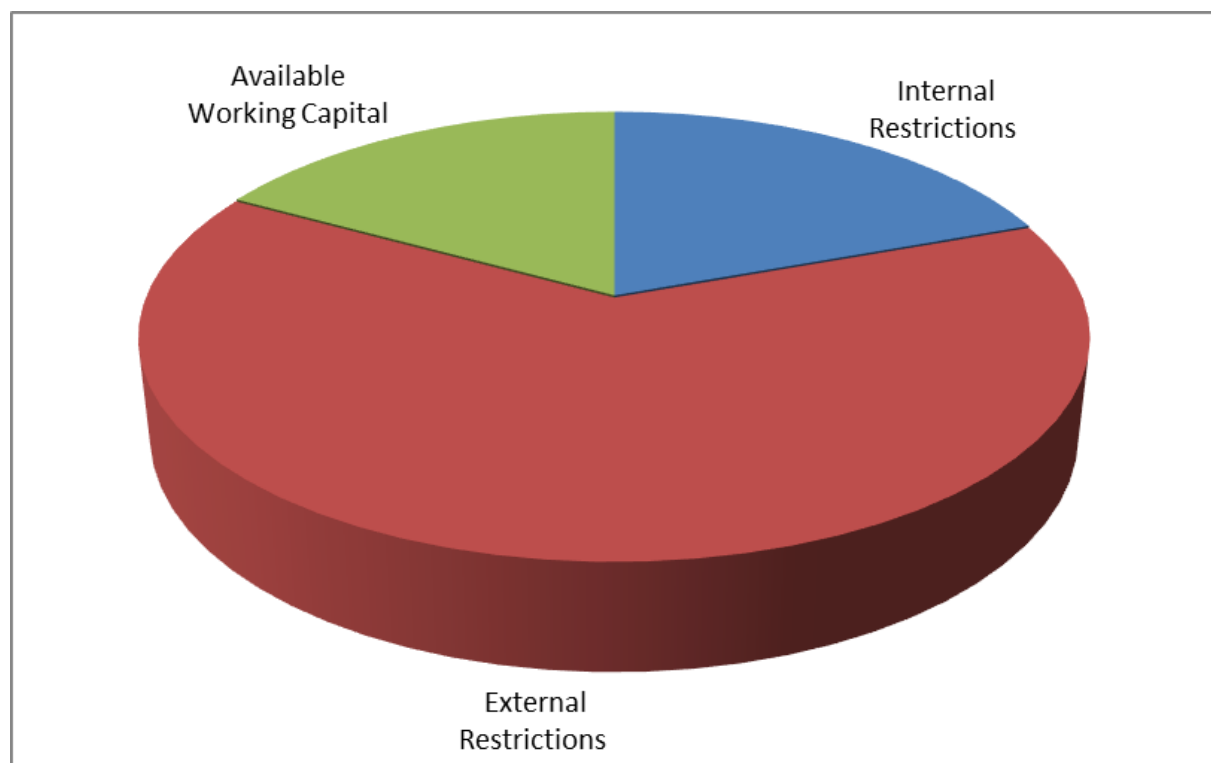
Wentworth Shire Council						
Investments on Hand as at 28th February 2022						
Investee	Date Invested	Date of Maturity	Effective Interest Rate	Investment Type	Amount Invested	Rating
AMP Bank	22/09/2021	22/09/2022	0.80%	Term Deposit	\$ 1,000,000.00	A2/BBB
Bank of Queensland	7/12/2021	5/09/2022	0.50%	Term Deposit	\$ 1,000,000.00	A2/BBB+
Bendigo Bank	24/02/2022	24/02/2023	0.85%	Term Deposit	\$ 1,000,000.00	A2/BBB+
Bendigo Bank	27/09/2021	27/06/2022	0.30%	Term Deposit	\$ 1,000,000.00	A2/BBB+
Commonwealth Bank	11/08/2021	8/04/2022	0.32%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Commonwealth Bank	20/05/2021	20/05/2022	0.39%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Commonwealth Bank	15/06/2021	15/06/2022	0.40%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Commonwealth Bank	14/07/2021	14/07/2022	0.46%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Commonwealth Bank	27/08/2021	27/05/2022	0.37%	Term Deposit	\$ 1,000,000.00	A1+/AA-
IMB Bank	9/12/2021	9/03/2022	1.01%	Term Deposit	\$ 1,000,000.00	A2/BBB+
Macquarie Bank	7/10/2021	24/08/2022	0.40%	Term Deposit	\$ 1,000,000.00	A1/A+
Macquarie Bank	10/06/2021	10/03/2022	0.40%	Term Deposit	\$ 1,000,000.00	A1/A+
Macquarie Bank	3/12/2021	2/11/2022	0.50%	Term Deposit	\$ 1,000,000.00	A1/A+
Macquarie Bank	22/02/2022	23/08/2022	0.65%	Term Deposit	\$ 1,000,000.00	A1/A+
Members Equity Bank	9/06/2021	9/03/2022	0.45%	Term Deposit	\$ 1,000,000.00	A2/BBB+
National Australia Bank	18/08/2021	19/04/2022	0.32%	Term Deposit	\$ 1,000,000.00	A1+/AA-
National Australia Bank	19/01/2022	19/07/2022	0.52%	Term Deposit	\$ 1,000,000.00	A1+/AA-
National Australia Bank	21/01/2022	18/10/2022	0.62%	Term Deposit	\$ 1,000,000.00	A1+/AA-
National Australia Bank	28/06/2021	25/03/2022	0.30%	Term Deposit	\$ 1,000,000.00	A1+/AA-
National Australia Bank	3/12/2021	4/04/2022	0.42%	Term Deposit	\$ 1,000,000.00	A1+/AA-
National Australia Bank	3/12/2021	1/07/2022	0.49%	Term Deposit	\$ 1,000,000.00	A1+/AA-
NTT-Corp	16/09/2021	15/12/2022	1.35%	Fixed Bond	\$ 1,000,000.00	A1+/AA-
Suncorp Bank	10/06/2021	10/06/2022	0.33%	Term Deposit	\$ 2,000,000.00	A1/A+
Westpac Banking Corporation	24/11/2021	20/10/2022	0.52%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Westpac Banking Corporation	28/02/2022	25/11/2022	0.63%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Westpac Banking Corporation	28/02/2022	28/12/2022	0.71%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Westpac Banking Corporation	7/01/2022	5/08/2022	0.46%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Westpac Banking Corporation	3/12/2021	3/06/2022	0.35%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Total					\$ 29,000,000.00	
Other Cash Investments						
Investee	Date Invested	Date of Maturity	Effective Interest Rate	Amount Invested	Rating	
Bendigo Bank - Operating A/c	N/A	Ongoing		\$ 1,789,871.11	A2/BBB+	
AMP (11)	23/10/2020	Ongoing	0.55%	\$ 616.02	A2/BBB+	
Macquarie Bank (4) - Ongoing	3/12/2020	Ongoing	0.35%	\$ 2,019,458.05	A1/A+	
NSW T - Corp IM Short Term Cash	28/10/2021	Ongoing	0.55%	\$ 1,998,460.00	A1/AA+	
Total Funds Available					\$ 34,808,405.18	

Note: Ratings provided are from Moody's and Standard & Poors Rating Agencies

Restrictions

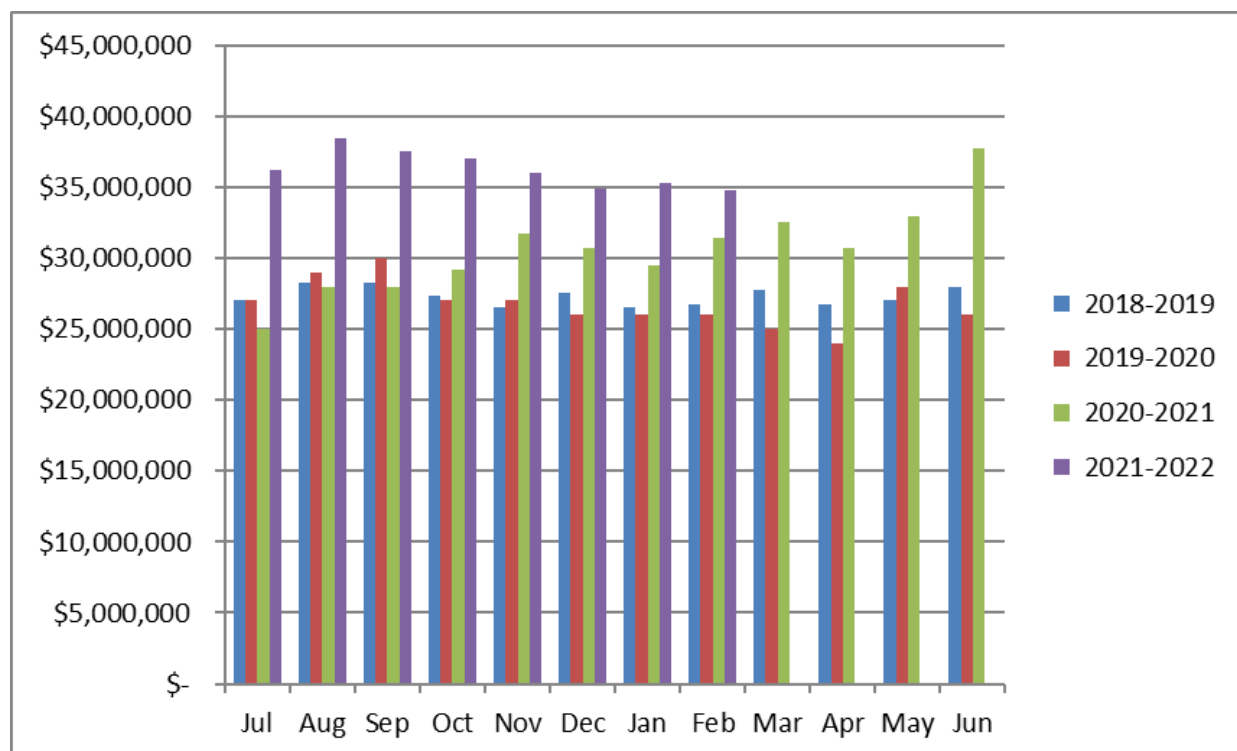
Internal Restrictions		
- Employee Entitlements	\$2,376,437.00	
- Doubtful Debts	\$124,556.00	
- Future Development Reserve	\$1,076,217.20	
- Trust Account	\$700,935.20	
- Capital Projects	\$1,000,000.00	
- Plant Replacement Reserve	\$1,500,000.00	\$6,778,145.40
External Restrictions		
- Water Fund	\$10,384,057.02	
- Sewer Fund	\$4,300,668.79	
- T-Corp Loan Balance	\$1,127,094.07	
- Developer Contributions Reserve	\$663,375.97	
- Unexpended Grants	\$5,361,438.19	
- Crown Reserves Reserve	\$213,700.14	
- Loan Guarantee Reserve	\$3,460.91	
- Prepayments Cemeteries	\$550,447.68	\$22,604,242.77
Day to Day Liquidity		\$5,426,017.01
Total Funds Available		\$34,808,405.18

Breakdown



Summary – Unexpended Grants as at 28 February 2022

Grant	Amount
Library Infrastructure Grant	\$477,685.19
State Library Grant	\$500,000.00
Resources for Regions VIC Relocation	\$423,300.55
Wentworth Extended Day Care	\$62,772.25
SCCF Wentworth Rowing Club	\$66,186.35
Crown Reserve Improvement Fund Astronomy Park	\$669,313.39
Crown Reserve Improvement Fund Pooncarie Racecourse	\$29,700.00
Resources for Regions Junction Island Bridge	\$163,476.33
Wentworth Showgrounds Sewer Upgrade	\$18,043.91
Main Road Block Grant	\$689,283.85
Crown Reserve Improvement Fund Wentworth Caravan Park Grant	\$1,000,000.00
EDS Grant	\$122,684.37
Murray Darling Basin Civic Centre Upstairs Area	\$487,539.00
Fixing Local Roads Grants	\$651,453.00
Total	\$5,361,438.19

Total Funds Invested

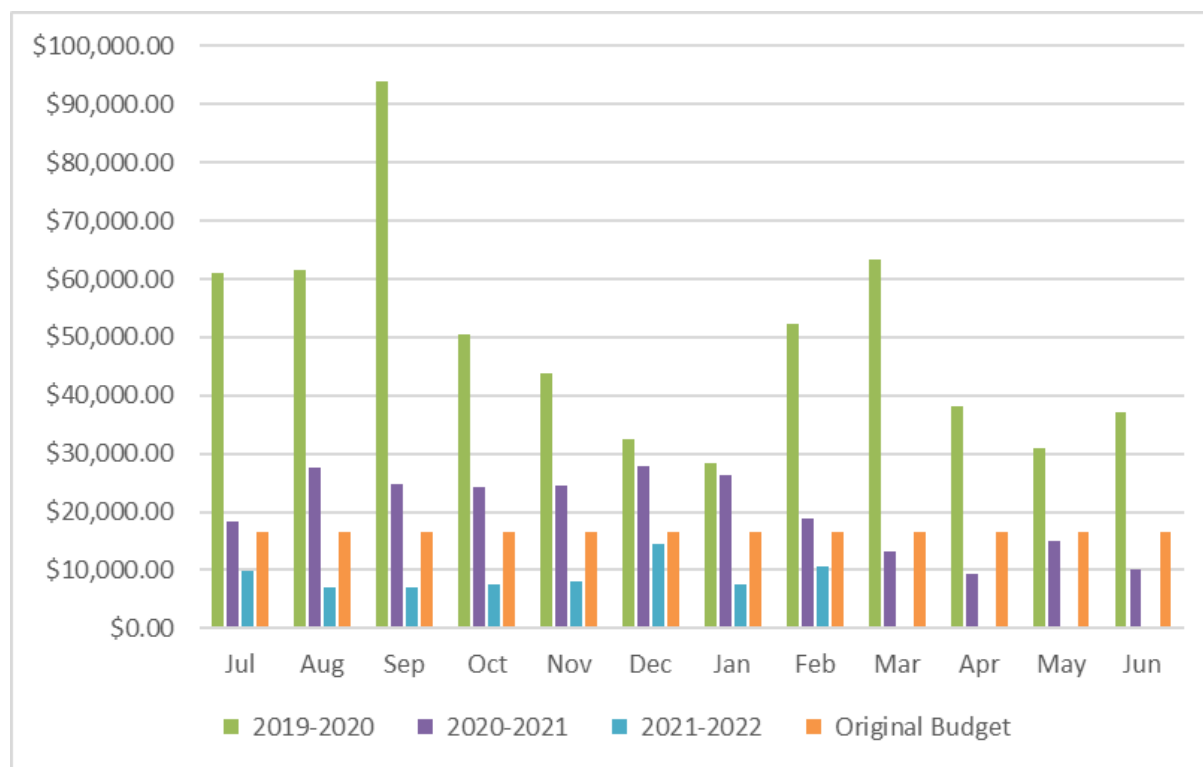
Four (4) term deposits and two (2) other accounts matured or provided interest in February earning Council \$10,595.47 in interest. The budget for February was \$16,666.67. Year to date Council has received \$72,070.31 in interest. The budget for the current financial year is currently set at \$200,000.00.

Currently on the back of the new investment policy approval Council is restructuring their investments into longer term deposits, bonds and managed investments from which we hope to see increased returns by end of financial year 2022.

Investment Revenue in February 2022

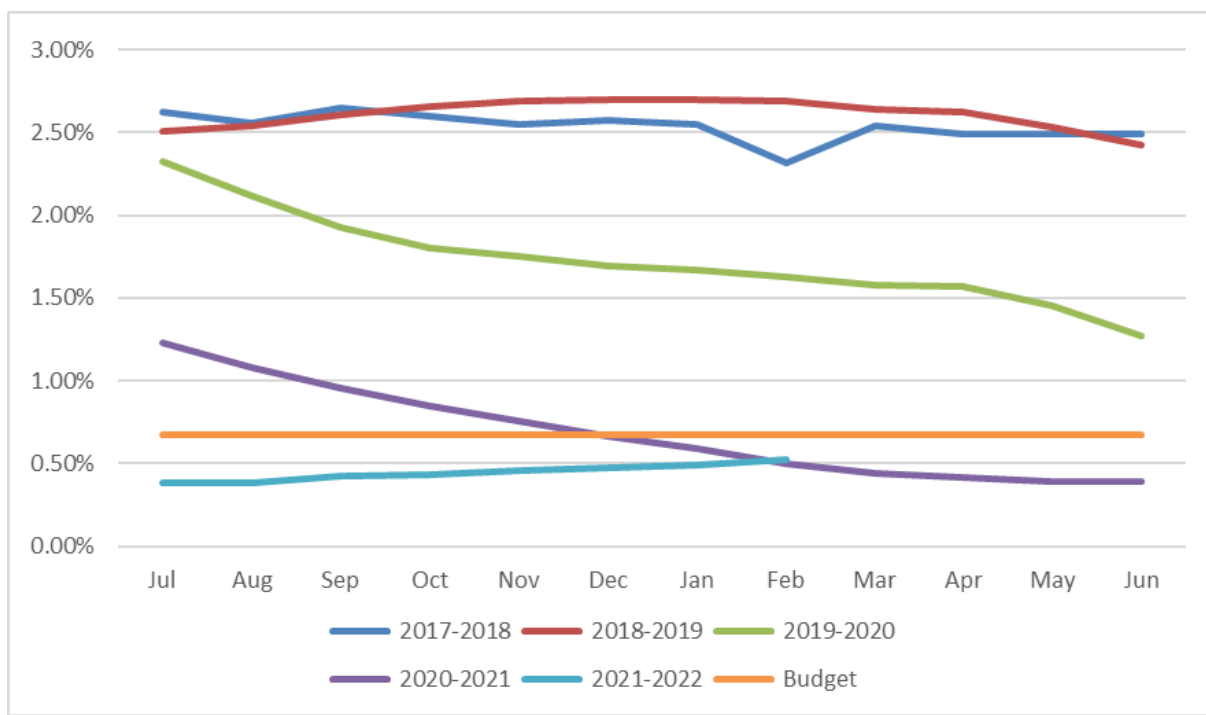
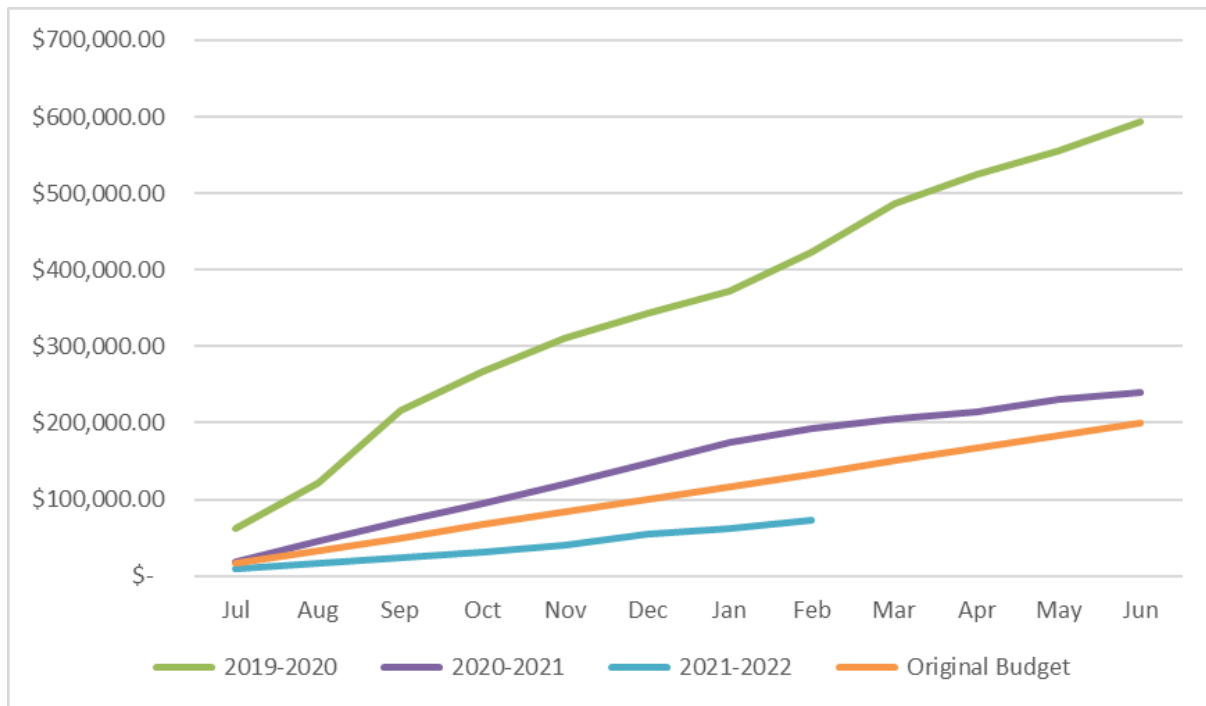
Investee	Date Invested	Date of Maturity	Effective Interest Rate	Amount Invested	Interest Earned
Term Deposits					
AMP (13)	22/11/2021	22/02/2022	0.70%	\$1,000,000.00	\$1,745.21
Bendigo Bank (1)	24/05/2021	24/02/2022	0.35%	\$1,000,000.00	\$2,646.58
Westpac Banking Corporation (4)	25/03/2021	25/02/2022	0.33%	\$1,000,000.00	\$3,047.67
Westpac Banking Corporation (5)	28/05/2021	28/02/2022	0.32%	\$1,000,000.00	\$2,419.73
Other Cash Investments					
AMP (11)	23/10/2020	Ongoing	0.55%	\$616.02	\$138.78
Macquarie Bank (4) - Ongoing	3/12/2020	Ongoing	0.35%	\$2,019,485.05	\$597.50
Total					\$10,595.47

Investment Revenue received February 2022



Total Interest received July 2021 – June 2022

For February 2022 Council's investments returned an effective average rate of 0.52%. Year to date the effective average rate has been 0.45%. The budget for 2021-2022 was set at 0.67%.



Conclusion

The Director Finance & Policy certifies that all investments have been made in accordance with the *Local Government Act 1993* (NSW), Local Government (General) Regulations 2021 and Council's Investment Policy. Council is investing its funds prudently to optimise returns and reduce exposure to risk in accordance with legislation and its own investment policy.

Attachments

Nil

9.5 MONTHLY FINANCE REPORT

File Number: RPT/22/186

Responsible Officer: Simon Rule - Director Finance and Policy
 Responsible Division: Finance and Policy
 Reporting Officer: Vanessa Lock - Finance Officer

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future
 Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

Rates and Charges collections for the month of February 2022 were \$1,086,821.02. After allowing for pensioner subsidies, the total levies collected are now 74.76%. For comparison purposes 68.62% of the levy had been collected at the end of February 2021. Council currently has \$34,808,405.18 in cash and investments.

Recommendation

That Council notes the Monthly Finance Report.

Detailed Report

The purpose of this report is to indicate to Council the position in relation to the rate of collections and the balance of cash books.

Reconciliation and Balance of Funds held as at 28 February 2022

The reconciliation has been carried out between the Cash Book of each fund and the Bank Pass Sheet as at 28 February 2022.

	Combined Bank Account
Cash Balance as at 1 February 2022	\$ 2,312,424.78
Add: Receipts for the Period Ending 28 February 2022 Rates, Debtors, Miscellaneous	\$ 4,952,953.72
Less: Payments for the Period Ending 28 February 2022 Cash Book entries for this Month	\$ 5,475,507.39
Cash Balance at at 28 February 2022	\$ 1,789,871.11
Investments	
Total Investments as at 28 February 2022	\$ 33,018,534.07
TOTAL	\$ 34,808,405.18

Collection of Rates and Charges

Rates and Charges collections for the month of February 2022 were \$ 1,086,821.02. After allowing for pensioner subsidies, the total levies collected are now 74.76%. A summary of the Rates and Charges situation as at 28 February 2022 is as follows.

	Rates and Charges	
Levies		
Balance Outstanding at 30 June 2021 - Rates / Water	957,794.11	
Rates and Charges Levied 20 July 2021	9,545,527.09	\$ 10,503,321.20
+ Additional Water Charges	874,258.70	
+ Supplementary Rates and Charges	75,600.85	
+ Additional Charges	47,681.75	
- Credit Adjustments	15,932.64	
- Abandonments	779.32	\$ 11,484,150.54
Deductions		
- Payments	8,417,898.82	
- Less Refunds of Payments	9,924.00	\$ 8,407,974.82
		\$ 3,076,175.72
- Pensioner Subsidy		
Government Subsidy	97,749.62	
Council Subsidy	79,976.96	\$ 177,726.58
Total Rates/Water Charges Outstanding		\$ 2,898,449.14

Note: For comparison purposes 68.62% of the levy had been collected at the end of February 2021.

Rates/Water write offs and adjustments

Rates and charges that have been written off or adjustments made under the delegated authority of the General Manager for the month of February 2022.

Account	Date	Amount	Comment
Rates			
1047-002	15.2.2022	227.80	Incorrectly charged 2 Garbage Services
441-2	7.2.2022	1130.67	Rates written off due to conservation agreement

Council Loans Report

Name	Institution	Purpose	Interest Rate	Loan Amount	Amount Outstanding	Due Date
Loan 201	National Australia Bank	Buronga Landfill	4.550% Fixed	\$ 920,000.00	\$ 337,853.02	30/01/2025
Loan 202	ANZ Bank	Civic Centre	3.470% Fixed	\$ 850,000.00	\$ 636,875.95	21/10/2026
Loan 203	National Australia Bank	Midway Centre	3.586% Fixed	\$ 1,900,000.00	\$ 1,597,407.59	28/04/2023
Loan 204	Bendigo Bank	Buronga Landfill	5.290% Fixed	\$ 1,500,000.00	\$ 1,272,924.81	12/05/2037
CFWC310604	T-Corp	Trentham Cliffs Sewer	1.82% Fixed	\$ 750,000.00	\$ 715,589.05	4/06/2031
CFWC310624	T-Corp	Burong/Gol Gol Stormwater	1.79% Fixed	\$ 1,250,000.00	\$ 1,192,209.45	24/06/2031
Loan 205	National Australia Bank	Willowbend Caravan Park	Fixed 2.2%	\$ 1,500,000.00	\$ 1,500,000.00	25/01/2027
Loan 206	Bendigo Bank	Buronga Landfill #3	Fixed 1.85%	\$ 900,000.00	\$ 851,312.66	25/09/2028
				TOTAL	\$ 8,104,172.53	

Overtime and Travelling

Month: February 2022	Pay Periods 16 & 17							
Overtime								
	Time and a Half		Double Time		Double Time and Half		Triple Time	
Department	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
Animal Services	8.50	\$ 398.48	23.25	\$ 1,453.35				
Civil Works	17.50	\$ 754.49	8.00	\$ 472.18				
Finance	4.00	\$ 243.68						
Parks & Gardens	15.50	\$ 781.09	23.50	\$ 1,561.23				
Roads - Council	134.00	\$ 5,881.45	22.50	\$ 1,423.26	1.50	\$ 117.21		
Roads - RMS	212.00	\$ 9,553.82	340.50	\$ 20,610.47	4.50	\$ 280.17		
Roads & Eng Indoor	31.00	\$ 2,194.23	11.50	\$ 1,134.08	4.00	\$ 437.36		
Tourism	4.25	\$ 176.68	2.00	\$ 149.63				
Waste Management	20.00	\$ 856.38						
Water & Waste Water	99.50	\$ 4,808.16	160.50	\$ 10,865.80	0.50	\$ 40.50		
Total	546.25	\$ 25,648.46	591.75	\$ 37,670.00	10.50	\$ 875.24	-	\$ -
Travel Allowance								
Department	Kms	Amount						
Health & Planning	720	\$ 561.60						
Total	720.0	\$ 561.60						
Grand Total		64,755.30						

Conclusion

The report indicates to Council that its finances are in a favourable position.

Attachments

Nil

9.6 POLICY REVIEW - DEPARTMENT FINANCE AND POLICY

File Number: RPT/22/177

Responsible Officer: Simon Rule - Director Finance and Policy
Responsible Division: Finance and Policy
Reporting Officer: Simon Rule - Director Finance and Policy

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future
Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

After each general election of Councillors, the *Local Government Act 1993* (the Act) requires Council to review all official policies of Council. There are currently 74 policies in place of which 26 are the responsibility of the Finance & Policy Department.

For this Council meeting the department has reviewed four policies and are presenting them to Council for adopting.

The department is also presenting a new credit policy to Council for consideration and reporting on the result of the public exhibition period for the four draft policies adopted at the January Council meeting.

Recommendation

That Council adopt the following revised policies:

- a) AF001 – Subdivision Deferred Payment Arrangement Policy
- b) AF007 – Rates – Reduction of Developer Costs Policy

That Council rescinds the following policy:

- a) AF010 – Subdivision – Financial Development Incentives Policy

That Council adopt the following policies in draft and place them on 28 days public exhibition:

- a) AF003 – Financial Assistance Policy
- b) GOV024 – Credit Card Policy

That Council, following the completion of the public exhibition period and there being no submissions, adopt the following draft policies:

- a) CC010 – Media Policy
- b) GOV010 – Payment of Expenses and Provision of Facilities Policy
- c) GOV011 – Councillor and Staff Interaction Policy
- d) GOV023 – Conflict of Interest Policy

Detailed Report**Purpose**

The purpose of this report is to update Council on the process of the reviewing Council policies that has begun following the general election of all Councillors.

Background

After each general election of Councillors, the Act requires Council to review all official policies of Council. There are currently 74 policies in place of which 26 are the responsibility of the Finance & Policy Department.

Matters under consideration

For this report staff within the Finance & Policy Department have reviewed the following policies:

AF001 – Deferred Payment Arrangements Policy

AF003 – Donations, Contributions & Grants Policy

AF007 – Rates – Reduction of Developer Costs Policy

AF010 – Subdivision – Financial Development Incentives Policy

As part of ongoing continuous improvement, a new template for both Council and Operational policies has been developed to ensure consistency and ease of use. As part of the review process all existing policies will be updated using the new policy template.

AF001 – Deferred Payments Arrangement Policy & AF010 – Subdivisions – Financial Development Incentives Policy

A review of policies AF001 and AF007 determined that both policies were very similar in nature, therefore it was considered that the best option going forward was to combine both policies into a single Subdivisions Deferred Payment Arrangements policy. It is therefore recommended that changes to AF001 – Subdivision Deferred Payment Arrangements be approved and that AF010 Subdivisions – Financial Incentives Policy be rescinded as it is no longer required.

AF003 – Donations, Contributions & Grants Policy

This policy has been reviewed and updated to reflect best practice, this includes changing the name of the policy to Financial Assistance Policy to better reflect the intention of the policy.

The Policy has also been expanded to give Council, staff and the community clearer guidance around requests for fee waivers. These account for the majority of the requests for financial assistance and is a currently burden to staff to administer. The ability for the General Manager and the Director Finance & Policy to determine certain requests under delegated authority will result in an improved system for Council and the community. It is therefore recommended that the changes to AF003 – Financial Assistance Policy be approved in draft format and that the policy be placed on public exhibition for 28 days.

AF007 – Rates – Reduction of Developer Costs Policy

While reviewing this policy it has been determined that this policy is still a required policy of Council and that the current scope and intent of the policy is still relevant, therefore only minor formatting and administrative updates in order to reflect best practice have been made to this policy. It is therefore recommended that AF007 Rates – Reduction of Developer Costs Policy policies be adopted.

The Finance and Policy Department has also developed a new policy for the consideration of Council.

GOV024 – Credit Card Policy

As reported to the Internal Audit and Risk Management Committee in October 2021, the Office of Local Government has released guidance on the use and management of Credit Cards.

The use and management of credits cards in Council are currently governed by the procurement policy and the accompanying procurement manual. The Director Finance & Policy undertook a review of the guidance material and is confident that the current procedures contained in the procurement manual are consistent with the guidance material contained with part B of the guidelines.

The review also indicated that the Office of Local Government was recommending that councils that didn't have a stand-alone Credit Card Policy should develop one. Based on that recommendation that Director Finance & Policy has developed a credit card policy that complies the released guidelines.

Therefore, it is recommended that GOV024 – Credit Card Policy be adopted in draft and be placed on public exhibition for 28 days.

At the January 2022 Council meeting the following policies where adopted in draft and placed on 28 public exhibition.

- CC010 – Media Policy
- GOV010 – Payment of Expenses and Provision of Facilities Policy
- GOV011 – Councillor and Staff Interaction Policy
- GOV023 – Conflict of Interest Policy

The exhibition period closed on 7 March. There have been no comments received from the public. Therefore, it is recommended that these policies be adopted.

Legal, strategic, financial or policy implications

The Act requires Council to review all of its official Council policies following a general election of all Councillors.

Conclusion

The Finance & Policy department is currently responsible for 26 Council policies. For this Council meeting the department has reviewed five policies and are presenting them to Council for adopting. It is the recommendation of the reporting officer that these policies be adopted.

Attachments

1. Draft Subdivision Deferred Payment Arrangement Policy AF001
2. Draft Credit Card Policy GOV024
3. Draft Rates - Reduction of Developer Costs Policy AF007
4. Draft Financial Assistance Policy AF003
5. Payment of Expenses & Provisions of Facilities Policy GOV010
6. Councillors and Staff Interaction Policy GOV011
7. Media Policy CC010
8. Conflicts of Interest Policy GOV023

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: AF001**SUBDIVISION DEFERRED PAYMENT ARRANGEMENTS****POLICY OBJECTIVE**

To provide guidance on the financial incentives provided by Wentworth Shire Council (Council) for development contributions levied on development within the Wentworth Local Government Area.

1. POLICY STATEMENT

In order to encourage development within the Wentworth Local Government Area, Council provides incentives to developers for the payment of developer contributions levied on development.

2. POLICY COVERAGE

This policy is applicable to all subdivisional developments greater than two lots.

3. STRATEGIC PLAN LINK

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire.

Strategy: 1.2 Encourage and support population growth and resident attraction.

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Bank Guarantee	A bank guarantee is a kind of guarantee from a lending organisation. It signifies that the lending institution will ensure that the liability of a debtor will be met if the debtor fails to perform an obligation.
Consumer Price Index	The Consumer Price Index is a measure of the average change over time in the prices paid by households for a fixed basket of goods and services.
Council	Council of the Shire of Wentworth
Developer Contributions	Developer contributions are charged by Council when new development occurs. They help fund essential infrastructure such as open spaces, stormwater, water, sewer & community facilities.

5. POLICY CONTENT

It is the policy of Council that the following option will be made available to developers to defer the payment of development contributions:

Development Contributions may be paid over a three (3) year period, indexed to the Consumer Price Index.

The following conditions will apply:

- Council and the Developer are to enter into an agreed payment plan;
- All contributions are to be covered by an approved bank guarantee;
- Use of a bank guarantee will apply for subdivisions of more than two lots only; and
- At the required time Council will issue an invoice for the outstanding contribution amount, should the developer fail to pay the invoice, Council will call on the bank guarantee to service the contribution.

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: AF001**SUBDIVISION DEFERRED PAYMENT ARRANGEMENTS**

6. RELATED DOCUMENTS & LEGISLATIONLegislation

- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2021*
- *Environmental Planning & Assessment Act 1979 (NSW)*
- *Environmental Planning & Assessment Regulation 2021*
- *Government Information (Public Access) Act 2009 (NSW)*
- *Privacy & Personal Information Protection Act 1998 (NSW)*
- *Health Records & Information Privacy Act 2002 (NSW)*
- *State Records Act 1998 (NSW)*

Council Policies

- GOV007 – Privacy Management Policy
- GOV008 – Public Access to Information Held by Council Policy
- GOV009 – Delegations Policy
- GOV022 – Legislative Compliance Policy
- GOV023 – Conflicts of Interest Policy

Council Document

- Legislative Compliance Framework
- Governance Framework
- Conflict of Interest Register
- Privacy Management Plan
- Records & Information Management Policy (Operational)
- Developer Contribution Plans

7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date..](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

[Click here to enter a date.](#)**General Manager Wentworth Shire Council****Date**

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV024**CREDIT CARD POLICY****POLICY OBJECTIVE**

The objective of this policy is to detail standard credit card practices across Council and to highlight the obligations of Council officers with the delegated authority to purchase goods and services of any value or type on behalf of Council by way of corporate credit card.

Credit card usage is a function that is high risk in terms of corruption and therefore it is subject to tight rules and processes.

Successful corporate credit card usage provides great flexibility and potentially increases efficiency of services, expediting lead times and reducing administrative burden.

1. POLICY STATEMENT

The intent of this policy is to outline the requirements, effective controls and procedures regarding the use of credit cards by Wentworth Shire Council staff. Corporate credit cards are a routine aspect of accounts payable management and procurement for local government organisations.

Corporate credit cards allow for the efficient and effective operation of Council business and are not a benefit assigned to specific individuals. The use of corporate credit cards creates savings in staff administration time and are an efficient means of payment, especially for low-value purchases.

Council credit cards are subject to appropriate controls in order to protect organisational funds, maintain the integrity of governance processes and to maintain public confidence in Council operations. All local government organisations are obliged to maintain an effective system of internal controls, in accordance with the *Local Government (General) Regulation 2021* to address the significant risks of fraud and misuse of corporate credit cards.

2. POLICY COVERAGE

This policy applies to the Mayor and Council staff who have delegated authority to expend Council funds.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future.

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery.

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Cardholder	The person to whom the credit card has been allocated to.
Council	The Council of the Wentworth Shire

5. POLICY CONTENT

This policy represents the principles, processes and procedures that will be applied to corporate credit card usage on Council's behalf.

Councillors and members of staff must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny.

[Appropriate Use](#)

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV024**CREDIT CARD POLICY**

Council card holders must ensure funds are available within the budget prior to purchasing goods and services and the expenditure is justified.

Credit cards are not to be used for cash advances, ATM transactions, bank cheques, over the counter withdrawals, traveller's cheques or wire of money transfers.

Council credit cards shall not be used for private or personal expenditure.

Council employees will not be entitled to any rewards program or access to rewards that may be offered as part of Council incurring expenditure.

Use of a corporate credit card for business purchases over the internet must be restricted to trusted secure sites.

Cardholders must provide taxation compliant transactional evidence to support all charges. An acceptable receipt for reimbursement of claimable business expenses on the corporate credit card is an original Tax Invoice/Receipt.

Failure to produce an official Tax Invoice will result in the cardholder having to provide a Statutory Declaration as substantiation and proof that a business related purchases has occurred.

Eligibility, Security and Governance

Council staff will only be issued a corporate credit card in circumstances where there is a clear business case to support their use.

Credit cards are to be maintained in a secure manner by the cardholder and guarded against improper use.

The General Manager is to authorise the establishment of all Council corporate credit cards. Applications for credit cards are to include details of the need for the facility and proposed use of the credit card, the approval will be based on position held within Council in conjunction with the applicants financial delegations.

Cardholders will be required to formally acknowledge policy conditions and complete the cardholder agreement form. New card holders will be required to undertake credit card induction training prior to being issued with their card.

Cardholders should be aware that if they do not obtain or are not able to provide a tax invoice for expenditure, the organisation will not be able to recover any GST that may be applicable on that expenditure.

The Finance team will perform regular reviews and compliance checks of all credit cards, including but not limited to: usage patterns, internal controls and risk management relating to credit card usage. If necessary or upon request, a summary of the review will be reported to the General Manager.

Lost, stolen and/or damaged cards are to be reported immediately to the card issuer (financial institution) and to the Director Finance & Policy.

Credit cards are to be returned to Council a minimum of two (2) weeks prior to the cessation of employment, retirement, transfer or promotion (by the cardholder) to another position that does not require the use of a card or if they are instructed to do so by the General Manager. This will include a reconciliation of expenditure incurred on the card.

The use of corporate credit cards is only to be in accordance with this policy, ensuring that procurement guidelines have been followed in accordance with the Procurement Policy and the Procurement Manual and is adherence to financial institution's conditions of use.

Misuse of Card

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV024**CREDIT CARD POLICY**

Cardholders will be considered to have misused the card if they fail to meet their responsibilities as outlined in the credit card cardholder agreement form and outlined in the Procurement Manual.

Misuse of the card may result in:

- The withdrawal of the card; and
- Disciplinary action being taken

The cardholder is also required to bear the cost of any charges incurred by Council arising from any card misuse by the cardholder.

Splitting of an invoice to avoid exceeding financial delegation limits is not permitted and is treated as a misuse of the card.

Credit Cards are issued to Council staff members that are in a position of trust in regards to the use of public funds. Improper use of the credit card facility may render the cardholder liable to disciplinary/legal action, and/or criminal prosecution if deemed appropriate.

If a card is inadvertently used for personal use the cardholder should:

- Identify if the supplier is able to reverse the transaction; or
- Ensure that repayment is made immediately (or as soon as practically possible), with a copy of the receipt for reimbursement forwarded to the Finance team.

Management and Compliance

The Finance team is responsible for the implementation, monitoring and control of credit cards, and is authorised to request any information from cardholders that is relevant to establishing compliance with this policy and associated procedures.

Use of credit cards by staff other than the nominated cardholder

The use of credit cards by staff other than the nominated cardholder will be considered a breach of this policy, unless the staff member has received permission from the cardholder.

Staff are to request a credit card authorisation form from the finance team and fill in the necessary details. The forms must be signed by the staff member's manager and the cardholder prior to completing the transaction.

The signed form must accompany the tax invoice/receipt and be attached to the monthly statement account.

Responsibilities**Cardholders**

It is the responsibility of the cardholder to ensure that:

- The purchase complies with all conditions of this policy and other relevant Council policies;
- The card is used only for allowable transactions;
- The intended purchase is not a stock item in Council's stores;
- By signing the credit card statement they are certifying that the expenses listed have been incurred, that the goods and/or services have been received, that the details have been reconciled and are correct for payment;
- Appropriate paperwork in the form of a tax invoice is retained at the time of purchase and forwarded to the finance area to be attached to the monthly statement; and
- Any discrepancies on the monthly statement are resolved with bank and/or supplier.

Approving Manager

It is the responsibility of the approving manager to ensure that:

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV024**CREDIT CARD POLICY**

- Card usage is monitored to ensure compliance to the budget and relevant policies and procedures;
- Identify any questionable activity and make the necessary enquiries; and
- Approve all transactions in a timely manner.

Finance Team

It is the responsibility of the Finance team to:

- Ensure that Council requirements concerning usage of credit cards is known by cardholders;
- Ensure that cost allocations are made in a manner suitable for reporting purposes;
- Bring to the attention of the General Manager any:
 - Card usage that appears to be beyond the authority of the cardholder; and
 - Any non-conformance with the acquittals of credit card accounts
- Bring to the attention of the General Manager any non-conformances or unusual matters not resolved in a reasonable timeframe.
- Report to the General Manager immediately any reasonable concern that arises in relation to fraud or misappropriation and initiate an investigation; and
- Review the operation of the system from time to time and modify it to meet the needs of Council.

6. RELATED DOCUMENTS & LEGISLATIONLegislation

- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2021*

Council Policies

- GOV003 – Fraud Control Policy
- GOV004 – Internal Reporting Policy
- GOV005 – Procurement Policy
- GOV009 – Delegation Policy
- GOV020 – Code of Conduct Policy
- GOV022 – Legislative Compliance Policy

Council Documents

- Procurement Manual
- Legislative Compliance Framework
- Governance Framework
- Fraud Control Plan

7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date..](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV024

CREDIT CARD POLICY

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

Click here to enter a date.

General Manager Wentworth Shire Council

Date

DRAFT

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No: AF007**RATES – REDUCTION OF DEVELOPER COSTS****POLICY OBJECTIVE**

This Official Council Policy deals with how Wentworth Shire Council will behave when rating unsold lots within a subdivision.

1. POLICY STATEMENT

The intent of this policy is to outline clear and appropriate procedures which will be undertaken by Wentworth Shire Council when rating unsold lots within a subdivision.

2. POLICY COVERAGE

This policy applies to unsold lots within a subdivision within the Wentworth Shire Local Government Area.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery.

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Act	<i>Local Government Act 1993 (NSW)</i>
Council	Council of the Shire of Wentworth
Regulations	<i>Local Government (General) Regulation 2021</i>

5. POLICY CONTENT

It is the policy of this Council that:

- Council will comply with the Act and Regulations in order to rate General Rates, Sewerage and Water Access Charges on unsold lots held by a developer within a subdivision;
- All unsold lots will be rated a General Rate only on separate rates assessments until sold, then Water and Sewerage Charges are added and applicable to the next financial year;
- If a developer builds spec homes in a parcel of land, Water, sewerage and Garbage become rateable from the time of connection to water supply and sewerage; and
- The rating concession to the developer will cease three years after the sale of the first lot within the subdivision, or if in the case where the subdivision has been divided into parts, the sale of the first lot within the part.

6. RELATED DOCUMENTS & LEGISLATIONLegislation

- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2021*

Council Policies

- GOV022 – Legislative Compliance Policy

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No: AF007**RATES – REDUCTION OF DEVELOPER COSTS**

- AF001 – Subdivisions Deferred Payment Arrangements

Council Documents

- Legislative Compliance Framework
- Governance Framework

7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date..](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

[Click here to enter a date.](#)**General Manager Wentworth Shire Council****Date**

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No:AF003**FINANCIAL ASSISTANCE POLICY****POLICY OBJECTIVE**

The Financial Assistance Policy enables Wentworth Shire Council (Council) to provide for a range of financial assistance to local community groups and organisations providing services or programs to residents within the Wentworth Local Government Area.

1. POLICY STATEMENT

The intent of this policy is to establish clear guidelines for the provision of Council assistance to the community.

Council is accountable to the community for the management and disbursement of its funds, and is compelled to ensure that this is done in a manner that maximises the benefits to the community. Additionally, Council's ability to make financial contributions is set out in sections 356, 377 & 610E of the *Local Government Act 1993* (the Act).

In establishing this policy Council is seeking to:

- demonstrate financial prudence by adopting a strategic approach to the amount allocated to financial assistance;
- to ensure that financial assistance provided to community groups & organisations is fair and equitable and undertaken within a system that fosters public confidence;
- to ensure that Council fulfils its legislative requirements under Sections 356, 377 & 610E of the Act.
- provide an application-based process to enable Council to consider all requests for financial assistance, enabling fair and equitable distribution of funding throughout the community.

2. POLICY COVERAGE

This policy applies to all requests for financial assistance received by Council.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Act	<i>Local Government Act 1993 (NSW)</i>
Council	Council of the Shire of Wentworth.
Financial Assistance	Includes direct financial contributions provided by Council to a group, or organisation.

5. POLICY CONTENT

It is the policy of Council that in accordance with Sections 356 & 377 of the Act, all requests for financial assistance from Council will be dealt with in the following manner:

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No:AF003**FINANCIAL ASSISTANCE POLICY**

- an **Annual Budget Allocation** will be made by Council each year for the provision of financial assistance to the community;
- an **Application Process** will be established to enable Council to fairly and reasonably consider all requests for financial assistance that are made to it; and
- an **Annual list of exemptions** will be approved by Council each year when determining the Annual Fees and Charges, enabling named organisations to be exempt from the application process for specific nominated purposes.

Applications will be accepted from not for profit community groups or organisations operating or providing services within the Wentworth Local Government Area for activities that provide a direct benefit to residents of the Wentworth Local Government Area.

To be eligible for funding an organisation must meet all of the following:

- be a not-for-profit community based group or organisation; or
- be an incorporated body or be auspiced (sponsored) by an incorporated body; and
- offer services or activities within the Wentworth Local Government Area

The general criteria for evaluating requests for financial assistance includes the following items:

- How the request links to the strategies and objectives in Community Strategic Plan;
- How the request provides community benefit beyond a specific interest group;
- Whether the applicant has access to other funding sources or has received funding from other sources;
- Whether the applicant has received financial assistance from Council in previous years; and
- Whether the applicant will be contributing to the initiative and the quantum of this contribution.

Fee Waivers

Section 610E of the Act allows Council to waive payment of, or reduce a fee in a particular case if it is satisfied that the case falls within a category of hardship or any other category that Council has determined that fees and charges be waived or reduced.

A request for a fee waiver or reduction should be made before the fee or charge is incurred, as requesting a refund of the fee or charge at a later date creates an administrative burden.

Any approval given for the reduction or waiver of fees for any organisation will only be applied to a single event. Any future or ongoing events will require further applications to be submitted to Council for consideration.

If an application for a waiver or reduction of fees and charges does not meet the evaluation criteria but is assessed by the General Manager as a case warranting further consideration, a report will be forwarded to Council for determination.

A loss of income will be incurred as a result of implementing this part of the policy and needs to be considered when determining any application.

To be eligible for a waiver or reduction of Council's fees and charges, the applicant must be in at least one of the following categories:

- Charitable organisations;
- Not for profit organisations;

Wentworth Shire Council

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Council Policy No:AF003**FINANCIAL ASSISTANCE POLICY**

- Community groups;
- School groups; or
- Be able to demonstrate special circumstances as determined by the General Manager or Council's delegated staff

Applicants may be required to provide supporting evidence of financial hardship with their application as Council offers substantially discounted rates for Charitable, Community and Not-for-profit organisations in their adopted fees and charges schedule.

Applications can only be made to waive or reduce fees which are not mandated under legislation and where Council has the legal ability to use discretion.

The following criteria will be used as at minimum to assess any application for a fee waiver or reduction:

- Public or community benefit gained from the request;
- Whether the decision to waive or reduce the fee has the potential to result in an increased demand from certain groups relative to others or resulting in inequitable access to Council facilities or services as a result of subsidising certain users/groups; and
- Ability of the applicant to raise funds;

Unless the adopted fees or charge is considered unreasonable or inappropriate considering the special circumstances or work required, Council will not consider applications to waive fees and charges for:

- Any profit making ventures for commercial entities;
- Any activity, event or program that contravenes Council's existing policies;
- The Bond associated with the use of Council facilities, (only the waiver of fees for an activity, event or function will be considered);
- Any organisation receiving other financial assistance under this policy for the activity, event or program for which the fee waiver is being sought;
- Any organisation that has been already been approved two fee waivers for other purposes within the current calendar year; or
- Any organisation that has an outstanding debt to Council.

Applications that do not exceed \$500 will be determined by the Director Finance & Policy under delegated authority from the General Manager.

Applications over \$500 that do not exceed \$2,000 will be determined by the General Manager as recommended by the Director Finance & Policy.

Any application above \$2,000 will be referred to Council for a resolution.

All fees and charges waived or reduced under delegated authority will be reported to Council on a monthly basis.

Waiver or reduction of fees and charges does not apply to rates and annual charges. Please refer to Council Policy AF012 – Writing Off Rates, Charges and Debt or Council Policy AF013 – Hardship.

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No:AF003**FINANCIAL ASSISTANCE POLICY**

6. RELATED DOCUMENTS & LEGISLATIONLegislation

- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2021*
- *Government Information (Public Access) Act 2009 (NSW)*
- *Privacy & Personal Information Protection Act 1998 (NSW)*
- *Health Records & Information Privacy Act 2002 (NSW)*
- *State Records Act 1998 (NSW)*

Council Policies

- GOV007 – Privacy Management Policy
- GOV008 – Public Access to Information Held by Council Policy
- GOV009 – Delegations Policy
- GOV022 – Legislative Compliance Policy
- GOV023 – Conflicts of Interest Policy

Council Document

- Legislative Compliance Framework
- Governance Framework
- Conflict of Interest Register
- Privacy Management Plan
- Records & Information Management Policy (Operational)

7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date..](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

[Click here to enter a date.](#)**General Manager Wentworth Shire Council****Date**

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY****POLICY OBJECTIVE**

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

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

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

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

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

Expense or facility	Cost
General travel expenses	Actual Cost
Interstate, overseas and long-distance intrastate travel expenses	Actual Cost
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually
Professional development, Conferences and Seminar	Actual Cost
ICT expenses	Actual Cost
Carer expenses	Actual Cost
Home office expenses	Actual Cost
Council vehicle and fuel card	Provided to the mayor
Reserved parking space at Council offices	Provided to the mayor
Furnished office	Provided to the mayor
General Managers Office staff supporting Mayor and Councillors	Provided to the mayor and councillors
Use of private motor vehicle	Actual per km allowance

Wentworth Shire Council

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Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

Additional costs incurred by a Councillor in excess of any agreed limit is considered a personal expense that is the responsibility of the Councillor.

This policy has been developed using the Better Practice Template as recommended by the NSW Office of Local Government.

Expenses and facilities provided by this policy are in addition to fees paid to Councillors. (The minimum and maximum fees Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.)

Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.

1. POLICY STATEMENT

The intent of this policy is to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
- ensure facilities and expenses provided to Councillors meet community expectations;
- support a diversity of representation; and
- fulfil the Council's statutory responsibilities

2. POLICY COVERAGE

Unless otherwise stated this policy is applicable to all Councillors.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future.

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery.

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor.
Act	Means the <i>Local Government Act 1993 (NSW)</i> .
Appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business.
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy.
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted.

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Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor.
General Manager	Means the General Manager of Council and includes their delegate or authorised representative.
Incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct.
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle.
NSW	New South Wales.
Official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> • meetings of Council and committees of the whole; • meetings of committees facilitated by Council; • civic receptions hosted or sponsored by Council; and • meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.
Professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor.
Regulation	Means the Local Government (General) Regulation 2005 (NSW).
Year	Means the financial year, that is the 12 month period commencing on 1 July each year.

5. POLICY CONTENT

It is the policy of Council that Councillors are recompensed for legitimate and reasonable expenses and can access agreed resources through an equitable, accessible, transparent and accountable process, subject to Office of Local Government (OLG) Guidelines, and any relevant legislative requirements.

General Conduct

Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the Act or any other Act. This is a requirement under section 439 of the Act and reinforced in the Model Code of Conduct made under section 440.

Council's Code of Conduct Policy provides that Council resources must be used ethically, effectively, efficiently and carefully. Council property including intellectual property, official services and facilities must not be misused by any person or body for private benefit or gain. Councillors must also avoid any action or situation that could create the appearance that Council resources are being used inappropriately.

Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.

Wentworth Shire Council

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Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

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

Private or political benefit

Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.

Such incidental private use does not require a compensatory payment back to Council.

Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.

Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:

- production of election material;
- use of Council resources and equipment for campaigning;
- use of official council letterhead, publications, websites or services for political benefit; and
- fundraising activities of political parties or individuals, including political fundraising events.

General expenses

All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.

Expenses not explicitly addressed in this policy will not be paid or reimbursed.

Specific expensesGeneral travel arrangements and expenses

All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

Each Councillor may be reimbursed for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:

- for public transport fares
- for the use of a private vehicle or hire car
- for parking costs for Council and other meetings
- for tolls
- by Cabcharge card or equivalent

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Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

- for documented ride-share programs, such as Uber, where tax invoices can be issued.

Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.

Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed.

Interstate, overseas and long distance intrastate travel expenses

Given Council's location near an interstate border, travel within the Sunraysia area of Victoria will be considered as general travel. Arrangements and expenses for this travel will be governed by general travel provisions.

Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for Council and the local community. This includes travel to sister and friendship cities.

Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.

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

- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties;
- who is to take part in the travel;
- duration and itinerary of travel; and
- a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

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

For interstate journeys by air of more than three hours, the class of air travel may be premium economy.

For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

Bookings for approved air travel are to be made through the General Manager's office.

For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

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

Accommodation and meals

Wentworth Shire Council

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Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.

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

The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of the previous clause.

Councillors will not be reimbursed for the purchase of alcoholic beverages.

Refreshments for Council related meetings

Appropriate refreshments will be available for Council meetings, Council committee meetings, councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.

As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

Council will set aside funds annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.

In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the OLG. The cost of the induction program will be in addition to the ongoing professional development funding.

Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

Approval for professional development activities is subject to a prior written request to the General Manager outlining the:

- details of the proposed professional development;
- relevance to council priorities and business; and
- relevance to the exercise of the Councillor's civic duties.

In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in the above clause, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

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

Council will set aside funds annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.

Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:

- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
- cost of the conference or seminar in relation to the total remaining budget.

Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to normal travel expense provisions.

Spouse, Partner and Accompanying Person Expenses – Within the Local Government Area

Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official Council functions that are of a formal and ceremonial nature within the local government area. Such functions would be those that a Councillor's spouse, partner or accompanying person could be reasonably expected to attend.

Spouse, Partner and Accompanying Person Expenses - Local Government Conferences

Council will meet limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government New South Wales Association's annual conference. These expenses are to be limited to the costs of registration and the official conference dinner. Travel expenses, accommodation and sundry expenses for spouses, partners or accompanying persons are not included and are the responsibility of the individual Councillor.

If a service is shared between a Councillor and a spouse/partner/accompanying person the expense associated with the service will be reimbursed as long as the expenses did not increase due to the attendance of the spouse/partner/accompanying person.

Information and communications technology (ICT) expenses

Council will provide Councillors with a laptop and pay for data and internet costs associated with these devices.

Councillors make seek reimbursement for costs associated with communications devices and services used by Councillors to undertake their civic duties.

Special requirement and carer expenses

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

Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.

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Word Document Reference: TBC

Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with an impairment to perform their civic duties.

Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses at the discretion of the General Manager for attendance at official business, plus reasonable travel from the principal place of residence.

Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.

In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

Each Councillor may be reimbursed for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

Insurances

In accordance with Section 382 of the Act, Council is insured against public liability, professional indemnity and Councillors and Officers claims. Councillors are included as a named insured on this Policy.

Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

Legal assistance

Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the Act provided that the outcome of the legal proceedings is favourable to the Councillor.
- a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor.
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

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Word Document Reference: TBC

Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

- In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- Council will not meet the legal costs:
 - of legal proceedings initiated by a Councillor under any circumstances;
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; or
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.

Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

General facilities for all councillors

Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through the General Manager's office.

The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationary

Each Councillor may be reimbursed for costs associated with minor items of consumable stationery. Council will supply Councillors with a business card if requested.

Administrative support

Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff as arranged by the General Manager or their delegate.

Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

Additional facilities for the Mayor

Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the mayor's office.

The Mayoral allowance will be reduced to cover the cost of any private travel.

A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.

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Word Document Reference: TBC

Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.

In performing their civic duties, the Mayor will be assisted by staff providing administrative and secretarial support, as determined by the General Manager.

Council staff assisting the Mayor are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

Approval, payment and reimbursement arrangements

Expenses should only be incurred by Councillors in accordance with the provisions of this policy.

Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

Up to the limits specified in this policy, approval for the following may be sought after the expense is incurred:

- Local travel relating to the conduct of official business
- Carer costs

Final approval for payments made under this policy will be granted by the General Manager or their delegate.

Direct payment

Council may approve and directly pay expenses. Request for direct payment must be submitted to the General Manager for assessment against this policy, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Director Finance & Policy.

Notification

If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

If Council has incurred an expense on behalf of a Councillor that exceeds reasonable incidental private use or is not provided for in this policy:

- Council will invoice the Councillor for the expense
- the Councillor will reimburse Council for that expense within 14 days of the invoice date.

If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time will not be approved.

Disputes

If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.

If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

Return or retention of facilities

All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.

The prices for all equipment purchased by Councillors under this provision will be recorded in Council's annual report.

Publication

This policy will be published on Council's website.

Reporting

Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

Auditing

The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

Breaches

Suspected breaches of this policy are to be reported to the General Manager.

Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

6. RELATED DOCUMENTS & LEGISLATION**Legislation**

- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2021*

Council Policies

- GOV003 – Fraud Control Policy
- GOV004 – Internal Reporting Policy
- GOV005 – Procurement Policy

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV010**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY**

- GOV020 – Code of Conduct Policy
- GOV022 – Legislative Compliance Policy
- GOV024 – Credit Card Policy

Council Documents

- Procurement Manual
- Legislative Compliance Framework
- Governance Framework
- Fraud Control Plan

7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date.](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

[Click here to enter a date.](#)**General Manager Wentworth Shire Council****Date**

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV011**COUNCILLORS AND STAFF INTERACTION POLICY**

POLICY OBJECTIVE

In Wentworth Shire Council (Council), as in all councils, there is a complex web of relationships between Councillors and Council employees. These contacts are necessary and essential to the smooth functioning of Council, as they allow Councillors access to information and employees.

The policy is designed to provide clear guidelines that help Councillors and employees to understand fully their respective roles and how they should operate, in order to perform their job effectively and maintain a respectful and harmonious relationship.

1. POLICY STATEMENT

The intent of this policy is to facilitate a positive working relationship between Councillors as elected representatives of the Wentworth Shire Council, and the staff employed to administer the operations of Council. The policy provides direction on interactions between Councillors and Council staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.

This policy will:

- provide a clear definition of the respective roles of elected members and Council employees;
- provide communication channels to ensure the speedy provision of accurate information to Councillors;
- provide a documented process on how Councillors can access Council records;
- ensure Councillors have access to all documents necessary for them to exercise their statutory role as a member of the governing body of Council;
- provide a clear and consistent framework for the reporting of, and appropriate application of sanctions for, breaches of this policy.

This policy both complements and should be read in conjunction with Council's Code of Conduct. This policy is an enforceable part of the Code. In the event that this policy contradicts with the Code the Code will prevail.

2. POLICY COVERAGE

This policy covers personnel employed by Council; any person or organisation contracted to or acting on behalf of Council; and any person or organisation employed to work on Council premises or facilities and all activities of Council.

This policy applies to all interactions between Councillors and Council staff whether face-to-face, by telephone, online, email, or in writing.

This Policy applies whenever interactions between Council staff and Councillors regarding Council operations occur, including inside or outside work hours and at both Council and non-Council venues. This policy does not prevent Councillors and staff from communicating generally. From time to time, Councillors and staff may be present at social and community events – in such situations both parties should refrain from discussing matters relating to Council business.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future.

Wentworth Shire Council

Word Document Reference: TBC

Council Policy No: GOV011**COUNCILLORS AND STAFF INTERACTION POLICY**

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery.

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Act	Means the <i>Local Government Act 1993</i> (NSW)
Code	Code of Conduct Policy as adopted by Council
Council	Council of the Shire of Wentworth
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.
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
GIPA Act	Means the <i>Government Information (Public Access) Act 2009</i>

5. POLICY CONTENT

It is the policy of this Council that:

Council officials are to comply with Council's Code of Conduct Policy, and this policy, regarding interaction between Councillors and Council staff.

Roles and Responsibilities

A number of factors contribute to a good relationship between the elected members and Council staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.

Councillors and Council staff must have a clear and sophisticated comprehension of their different roles, and the fact that these operate within a hierarchy. Council staff are accountable to the General Manager, who in turn, is accountable to Council.

Chapters 9 and 11 of the *Local Government Act 1993* (the Act) set out the statutory roles and duties of Councillors and the General Manager. The Councillors are the governing body of the corporation and they have the responsibility of directing and controlling the affairs of Council in accordance with the Act. Chapter 9 includes the following provisions:

- **The Governing Body (Section 222)**

The elected representatives, called 'Councillors', comprise the governing body of Council.

- **The Role of the Governing Body (Section 223)**

The role of the Governing Body is to direct and control the affairs of Council in accordance with this Act.

- **The Role of the Mayor (Section 226)**

The role of the Mayor is:

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- to be the leader of Council and a leader in the local community;
 - to advance community cohesion and promote civic awareness;
 - to be the principal member and spokesperson of the governing body, including representing the views of Council as to its local priorities,
 - to exercise, in cases of necessity, the policy-making functions of the governing body of Council between meetings of Council. (e.g. urgent demolition orders, authority to financially assist the community by the allocation of resources during natural disasters, commencement of urgent legal action);
 - to preside at meetings of Council;
 - to ensure that meetings of Council are conducted efficiently, effectively and in accordance with this Act;
 - to ensure the timely development and adoption of the strategic plans, programs and policies of Council;
 - to promote the effective and consistent implementation of the strategic plans, programs and policies of Council;
 - to promote partnerships between Council and key stakeholders;
 - to advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of Council;
 - in conjunction with the General Manager, to ensure adequate opportunities and mechanisms for engagement between Council and the local community;
 - to carry out the civic and ceremonial functions of the Mayoral office;
 - to represent Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
 - in consultation with the Councillors, to lead performance appraisals of the General Manager; and
 - to exercise such other functions of Council as Council determines.
- **The Role of a Councillor as a Member of Council (Section 232(1))**
The role of a Councillor is:
 - to direct and control the affairs of Council in accordance with the Act (e.g. input into preparation of Council's management plan, financial plan and organisational structure);
 - to participate in the optimum allocation of Council's resources for the benefit of the Shire (e.g. providing input into deciding priorities for construction and maintenance work);
 - to play a key role in the creation and review of Council's policies and objectives and criteria relating to the exercise of Council's regulatory functions; and
 - to review the performance of Council and its delivery of services, and the management plans and revenue policies.
 - **The Role of a Councillor as an Elected Person (Section 232(2))**
The role of a Councillor as an elected person is:
 - to represent the interests of the residents and ratepayers;
 - to provide leadership and guidance to the community; and
 - to facilitate communication between the community and Council.
 - **The Role of the General Manager (Section 335(1))**
The General Manager is generally responsible for the efficient and the effective operation of Council's organisation and for ensuring the implementation, without undue delay, of decisions of Council.

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Council Policy No: GOV011**COUNCILLORS AND STAFF INTERACTION POLICY**

- **The Functions of the General Manager (Section 335(2))**

The General Manager has the following particular functions:

- to conduct the day-to-day management of Council in accordance with the strategic plans, programs, strategies and policies of Council;
- to implement, without undue delay, lawful decisions of Council;
- to advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of Council;
- to advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of Council and other matters related to Council;
- to prepare, in consultation with the Mayor and the governing body, Council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report;
- to ensure that the Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- to exercise such of the functions of Council as are delegated by Council to the General Manager;
- to appoint staff in accordance with an organisation structure and resources approved by Council;
- to direct and dismiss staff;
- to implement Council's equal employment opportunity management plan; and
- any other functions that are conferred or imposed on the General Manager by or under this or any other Act.

Protocols for Interactions

Council commits to the following principles to guide interactions between Councillors and Council staff:

Principle	Achieved By
Equitable and Consistent	Ensuring appropriate, consistent and equitable access to information for all Councillors within established service levels
Considerate and Respectful	Councillors and Council staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions.
Ethical, Open and Transparent	Ensuring that interactions between Councillors and Council staff are ethical, open, transparent, honest and display the highest standards of professional conduct.
Fit for Purpose	Ensuring that the provision of equipment and information to Councillors is done in a way that is suitable, practical and of an appropriate size, scale and cost.
Accountable and Measurable	Providing support to Councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data.

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Council Policy No: GOV011**COUNCILLORS AND STAFF INTERACTION POLICY**

All participants in Local Government are encouraged to facilitate a respectful and harmonious relationship between Councillors and Council employees. In particular, the following protocols must be observed:

- **Councillors**

- Councillors should bear in mind the spirit and letter of the Act as to their roles and also observe established protocols;
- Councillors are encouraged to respect the functions and responsibilities of employees and the proper workings of the organisation;
- Councillors must not direct employees as to the performance of their work duties;
- Requests from Councillors involving significant staff time should be made to the General Manager, or in his absence, the Acting General Manager;
- Councillors have a right of access to Council employees and to information for civic purposes under the circumstances set out in this policy;
- Should a Councillor have a complaint about an employee, the complaint must be directed to the General Manager.

- **Employees**

- Employees must be polite at all times, treat Councillors with the respect due to their office and avoid political comment;
- In all formal settings, employees will address Councillors as Councillor (last name) and the Mayor as either Mayor (last name) or Mr (Madam) Mayor;
- Employees should seek the advice and approval of the General Manager, or in his absence, the Acting General Manager, prior to responding to a direct request from a Councillor, except where the request is minor or of a day-to-day operational nature;
- Employees must ensure that information provided to Councillors is factually correct, complete and relevant;
- In making recommendations or providing advice to Council, employees are not required to follow any directions given by Councillors or Council as to the nature of that advice or those recommendations;
- Employees must not, unless a senior manager of Council, approach Councillors directly on staffing or political issues.

Interactions during meetings

- **Councillors**

- must not make statements or imputations or disclose information concerning the personal affairs of any Councillor or Council employee;
- may, through the Mayor, put a question to another Councillor, and may, through the General Manager, put a question to a Council employee. However, the Councillor or Council employee to whom the question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or documents;
- must always be mindful of the relevance of questions that are put to other Councillors and Council employees during meetings or conferences of Council;
- must permit a Council employee a reasonable time to research and provide answers to questions;
- must not interrupt, harass or unreasonably criticise a Council employee who is speaking at a conference or meeting of Council.

- **Employees**

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- must only speak when requested and such requests must be directed through the General Manager;
- must provide an answer to questions put through the General Manager if the information is readily available to them;
- may take questions on notice if information is not readily available. However, taking questions on notice should not be used as an excuse to avoid answering questions.

Interactions outside meetings

- **Councillors**

Councillors, in their dealings with employees, and the organisation, must:

- have regard to the provisions of the Act, and the roles and responsibilities set out therein and reproduced in this policy;
- respect the functions, responsibilities and workload of individual employees;
- respect and comply with the proper and reasonable practices and procedures of the organisation;
- only direct a question or request information through the General Manager or Directors. The Councillor may decide the question is to be asked or the request is to be made orally or in writing, but must not unreasonably ignore a request from the staff member concerned for it to be put in writing.

- **Employees**

Employees, in their dealings with Councillors, must:

- respect the role and responsibilities of all Councillors, and their right to obtain relevant information;
- on receipt of a question or request, answer the Councillor's question or provide to the Councillor the information sought orally or in writing as the Councillor prefers.

If the employee is unable or unwilling to answer the Councillor's question or provide the information sought, the employee must give reasons to the Councillor and advise the General Manager.

Example of Appropriate Interactions

Examples of appropriate interactions include, but are not limited to, the following:

- ✓ Councillors and Council staff are courteous and display a positive and professional attitude to one another;
- ✓ Council staff ensure that relevant information is made equally available to all Councillors, in accordance with this policy and any other relevant Council policies;
- ✓ Council staff record the advice they give to Councillors in the same way as if the advice was provided to a member of the public;
- ✓ Council staff, including the Executive Team members, document Councillor requests through the dedicated Councillor support area and process;
- ✓ Informal briefings and Councillor Workshops are used to establish positive working relationships and help Councillors gain an understanding of complex issues related to their civic duties, especially where Councillors will be required to make a Policy decision on an issue at an upcoming Council meeting;
- ✓ Councillors feel supported to approach authorised staff, and vice versa, to seek advice and clarification about issues; and
- ✓ Councillors forward requests for information through the channels identified by the General Manager and staff respond within agreed timeframes to these requests.

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Example of Inappropriate Interactions

Examples of *inappropriate* interactions include, but are not limited to, the following:

- × Councillors approaching junior members of staff for information on sensitive or controversial matters;
- × Members of staff approaching Councillors directly (rather than through the General Manager) on staffing or political issues;
- × Councillors approaching staff outside Council workplaces or outside work hours to discuss Council business;
- × Staff refusing to give information which is available to other Councillors to a particular Councillor because of the staff member's or Councillor's political views;
- × Councillors who have lodged a development application (DA) before Council discussing the matter with junior staff;
- × Junior staff being asked to answer questions or provide documents to Councillors who are overbearing or threatening;
- × Councillors directing or pressuring staff in the performance of their work, or recommendations they should make; and
- × Staff providing advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community;

Access to Documents

- While the General Manager is responsible for ensuring that Councillors have access to the information they need to perform their civic duties, Councillors have the same general right as members of the public to inspect and take away copies of records and documents and are subject to the same constraints.
- The provisions of the *Government Information (Public Access) Act 2009* (GIPA Act) are available to members of the Community and to Councillors. The GIPA Act requires Council to proactively release information on their website, while providing appropriate protection for individuals' privacy.
- Through this legislation, Council provides access to information held unless on balance it is contrary to the public interest to provide that information.
- Councillors have a right to inspect any record provided that it is relevant to the exercising of the Councillor's responsibility in his or her civic office and is not subject to privacy, confidentiality or legal restraint. This right does not extend to matters about which a Councillor is merely curious. Access to information that is not publicly available is upon request to the General Manager or relevant member of the Executive Leadership Team.
- Councillors who have a personal or pecuniary interest in a document of Council have the same rights of access as any other person as stipulated by the Code under the section 'Personal dealings with Council'.
- Any denial by the General Manager or their delegate to provide information requested by Councillors must be reasonable and reasons must be provided for the decision.
- Councillors are required to treat all information provided by Council staff appropriately and to observe by confidentiality requirements.
- Council staff will inform Councillors of any confidentiality requirements for information they provide so Councillors can handle information appropriately.
- Where a Councillor is unsure of confidentiality requirements, they can ask the authorised staff member or contact the Office of the General Manager.

Access to Computer Systems by Councillors

- Councillors shall have the same access to Council's computer system as do members of the public.

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- Councillors also have access to productivity tools in the computer system but no access to Council records or databases, unless specifically identified and implemented for the purpose of supporting Councillors in their civil role at the discretion of the General Manager.

Access to Council premises

- Councillors, as elected members of the Council, are entitled to have access to the Council Chambers, Mayor's Office and public areas of Council's buildings.
- Councillors who are not in pursuit of their civic duties have the same rights of access to Council buildings and premises as any other member of the public. As with members of the public, a Councillor has no right to enter staff-only areas without the expressed authorisation of the General Manager or Executive Leadership Team member, and be accompanied by a staff member.
- Councillors must ensure that when they are within a staff-only area they are cognisant of potential conflict or pecuniary interest matters and/or a perception that they may bring influence to bear on Council staff decisions. Councillors should conduct themselves accordingly.

Complaints Procedures

- **By a Councillor Against an Employee**
 - A complaint by a Councillor against an employee other than the General Manager must be made in writing addressed to the General Manager.
 - A complaint by a Councillor other than the Mayor against the General Manager must be in writing addressed to the Mayor.
 - A complaint by the Mayor against the General Manager must be set out in a confidential report to the Council meeting. The General Manager may be excluded by resolution of Council from the closed section of the meeting at which the report is considered.
 - On receipt of a complaint made under this part, the General Manager, the Mayor or the Council, as the case requires, must if of the opinion that the complaint has substance and seriousness, investigate the complaint and may take or recommend such action as considered appropriate.
- **By a Councillor Against a Councillor**
 - A complaint by a Councillor against a Councillor other than the Mayor must be in writing addressed to the Mayor or to the General Manager;
 - A complaint by a Councillor against the Mayor must be in writing addressed to the General Manager;
 - On receipt of a complaint under this part, the Mayor or General Manager (as the case requires) must, if of the opinion that the complaint has substance and seriousness, investigate the complaint and report the findings to Council without recommendation for the Council's decision.
- **By an Employee Against a Councillor**
 - A complaint by an employee against a Councillor must be in writing addressed to the General Manager;
 - On receipt of a complaint under this Section, the General Manager must, if of the opinion that the complaint has substance, investigate the complaint and report the findings to the Mayor. The Mayor may take such action as considered appropriate;

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- If the complaint concerns the Mayor, the General Manager must, if of the opinion that the complaint has substance and seriousness, investigate the complaint and report the findings to Council without recommendation for the Council's decision.

Noncompliance with this Policy

- **Councillors**
 - An alleged breach of this policy by a Councillor other than the Mayor may be reported to Council by the Mayor;
 - An alleged breach by the Mayor may be reported to the Council by the General Manager;
 - The Council may investigate an alleged breach of this policy in such a manner as it thinks appropriate;
 - If the Council finds the breach substantiated, it may, in its discretion, take such action in relation to the Councillor concerned as is permitted by law. Without limiting this provision, the Council may require the Councillor to apologise to the elected member, employee or to the organisation as a whole in such a manner as it directs.
- **Employees**
 - An alleged breach of this policy may result in disciplinary procedures and or dismissal.

6. RELATED DOCUMENTS & LEGISLATIONLegislation

- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2021*
- *Government Information (Public Access) Act 2009 (NSW)*
- *Privacy and Personal Information Protection Act 1998*

Council Policies

- GOV002 – Use of Communication Devices Policy
- GOV007 – Privacy Management Policy
- GOV008 – Public Access to Information Held by Council Policy
- GOV010 – Provision of Facilities & Payment of Expenses Policy
- GOV018 – Code of Meeting Practice
- GOV020 – Code of Conduct Policy
- GOV022 – Legislative Compliance Policy
- GOV023 – Conflicts of Interest Policy

Council Document

- Legislative Compliance Framework
- Governance Framework
- Conflict of Interest Register
- Privacy Management Plan

7. ATTACHMENTS

Nil.

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Council Policy No: GOV011

COUNCILLORS AND STAFF INTERACTION POLICY

8. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date..](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

[Click here to enter a date.](#)

General Manager Wentworth Shire Council

Date

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No:CC010**MEDIA POLICY****POLICY OBJECTIVE**

The intent of this policy is to provide Council Officials, Volunteers and Contractors of Wentworth Shire Council (Council) with guidelines and procedures that encourage use of media that mitigate reputational risk to Council.

1. POLICY STATEMENT

Media is an integral marketing and communications tool for Council to promote, engage with, respond and listen to the diverse needs of the community. Due to the public nature of media, this policy governs the acceptable use of media and clarifies the responsibilities of Council officials, Volunteers and Contractors in both their personal and official use of all forms of media.

2. POLICY COVERAGE

The policy applies to all Council Officials, Volunteers and Contractors when representing Council in the media and presenting personal comments in media. This policy applies to verbal and written comments in the media, public speaking engagements, media releases and the use of social media.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Social Media	<p>The collective of online communication channels dedicated to community-based input, interaction, content-sharing and collaboration. These channels allow users to transfer text, video, audio, images and general information easily and, often, instantaneously among social media users. These sites include, but are not limited to:</p> <ul style="list-style-type: none"> • Facebook • Twitter • YouTube • Pinterest • What's App/Messenger • Instagram • LinkedIn • Snapchat
Media	The term commonly given to various means of communication that reaches a broad cross-section of the community such as social media, television, radio, website and print media.
Council officials	All Councillors and Council employees

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Council Policy No:CC010**MEDIA POLICY**

Authorised Delegate	A Council employee who has the authority, in accordance with their delegation, to represent Council in media or who is approved by the General Manager to interact with the media
Personal use of social media	Means <u>you are not</u> identified or perceived as a Council official, Volunteer or Contractor of Council when participating on social media
Professional use of social media	Means <u>you are</u> authorised to comment as a Council official and your participation on social media is on behalf of Council
Code of Conduct	Council's adopted Code of Conduct.
Display picture (Social Media)	The profile image or profile name displayed on the social media account to identify ownership.
Social media account	Refers to a page or profile created within a social media platform to promote a brand or service.
Reliansys	Internal Operational System holding various Registers

5. POLICY CONTENT**Council employees (not including Councillors)**

- 5.1 The Mayor and General Manager are the official spokespeople on Council affairs, as per the *Local Government Act 1993*.
- 5.2 All media enquiries received by employees MUST be directed in the first instance to the Office of the General Manager.
- 5.3 Where appropriate and with authorisation by the General Manager, or in the absence of the General Manager, the Acting General Manager, the Director of a Department, or an appropriate Manager is authorised to make statements to the media on behalf of Council relating to issues concerning their specific expertise or knowledge.
- 5.4 Council employees have an obligation to support Council decisions and shall not use the media to damage Council's reputation, undermine public confidence in the Council or local government generally.
- 5.5 As members of the community, Council employees are entitled to offer their personal views on matters which are subject to community engagement (bearing in mind point 4.4 above). Employees who are uncertain in this matter should seek guidance from the General Manager or their Director.
- 5.6 Council employees must not make political or controversial statements in or to the media relating to Council affairs, decisions and/or events, or about Council officials that are likely to generate negative publicity and damage to the reputation of Council.
- 5.7 The Office of the General Manager is responsible for distributing media releases, articles, columns, statements and other media material on behalf of the Mayor and Council.
- 5.8 Council recognises that employees may use social media in their personal life. This policy does not limit usage of social media for personal expression or discourage activities that are not associated with their employment or civic responsibilities.

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Word Document Reference: Record Number

Council Policy No:CC010**MEDIA POLICY**

Individuals are responsible for content published in a personal capacity on any form of social media platform – whether it is their own or someone else’s account.

5.9 Staff using social media in a personal capacity must:

- Not imply that they are authorised to speak as a representative of Council or give the impression that the views expressed are those of Council.
- Not use a Council email address or any Council logos or insignia.
- Not make negative references to Council, other Council officials, services or any business-related individual or associated organisation.
- Not use the identity or likeness of another Council Official.
- Understand that ‘shares’, ‘likes’ or ‘retweets’ may be viewed as an endorsement of the original post.
- Not post material that is offensive, obscene, pornographic, threatening, abusive, harassing or defamatory.
- Not make comments or post any material that might bring the Council into disrepute.

Council Officials should avoid engaging with clients with whom they conduct direct business as friends on their personal social media account as this could be perceived as a Conflict of Interest. LinkedIn is an exception as it is considered a professional social networking platform. On LinkedIn, Council employees may add business-related clients to their network but should not conduct business through the platform.

Council Officials should be aware of their obligations under the Code of Conduct and that they are responsible for content they publish on any form of media. Any breaches may be referred to the General Manager and may be dealt with under the Code of Conduct.

Councillors

- 5.10** The Mayor and the General Manager are the official spokespeople on Council affairs, as per the *Local Government Act 1993*.
- 5.11** Individual Councillors may make statements to the media, which may include a comment on or express their disassociation from a Council decision. The Councillor in question should advise the Mayor of their action. The Councillor should also make it clear to the media that the comment or opinion expressed is a personal one and may not be the official position of Council. The comment or opinion must not bring Council, Council decisions or civic office into disrepute.
- 5.12** Councillors have an obligation to support Council decisions and shall not use the media to damage Council’s reputation, undermine public confidence in the Council or local government generally.
- 5.13** As members of the community, Councillors are entitled to offer their personal views on matters which are subject of community engagement, always bearing in mind how that may be perceived given their substantive role with Council. Councillors who are uncertain in this matter should seek guidance from the General Manager.
- 5.14** Councillors should understand that ‘shares’, ‘likes’ or ‘retweets’ may be viewed as an endorsement of the original post.

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No:CC010**MEDIA POLICY**

- 5.15** Councillors should be mindful of their obligations under the Code of Conduct and that they are responsible for content they publish on any form of media. Any breaches may be referred to the General Manager and may be dealt with under the Code of Conduct.
- 5.16** Council has in place a single point of contact for enquiries from the media.
- 5.17** Copies of press releases are to be provided to the Councillors prior to publication.
- 5.18** Where possible Councillors are to be provided with prior notification of any Council Officials participating in a media interview.

Authorised Delegate

- 5.19** Council employees must be approved as an authorised delegate in order to participate on social media on behalf of Council and manage Council social media accounts. Authorised delegates must be aware that they will be publicly representing Council to a broad audience including, but not limited to, residents, media, government agencies and other external stakeholders. Council considers posting information on social media platforms is the same as distributing information or providing comment to the media.
- 5.20** Professional social media users must:
- Only use an approved social media account.
 - Obtain prior approval from the General Manager or relevant Director before uploading content to Councils social media accounts.
 - Only disclose information classified as 'information in the public domain'.
 - Ensure content is objective and non-political in nature unless stating an authorised resolved position of Council.
 - Ensure they are not the first to make a Council announcement unless specifically authorised to do so.
 - Seek advice and approval from the Office of the General Manager when preparing responses to comments made by the community regarding Council initiatives.
 - Adhere to the terms of use of the relevant social media platform/website, as well as privacy, defamation, contempt of court, discrimination, harassment, copyright, fair use of third-party material which should be attributed to the original author or source and other applicable laws.
 - Sight the written consent form/s authorising the use of a photo and/or video prior to uploading and/or linking on the social media platform.
 - Disclose to the General Manager any engagement online with an external client, former external client, or their family and friends where there may be a real, potential or perceived conflict of interest.

General

- 5.21** Council recognises the important role the media plays in informing the public about the work of the organisation and its facilities and businesses. Subject to operational and legal constraints, Council provides the media with as much information as is practical and possible about its work.

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No:CC010**MEDIA POLICY**

5.22 Council will not, for operational and legal reasons, comment on any matter that is the subject of ongoing investigation or consideration, or where it is not in the public interest for the matter (or the details of the matter) to become publicly known, in some cases, the issue may be subjected to the public interest test (*Government Information (Public Access) Act 2009*) to determine what information can be released, or information may be withheld to avoid potential defamation/privacy breaches. Council Officials should be aware of defamation laws when commenting in the media. As a guide, under the *Defamation Act 2005*, published material that identifies a person (not necessarily by name) and meets any of the below criteria may be considered defamatory:

- Exposes a person to ridicule
- Lowers the person's reputation in the eyes of the members of the community, or
- Causes people to shun or avoid the person, or
- Injures the person's professional reputation

5.23 Confidential information will not be released by Council via any form of media.

5.24 Comments or posts by third parties on Council social media pages containing any of the following will be removed:

- Comments not typically related to the particular article
- Defamatory, abusive, discriminatory or unlawful comments
- Content that infringes or threatens the privacy of others
- Spam or content that contains disrespectful language or material
- Content which is personal comment or attack made about Council Officials
- Content which advertises, endorses or solicits commercial products or commerce
- Content which breaches copyright
- Content which discloses confidential information
- Content that relates to legal matters involving Council
- Content which is offensive, demeaning or bullying in nature
- Content which impersonates other people, including other participants
- Comments in support of or opposition to political campaigns
- Content which is considered pornographic or contains links or content sexual in nature
- Content which relates negatively to religious, political or cultural beliefs

6. REVIEW

Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.

The standard review period will be every two years from the effective date. The responsible Council officer will be notified of the review requirements three (3) months prior to the expiry of this policy.

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No:CC010**MEDIA POLICY**

The Office of the General Manager is responsible for the review of this policy.

7. RELATED DOCUMENTS & LEGISLATION

Actions and comments are governed by various legislative and Council requirements. Council Officials may expose themselves to legal action or sanctions under these requirements unless complying with this policy and relevant procedures.

The following documentation/legislation is applicable with this policy.

- Anti-discrimination Act 1991 NSW
- Copyright Act 1968
- Council's adopted Code of Conduct
- *Defamation Act NSW 1974*
- *Freedom of Information Act 2000*
- *Government Information (Public Access) Act 2009*
- *Privacy Act 1988*
- *Privacy and Personal Information Protection Act 1988 NSW*
- *State Records Act 1998*
- Wentworth Shire Council policies
- *Work Health and Safety Act 2011 NSW*

8. ATTACHMENTS**9. DOCUMENT APPROVAL**

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date..](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

[Click here to enter a date.](#)

General Manager Wentworth Shire Council

Date

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No: GOV023**Conflicts of Interest Policy****POLICY OBJECTIVE**

The objective of this policy is to:

- Protect the public interest;
- Support transparency and accountability;
- Promote individual responsibility and personal example; and
- Build a supportive organisational culture

1. POLICY STATEMENT

The community has a right to expect that Councillors and Council staff perform their duties in a fair and unbiased way and that the decisions they make are not affected by self-interest or personal gain.

It is normal that Councillors, Council staff and Council delegates may experience a conflict between their personal interests and those of Council at some time during their appointment. It is important in these circumstances to manage such conflicts appropriately and in line with Council Policy.

Conflicts of Interests can arise when Councillors or Council staff are influenced, or appear to be influenced, by personal interest(s) when carrying out their duties. The perception of a conflict can be as damaging as an actual conflict, because it undermines public confidence in the integrity of the organisation and its Councillors and staff.

This policy both compliments and should be read in conjunction with Council's Code of Conduct Policy. This policy is an enforceable part of the Code. In the event that this policy contradicts with the Code of Conduct Policy, the Code of Conduct Policy will prevail.

2. POLICY COVERAGE

This policy applies to all areas of Council's operations and covers Councillors, staff, contractors, volunteers, members of Council committees and delegates of Council.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future.

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery.

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Conflict of Interests	A 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 public duty.
Council Representative	Includes Councillors, staff, contractors, volunteers, members of Council committees and delegates of Council.
Pecuniary Interest	This is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or

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Council Policy No: GOV023**Conflicts of Interest Policy**

	loss to the person or another person with whom the person is associated.
Non-pecuniary Interest	This is any private interest that does not relate to money. Non-pecuniary interests are private or personal interests the Council Representative has that do not amount to a pecuniary interest as defined in the <i>Local Government Act 1993</i> . A non-pecuniary interest may arise out of kinship, friendship, membership of an association, society, trade union or involvement/interest in sporting, social or cultural activities.
Actual Conflict of Interests	This involves direct conflict between a Council Representative's current duties and responsibilities and their existing private interests.
Perceived Conflict of Interests	This is where it could be perceived by others that a Council Representative's private interests could improperly influence the performance of their public duties – whether or not this is actually the case.
Potential Conflict of Interests	This arises when a Council Representative has private interests that could interfere with their public duties in the future.
Designated Person	Under section 440 of the <i>Local Government Act 1993</i> , designated persons include: <ul style="list-style-type: none"> • The General Manager and other senior staff of Council; • A person who, by virtue of their Council position exercises functions that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest; and • A person (other than a member of the senior staff of Council) who is a member of a committee of Council who by virtue of their membership and associated committee functions that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

5. POLICY CONTENTPecuniary Interests

Pecuniary interests must be disclosed.

A person will be considered to have a pecuniary interest if:

- They or a person with whom they are associated has a pecuniary interest;
- Their spouse, de facto partner, relative, partner or employer has a pecuniary interest (relative includes any of the following – parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or an adopted child of a person or the person's spouse); and
- They, a nominee, partner or employer are a member of a company or other body that has a pecuniary interest.

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A person is not taken to have a pecuniary interest if:

- They are unaware of the relevant pecuniary interest of the spouse, defector partner, relative, partner, employer or company or other body;
- Just because the person is a member of, or is employed by, a Council or statutory body or is employed by the Crown; and
- Just because the person is a member of or a delegate of Council to, a company or other body that has a pecuniary interest in that matter, so long as the person has no beneficial interest in any shares of the company or body.

A person does not have a pecuniary interest in a matter if the interest is so remote that it could not reasonably be regarded as likely to influence any decision the person makes in relation to the matter. (Section 442 of the Act).

Non-Pecuniary Interests

Non-pecuniary interests must be disclosed.

Council Representatives who are members of clubs should seriously consider whether their club membership could give rise to Conflicts of Interests in Council matters that may affect the clubs. The greater the involvement with the club, such as holding of an office, the greater the likelihood of a real or perceived Conflict of Interest.

In cases of a non-pecuniary interest, Council Representatives should not do anything which they could not justify to the public and should avoid any occasion for reasonable suspicion or the appearance of improper conduct or only partial performance of their public or professional duties.

Options for dealing with a non-pecuniary Conflict of Interest will depend on the circumstances of the matter and an objective assessment of it.

Options can include:

- Take no action because the conflict is assessed as minor in nature;
- Allow limited involvement (e.g. participate in discussions but not in decision making);
- Prohibit any involvement;
- Require that the individual concerned remove the source of conflict; or
- Include an independent process to provide assurances of probity.

Interest that need not be Disclosed

As per the Code of Conduct Policy the following interests do not have to be disclosed:

- An interest as an elector;
- An interest as a ratepayer or a person liable to pay a charge;
- An interest in any matter relating to the terms on which the provisions 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 the code;
- An interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to a relative of the person by Council in the same manner and subject to the same conditions as apply to persons who are not subject to the code;

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Council Policy No: GOV023**Conflicts of Interest Policy**

- An interest 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);
- An interest as member of a Council committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the committee member has been appointed to represent the organisation or group on the committee;
- An interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 percent of the voting rights in the company;
- An interest of a person arising from the proposed making by Council of an agreement between Council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a director) of the corporation or is a member (but not a member of the committee) of the association or is a partner of the partnership;
- An interest of a person arising from the making by Council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by Council in respect of similar matters with other residents of the area:
 - The performance by Council at the expense of the relative of any work or service in connection with roads or sanitation;
 - Security for damage to footpaths or roads;
 - Or any other service to be rendered, or act to be done, by Council by or under any Act conferring functions on Council or by or under any contract.
- An interest relating to the payment of fees to Councillors;
- An interest relating to the payment of expenses and the provision of facilities to Councillors in accordance with a policy under Section 252 of the *Local Government Act 1993*;
- 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;
- An interest of a person arising from the passing for payment of a regular account arising for payment of a regular account for wages or salary of an employee who is a relative of the person;
- An interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Councillor or member of a Council committee; and
- An interest arising from appointment of a Councillor to a body as representative or delegate of Council, whether or not a fee or other recompense is payable to the representative or delegate.

Disclosing Interests**Councillors**

Councillors who believe they have an interest in a matter, pecuniary or otherwise, must declare that interest in any meetings or discussions where that matter is to be considered.

Written notice of a Conflict of Interest must be given to the General Manager using the *Conflict of Interest Declaration Form for Councillors*.

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Council Policy No: GOV023**Conflicts of Interest Policy**

Councillors must complete an annual *Disclosure of Interest Return*.

General Manager

If the General Manager declares a Conflict of Interest in a matter then the Mayor should decide future participation by the General Manager at any time during which the matter is being considered or discussed or voted upon by Council or the Committee.

Written notice of a Conflict of Interest must be given to the Mayor using the *Conflict of Interest Declaration Form for Staff*.

The General Manager must complete an annual *Disclosure of Interest Return*.

Staff and other Council Representatives

Staff and other Council Representatives who believe they have an interest in a matter, pecuniary or otherwise, must declare that interest in any meetings or discussions where that matter is to be considered. The conflict must be disclosed to the relevant supervisor, the Director Finance & Policy or the General Manager in the first instance in relation to staff and the Director Finance & Policy and the General Manager in regards to all other Council representatives.

Written notice of a Conflict of Interest must be given to the Director Finance & Policy or the General Manager using the *Conflicts of Interest Declaration Form for staff*.

Disclosure of Interest Returns

A Councillor or designated person must complete and lodge with the General Manager, within three (3) months after becoming a Councillor or designated person a return in the form in Schedule 2 of the Code of Conduct.

Thereafter, the return must be lodged within three (3) months of 30 June each year. Section 440 of the Act sets out the definitions of designated persons as set out in this Policy.

Disclosure at Meetings

A Council Representative who has a pecuniary or non-pecuniary interest in any matter with which Council is concerned and who is present at a meeting of Council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as possible.

If a pecuniary interest is disclosed by a Council Representative, the person must not be present at, or in sight of, the meeting of the Council or committee:

- At any time during which the matter is being considered or discussed by Council or committee; or
- At any time during which Council or committee is voting on any question in relation to the matter.

A person does not breach the Code of Conduct or the above clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a Pecuniary Interest.

The following criteria should be used to determine the extent of disclosure of the nature of the interest:

- The details should be sufficient to enable other Councillors, committee members and the public to appreciate, in general terms, the connection of the person with the matter under consideration;

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Council Policy No: GOV023**Conflicts of Interest Policy**

- The disclosure **must not** reveal sensitive information which is not relevant to the matter before Council or committee;
- The disclosure **must not** reveal information which may be unnecessarily damaging to the reputation of some person(s) with whom the person disclosing the interest is associated; and
- The disclosure will not necessarily prejudice a sensitive commercial or legal situation.

A person who, at the request or with the consent of Council or a committee, gives advice on any matter at any meeting of Council or a committee must disclose the nature of any Pecuniary Interest the person has in the matter to that meeting at the time the advice is given.

The Code of Conduct is not breached if the advisor did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a Pecuniary Interest.

Responsibility for Making a Disclosure

If a person is unsure as to whether or not they have a Conflict of Interest, they should give full written details to the Director Finance & Policy or the General Manager or the Mayor or seek independent legal advice. The objective of notification is to protect both the individual and Council.

Neither the Mayor, the General Manager or the Director Finance & Policy has the responsibility to provide a person with a determination on whether or not they have a Conflict of Interest in a matter.

The responsibility to determine a Conflict of Interest resets solely with the individual as only that individual is aware of the grounds upon which a potential for a Conflict of Interest arises. It is prudent to err on the side of caution by declaring an interest and by not participating in discussion or in decision making if there is any doubt as to their interest in the matter.

Managing Conflict of Interests

Apart from declaring an interest, Council Representatives must manage any identified conflict.

Strategies for managing a Conflict of Interest include:

Restrict	Restrictions are placed on the Council Representative's involvement in the matter.
Recruit	A disinterested third party is used to oversee part or all of the process that deals with the matter. In most circumstances, a subordinate would not be considered a disinterested third party.
Remove	The Council Representative removes themselves, or is removed, from the matter.
Relinquish or Resign	The Council Representative relinquishes the private interest that is creating the conflict. Where relinquishing the interest is not possible and the conflict cannot be managed in the public interest using one of the options above, the Council Representative may consider resigning.

Complaints Regarding Failure to Disclose an Interest

Staff, Councillors or persons engaged by Council may make a report under Council's internal reporting system for protected disclosures if they believe a colleague has failed to disclose or properly manage a Conflict of Interest.

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Council Policy No: GOV023**Conflicts of Interest Policy**

Conflict of Interest Register

Council will maintain a register of all declared interests. This register will be available for public inspection under the *Government Information (Public Access) Act 2009*.

6. RELATED DOCUMENTS & LEGISLATIONLegislation

- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2021 (NSW)*
- *Public Interest Disclosure Act 1994 (NSW)*
- *Government Information (Public Access) Act 2009 (NSW)*

Council Policies

- GOV001 – Gifts and Benefits Policy
- GOV003 – Fraud Control Policy
- GOV004 – Internal Reporting Policy
- GOV005 – Procurement Policy
- GOV007 – Privacy Policy
- GOV008 – Public Access to Information Held by Council (GIPA) Policy
- GOV009 – Delegations Policy
- GOV013 – Enterprise Wide Risk Management Policy
- GOV019 – Statement of Business Ethics Policy
- GOV020 – Code of Conduct Policy
- GOV022 – Legislative Compliance Policy

Other

- Code of Meeting Practice
- Conflict of Interest Procedure
- Conflict of Interest Declaration Form
- Legislative Compliance Framework
- Compliance Framework
- Gifts and Benefits Register
- Conflict of Interest Register
- Secondary Employment Policy (Operational)

7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date..](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

Wentworth Shire Council

Word Document Reference: Record Number

Council Policy No: GOV023

Conflicts of Interest Policy

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

General Manager Wentworth Shire Council

Click here to enter a
date.

Date

9.7 DISCLOSURES OF DESIGNATED PERSONS

File Number: RPT/22/178

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Finance and Policy

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

Council's Code of Conduct Policy, requires Councillors to disclose their personal interests by completing a publicly available returns of interests.

The returns are required to be lodged within 3 months of taking office and must be tabled no later than the first available Council meeting after that 3 month period.

As required by the Office of Local Government and the *Government Information (Public Access) Act 2009 (NSW)* the returns will be made publicly available on Council's website after they have been noted by Council.

Recommendation

That Council notes the tabling of the Disclosure Returns for Councillors.

Detailed Report**Purpose**

The purpose of this report is to table the disclosure of interest returns for Councillors as required by the *Local Government Act 1993 (NSW)*

Report Detail

The following table details the Disclosure of Interest Returns that have been received.

Councillor/Designated Person	Returned lodged and tabled
Cr Brian Beaumont	Yes
Cr Steve Cooper	Yes
Cr Peter Crisp	Yes
Cr Tim Elstone	Yes
Cr Greg Evans	Yes
Cr Steve Heywood	Yes
Cr Daniel Linklater	Yes
Cr Susan Nichols	Yes
Cr Jo Rodda	Yes

Conclusion

Council has met its compliance obligations as required by the *Local Government Act 1993 (NSW)*

Attachments

1. 2021 - 2022 Disclosures by Councillors Return - Disclosure of Pecuniary Interest.



Councillors

Disclosure of Interest Forms

Year Ending 30 June 2022

Required to be lodged under clause 4.21 of the Model Code of Conduct for Local Councils in NSW

As per the requirements of Sections 6 (4) and 6 (5) of the *Government Information (Public Access) Act 2009* (NSW) Council has applied the public interest test to the returns and has therefore redacted the signatures of the Councillors as Council is of the opinion that there is an overriding public interest consideration against disclosure of this information as it reveals an individual's personal information

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Cr Evans, Greg	21
Cr Heywood, Steve	25
Cr Linklater, Daniel – Deputy Mayor	29
Cr Nichols, Susan	35
Cr Rodda, Jo	39

To directly view a particular Councillor's return, click on the appropriate name or page number.

DISCLOSURE OF INTEREST FORMREQUIRED TO BE LODGED UNDER CLAUSE 4.21 OF THE
MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN
NSW**WENTWORTH
SHIRE COUNCIL**
WORTH THE DRIVEDisclosure of pecuniary interests and other matters by BRIAN FREDRICK BEAUMONT.
[full name of councillor or designated person]as at [redacted] in respect of the period from 30/6/21 to 30/6/22
[insert return date]

Signed:

[redacted signature]

Date:

4.1.2022

[councillor's or designated person's signature]

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
<u>9 WHARF ST WENTWORTH NSW</u>	<u>OWNER</u>
<u>212 DAVID ST BOX HILL SOUTH VIC.</u>	<u>OWNER.</u>

B. Sources of income

1. Sources of income I:

BRIAN FREDRICK BEAUMONT.

- 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)
<u>WENTWORTH WHARF B&B</u>	<u>9 WHARF ST.</u>	<u>BF & GF BEAUMONT.</u>

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
N/A	

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

Source	Amount
N/A	

C. Gifts

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

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
n/a.		

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)
WRTI.	MEMBER.	PRESIDENT.	TOURISM PROMOTION.
WDCMC.	MEMBER	BOARD.	IMPROVED HEALTH SERVICES.
WDRG.	MEMBER	COMMITTEE	ANNUAL PICNIC RAFF.
CIMOSIF INC.	MEMBER	COMMITTEE	RENOVATION OF SUCTION ISLAND WALK.

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

YES / NO

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
n/a.	

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

ma.

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

nil.

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

nil.

J. Discretionary disclosures

LOW TO WERTWORTH DISTRICT COMMUNITY MEDICAL CENTRE,

DISCLOSURE OF INTEREST FORM

REQUIRED TO BE LODGED UNDER CLAUSE 4.21 OF THE
MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN
NSW

**WENTWORTH
SHIRE COUNCIL**
WORTH THE DRIVE

Disclosure of pecuniary interests and other matters by STEPHEN CHARLES COOPER
[full name of councillor or designated person]

as at 23-1-2022 in respect of the period from 1-7-2021 to 30-6-2022
[insert return date]

Signed:



Date:

23-1-2022

[councillor's or designated person's signature]

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
<u>31 SUNDRIATE ROAD CURLEWAA</u>	
<u>129 DARLING STREET WENTWORTH</u>	

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)
<u>REAL ESTATE AGENT</u>	<u>MARTY DEACON</u>	
	<u>OWNER</u> <u>540 BENETOCK AVE</u> <u>MILDURA VIC 3500</u>	

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
NIL	

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

Source	Amount
NIL	

C. Gifts

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

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
NIL		

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)
NIL			

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)YES ☒ NO**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
NIL	

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

Bendigo Bank - 36 Darling St Wentworth

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

NIL

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

NIL

J. Discretionary disclosures

NIL

DISCLOSURE OF INTEREST FORMREQUIRED TO BE LODGED UNDER CLAUSE 4.21 OF THE
MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN
NSW**WENTWORTH
SHIRE COUNCIL**
WORTH THE DRIVEDisclosure of pecuniary interests and other matters by Peter Laurence CRISP
[full name of councillor or designated person]as at 28/12/21 in respect of the period from 1/7/2021 to 30/6/22
[insert return date]

Signed:



[councillor's or designated person's signature]

Date:

28/12/21**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
268 Reserve Rd East Dareton NSW	owner
61 (Lot 121) Little Manly Rd Cuthwaite NSW	owner
12 Settlement Rd Melbourne West VIC 3505	Co-owner
Unit 310, 162 Albert St East Melbourne VIC 3002	owner
267/388 Victoria Parade East Melbourne VIC 3002	owner

B. Sources of income1. Sources of income I: Peter Laurence CRISP

- 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)
Plant & Machinery Operator	Mifty Eng 81 Darling St Wentworth	N/A.
Land Lord	Rental for 268. Reserve Rd Dareton	N/A.

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

Source	Amount
Crisp Services -	\$ 17,100
Land Rental	\$ 1,592
Dividends.	\$ 800

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 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)
BHP	Shareholder		
GPT	" "		
IAG	" "		
BEN	" "		
CSR	" "		
TLS	" "		
IPL	" "		
S32	" "		

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

YES

NO

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
N/A

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
N/A

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

N/A

J. Discretionary disclosures

National Party of Australia Victoria (member)

DISCLOSURE OF INTEREST FORMREQUIRED TO BE LODGED UNDER CLAUSE 4.21 OF THE
MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN
NSW**WENTWORTH
SHIRE COUNCIL**

WORTH THE DRIVE

Disclosure of pecuniary interests and other matters by

TIMOTHY ELSTONE

[full name of councillor or designated person]

as at

4-3-2022

[insert return date]

in respect of the period from

1-7-21

to

30-6-22

Signed

[councillor's or designated person's signature]

Date:

4th March 22

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 2021	Nature of interest
Shops 1+2 61 DARLING ST WENTWORTH	OWNED BY SMSF
158 DARLING VIEW ROAD WENTWORTH	OWNED BY SPOUSE

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)
REAL ESTATE AGENT +	ELSTONE AGENCIES PTY LTD 61 DARLING ST WENTWORTH	N/A
WATER BOILER	MANAGER	XXXXXXXXXX

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
NIL	

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

Source	Amount
WAGE FROM BUSINESS	\$100,000

C. Gifts

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

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
NIL		

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)
ELSTONE AGENCIES P/L	SOLE DIRECTOR	SOLE DIRECTOR	REAL ESTATE + WATER BACKING
FUTURA Pty Ltd	DIRECTOR	DIRECTOR	SMSE

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)YES ☒ NO**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
NIL	

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

NIL

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

NIL

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

NIL

J. Discretionary disclosures

MANAGE PROPERTY @ 64 BEVERLEY ST WENTWORTH
ON BEHALF OF USC + CHARGE MANAGEMENT FEE

DISCLOSURE OF INTEREST FORM

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MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN
NSW

**WENTWORTH
SHIRE COUNCIL**
WORTH THE DRIVE

Disclosure of pecuniary interests and other matters by CECIL GREGORY EVANS
[full name of councillor or designated person]

as at 19-01-2022 in respect of the period from 1-7-21 to 30-6-22
[insert return date]

Signed:



Date:

19-01-2022

[councillor's or designated person's signature]

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
<u>N/A</u>	

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)
<u>FABRICATOR/ENGINEER</u>	<u>SELF</u>	<u>CECIL & JULIA EVANS CONTRACTING</u>

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
N/A	

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

Source	Amount
N/A	

C. Gifts

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

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
N/A		

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)
N/A			

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)YES ☒ NO**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
N/A	

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

N/A

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

N/A

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

N/A

J. Discretionary disclosures

N/A



DISCLOSURE OF INTEREST FORM

REQUIRED TO BE LODGED UNDER CLAUSE 4.21 OF THE
MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN
NSW

**WENTWORTH
SHIRE COUNCIL**
WORTH THE DRIVE

Disclosure of pecuniary interests and other matters by STEPHEN ANTHONY HEYWOOD
[full name of councillor or designated person]

as at 18-2-22 in respect of the period from 1-7-21 to 30-6-22
[insert return date] 30-6-22 31-12-21

Signed: 
[councillor's or designated person's signature]

Date: 18-2-22

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
<u>66 CHURCH RD CARLWAA</u>	<u>OWNER. PARTNERSHIP</u>
<u>70 CHURCH RD. CARLWAA</u>	<u>OWNER PARTNERSHIP</u>

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)
<u>CITRUS NURSERY</u>	<u>66 CHURCH RD CARLWAA PARTNERSHIP</u>	<u>SA. + AJ HEYWOOD</u>

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
Nil	

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

Source	Amount
Nil	

C. Gifts

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

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
NIL		

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)
NIL			

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)YES ☒ NO**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
NIL	

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
NIL

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
NIL

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

NIL

J. Discretionary disclosures

NIL

DISCLOSURE OF INTEREST FORMREQUIRED TO BE LODGED UNDER CLAUSE 4.21 OF THE
MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN
NSW**WENTWORTH
SHIRE COUNCIL**
WORTH THE DRIVEDisclosure of pecuniary interests and other matters by **DANIEL JAMES LINKLATER**
[full name of councillor or designated person]as at **10/1/22** in respect of the period from to
[insert return date]Signed: 
[councillor's or designated person's signature]Date: **10/1/22****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
Refer "Appendix 1"	

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)
Primary Producer	SELF	DANIEL JAMES LINKLATER & JAMES EDWARD LINKLATER

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

Source	Amount

C. Gifts

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

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
NIL		

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)
REFER TO "APPENDIX 2"			

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

☒ YES / ☐ NO

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
NIL	

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
NIL TO PERSONS.
DEBTS WITH ANZ, NAB.

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
NIL

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

NIL

APPENDIX 1

A. Real Property

Street Address of each parcel of real property in which I had an interest at the return date	Nature of Interest
9 Wilga Road South, Gol Gol NSW 2738 Lot 3 DP 1060701	DIRECT
Alfred Elms Road, Trentham Cliffs NSW 2738 Lot 7 DP 1256363	DIRECT
Sturt Highway, Mallee NSW 2738 Lot 1728 DP 763589	INDIRECT
29-39 Hendy Road, Sturt Highway, Buronga NSW 2739 Title reference: 1/536983 and 2/536983	INDIRECT
5a & 17 Dawn Avenue, Gol Gol NSW 2738 Lot 1 DP 1121446 Lot 2 DP 1121446 Lot 3 DP 1121446	INDIRECT
19-23 Deakin Avenue, Mildura VIC 3500	INDIRECT

APPENDIX 2

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	Nature of Interest	Description of position	Description of principal objects of corporation
Trentham Farms Pty Ltd		Director	
Trentham Holdings (NSW) Pty Ltd		Director	
Trentham Projects Pty Ltd		Director	
Rosewood Ridge Investments Pty Ltd		Director	
SGP Developments Pty Ltd		Director	
KLS Consortium Pty Ltd		Director	
KLS Independent Living Pty Ltd		Director	
Mildura City Garden Apartments Pty Ltd		Director	

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NSW

**WENTWORTH
SHIRE COUNCIL**
WORTH THE DRIVE

Signed:  Date: 

[councillor's or designated person's signature]

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
(5) 15 226 - 228 ADAMS STREET WENTWORTH	OWNER
NSW 2648	

- 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)
COUNSELLOR	WWSC 26-28 ROBINSON ST WENTWORTH NSW 2145	

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
NIL	

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

Source	Amount
NIL	NIL

C. Gifts

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

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
Nil	Nil	Nil

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)
MILBURN LEGACY		LEGATEE	VOLUNTARY ORGANISATION LOOKING AFTER INTERESTS OF VETS WIDOWS
N.S.W. JUSTICE OF PEACE		MEMBER	SERVICE MEMBER

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)YES ☒ NO**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
SPORTING SHOOTERS	MEMBER
JUSTICES ASSOCIATION	MEMBER

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 NO DEBTS OWING TO ANY PERSON OR ORGANIZATION

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
NIL

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

NIL

J. Discretionary disclosures

DISCLOSURE OF INTEREST FORM

REQUIRED TO BE LODGED UNDER CLAUSE 4.21 OF THE
MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN
NSW

WENTWORTH
SHIRE COUNCIL
WORTH THE DRIVE

Disclosure of pecuniary interests and other matters by **Jo Rodda**
[full name of councillor or designated person]

as at **22/12/2021** in respect of the period from **1/7/2021** to **30/6/2022**
[insert return date]

Signed:  Date: **22/12/2021**
[councillor's or designated person's signature]

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
10 Rosedale Court, Buronga, NSW 2739	Own Home

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)
Event Coordinator	Self Employed	Event Management, Administration & Safety Services (EMASS)
Administrator	Prestige	

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
N/A	

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

Source	Amount
Self employment	\$40,000- 2021-2022 yr
PAYG	\$15,000- approximate

C. Gifts

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

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
N/A		

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)
CHAILIS- local Inc charity		Treasurer	
Mildura Base Public Hospital Community Collaborative Committee		Member	
T1-Sunraysia Diabetes Support Group		Secretary	

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)YES ☒ NO**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
Mildura Field Days	Coordinator
Mildura Show	Coordinator
Community Liaison Bushfire Engagement Coordinator CFA	Community engagement Facilitator

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

CBA Home Loan

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

NA

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

NA

J. Discretionary disclosures

I am in the process of purchasing 10 Chapman Street Buronga (contracts are not yet signed)

9.8 POLICY REVIEW - HEALTH AND PLANNING DIRECTORATE

File Number: RPT/22/179

Responsible Officer: Matthew Carlin - Director Health and Planning
 Responsible Division: Health and Planning
 Reporting Officer: Matthew Carlin - Director Health and Planning

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future
 Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

After each general election of Councillors, the Local Government Act 1993 (the Act) requires Council to review all official policies of Council. There are currently 73 policies in place of which 15 are the responsibility of the Health and Planning Department.

For this Council meeting Health and Planning has reviewed three policies. Two of them are presented for adopting. One new policy is being introduced to go out to public exhibition. The third policy that was reviewed is proposed to be rescinded due to significant changes in the NSW planning framework.

Recommendation

1) That Council adopt the following policies:

- a) AF011 - Subdivision Water Rights Transfer
- b) AF002 – Finance for Future Growth

2) That Council approve PR018 – Provision of Electricity Supply and Telecommunications Service for Subdivisions to go out to public exhibition for 28 days per Councils Community Participation Plan.

Detailed Report

Purpose

The purpose of this report is to update Council on the process of the review of Council policies that is ongoing following the election of all Councillors.

Background

After each general election of Councillors, the Act requires Council to review all official policies of Council. There are currently 73 policies in place of which 15 are the responsibility of the Health and Planning Department.

Matters under consideration

For this report, staff within the Health and Planning Directorate have reviewed the following policies:

- AF011 - Subdivision Water Rights Transfer
- AF002 - Finance for Future Growth

Also, for this report, Health and Planning have drafted a new policy being PR018 - Provision of Electricity Supply and Telecommunications Service for Subdivisions.

As part of ongoing continuous improvement, a new template for both Council and Operational Policies has been developed to ensure consistency and ease of use. As part of

this review process, all existing policies submitted for review have been updated using the new policy template.

While reviewing these policies:

AF011 - Subdivision Water Rights Transfer

AF002 – Finance for Future Growth

It has been determined they are still required of Council and that the current scope and intent of these policies are still relevant. Only minor formatting and administrative updates were needed of this policy. It is therefore recommended these policies be adopted.

Introduction of PR018 - Provision of Electricity Supply and Telecommunications Service for Subdivisions

This policy has been introduced to fill a gap that was identified under the current section 4.15 development evaluation requirements of the *Environmental Planning and Assessment Act 1979* relating to subdivision development applications. Section 4.15 outlines the matters for consideration which includes provisions of Local Environmental Plans.

The Wentworth Local Environmental Plan 2011 under section 7.2 Essential Services states 'Development consent must not be granted to development unless...the following services...are available or that adequate arrangements have been made to make them available...'

The list in the LEP provides for the supply of water, electricity, disposal and management waste and storm water etc. However, the Wentworth LEP 2011 and the Standard Instrument are silent on the matter of the provision of:

- a) On Grid vs off grid electricity supply
- b) Provision of telecommunications infrastructure for telephone and internet services

The intent of this policy is to ensure that Wentworth Shire Council establishes systems which outline the satisfactory standards for the provision of electricity and telecommunications for subdivisions.

It is therefore recommended this policy is approved to go out to public exhibition for 28 days in accordance with Councils Community Participation Plan.

Conclusion

The Local Government Act 1993 requires Council to review its official Council Policies following a general Election of Council. The Health and Planning Department is responsible for 15 Council policies. For this meeting Council has reviewed three policies; two of which for adoption and a new policy for public exhibition.

Attachments

1. AF011 - Subdivision Water Rights Transfer
2. AF002 - Finance for Future Growth
3. PR018 - Provision of Electricity Supply and Telecommunication Service for SubdivisionsSubdivisions

Wentworth Shire Council

Word Document Reference: DOC/22/2055

Council Policy No: AF011**SUBDIVISION WATER RIGHTS TRANSFER**

POLICY OBJECTIVE

This Official Council Policy deals with providing secure water for future growth and development within the Wentworth Shire Council Local Government Area by requiring developers to contribute high security water for each newly created allotment.

1. POLICY STATEMENT

The intent of this policy is to ensure that Wentworth Shire Council establishes systems which secure enough water for the future growth and development of the Shire. Council will obtain adequate water from developers when subdivisions are approved by way of attaching appropriate conditions to the development consent.

2. POLICY COVERAGE

This policy applies to all areas of Wentworth Shire Council's operations and covers water right transfer and water security operations.

3. STRATEGIC PLAN LINK

Objective: 3.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 3.2 Ensure the community assets and public infrastructure are well maintained

4. DEFINITIONS AND ABBREVIATIONS

5. N/A

6. POLICY CONTENT

It is the policy of this Council that:-

- 6.1 Council as the Local Water Utility has the responsibility to supply water residential and industrial areas of the Shire. To be able to sustain this commitment Council will facilitate the accumulation of additional water from the developers of future subdivisions of land.
- 6.2 Upon the approval of the subdivision of land Council shall attach a condition to the consent requesting that the developer contribute 250 kilolitres of high security water for each newly created allotment.

7. RELATED DOCUMENTS & LEGISLATION

Nil.

8. ATTACHMENTS

Nil.

Wentworth Shire Council

Word Document Reference: DOC/22/2055

Council Policy No: AF011**SUBDIVISION WATER RIGHTS TRANSFER**

9. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date..](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

[Click here to enter a date.](#)**General Manager Wentworth Shire Council****Date**

Wentworth Shire Council

Word Document Reference: DOC/22/1996

Council Policy No: AF002**FINANCE FOR FUTURE GROWTH**

POLICY OBJECTIVE

This Council Policy is to administer Section 7.11 of the *Environmental Planning and Assessment Act 1979* for the Contribution towards provision or improvement of amenities or services.

1. POLICY STATEMENT

The intent of this policy is to ensure that Wentworth Shire Council establishes systems which ensure that local infrastructure contributions received under Section 7.12 of the *Environmental Planning and Assessment Act 1979* are managed to ensure sufficient finance is held in Trust to meet future demands for infrastructure and community.

2. POLICY COVERAGE

This policy applies to all areas of Council's operations and covers contributions received under Section 7.12 of the *Environmental Planning and Assessment Act 1979*.

3. STRATEGIC PLAN LINK

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural Assets (environmental)

Strategy: 3.2 Plan for and develop the right assets and infrastructure

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
ABS	Australian Bureau of Statistics
CPI	Consumer Price Index

5. POLICY CONTENT

It is the policy of this council that:-

- Developers shall make contributions in accordance with the approved charges outlined in the 2018 Section 7.12 Development Contributions Plan.
- Contributions received under Section 7.12 of the Act will be recorded in a Register and held in Council's restricted funds.
- Contributions received will only be utilised for projects specifically identified by Council from which such contributions are received.
- Council will index and adjust contributions in accordance with the (CPI) published by the ABS on a yearly basis.

6. RELATED DOCUMENTS & LEGISLATION

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulation 2021

7. ATTACHMENTS

Nil.

Wentworth Shire Council

Word Document Reference: DOC/22/1996

Council Policy No: AF002**FINANCE FOR FUTURE GROWTH**

8. DOCUMENT APPROVAL

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This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliance's.

Signed:

[Click here to enter a date.](#)**General Manager Wentworth Shire Council****Date**

Wentworth Shire Council

Word Document Reference: DOC/22/2825

Council Policy No: PR018**PROVISION OF ELECTRICITY SUPPLY AND
TELECOMMUNICATIONS SERVICE FOR SUBDIVISIONS****POLICY OBJECTIVE**

This official Council Policy ensure that planning decisions and controls ensure the community benefits from development of subdivision of land by requiring developers to ensure they provide both electricity and telecommunications.

1. POLICY STATEMENT

The intent of this policy is to ensure that Wentworth Shire Council establishes systems which outline the satisfactory standards for the provision of electricity and telecommunications for subdivisions.

2. POLICY COVERAGE

This policy applies to all development through the Wentworth Shire.

3. STRATEGIC PLAN LINK

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment.

Strategy: 3.1 Our planning decisions and controls ensure that the community benefits from development.

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Electricity Supply	Means the supply of electrical energy sufficient to cater for the needs of a single dwelling house and associated infrastructure. This includes grid electricity supply, but also other devices or infrastructure that convert another form of energy to electrical energy.
Telecommunications Service	Means the service connection to a communications network with voice and data capability.
Fibre-ready facility	Has the meaning given in s372W <i>Telecommunications Act 1997</i> . Generally, a fibre-ready facility is: <ul style="list-style-type: none"> (i) For a subdivision - passive infrastructure such as underground ducting or 'pit and pipe' or poles that is designed and installed close enough to all individual lots and/or premises in a real estate development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots, noting that such cabling has special deployment requirements. In most instances passive infrastructure installed will be underground infrastructure such as pit and pipe. In areas where it is not reasonably practical to install underground infrastructure, above ground infrastructure (such as poles or conduit) that will support the ready deployment of fibre may be installed, where the consent authority permits. (ii) For an individual premises – as for a subdivision, and also includes ducting from the street pit to the proposed location at the premises of the network termination device.

Wentworth Shire Council

Word Document Reference: DOC/22/2825

Council Policy No: PR018**PROVISION OF ELECTRICITY SUPPLY AND
TELECOMMUNICATIONS SERVICE FOR SUBDIVISIONS**

5. POLICY CONTENT**5.1 RURAL SUBDIVISION****5.1.1 Electricity**

All rural subdivisions are required to provide a satisfactory standard of electricity supply. The following options (or combination of) are acceptable to satisfy this requirement:

- a) A Notice of Arrangement (NOA) from Essential Energy stating that arrangements for electricity supply have been provided to each lot within the subdivision
- b) Where an existing electricity supply is connected to a lot within the subdivision, a copy of a current invoice for the supply to that lot
- c) Where an alternative electricity supply is proposed, a covenant is to be placed on the Title by Council stating the following:

A non-interruptible electricity is to be provided for all new dwellings.

The electricity can either be:

- i. On-grid electricity through Essential Energy or other relevant authority; or
- ii. An Off-grid stand-alone power system, designed and installed by a person accredited through the Clean Energy Council Australia.

5.1.2 Telecommunications

All rural subdivisions are required to provide a satisfactory standard of telecommunications service. The following options (or combination of) are acceptable to satisfy this requirement:

- a) A letter from a carrier stating that suitable arrangements for fixed-line telecommunication service have been provided to each lot within the subdivision
- b) Where an existing telecommunications service is connected to a lot within the subdivision, a copy of a current invoice for the supply of service to that lot
- c) Satisfactory evidence that a voice and data telecommunication service is available to each lot within the subdivision through a wireless or satellite connection. The minimum standard acceptable for voice and data telecommunication service is 4G or 5G wireless mobile or NBN wireless or NBN satellite

5.2 URBAN AND RURAL RESIDENTIAL SUBDIVISION

This part applies to subdivision on land in the following zones:

- R5 Large Lot Residential
- RU5 Village
- B2 Local Centre
- B6 Enterprise Corridor
- IN1 General Industrial
- IN2 Light Industrial

Wentworth Shire Council

Word Document Reference: DOC/22/2825

Council Policy No: PR018**PROVISION OF ELECTRICITY SUPPLY AND
TELECOMMUNICATIONS SERVICE FOR SUBDIVISIONS****5.2.1 Electricity**

All urban and rural-residential are required to provide a satisfactory standard of electricity supply. To satisfy this requirement, a Notice of Arrangement (NOA) from Essential Energy must be obtained and provided.

5.2.2 Telecommunications

All urban and rural-residential subdivisions are required to provide fibre-ready telecommunications facilities and fixed-line telecommunications infrastructure to each lot within the subdivision.

To satisfy this requirement, a Certificate of Practical Completion (or evidence as relevant to the development) from a carrier must be obtained and provided stating that arrangements for fibre-ready telecommunications facilities and fixed-line telecommunications infrastructure have been provided to each lot within the subdivision and that they are fit for purpose.

Note: *NSW Planning Circular PS 17-005* provides certain exemptions to this requirement, consistent with Commonwealth law.

5.3 Bonding for Electricity Supply and Telecommunications Service Works

The satisfactory provision of electricity and telecommunications in accordance with this policy must be made prior to the issue of a Subdivision Certificate. Bonds will not be accepted by Council in lieu of completing works. However, Council will accept evidence of bonds lodged with Essential Energy for any outstanding works as being satisfactory arrangements for the provision of electricity supply.

6. RELATED DOCUMENTS & LEGISLATION

This policy is to be read in conjunction with the following:

- Telecommunications Act 1997
- Wentworth Local Environmental Plan 2011
- *NSW Planning Circular PS 17-005 – Conditions of consent for fibre ready facilities and telecommunications infrastructure November 2017*

7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click here to enter a date..](#) All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:

[Click here to enter a date.](#)

General Manager Wentworth Shire Council

Date

9.9 DA2022/008 DWELLING EXTENSIONS UNIT 1 5 PERRY STREET LOT 6 & 7 SECTION 42 DP 759074 WENTWORTH

File Number: RPT/22/189

Responsible Officer: Matthew Carlin - Director Health and Planning
Responsible Division: Health and Planning
Reporting Officer: George Kenende - Development Assessment Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire
Strategy: 1.2 Encourage and support population growth and resident attraction

Summary

A development application (DA2022/008) was received by Council for a dwelling extension to be located at Unit 1 5 Perry Street Lot 6 & 7 Section 42 DP 759074 Wentworth.

Under the *Wentworth Local Environmental Plan 2011 (WLEP 2011)*, dwellings are permitted with consent if located within the RU5 Village zone.

The proposed dwelling extension is 16m from the high bank of the river, while the required river setback under the WLEP 2011 is 30m. The applicant has provided a variation application, to allow the dwelling extension to be located closer to the river than is allowed by legislation. Due to the variation being greater than 10%, the application cannot be determined under delegated authority, and must be determined by Council.

Recommendation

1. That Council approve to issue development approval for DA2021/011 being a dwelling located at Unit 1 5 Perry Street Lot 6 & 7 Section 42 DP 759074 Wentworth.
2. Call a division in accordance with S375A of the Local Government Act 1993 (NSW)

Detailed Report

Purpose

The purpose of this report is to provide information for Council to determine Development Application DA2022/008, having consideration to the detail provided both within this report and the attachment provided.

Background

A Development Application was lodged with Council on 27 January 2022 seeking consent to construct a dwelling extension on the subject Lots.

The subject lot is located in the RU5 Village zone, and is located 16 metres from the high bank of the Darling River. Under clause 7.6 of the WLEP 2011, dwellings are not permitted within the river front area.

The definition of river front within the WLEP 2011 is as follows:

“river front area means the land between the river front building line and the highest bank of the Murray River or, if there is no river front building line, the land within 30 metres of the highest bank of the River.”

Based on the definition of river front above, the proposed dwelling extensions did not meet the river front setback standard.

Where an application cannot achieve development standards required by a Local Environmental Plan, the applicant may apply to vary the development standards.

An application to vary a development standard is made under clause 4.6 of the WLEP 2011.

Such applications are also subject to Assumed Concurrence provisions set down by the NSW Planning Secretary.

There are specific development standards where Council cannot assume Secretary's concurrence, however the standard pertaining to riverfront setbacks can still be assessed under assumed concurrence.

The NSW Planning Circular PS 20-002 'Variations to Development Standards' states: "the Secretary's concurrence may not be assumed by a delegate of Council if the development contravenes a numerical standard by greater than 10%"

The WLEP2011 provides a 30m riverfront setback. The application proposes a setback of 16m thus creating a variation of 53%. As this is greater than 10% this application cannot be determined under delegated authority and is presented to Council for consideration.

Refer to attachment 1 – Development Application

Refer to attachment 2 – 4.6 Variation Request

Refer to attachment 3 – Plans

Matters under consideration

In determining a development application that requires consent, the consent authority must take into consideration matters prescribed in Section 4.15 of the *Environmental Planning and Assessment Act 1979* as relevant to the development.

The proposed development was assessed against and met the relevant principles of the *Murray Regional Environmental Plan No 2 – Riverine Land*.

The proposed development for dwelling extensions is permitted with consent and meets the zone objectives of the RU5 Village zone under the WLEP 2011.

Although the dwelling extension does not meet the setback standard under clauses 7.6, the Clause 4.6 variation request provided by the applicant provides adequate justification for the contravening of development standards contained in Clause 7.6.

As the existing dwelling being extended is a local heritage item listed under Schedule 5 of the WLEP 2011, Clause 5.10 of the WLEP 2011 was used to assess the development application. A heritage impact statement (HIS) was provided with the development application showing how the proposed extensions will not impact the heritage value of the existing dwelling.

In summary, the extension will not significantly impact the heritage value of the existing dwelling except for the proposed carport. Due to the impacts from the carport, the development is proposed to be approved as deferred commencement. A re-design of the carport that does not significantly impact the heritage value of the existing dwelling will be required before an operational development approval is issued.

Due to the WLEP 2011 mapping impacting the land, the development application was assessed against clauses 5.21, 7.6 and 7.7. The development application was able to satisfy the matters of consideration of these Clauses.

Due to the nature of the proposed development, it was assessed against Chapter 4 of the Wentworth Development Control Plan (DCP) 2011. The proposed development meets relevant provisions of the Wentworth Development Control Plan (DCP) 2011.

Based on the assessment of the application and no submissions received as part of the notification process, it is determined that the proposed development is consistent with the relevant objectives of the RU5 Village Zone, meets relevant provisions of the Wentworth Development Control Plan (DCP) 2011 and is consistent with planning matters for consideration of the *Wentworth Local Environmental Plan 2011*.

Refer to attachment 4 – Heritage Impact Statement

Refer to attachment 5 – 4.15 Assessment Report

Refer to attachment 6 – 4.6 Variation request assessment

Legal, strategic, financial or policy implications

Should Council issue a determination to the application, the applicant has the right to submit a request for review of the determination to Council under Section 8.2 of the *Environmental Planning & Assessment Act 1987*.

The applicant also has the right to appeal the decision made by Council to the Land and Environment Court pursuant to Section 8.7 of the *Environmental Planning & Assessment Act 1987*.

Conclusion

Having consideration to the content of this report it is concluded that the appropriate course of action is to approve DA2022/008 subject to conditions contained within the report.

Attachments

1. Development Application (Under separate cover)
2. Variation Request (Under separate cover)
3. Plans (Under separate cover)
4. Heritage Impact Statement (Under separate cover)
5. 4.15 Assessment Report
6. 4.6 variation request assessment (Under separate cover)
7. Planning Circular OS 20-002 'Variations to Development Standards'

 <p>WENTWORTH SHIRE COUNCIL WORTH THE DRIVE</p>	<p>Health & Planning Department 26-28 Adelaide Street PO Box 81 WENTWORTH NSW 2648 Tel: 03 5027 5027 council@wentworth.nsw.gov.au</p>	<p>DA Assessment Report Section 4.15 Evaluation</p> <p>Environmental Planning & Assessment Act 1979 as amended</p>
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File Reference:	DA2022/008 – PAN-182936
Property Title & Address:	Lot 6 Section 42 DP 759074 & Unit 1 5 Perry Street Wentworth
Property owner(s):	Andrew John Buffon & Elizabeth Joy Buffon
Applicant(s):	GSD Architects (Geoff Sparkes)
Proposal:	Dwelling extensions
Previous DAs:	n/a
Cost of proposed development:	\$250 000.00

SITE AND SURROUNDING DEVELOPMENT

The subject site comprises of Lot 6 Section 42 DP 759074 located in Wentworth NSW. The Lot has an area of 3288 sqm and has road frontage to the south linking it to the surrounding area. The subject land fronts the Darling River to the north and vacant block to the west and east.

The subject site is zoned RU5 Village under the Wentworth Local Environmental Plan 2011 (WLEP 2011). The subject site is an irregular shaped Lot used for residential purposes. Adjoining Lots are vacant, with the surrounding area mainly used for residential purposes. The site contains a heritage item (I79 Item - General: Dwelling) but is not located within the heritage conservation area. The site is not located within the bushfire mapped areas. However, a section of the subject land outside the levee bank protected area is flood liable.

DESCRIPTION OF PROPOSAL

The proposal seeks development consent to extend the existing dwelling by adding an additional carport, bedroom, kitchen with pantry and lounge/dining area. The extension will have an area of 128 sqm and a maximum height of 4.575m.

HISTORY RELEVANT TO THE DEVELOPMENT APPLICATION

n/a

SECTION 4.15-MATTERS FOR CONSIDERATION

(1) The provisions of any environmental planning instrument and development control plan

State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004

The proposed development meets the requirements of the State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004 as demonstrated by the BASIX certificate

State Environmental Planning Policy (Koala Habitat) 2020

The proposed development is located on land below 1 ha in size with no vegetation removal required. As such, the SEPP is not applicable for this DA.

Murray Regional Environmental Plan No 2—Riverine Land

An assessment against **clause 10** principles of the MREP plan is as follows:

1. Access
Land is freehold with no existing public access to the river. The development will not change access to the river.
2. Bank disturbance
The development will be conducted on the south side of the levee, provided protection to the river bank.
3. Flooding
As the development is proposed on the south side of the levee bank, the area where development will occur will not be in flood impacted land.
4. Land Degradation
Development application will be conditioned to minimise impacts of the development on the land if required.
5. Landscape
No tree removal is proposed as part of the development. Any tree planting on the land will need to match with the vegetation currently on the land.
6. River related use
The proposed development does not have a demonstrated essential relationship with the river, as such it is located on the south side of the levee bank.
7. Settlement
The proposed development is for a single residential dwelling and does not propose creating a residential settlement.
8. Water Quality
Any work and subsequent uses of the land must be managed and designed to not cause any pollution of the water. If approved, conditions will be placed in place to ensure measures are in place before occupation of the dwelling.
9. Wetlands
The land is not located in wetland area as per WSC mapping.

An assessment against **clause 14** principles of the MREP plan is as follows:

- **Building setback:** The proposed development does not meet the WEP 2011 setback, however a 4.6 variation has been provided requesting the varying of this standard.
- **Matters to be considered**
 - o **Effluent disposal:** Connected to Council sewer system.
 - o **Landscaping:** Existing landscaping, with none proposed on the north side of the levee bank.

Wentworth Local Environmental Plan (LEP) 2011

Zone objectives and permissibility

The proposed dwelling extension is Permitted with consent and meet the zone objectives of the RU5 Village zone under which the subject site located.

Standard being varied

The extensions will be located 16m from the river high bank. Under clause 7.6 of the WLEP 2011, only a certain list of uses is permitted with the river front area (30m from the high bank). A dwelling is not one of the listed uses permitted with the river front area.

However, a 4.6 variation application was provided by the applicant to vary this development standard to allow a dwelling within the river front area.

4.6 Exceptions to development standards

The 46 variation assessment is located under the separate variation assessment documentation.

1.10 Heritage Conservation

The dwelling to be extended is identified as a local heritage item under Schedule 5 of the WLEP 2011, as such assessment was conducted under this clause.

A Heritage Impact Statement (HIS) was conducted by a heritage assessor identifying how the extension will impact the heritage value of the existing structure. The HIS identified the minimal impact of the proposed works on the heritage significance of the dwelling aside from the carport. The design and location of the carport potentially impacted on the heritage item. HIS recommended altering the design of the carport to a much lighter and flat roofed construction.

Based on the HIS, council is satisfied that the proposed development will not significantly impact the heritage value of the existing structure aside from the current carport design.

Due to this, council will require the carport design to be amended to reduce its impact on the heritage item. This will include approving the development as deferred approval. The deferred approval condition would require a new carport design, accompanied by a letter from a qualified heritage assessor identifying how the new carport design will not impact the heritage value of the existing dwelling.

5.21 Flood Planning

The proposed dwelling extensions are on land within flood mapped area. However, there is a levee bank on the property with flooding located on the northern side of the levee and no flooding identified on the south side of the levee bank.

Due to the proposed development located on the south side of the levee bank which is not flood impacted, no further assessment will be conducted under this assessment.

7.1 Earthworks

Any earthworks will form part of this approval and will be ancillary to the main approval for a dwelling extensions. However, standards will still need to be followed during any earthworks.

7.2 Essential services

All necessary services are already available to the site and will need to be connected to the extensions.

7.6 Development in River Front Areas

The proposed development meets the objectives of clause 7.6 as identified in the assessment report.

The proposed development does not meet the uses identified under clause 7.6(2), however I could have potentially met cl 7.6(2)(b) if not for the variation in the bank of the River.

An assessment of the proposed extensions against clause 7.6(3) is as follows:

- a. The development will be compatible with surrounding area as seen by surrounding dwellings

- b. The development will not affect matters under this section as it will be located on the south of the levee bank on already disturbed land. The levee bank will offer protection to the bank and bed of the river.
- c. No vegetation to be removed as such no impacts on existing landscape
- d. The proposed extension will not change current access arrangement to the river
- e. The existing dwelling is a local heritage item. Impacts of the development on the heritage item were done under clause 5.10 of the WLEP in this assessment report. A heritage impact report was also provided justifying the development.

7.7 Riparian land and Murray River and other watercourses—general principles

An assessment of the proposed dwelling against clause 7.7(3) is as follows:

- a. Adverse impact of the proposed:
 - i. The structure will be set enough distance from the water body and is not anticipated to impact the flow
 - ii. No impacts on aquatic and riparian species, habitats and ecosystem. The use of the land will be residential with no emissions likely to impact the environment anticipated from the development
 - iii. No impact on bank as development is located south of the levee bank. Bank and bed protected by levee as no works are allowed within the levee bank easement.
 - iv. No impacts to the watercourse movement of aquatic fauna anticipated as no works proposed with the watercourse
 - v. Works will occur on disturbed land on the south o the levee bank with no works proposed on the north.
- b. Reticulated water is available to the site, and will need to be connected to the extensions.

An assessment of the proposed dwelling against clause 7.7(4) is as follows:

- a. The extensions are designed to avoid any significant adverse environmental impact
- b. noted
- c. noted

Wentworth Development Control Plan (DCP) 2011

The proposed development is acceptable against Chapter 4 provisions of the Wentworth Development Control Plan (DCP) 2011.

Although the proposed development is located over the property boundary, condition will be put in place addressing this encroachment.

(2) The provisions of any draft environmental planning instrument

There is no Division 3.4 draft environmental planning instrument that affect the proposed development. (Post 1 July 2009 LEP amendments).

(3) Any matters prescribed by regulations

There are no further matters prescribed by regulations relevant to the proposed development.

(4) The likely impacts of the development

There are no likely impacts from the proposal as discussed in the table below.

Impact item (insert an 'x' in the relevant section)	Acceptable	Not acceptable	Not relevant	Comment
Context and setting	X			The site is surrounded by similar land uses (residential).
Public domain & Streetscape	X			Enough distance between the street and development. No work is expected to be done on the street.
Landscaping	X			Appropriate for the area
Stormwater	X			Will be dealt with onsite
Heritage		X		Heritage impact statement provided with application. Concerns identified with the current carport design and its impact on the heritage value.
Soils & Soils Erosion	X			None expected from the proposed development, as standards will need to be followed during construction.
Air and microclimate	X			Proposed development not anticipated to affect the air or microclimate. There is enough distance between the development site to the river and nearest property to reduce any impacts from the development.
Water Resources	X			None located on land, and none expected to be impacted by proposed development. Enough distance between development and Darling River.
Biodiversity (Flora & Fauna)	X			No native vegetation to be cleared for the development
Land Resources	X			None located on the site expected to impact the proposed development.
Utilities	X			Utilities to made available to the extension
Access & Parking	X			Direct access to site available, space for parking available on site
Roads & Traffic	X			No new road proposed, traffic will not be impacted by proposal
Solar Access and Energy Efficiency	X			Meets BASIX
Overshadowing			X	Not relevant. Enough distance between proposed extension and nearest adjoining dwelling
Privacy & Overlooking			X	Not relevant. Enough distance between proposed extension and nearest adjoining dwelling
Flooding	X			Flood affected. Development located on land protected by a levee bank.
Bushfire Prone Area	X			Not in bushfire prone area
Noise	X			Possible significant noise only expected during construction, residential noises anticipated after

Technological hazards	X			None anticipated from the development, only residential activities anticipated from the site
Safety, Security & Crime Prevention	X			Development will not affect the safety of the area.
Social and Economic Impacts	X			No negative social and economic impacts anticipated from the proposed development.

(5) The suitability of the site for development

The site is suitable for the proposed dwelling as it will not have any adverse impact on the locality. The proposed development is permitted by the RU5 Village zoning of the area under the Wentworth LEP 2011. The character and use of the proposed extensions is consistent with existing developments in the surrounding area.

The development is identified as being located over the property boundary between Lots 6 & 7 Section 42 DP 759074. This can be rectified by requiring the beneficiary of the consent to re-align the property boundaries to have the new extensions all on 1 property boundary.

(6) Any submissions made in accordance with this Act or Regulation

The application was notified for 14 days as per the Wentworth Community Participation Plan. No submissions were received.

(7) The public interest

The proposed development is consistent with public interest as it will have no detrimental effect on the surrounding area. Moreover, no objections were made by the surrounding neighbours.

COMMENTS FROM COUNCIL INTERNAL DEPARTMENTS

Department	Referred Y/N	Comments
Building	Y	<p>BCA Class: 1a</p> <p>The dwelling addition is noted as straddling the property boundary. The BCA sees the boundary as a fire source feature and therefore requires means of preventing the spread of fire from one lot to another.</p> <p>The DA should be conditioned to require the consolidation of the two affected allotments or the realignment of the boundary to comply with the fire separation requirements of the BCA.</p> <p>S68 approval required prior to the issue of a CC for plumbing and drainage works.</p>
Subdivision Engineer	N	
Roads & Engineering	N	
Finance & Policy	N	
Heritage Advisor	N	

Environmental Health	N	
Local Laws	N	
Floodplain Mgt Committee	N	
Sustainable Infrastructure	N	

COMMENTS FROM EXTERNAL REFERRALS


n/a

CONCLUSIONS

1. General comments:
2. The proposal satisfies the points for consideration listed under Section 4.15 of the *Environmental Planning and Assessment Act*.
3. The proposal occurs on land zoned RU5 Village. The proposal is not considered to have detrimental impact on the site and surrounds.
4. The proposal is consistent with the Wentworth Shire Development Control Plan (Dec 2011). The proposal is consistent with the development controls in Chapter 4 of the Wentworth Shire Development Control Plan (Dec 2011).
5. The proposed dwelling and shed accords with the relevant objectives, provisions and principles of the State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004
6. There is no draft local environmental plan affecting the proposed development.

RECOMMENDATION:

Support the application

Delegate report author	Delegated approval and endorsement
Signature: 	Signature:
George Kenende Development Assessment Officer	
Date:	Date:

 <p>WENTWORTH SHIRE COUNCIL WORTH <small>THE</small> DRIVE</p>	<p>Health & Planning Department 26-28 Adelaide Street PO Box 81 WENTWORTH NSW 2648 Tel: 03 5027 5027 council@wentworth.nsw.gov.au</p>	<p>TEMPLATE CONDITIONS</p>
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DA2022/008 EXTENSION TO EXISTING DWELLING (DEFERRED COMMENCEMENT) UNIT 1 5 PERRY STREET
LOT 6 & 7 SECTION 42 DP 759074 WENTWORTH

SCHEDULE 1

DEFERRED COMMENCEMENT CONDITIONS

The following is a Deferred Commencement condition imposed pursuant to Section 4.16(3) of the *Environmental Planning and Assessment Act 1979* and clause 95(2) of the *Environmental Planning and Assessment Regulation 2000*. This Consent will not operate and may not be acted upon until the Council is satisfied as to the following matter(s):

1.	<p>Prior to issue of an Operational Notice of Determination, the following additional information and plans shall be submitted to Councils satisfaction:</p> <p>a) Amended carport design with a letter from a qualified Heritage Assessor identifying how the new carport design will not impact the heritage value of the existing dwelling.</p> <p>Evidence of the above matter(s) must be submitted to Council within 5 years otherwise the Consent will not operate.</p>
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PRESCRIBED CONDITIONS

1.	<p>The development must adhere to the prescribed conditions in Part 6, Division 8A of the <i>Environmental Planning and Assessment Regulation 2000</i>.</p>
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GENERAL CONDITIONS

2.	<p>The development hereby authorised shall be carried out strictly in accordance with the conditions</p>
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	<p>of this approval and stamped approved plans listed below:</p> <ul style="list-style-type: none"> • Site Plan by GSD Architects; Project No: 21-042; DRG No: 02; Revision: A; Date: 17/01/2022 • Floor Plans by GSD Architects; Project No: 21-042; DRG No: 03; Date: 17/01/2022 • Elevation Plan by GSD Architects; Project No: 21-042; DRG No: 04; Date: 17/01/2022 • Landscaping Plan by GSD Architects; Project No: 21-042; DRG No: 05; Date: 17/01/2022 • Basix certificate; A436858; 22 October 2021 • Heritage Impact Statement by Minerva Heritage; December 2021 <p>In the event of any inconsistency between the approved plans and the supporting documentation, the approved plans prevail. In the event of any inconsistency between the approved plans and a condition of this consent, the condition prevails.</p> <p>Note: an inconsistency occurs between an approved plan and supporting documentation or between an approved plan and a condition when it is not possible to comply with both at the relevant time.</p> <p>Reason: To ensure all parties are aware of the approved plans and supporting documentation that applies to the development</p>				
3.	Approval is for extension to the existing dwelling.				
4.	This consent shall lapse and have no force or effect unless the use or development hereby permitted is physically commenced within 5 years of the date of this consent.				
5.	<p>Payment of bonds / securities</p> <p><i>This condition applies to all construction works \$25,001 and above.</i></p> <p>Before the commencement of any works on the site or the issue of a construction certificate, the applicant must make all of the following payments to Council and provide written evidence of these payments to the certifier:</p> <table border="1"> <tr> <td>Infrastructure Bond (Security Deposit)</td><td>\$3,000.00</td></tr> <tr> <td>Infrastructure Protection Permit Fee (includes inspections)</td><td>\$200.00</td></tr> </table> <p>The payments will be used for the cost of:</p> <ul style="list-style-type: none"> • making good any damage caused to any council property (including street trees, kerb, road etc) as a consequence of carrying out the works to which the consent relates, • completing any public work such as roadwork, kerbing and guttering, footway construction, stormwater drainage and environmental controls, required in connection with this consent, and • any inspection carried out by Council in connection with the completion of public work or the making good any damage to council property. <p>The Infrastructure Bond will be returned on completion of the construction of the proposed development, subject to no damage being done to any council property (including street trees, kerb, road etc) as a consequence of carrying out the works to which the consent relates. The owner</p>	Infrastructure Bond (Security Deposit)	\$3,000.00	Infrastructure Protection Permit Fee (includes inspections)	\$200.00
Infrastructure Bond (Security Deposit)	\$3,000.00				
Infrastructure Protection Permit Fee (includes inspections)	\$200.00				

	<p>/ developer is to arrange an inspection with an Officer of Wentworth Shire Council before any work commences on site. Any damage incurred to Council infrastructure will be repaired at the owner's / developer's expense and the balance of the Infrastructure Bond will be returned to the owner / developer on completion of the construction.</p> <p>Note: The inspection fee includes Council's fees and charges and includes the Public Road and Footpath Infrastructure Inspection Fee (under the Roads Act 1993). The amount payable must be in accordance with council's fees and charges at the payment date.</p> <p>Reason: To ensure any damage to public infrastructure is rectified and public works can be completed</p>
6.	<p>Before the issue of a construction certificate, the applicant is to ensure that the person liable pays the long service levy as calculated at the operational date of this consent to the Long Service Corporation or Council under section 34 of the Building and Construction Industry Long Service Payments Act 1986 and provides proof of this payment to the certifier.</p> <p>Reason: To ensure the long service levy is paid.</p>

BEFORE THE ISSUE OF A CONSTRUCTION CERTIFICATE

7.	<p>Property Boundaries</p> <p>Before the issue of a construction certificate, the beneficiary of this consent must ensure the dwelling extensions and existing dwelling will all be located on the same single allotment. This can be achieved in two (2) ways:</p> <ol style="list-style-type: none"> 1. The consolidation of Lot 6 Section 42 DP 759074 and Lot 7 Section 42 DP 759074 <p>Or</p> <ol style="list-style-type: none"> 2. A Development application to be lodged with council to re-align the boundary between Lot 6 Section 42 DP 759074 and Lot 7 Section 42 DP 759074 to have the dwelling extensions and existing dwelling located on the same single allotment <p>Reason: To ensure compliance with National Construction Code and avoid encroachment.</p>
8.	<p>Construction site management plan</p> <p>Before the issue of a construction certificate, the applicant must ensure a construction site management plan is prepared before it is provided to and approved by the certifier. The plan must include the following matters:</p> <ul style="list-style-type: none"> • location and materials for protective fencing and hoardings to the perimeter on the site • provisions for public safety • pedestrian and vehicular site access points and construction activity zones • details of construction traffic management, including proposed truck movements to and from the site and estimated frequency of those movements, and measures to preserve pedestrian safety in the vicinity of the site

	<ul style="list-style-type: none"> • protective measures for on-site tree preservation (including in accordance with AS 4970-2009 Protection of trees on development sites) and trees in adjoining public domain • details of any bulk earthworks to be carried out • location of site storage areas and sheds • equipment used to carry out all works • a garbage container with a tight-fitting lid • dust, noise and vibration control measures • location of temporary toilets. <p>The applicant must ensure a copy of the approved construction site management plan is kept on-site at all times during construction.</p> <p>Reason: To require details of measures that will protect the public, and the surrounding environment, during site works and construction</p>
9.	<p>Erosion and sediment control plan</p> <p>Before the issue of a construction certificate, the applicant is to ensure that an erosion and sediment control plan is prepared in accordance with the following documents before it is provided to and approved by the certifier:</p> <ul style="list-style-type: none"> • the guidelines set out in the NSW Department of Housing manual 'Managing Urban Stormwater: Soils and Construction Certificate' (the Blue Book), and • the 'Do it Right On-Site, Soil and Water Management for the Construction Industry' (Southern Sydney Regional Organisation of Councils and the Natural Heritage Trust). <p>The applicant must ensure the erosion and sediment control plan is kept onsite at all times during site works and construction.</p> <p>Reason: To ensure no substance other than rainwater enters the stormwater system and waterways</p>
10.	<p>Waste management plan</p> <p>Before the issue of a construction certificate, the applicant is to ensure that a waste management plan is prepared in accordance with the EPA's Waste Classification Guidelines and the following requirements before it is provided to and approved by the certifier:</p> <p>Details the following:</p> <ul style="list-style-type: none"> • the contact details of the person(s) removing the waste • an estimate of the waste (type and quantity) and whether the waste is expected to be reused, recycled or go to landfill • the address of the disposal location(s) where the waste is to be taken <p>The applicant must ensure the waste management plan is referred to in the construction site management plan and kept on-site at all times during construction.</p> <p>Reason: To ensure resource recovery is promoted and local amenity protected during</p>

	construction.
11.	<p>Stormwater Management Plan</p> <p>Before the issue of a construction certificate the beneficiary of this consent is to design and submit to Council for approval a stormwater Management Plan for the dwelling. The design is to be approved by Council before any work takes place on this site. All work detailed by the approved design is to be constructed by the beneficiary of this consent under supervision of the Principal Certifying Authority. All work is to be carried out at the beneficiary of this consent's expense.</p>
12.	<p>Utilities and services</p> <p>Reticulated services (water and sewer) are available at the site, as such, the beneficiary of this consent must ensure that the proposed dwelling extensions are connected to the reticulated services.</p> <p>Reason: To ensure relevant utility and service providers requirements are provided to the certifier</p>
13.	<p>Access points</p> <p>Before issuance of the Construction Certificate, the beneficiary of this consent must build a driveway crossing for the subject land (if one doesn't exist) to Council standards.</p> <p>Access during construction shall only be through the driveway crossing of the subject land.</p>
14.	<p>Works in Road Reserve</p> <p>A Road Opening Permit is required from the Wentworth Shire Council prior to any works / excavation within the road reserve i.e. water tapping, sewer, driveway crossings, tree planting or removal etc. Please contact Councils Roads & Engineering Department on Tel: (03) 5027 5027 to arrange a permit.</p>
15.	<p>Plumbing and Drainage</p> <p>Before issue of the construction certificate, a Plumbing and Drainage Application (for sewer, water and stormwater works) under Section 68 of the <i>Local Government Act NSW 1993</i> is to be submitted to and approved by Council.</p>

BEFORE THE COMMENCEMENT OF BUILDING WORK

16.	<p>Construction Certificate</p> <p>An application for a construction certificate is to be made under Section 4.12 of the Environmental Planning and Assessment Act 1979 and construction certificate(s) issued under Sections 6.3, 6.4(a) and 6.7 of the Environmental; Planning and Assessment Act 1979 prior to any work commencing on the building. All work in relation to plans for the construction certificate(s) shall comply with the requirements of the Building Code of Australia, the Environmental Planning & Assessment Act, and regulations, SEPP (Building Sustainability Index) BASIX 2004 and the Local Government Act and Regulations thereunder.</p>
17.	<p>Erosion and sediment controls in place</p> <p>Before the commencement of any site or building work, the principal certifier must be satisfied the erosion and sediment controls in the erosion and sediment control plan, (as approved by the</p>

	<p>principal certifier) are in place until the site is rectified (at least 70% ground cover achieved over any bare ground on site).</p> <p>Reason: To ensure runoff and site debris do not impact local stormwater systems and waterways</p>
18.	<p>Tree protection measures</p> <p>Before the commencement of any site or building work, the principal certifier must ensure the measures for tree protection detailed in the construction site management plan are in place.</p> <p>Reason: To protect and retain trees</p>
19.	<p>Subject to approval to commence works two days before any site works, building or demolition begins, the beneficiary of this consent must:</p> <p>(a) Forward to Council notice of commencement of work and appointment of Principal Certifying Authority.</p> <p>(b) Notify the adjoining owners that work will commence.</p>
20.	<p>(a) Before the work is commenced, the Council must be informed in writing of:</p> <ul style="list-style-type: none"> • The name and contractor licence number of the licensee who has been contracted to do the work; or • The name and permit number of the owner/builder who intends to do the work. <p>(b) The Council is to be immediately informed in writing of similar details required in the above if:</p> <ul style="list-style-type: none"> • A contract is entered into for the work to be undertaken by a different licensee; or • Arrangements for the completion of the work are otherwise changed.
21.	<p>Works in Road Reserve</p> <p>A Road Opening Permit is required from the Wentworth Shire Council prior to any works / excavation within the road reserve ie water tapping, sewer, driveway crossings, tree planting or removal etc. Please contact Councils Roads & Engineering Department on Tel: (03) 5027 5027 to arrange a permit.</p>

WHILE BUILDING WORK IS BEING CARRIED OUT

22.	<p>Hours of work</p> <p>The principal certifier must ensure that building work, demolition or vegetation removal is only carried out between:</p> <ul style="list-style-type: none"> • 7.00am to 6.00pm on Monday to Friday • 8.00am to 1.00pm on Saturdays <p>The principal certifier must ensure building work, demolition or vegetation removal is not carried out on Sundays and public holidays, except where there is an emergency.</p>
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	<p>Unless otherwise approved within a construction site management plan, construction vehicles, machinery, goods or materials must not be delivered to the site outside the approved hours of site works.</p> <p>Note: Any variation to the hours of work requires Council's approval.</p> <p>Reason: To protect the amenity of the surrounding area</p>
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23.	<p>Procedure for critical stage inspections</p> <p>While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.</p> <p>Reason: To require approval to proceed with building work following each critical stage inspection</p>
24.	<p>Implementation of the site management plans</p> <p>While vegetation removal, demolition and/or building work is being carried out, the applicant must ensure the measures required by the approved construction site management plan and the erosion and sediment control plan are implemented at all times. The applicant must ensure a copy of these approved plans is kept on site at all times and made available to Council officers upon request.</p> <p>Reason: To ensure the required site management measures are implemented during construction</p>
25.	<p>Implementation of BASIX commitments</p> <p>While building work is being carried out, the applicant must undertake the development strictly in accordance with the commitments listed in the BASIX certificate(s) approved by this consent, for the development to which the consent applies.</p> <p>Reason: To ensure BASIX commitments are fulfilled in accordance with the BASIX certificate (prescribed condition under clause 97A(2) EP&A Regulation)</p>
26.	<p>Construction noise</p> <p>While building work is being carried out and where no noise and vibration management plan is approved under this consent, the applicant is to ensure that any noise caused by demolition, vegetation removal or construction does not exceed an LAeq (15 min) of 5dB(A) above background noise, when measured at any lot boundary of the property where the construction is being carried out.</p>
27.	<p>Tree protection</p> <p>While site or building work is being carried out, the applicant must maintain all required tree protection measures in good condition in accordance with the construction site management plan required under this consent, the relevant requirements of AS 4970-2009 Protection of trees on development sites and any arborist's report approved under this consent. This includes maintaining adequate soil grades and ensuring all machinery, builders refuse, spoil and materials remain outside tree protection zones.</p> <p>Reason: To protect trees during construction</p>
28.	<p>Uncovering relics or Aboriginal objects</p> <p>While demolition or building work is being carried out, all such works must cease immediately if a relic or Aboriginal object is unexpectedly discovered. The applicant must notify the Heritage Council of NSW in respect of a relic and notify the Secretary of the Department of Planning, Industry and Environment and the Heritage Council of NSW in respect of an Aboriginal object.</p>

	<p>Building work may recommence at a time confirmed by either the Heritage Council of NSW or the Secretary of the Department of Planning, Industry and Environment.</p> <p>In this condition:</p> <ul style="list-style-type: none"> • “relic” means any deposit, artefact, object or material evidence that: (a) relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and (b) is of State or local heritage significance; and • “Aboriginal object” means any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction and includes Aboriginal remains. <p>Reason: To ensure the protection of objects of potential significance during works</p>
29.	<p>Waste management</p> <p>While building work, demolition or vegetation removal is being carried out, the principal certifier must be satisfied all waste management is undertaken in accordance with the approved waste management plan.</p> <p>Upon disposal of waste, the applicant is to compile and provide records of the disposal to the principal certifier, detailing the following:</p> <ul style="list-style-type: none"> • The contact details of the person(s) who removed the waste • The waste carrier vehicle registration • The date and time of waste collection • A description of the waste (type of waste and estimated quantity) and whether the waste is expected to be reused, recycled or go to landfill • The address of the disposal location(s) where the waste was taken • The corresponding tip docket/receipt from the site(s) to which the waste is transferred, noting date and time of delivery, description (type and quantity) of waste. <p>Note: If waste has been removed from the site under an EPA Resource Recovery Order or Exemption, the applicant is to maintain all records in relation to that Order or Exemption and provide the records to the principal certifier and Council.</p> <p>Reason: To require records to be provided, during construction, documenting that waste is appropriately handled</p>
30.	<p>All plumbing and drainage work is to be carried out by a plumber and drainer, or other authorised person, licensed with the New South Wales Department of Fair Trading.</p>
31.	<p>No building works are to encroach over any easements.</p>
32.	<p>Demolition</p> <p>Any demolition must be carried out in accordance with AS 2601—2001, <i>The demolition of structures</i>.</p>
33.	<p>Asbestos</p>

	<p>A building constructed before 1987 may contain asbestos. Should asbestos be found during the demolition, all demolition works shall be ceased and a business licensed to undertake asbestos removal work under the <i>Work Health and Safety Regulation 2017</i> and <i>WorkCover's "Working with Asbestos: Guide 2008"</i> shall be contracted.</p> <p>Waste materials which contain asbestos must be managed on the site and then disposed of at a waste management site licensed to accept this waste. All receipts detailing method and location of disposal must be submitted to Council as evidence of correct disposal.</p>
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BEFORE THE ISSUE OF AN OCCUPATION CERTIFICATE

34.	<p>Occupation Certificate</p> <p>The building shall not be occupied or used until an Occupation Certificate is issued either by council or by an accredited certifier.</p>
35.	<p>Repair of infrastructure</p> <p>Before the issue of an occupation certificate, the applicant must ensure any public infrastructure damaged as a result of the carrying out of building works (including damage caused by, but not limited to, delivery vehicles, waste collection, contractors, sub-contractors, concreting vehicles) is fully repaired to the written satisfaction of Council, and at no cost to Council. Note: If the council is not satisfied, the whole or part of the bond submitted will be used to cover the rectification work.</p> <p>Reason: To ensure any damage to public infrastructure is rectified</p>
36.	<p>Removal of waste upon completion</p> <p>Before the issue of an occupation certificate, the principal certifier must ensure all refuse, spoil and material unsuitable for use on-site is removed from the site and disposed of in accordance with the approved waste management plan. Written evidence of the removal must be supplied to the satisfaction of the principal certifier.</p> <p>Before the issue of a partial occupation certificate, the applicant must ensure the temporary storage of any waste is carried out in accordance with the approved waste management plan to the principal certifier's satisfaction.</p> <p>Reason: To ensure waste material is appropriately disposed or satisfactorily stored</p>
37.	<p>Completion of landscape and tree works</p> <p>Before the issue of an occupation certificate, the principal certifier must be satisfied that all landscape and tree-works, including pruning in accordance with AS 4373-2007 Pruning of amenity trees and the removal of all noxious weed species, have been completed in accordance with the approved plans and any relevant conditions of this consent.</p> <p>Reason: To ensure the approved landscaping works have been completed before occupation, in accordance with the approved landscaping plan(s)</p>

OCCUPATION AND ONGOING USE

38.	<p>Release of securities / bonds</p> <p>When Council receives an occupation certificate from the principal certifier, the applicant may lodge an application to release the securities held. Council may use part, or all of the securities held to complete the works to its satisfaction if the works do not meet Council's requirements.</p> <p>Reason: To allow release of securities and authorise Council to use the security deposit to complete works to its satisfaction</p>
39.	<p>Maintenance of wastewater and stormwater treatment device</p> <p>During occupation and ongoing use of the building, the applicant must ensure all wastewater and stormwater treatment devices (including drainage systems, sumps and traps, and on-site detention) are regularly maintained, to remain effective.</p> <p>Reason: To protect sewerage and stormwater systems</p>
40.	<p>Amenity of the neighbourhood</p> <p>The operation of this development shall not adversely affect the amenity of the neighbourhood or interfere unreasonably with the comfort or repose of a person who is outside the premises by reason of the emission or discharge of noise, fumes, vapour, odour, steam, soot, dust, waste water, waste products, grit, oil or other harmful products.</p>

SCHEDULE 2**ADVISORY NOTE**

- **Dial before you dig**
Contact "Dial Prior to You Dig" prior to commencing any building activity on the site.



Planning circular

PLANNING SYSTEM

Varying Development Standards

Circular	PS 20-002
Issued	5 May 2020
Related	Revokes PS 18-003 (February 2018), PS 19-005

Variations to development standards

This circular is to advise consent authorities of arrangements for when the Secretary's concurrence to vary development standards may be assumed (including when council or its Independent Hearing and Assessment Panel are to determine applications when development standards are varied) and clarify requirements around reporting and record keeping where that concurrence has been assumed.

Overview of assumed concurrence

This circular replaces Planning Circular PS 18-003 and issues assumed concurrence, governance and reporting requirements for consent authorities. It also advises that council reports are to come through the Planning Portal, and of the repeal of SEPP 1.

All consent authorities may assume the Secretary's concurrence under:

- clause 4.6 of a local environmental plan that adopts the *Standard Instrument (Local Environmental Plans) Order 2006* or any other provision of an environmental planning instrument to the same effect, or
- *State Environmental Planning Policy No 1 – Development Standards* for land included in an old Interim Development Order (IDO) or Planning Scheme Ordinance (PSO).

However, the assumed concurrence is subject to conditions (see below).

The assumed concurrence notice takes effect immediately and applies to pending development applications.

Any existing variation agreed to by the Secretary of Planning, Industry and Environment to a previous notice will continue to have effect under the attached notice.

Assumed concurrence conditions

Lot size standards for dwellings in rural areas

The Secretary's concurrence may not be assumed for a development standard relating to the minimum lot size required for erection of a dwelling on land in one of the following land use zones, if the lot is less than 90% of the required minimum lot size:

- Zone RU1 Primary Production, Zone RU2 Rural Landscape, Zone RU3 Forestry, Zone

RU4 Primary Production Small Lots, Zone RU6 Transition

- Zone R5 Large Lot Residential
- Zone E2 Environmental Conservation, Zone E3 Environmental Management, Zone E4 Environmental Living
- a land use zone that is equivalent to one of the above land use zones

This condition will only apply to local and regionally significant development.

Numerical and non-numerical development standards

The Secretary's concurrence may not be assumed by a delegate of council if:

- the development contravenes a numerical standard by greater than 10%; or
- the variation is to a non-numerical standard.

This restriction does not apply to decisions made by independent hearing and assessment panels, formally known as local planning panels, who exercise consent authority functions on behalf of councils, but are not legally delegates of the council (see section 231).

The purpose of the restriction on assumed concurrence for variations of numerical and non-numerical standards applying to delegates is to ensure that variations of this nature are considered by the council or its independent hearing and assessment panel and that they are subject to greater public scrutiny than decisions made by council staff under delegation.

In all other circumstances, delegates of a consent authority may assume the Secretary's concurrence in accordance with the attached written notice.

Independent hearing and assessment panels

From 1 March 2018, councils in Sydney and Wollongong were required to have independent hearing and assessment panels that will determine development applications on behalf of councils (see section 231).

The attached notice allows independent hearing and assessment panels to assume the Secretary's concurrence because they are exercising the council's functions as a consent authority.

Independent hearing and assessment panels established by councils before 1 March 2018 also make decisions on behalf of councils. The attached notice applies to existing panels in the same way as it applies to panels established after 1 March 2018.

Regionally significant development

Sydney district and regional planning panels may also assume the Secretary's concurrence where development standards will be contravened.

The restriction on delegates determining applications involving numerical or non-numerical standards does not apply to all regionally significant development. This is because all regionally significant development is determined by a panel and is not delegated to council staff.

However, the restriction on assuming concurrence to vary lot size standards for dwellings in rural areas will continue to apply to regionally significant development. The Secretary's concurrence will need to be obtained for these proposals in the same way as it would for local development.

State significant development and development where a Minister is the consent authority

Consent authorities for State significant development (SSD) may also assume the Secretary's concurrence where development standards will be contravened. This arrangement also applies to other development for which a Minister is the consent authority for the same reasons.

Any matters arising from contravening development standards will be dealt with in Departmental assessment reports.

The restriction on assuming concurrence to vary lot size standards for dwellings in rural areas will not apply to SSD or where a Minister is the consent authority for the same reasons.

Notification of assumed concurrence

Under clause 64 of the *Environmental Planning and Assessment Regulation 2000*, consent authorities are notified that they may assume the Secretary's concurrence for exceptions to development standards for applications made under clause 4.6 of the SILEP (or any other provision of an environmental planning instrument to the same effect).

The notice takes effect on the day that it is published on the Department of Planning, Industry and Environment's website (i.e. the date of issue of this circular) and applies to pending development applications.

Procedural and reporting requirements

In order to ensure transparency and integrity in the planning framework the below Departmental monitoring and reporting measures must be followed when development standards are being varied:

- Proposed variations to development standards cannot be considered without a written application objecting to the development standard and dealing with the matters required to be addressed by the relevant instrument.
- A publicly available online register of all variations to development standards approved by the consent authority or its delegates is to be established and maintained. This register must include the development application number and description, the property address, the standard to be varied and the extent of the variation.
- A report of all variations approved (including under delegation) must be submitted through the NSW Planning Portal at <https://www.planningportal.nsw.gov.au/reporting/online-submission-planning-data> within four weeks of the end of each quarter (i.e. March, June, September and December) in the form provided by the Department.
- A report of all variations approved under delegation from a council must be provided to a meeting of the council meeting at least once each quarter.

Councils are to ensure these procedures and reporting requirements are carried out on behalf of Independent Hearing and Assessment Panels and Sydney district or regional planning panels.

Audit

The Department will continue to carry out random audits to ensure the monitoring and reporting measures are complied with. The Department and the NSW Independent Commission Against Corruption will continue to review and refine the audit strategy.

Should ongoing non-compliance be identified with one or more consent authorities, the Secretary will consider revoking the notice allowing concurrence to be assumed, either generally for a consent authority or for a specific type of development.

Repeal of State Environmental Planning Policy No 1 – Development Standards (SEPP 1)

The repeal of SEPP 1 came into effect from 1 February 2020 as part of the SEPP Review Program to update and simplify the NSW Planning system.

SEPP 1 is repealed in circumstances where a standard instrument LEP applies in a local council

area. The amendments included the insertion of two clauses into the *SEPP (Concurrences and Consents) 2018*. Clause 6 provides for the continued operation of SEPP 1 where an Interim Development Order (IDO) or a Planning Scheme Ordinance (PSO) is in effect. Clause 7 is a savings provision which continues to apply SEPP 1 for applications that were made prior to the repeal but are yet to be determined.

Further information

A Guide on Varying Development Standards 2011 is available to assist applicants and councils on the procedures for managing SEPP 1 and clause 4.6 applications to vary standards.

Links to the Standard Instrument can be found on the NSW Legislation website at: www.legislation.nsw.gov.au

For further information please contact the Department of Planning, Industry and Environment's information centre on 1300 305 695.

Department of Planning, Industry and Environment circulars are available at: planning.nsw.gov.au/circulars

Authorised by:

Marcus Ray
Group Deputy Secretary,
Planning and Assessment
Department of Planning, Industry and Environment

Important note: This circular does not constitute legal advice. Users are advised to seek professional advice and refer to the relevant legislation, as necessary, before taking action in relation to any matters covered by this circular.

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ENVIRONMENTAL PLANNING AND ASSESSMENT REGULATION 2000

Assumed concurrence notice

I, Carolyn McNally, Secretary of the Department of Planning and Environment, give the following notice to all consent authorities under clause 64 of the *Environmental Planning and Assessment Regulation 2000*.

Notice

All consent authorities may assume my concurrence, subject to the conditions set out in the table below, where it is required under:

- clause 4.6 of a local environmental plan that adopts the *Standard Instrument (Local Environmental Plans) Order 2006* or any other provision of an environmental planning instrument to the same effect, or
- *State Environmental Planning Policy No 1 – Development Standards*.

No.	Conditions
1	<p>Concurrence may not be assumed for a development that contravenes a development standard relating to the minimum lot size required for the erection of a dwelling on land in one of the following land use zones, if the variation is greater than 10% of the required minimum lot size:</p> <ul style="list-style-type: none"> – Zone RU1 Primary Production, Zone RU2 Rural Landscape, Zone RU3 Forestry, Zone RU4 Primary Production Small Lots, Zone RU6 Transition – Zone R5 Large Lot Residential – Zone E2 Environmental Conservation, Zone E3 Environmental Management, Zone E4 Environmental Living – a land use zone that is equivalent to one of the above land use zones <p>This condition does not apply to State significant development or development for which a Minister is the consent authority</p>
2	<p>Concurrence may not be assumed for the following development, if the function of determining the development application is exercised by a delegate of the consent authority:</p> <ul style="list-style-type: none"> – development that contravenes a numerical development standard by more than 10% – development that contravenes a non-numerical development standard <p>Note. Local planning panels constituted under the <i>Environmental Planning and Assessment Act 1979</i> exercise consent authority functions on behalf a council and are not delegates of the council</p> <p>This condition does not apply to State significant development, regionally significant development or development for which a Minister is the consent authority</p>

This notice takes effect on the day that it is published on the Department of Planning's website and applies to development applications made (but not determined) before it takes effect.

The previous notice to assume my concurrence contained in planning system circular PS 17-006 *Variations to development standards*, issued 15 December 2017 is revoked by this notice. However, any variation to a previous notice continues to have effect as if it were a variation to this notice.

Dated: 21 February 2018



Carolyn McNally
Secretary, Department of Planning and Environment

9.10 FLOOD RISK MANAGEMENT COMMITTEE

File Number: RPT/22/45

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Michele Bos - Strategic Development Officer

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.3 Prepare for natural disasters, biosecurity risks and climate change

Summary

Wentworth Shire Council has previously managed the Flood Risk Management project through the Floodplain Risk Management Committee comprising of Councillors, community members, state agency representatives and Council staff. This committee has now been superseded by the Flood Risk Management Committee.

Therefore, prior to the new committee meeting to allow the Flood Risk Management project to continue, Council needs to determine both Councillor and community representation on the committee.

Recommendation

That Council:

1. Endorse the Flood Risk Management Committee Working Group Charter.
2. Nominate three (3) Councillors for representation on the Flood Risk Management Committee.
3. Select three (3) community members for representation on the Flood Risk Management Committee from the Expression of Interest submissions received.

Detailed Report

Purpose

The purpose of this report is to provide details of the necessity for the Floodplain Risk Management Committee, the structure of committee and representation from both Councillors and the community.

Background

The Floodplain Development Manual 2005 provides local government organisations with a framework for implementing state policy through the process of developing flood studies, floodplain risk management studies and flood risk management implementation plans.

An integral part of the process of developing a Flood Study, a Flood Risk Management Study and Flood Risk Management Plan, is the establishment of a committee that represents Council, state agencies and the community.

The committee performs an advisory role to assist Council in the development and implementation of flood risk management plans and therefore, reports directly to Council.

Once the committee has completed the task of assisting with the development of a Flood Study, Flood Risk Management Study and Flood Risk Management Plan, Council adopts these documents and a limited group remains to oversee the implementation of the Plan.

Matters under consideration

The Floodplain Development Manual 2005 does not explicitly provide details or numbers of membership on the committee. However, it does recommend that membership includes representatives from Council, including Councillors and staff, relevant state agencies and the community.

Following consultation with the Department of Planning, Industry and Environment, it has been suggested that the structure of committee be established as follows:

- Voting members comprise of 3 Councillors, 3 community representatives and 1 local SES representative
- Non-voting members comprise of Council staff and additional relevant state agency representatives

The new Flood Risk Management Committee Working Group Charter is provided in Attachment 1.

An Expression of Interest (EOI) for community representation on the Flood Risk Management Committee was advertised from 22 October 2021 to 3 December 2021. Four (4) EOIs were received during the advertising period.

Refer to Attachment 2.

Council needs to determine which three (3) of the four (4) EOI submitters will be accepted as community representatives on the Flood Risk Management Committee.

Options

Based on the information contained in this report, the options available to address this matter are to:

- Endorse the Flood Risk Management Committee Working Group Charter, and
- Nominate three (3) Councillors for representation on the Flood Risk Management Committee, and
- Select three (3) community members from the four (4) EOI submissions received.

Legal, strategic, financial or policy implications

Land use planning and management under the Environmental Planning & Assessment Act is the responsibility of Council. That responsibility requires Council to identify and manage development on flood prone land.

The establishment of a Flood Risk Management Committee is an essential component of the process of the Flood Risk Management project which will guide, inform and facilitate appropriate amendments to the Wentworth Local Environmental Plan 2011 and local strategic planning decision making.

Conclusion

The recommendations in this report will facilitate the establishment of the Flood Risk Management Committee and continuance of the Flood Risk Management project.

Attachments

1. Flood Risk Management Committee Working Group Charter.
2. Flood Risk Management Committee Community Expression of Interest.

FLOOD RISK MANAGEMENT COMMITTEE WORKING GROUP CHARTER

Committee Name

The Committee is called the Flood Risk Management Committee.

Purpose

The purpose of this committee is to provide advice to Council on matters relating to:

- Flood Risk Management

Objectives

The objectives of this committee are to guide discussion of flood related technical, social, economic, environmental and cultural issues and fulfil an advisory role in assisting Council with the development and implementation of a flood risk management study and plan for affected land under its jurisdiction.

Reporting Requirements

This committee will report directly to Council.

Membership

This committee shall comprise of the following seven (7) voting members:

- Councillors (3)
- Community Representatives (3)
- State Emergency Services Representative - local (1)

This committee shall comprise of the following non-voting members:

- The General Manager
- Director Health & Planning
- Director Roads & Engineering or representative
- Strategic Development Officer
- Department of Planning, Industry & Environment – Biodiversity & Conservation
- State Emergency Services Representatives – non-local

Meeting Details

This committee meets on the following basis:

- To be determined in consultation with the committee members
- Not open to the public (by invitation only)

Delegation

Nil

Review

This charter will be reviewed annually.

Authorisation

As endorsed by Wentworth Shire Council – 31 January 2022

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SHIRE COUNCIL**

WORTH THE DRIVE

Received 22 NOV 2021
File L11/13-2
Act/Off Michele Copy/Rel

Our Reference: DOC/21/23122
Prepared By: Michele Bos
Date: 14/10/2021

**EXPRESSION OF INTEREST FOR MEMBERSHIP AS A COMMUNITY REPRESENTATIVE ON THE
WENTWORTH SHIRE COUNCIL FLOOD RISK MANAGEMENT COMMITTEE**

To: Ken Ross, General Manager

I wish to register my interest for membership as a Community Representative on the Wentworth Shire Council Flood Risk Management Committee.

I understand that:

- the membership includes voting responsibility as a Community Representative
- the committee will meet periodically as required
- the term of membership will be for a period of three (3) years

EXPRESSION OF INTEREST - PERSONAL DETAILS

Name

DAVID GREGORY BUCK.

RESIDENTIAL
Company Name (if applicable)
ADDRESS →

1181A, POONCARIE ROAD, WENTWORTH²⁶⁴⁸

Postal Address

P.O. BOX 352, WENTWORTH, NSW

Contact No.

50 272 577. , Mob. 0428 272 577.

Email

TAMINICK 2 @ 9.mail.com.

Signature / Date

D. G. Buck 22/11/2021

PTO -

- 15 year Advisory board
Goulbourn murray water
- lived on barling for 20 years.

**WENTWORTH
SHIRE COUNCIL**
WORTH THE DRIVE

Received 23 NOV 2021

File C6/48.
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Our Reference: DOC/21/23122
Prepared By: Michele Bos
Date: 14/10/2021

**EXPRESSION OF INTEREST FOR MEMBERSHIP AS A COMMUNITY REPRESENTATIVE ON THE
WENTWORTH SHIRE COUNCIL FLOOD RISK MANAGEMENT COMMITTEE**

To: Ken Ross, General Manager

I wish to register my interest for membership as a Community Representative on the Wentworth Shire Council Flood Risk Management Committee.

I understand that:

- the membership includes voting responsibility as a Community Representative
- the committee will meet periodically as required
- the term of membership will be for a period of three (3) years

EXPRESSION OF INTEREST PERSONAL DETAILS	
Name	WHEELDON WILLIAM JOHN
Company Name (if applicable)	
Postal Address	P.O. BOX 90, WENTWORTH, NSW. 2648
Contact No.	50272325
Email	BILL WHEELDON@OUTLOOK.COM
Signature / Date	<i>WJ Wheeldon</i> 22-11-2021



Our Reference: DOC/21/23122
Prepared By: Michele Bos
Date: 14/10/2021

**EXPRESSION OF INTEREST FOR MEMBERSHIP AS A COMMUNITY REPRESENTATIVE ON THE
WENTWORTH SHIRE COUNCIL FLOOD RISK MANAGEMENT COMMITTEE**

To: Ken Ross, General Manager

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I understand that:

- the membership includes voting responsibility as a Community Representative
- the committee will meet periodically as required
- the term of membership will be for a period of three (3) years

EXPRESSION OF INTEREST - PERSONAL DETAILS

Name

BRENDAN PETTITT

Company Name (if applicable)

N/A.

Postal Address

PO Box 168 WENTWORTH NSW 2648

Contact No.

0419 038 460

Email

Brendanpettitt@hotmail.com

Signature / Date

30/11/2021

DOC/21/27657

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Our Reference: DOC/21/23122

Prepared By: Michele Bos

Date: 14/10/2021

**EXPRESSION OF INTEREST FOR MEMBERSHIP AS A COMMUNITY REPRESENTATIVE ON THE
WENTWORTH SHIRE COUNCIL FLOOD RISK MANAGEMENT COMMITTEE**

To: Ken Ross, General Manager

I wish to register my interest for membership as a Community Representative on the Wentworth Shire Council Flood Risk Management Committee.

I understand that:

- the membership includes voting responsibility as a Community Representative
- the committee will meet periodically as required
- the term of membership will be for a period of three (3) years

EXPRESSION OF INTEREST - PERSONAL DETAILS

Name

Kerrie Copley

Company Name (if applicable)

Postal Address

Po Box 158 DARETON NSW 2717

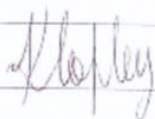
Contact No.

0408 160 710

Email

kerrie@csis.net.au

Signature / Date



2/12/2021

9.11 NSW DEPARTMENT OF PLANNING AND ENVIRONMENT - EMPLOYMENT ZONES REFORM

File Number: RPT/22/88

Responsible Officer: Matthew Carlin - Director Health and Planning
Responsible Division: Health and Planning
Reporting Officer: Michele Bos - Strategic Development Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire
Strategy: 1.1 Grow the potential for business and industry to develop and expand

Summary

The Standard Instrument (Local Environmental Plans) Order 2006 (SI LEP Order) has been amended to give effect to the employment zones reform that, on completion, will replace the existing Business and Industrial zones. All Standard Instrument local environmental plans in NSW must be made in accordance with the SI LEP Order, which means that a translation amendment to the Wentworth LEP is required.

The Department of Planning and Environment (DPE) is coordinating the translation of LEP amendments and the public exhibition of all LEP amendments in April 2022.

Recommendation

That Council:

1. Endorse the Employment zones reform translation for Wentworth LEP 2011 for the purposes of public exhibition to be conducted by the Department of Planning and Environment.
2. Request the Department of Planning and Environment to update the Geographic Information System (GIS) maps on the ePlanning Spatial Viewer on behalf of Wentworth Shire Council.
3. That a division be called in accordance with S375A of the Local Government Act 1993 (NSW).

Detailed Report**Purpose**

The purpose of this report is to outline the changes being made to the SI LEP Order and the proposed translation to the Wentworth LEP.

Background

The Department of Planning and Environment (DPE) has amended the SI LEP Order by introducing five employment zones and three supporting zones. On 1 December 2022 the existing eight Business and Industrial zones will be repealed from the SI LEP Order.

The new zones are:

- E1 Local Centre
- E2 Commercial Centre
- E3 Productivity Support
- E4 General Industrial
- E5 Heavy Industrial

Supporting zones

- MU1 Mixed Use
- W4 Working Waterfront
- SP4 Enterprise

The new employment zones came into effect within the Standard Instrument Principal Local Environmental Plan on 1 December 2021.

It was recommended by the NSW Productivity Commission to rationalise the number of employment zones in NSW and to increase flexibility within the new zones to expand the land uses that are permitted.

DPE exhibited the employment zones framework from 20 May to 30 June 2021. Council did not make a submission.

To progress the translation to the new zones, DPE provided a preliminary translation of the Employment zones to the Wentworth LEP, this included mandated objectives and proposed land use tables. Council reviewed DPE's translation. This detail is now being assessed and prepared for public exhibition, which will be coordinated by DPE.

Matters under consideration

A detailed review of DPE's proposed translation of the new zones, alongside the broader suite of employment zones, has been undertaken. This ensures that the proposed new zones are consistent with Council's strategic planning for all applicable sites.

With the exception of the Industrial zoned land in Wentworth, the proposed translation provided by DPE is consistent with our strategic directions for current business and industrial zoned land in the Wentworth local government area.

The table below summarises the current zones, the proposed zones nominated by DPE and Council's proposed zones submitted to DPE for their consideration:

Current zone & Locality	Proposed DPE translation	Proposed WSC translation
B2 Local Centre Wentworth	E1 Local Centre	E1 Local Centre
IN1 General Industrial Wentworth	E4 General Industrial	E3 Productivity Support
IN2 Light Industrial Dareton	E4 General Industrial	E4 General Industrial
IN1 General Industrial Mourquong	E4 General Industrial	E4 General Industrial
IN1 General Industrial Buronga	E4 General Industrial	E4 General Industrial
B6 Enterprise Corridor Buronga	E3 Productivity Support	E3 Productivity Support

DPE has advised that the translation return document submitted by Council has been assessed and the proposed change to the Wentworth site has been approved.

The employment zones reform translation document will be exhibited by DPE during April 2022.

Refer to Attachment 1 Zone translation maps.

Next steps

A self-repealing State Environmental Planning Policy (SEPP) Explanation of Intended Effect (EIE) will be exhibited for six weeks by DPE during April 2022. The SEPP EIE will outline each council's proposed LEP amendment.

The exhibition process will outline the changes for each LGA and provide the opportunity for members of the community to make submission on the proposed translation, relevant to their local area.

Submissions will be reviewed by DPE and shared with councils following exhibition to enable finalisation of the amendment to LEPs before December 2022.

A transitional provision will be implemented to facilitate councils making incremental changes to Development Controls Plans, Local Strategic Planning Statements, council strategies, policies, forms etc. following the completion of the amendment to the LEPs.

Options

Based on the information contained in this report, the options available to address this matter are to:

- Endorse the Wentworth LEP 2011 Employment zones reform translation of zones to facilitate its inclusion in the public exhibition of the self-repealing SEPP EIE.
- Request DPE to update the Geographic Information System (GIS) maps on the ePlanning Spatial Viewer on behalf of Wentworth Shire Council

Legal, strategic, financial or policy implications

The recommendation made in this report ensures that Council facilitates the exhibition of the proposed amendment to the Wentworth LEP 2011 as required by the Employment Zones Planning Reforms.

The review of the proposed reform translation ensures consistency with Council's strategic planning directions for the current business and industrial zoned land.

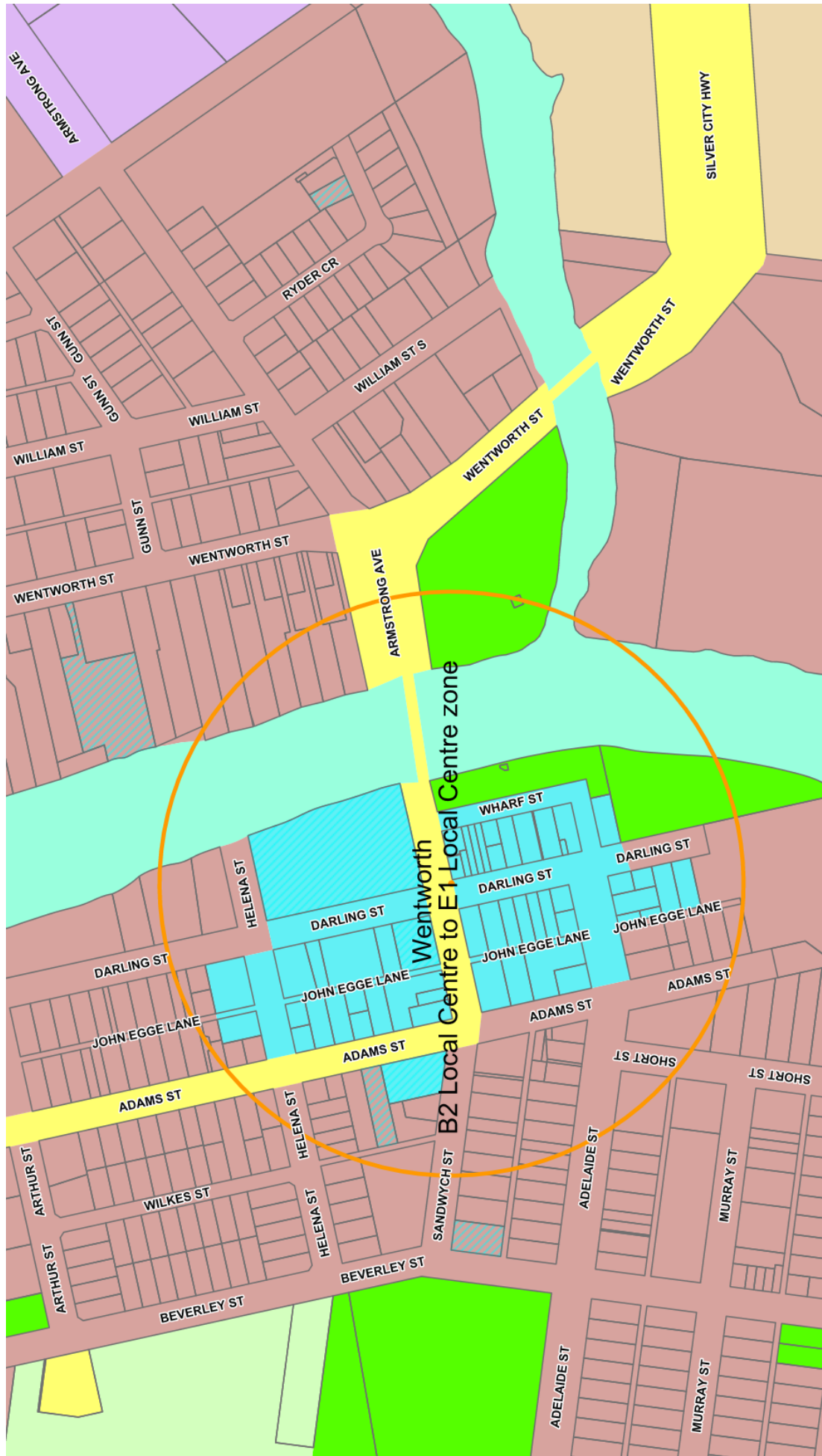
There are no financial or policy implications.

Conclusion

This report informs Council of the proposed translation from the current business and industrial zones to the new employment zones. Part of the process of the Employment zones reform is the exhibition of the associated translation documents. The recommendations made to Council ensures the Wentworth LEP 2011 Employment zones translation document is included in the statewide public exhibition to be conducted by the Department of Planning and Environment in April 2022.

Attachments

1. Attachment 1 Zone translation maps.



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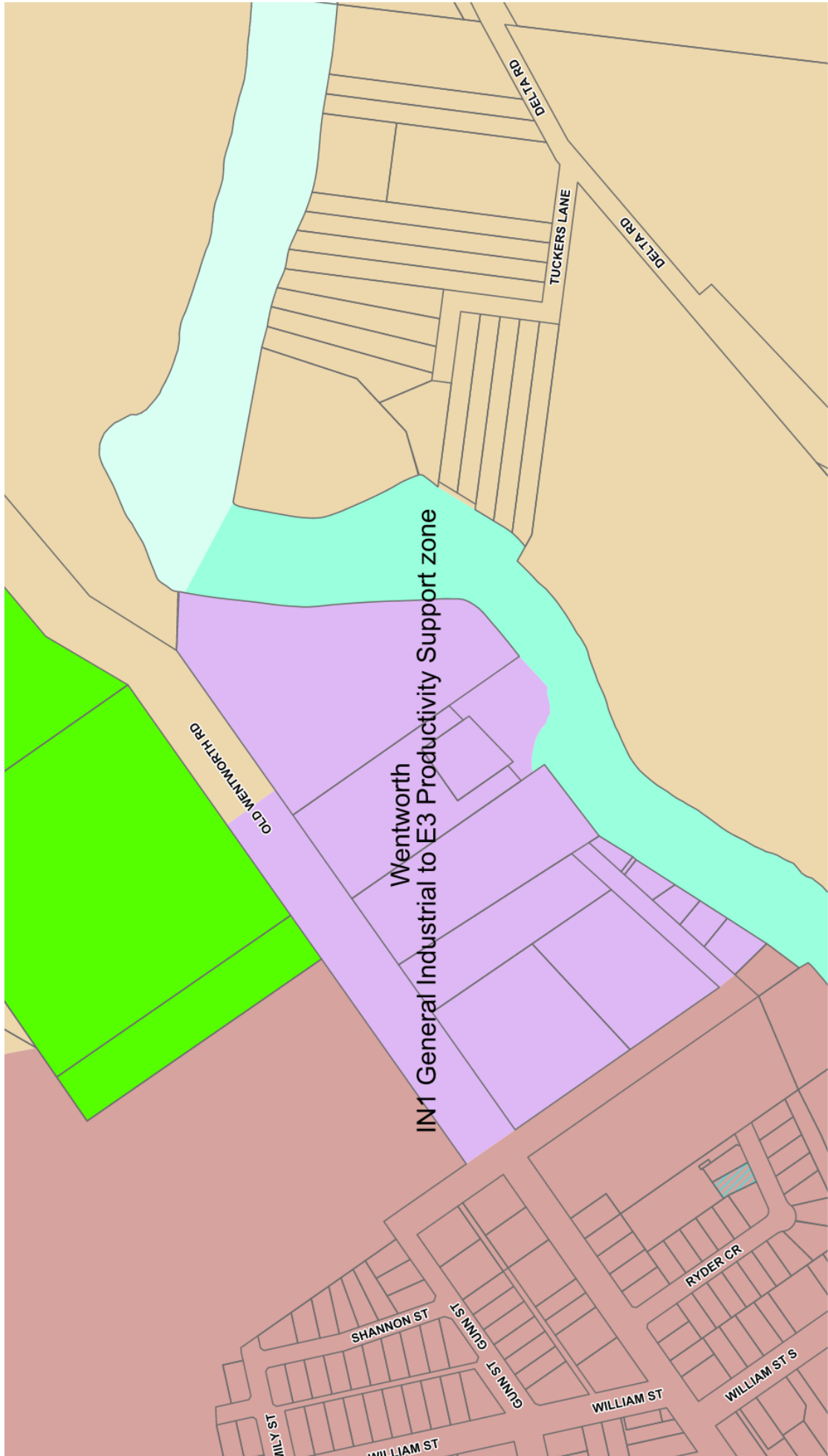


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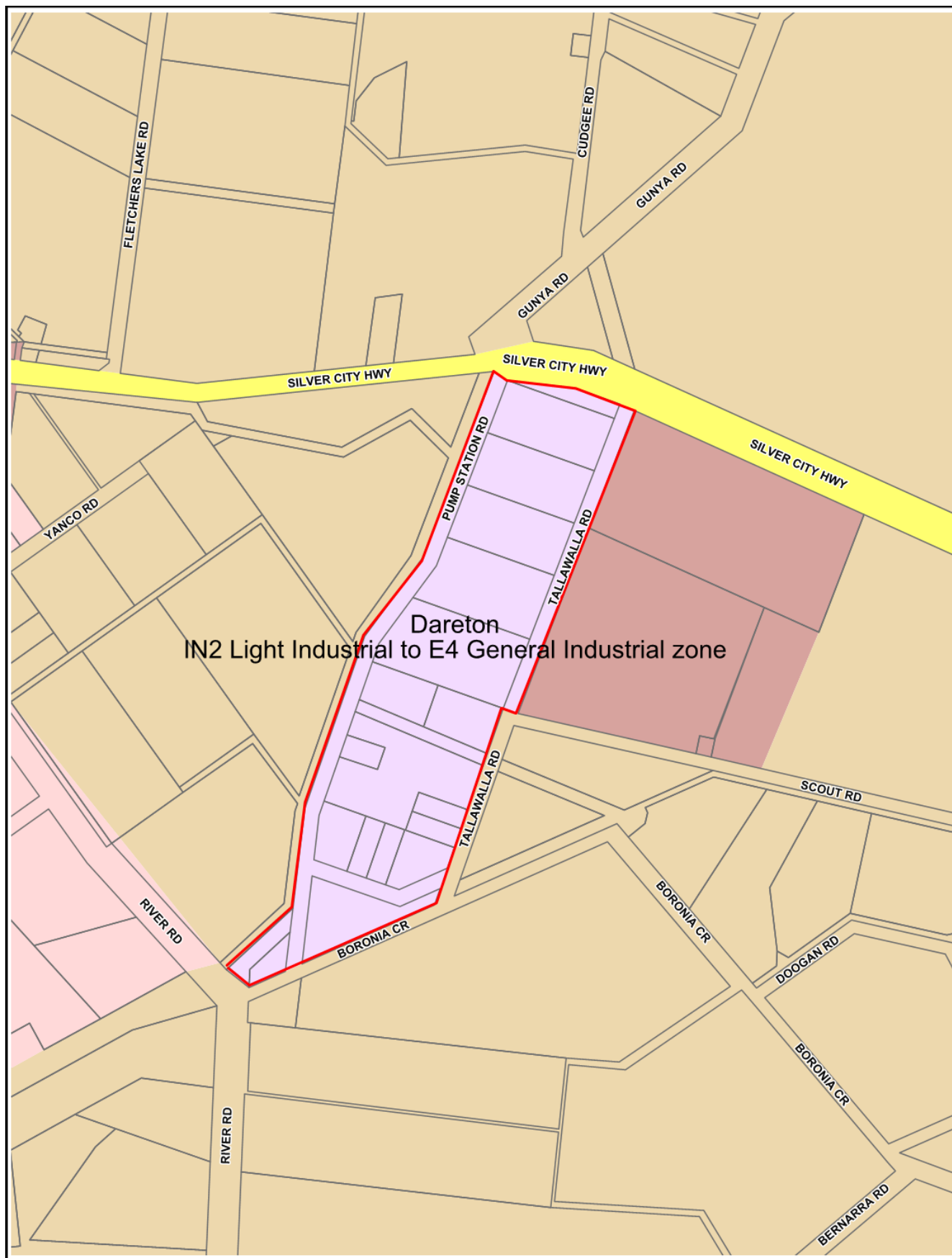


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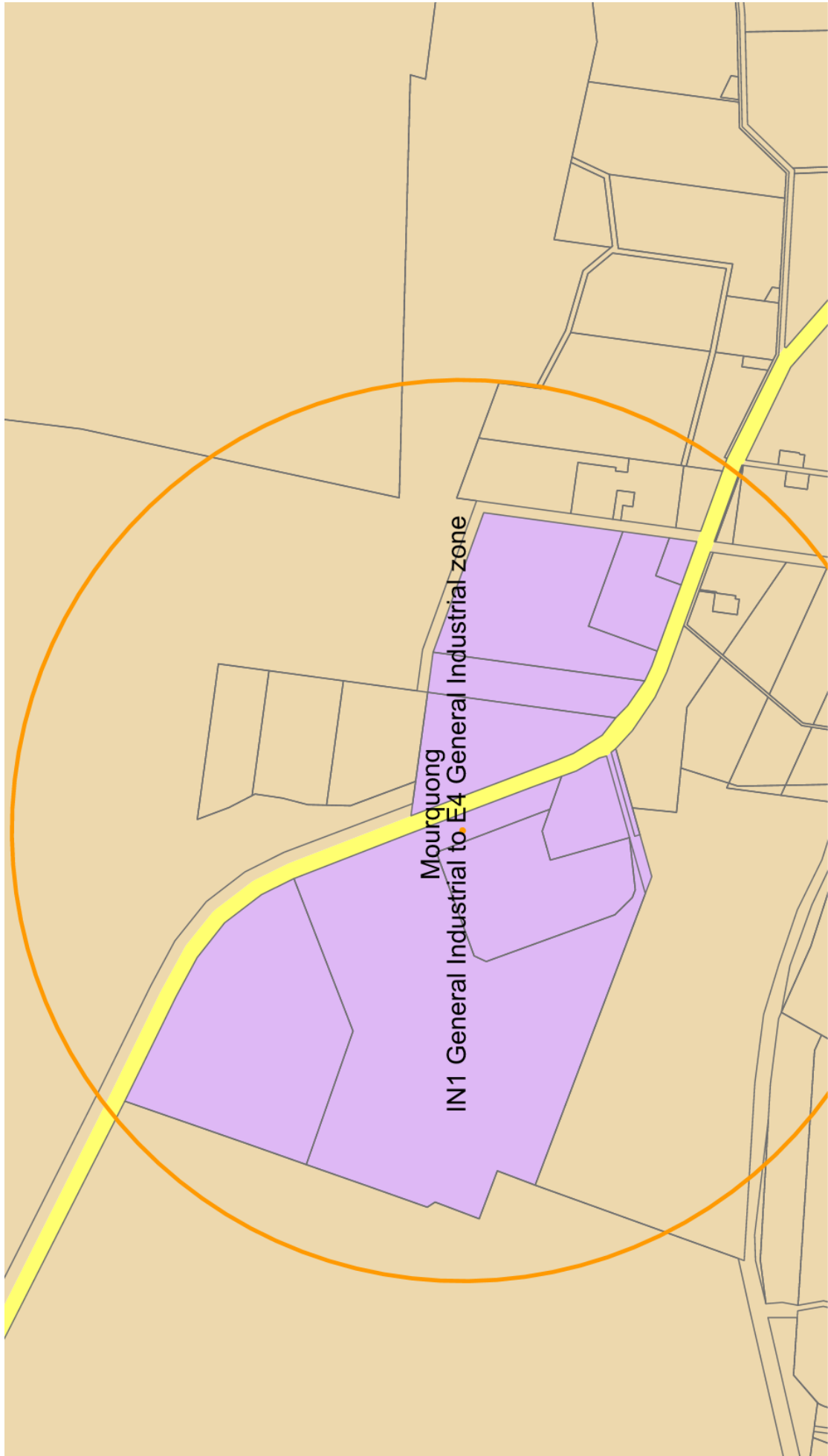
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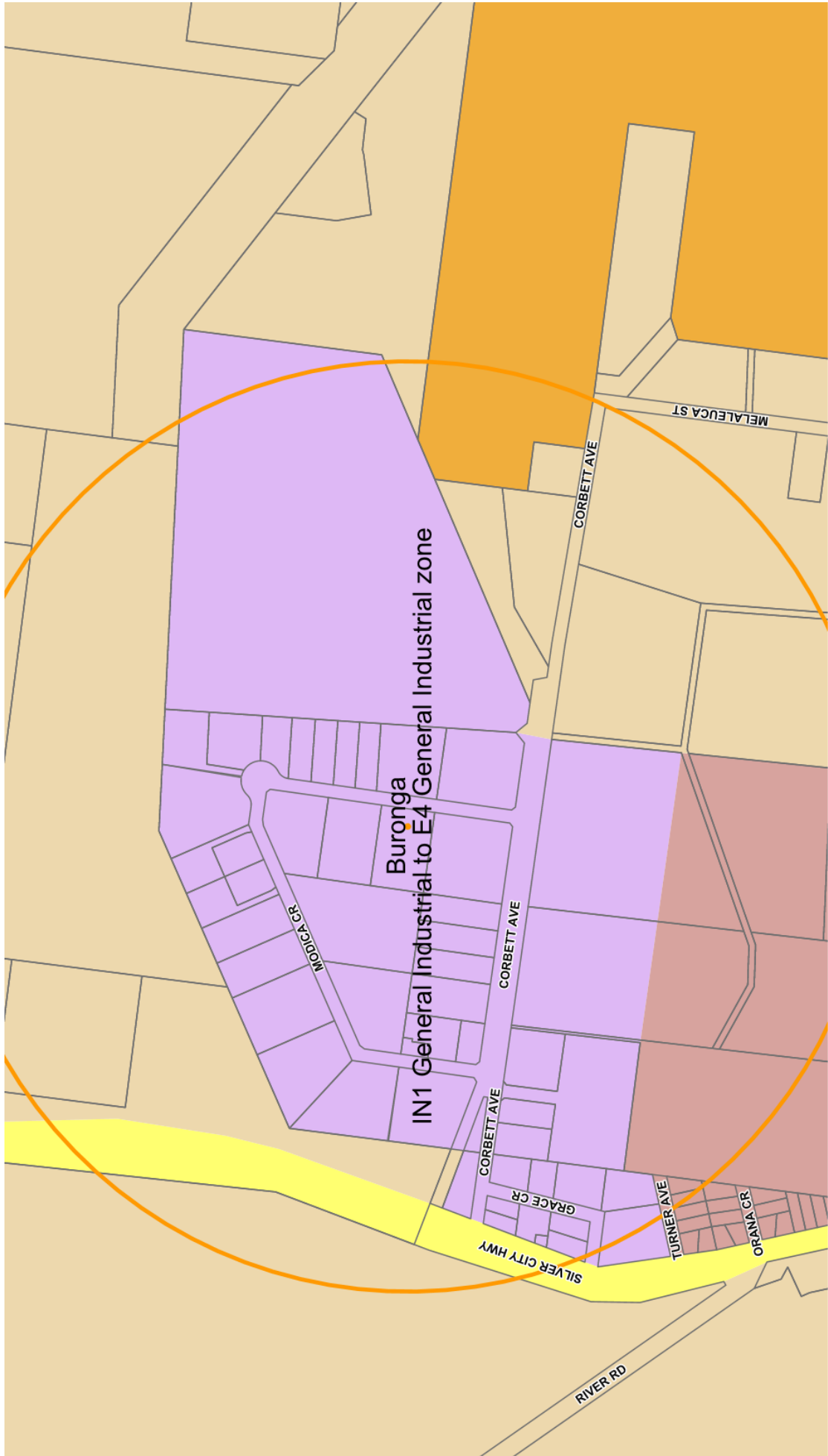
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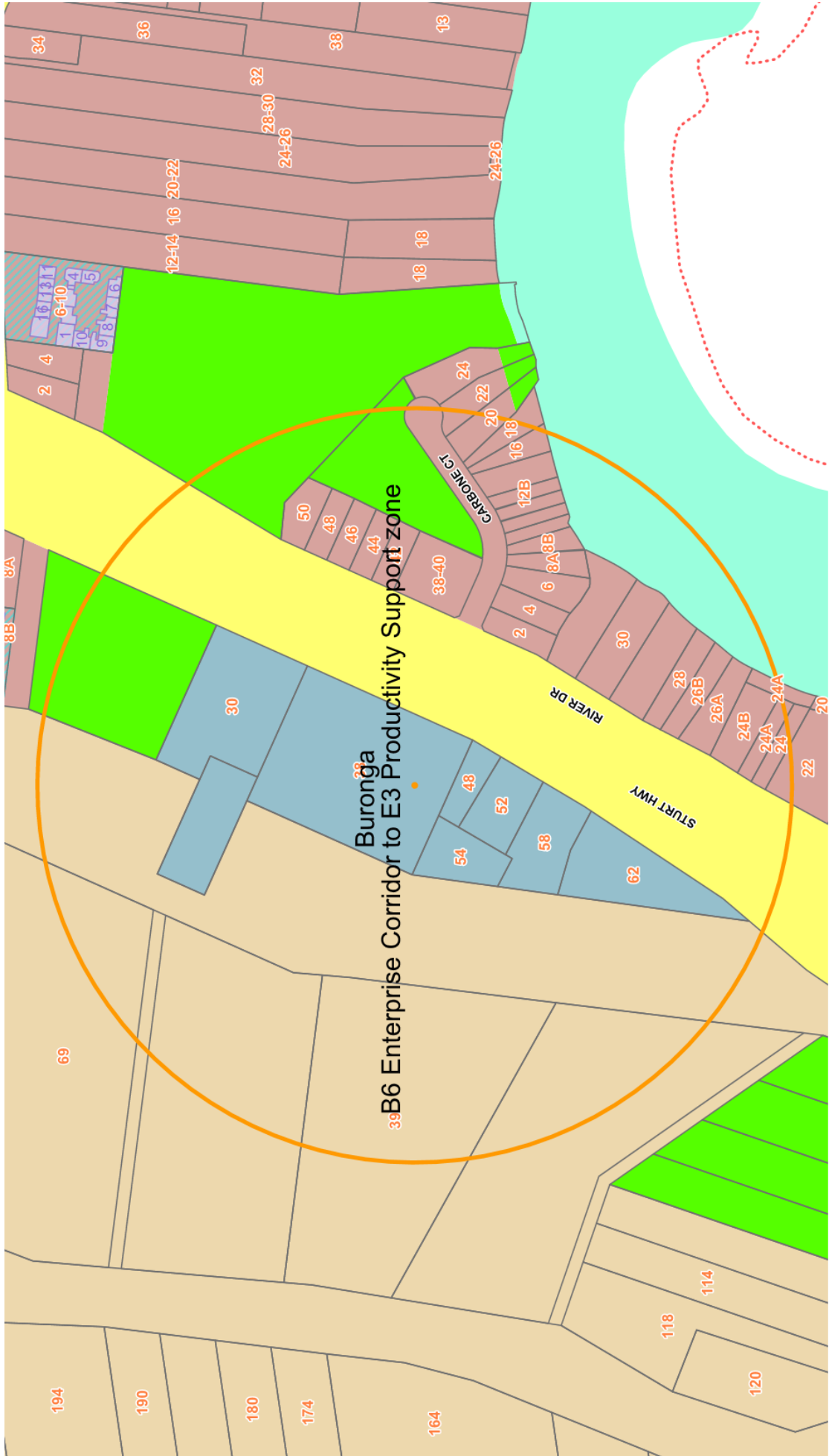


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9.12 DELEGATED AUTHORITY APPROVALS AS AT END OF FEBRUARY 2022

File Number: RPT/22/187

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Kerrie Copley - Administration Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.1 Grow the potential for business and industry to develop and expand

Summary

For the month of February 2022, a total of 5 Development Applications and two S4.55 Modification Applications were determined under delegated authority by the Director Health and Planning.

The estimated value of the determined developments was \$781,115.30. This brings the year to date total to 14 Development Applications and 4 S4.55 Applications approved, with an estimated development value of \$2,574,291.30.

Recommendation

- a) That Council receives and notes the report for the month of February 2022.
- b) That Council publicly notifies, for the purposes of Schedule 1 Division 4 Section 20 (2) of the *Environmental Planning and Assessment Act 1979*, the applications as listed in the attachment on the Wentworth Shire Council website.
- c) That a division be called in accordance with S375A of the *Local Government Act 1993 (NSW)*.

Detailed Report

Purpose

The purpose of this report is to provide Council with a list of Development Applications as tabled in the Attachment, determined under delegated authority by the Director Health and Planning for the month of February 2022, hence complying with the requirements under section 3.20 of the Office of Local Government Promoting Better Practice Program.

Information from NSW ePlanning Portal

Council should note the numbers reported in the attachment are taken directly from the planning portal. The number of active days as reported may not reflect the real number of active days as there is no trigger mechanism on the portal to “stop the clock”. Therefore, in the case of DA2021/151 the number of active days based on a manual calculation is closer to 45 days active compared to 164 that is reported directly from the portal.

Conclusion

The total value of determinations was \$781,115.30 for the month of February 2022. The average determination time was 50 days.

Attachments

1. Delegate Authority Approvals February 2022

DETERMINATION OF DEVELOPMENT APPLICATIONS FOR THE MONTH OF FEBRUARY 2022

FILE NUMBER	OWNER	LOCATION	DESCRIPTION	VALUE (EX GST)	DETERMINATION DATE	ACTIVE DAYS
DA2022/001 PAN 184775	Elizabeth Hurley	Golf Course Road Lot 7 DP 1230430 Dareton	Storage shed	\$50,000.00	2/02/2022	22
DA2021/179 PAN 149098	Trevor & Vivian Biggs	37-39 Tarcoola Street Lot 5 Section 9 DP 758851 Pooncarie	Accommodation & amenities adjoining existing Hotel	\$120,000.00	8/02/2022	98
S4-55/2022/001 PAN 171737	Lachlan & Susan McClure	Silver City Highway Lot 1 DP 756157 Anabranch South	Modify DA2016/154 Dwelling	\$0.00	8/02/2022	25
DA2022/006 PAN 186399	Trendvil Pty Ltd	34 Dawn Avenue Lot 6 DP 1259103 Gol Gol	Dwelling with Garage & Shed	\$356,115.30	14/02/2022	23
DA2022/003 PAN 168020	Emma Allford	15A Modica Crescent Lot 2 DP 1276351 Buronga	Storage shed for landscaping materials & supplies business	\$145,000.00	14/02/2022	26
S4-55/2022/003 PAN 194183	Mark Johnston	10 Mitchell Court Lot 11 DP 1229757 Gol Gol	Modify DA2017/055 remove storage shed from DA	\$0.00	16/02/2022	4
DA2021/151 PAN 139268	Haydn Pike	146 Williamsville Road Lot 1 DP 386282 Curlwaa	Demolition of existing dwelling & replacement with new dwelling & new storage shed	\$55,000.00	21/02/2022	164

9.13 PROJECTS & WORKS REPORT UPDATE - MARCH 2022

File Number: RPT/22/184

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Samantha Wall - Projects Administration

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.2 Plan for and develop the right assets and infrastructure

Summary

This report provides a summary of the projects and major works undertaken by the Roads and Engineering Department which have been completed during the month of February 2022 and the planned activities for March 2022.

Recommendation

That Council notes the major works undertaken in February and the scheduled works for the following months.

Detailed Report

Refer below for updates of the works completed in February and the planned activities scheduled for March 2022.

Projects and Works Update for February 2022

Roads

- As part of the capital works renewal program 32 local, rural and regional roads throughout the Shire will have the second coat of line marking applied to complete upgrade works, works are scheduled to be completed in March.
- Major Construction work for TfNSW on Stage 2 of Segment 40 along the Sturt Highway near Mallee Fowl rest area has been completed.
- A Review of Environmental Factors (REF) assessment is currently being undertaken for Old Wentworth, Log Bridge and Bridge Roads. Works will commence once the relevant approvals from the REF have been sought.

Pooncarie – Menindee Road Reconstruction

- Full road design completed
- Machine Control set out data completed
- Tenders for Crushing of Road Base Material received and report to March Council meeting
- Tenders for Hire of specialised Plant & Equipment advertised
- Site establishment & Water Access point construction delayed awaiting Department approval of REF and AHIP

Maintenance Grading

- Planned maintenance grading was undertaken on the following roads throughout February; Pooncarie, Karpa Kora, Willkurra & Ivanhoe Road.
- Shoulder grading maintenance completed on Arumpo Road between Silver City Highway & Buronga Landfill

**Road
Safety
Officer
Projects**

School Infrastructure Project

- All on road concrete works have been completed including 5 new wombat crossings with kerb and channel. Awaiting arrival and installation of gutter plates to sign off these works.
- Wentworth Public School footpath to Arthur Street commenced.
- Palinyewah Public School bike path in procurement phase.
- Line marking start date 4/3/22. These works are for all 7 school zones in project scope and will complete the project in full.

Projects Wentworth Aerodrome Upgrade

- All contracted and in house Council works completed
- Final inspection by CASA completed
- Lighting contractor to provide final Ground Validation information week ending 4th March
- Emergency response training was undertaken at the newly constructed Wentworth Aerodrome facility with the Wentworth, Curlwaa & Dareton Fire Brigades & Wentworth Aerodrome staff on the 1st March 2022. The training activity provided the brigades with the opportunity to undertake a general inspection of the facility including access points, hydrant locations and tank connections/operations.

Dareton Travellers Rest

- Acrylic panel protectors to be installed first week of March due to one panel damaged in transit.

Gol Gol Heights Culvert Headwalls

- The re quoting process has been completed and the job for installation of the headwalls has been awarded.
- Headwalls have been purchased directly from the supplier and will be provided to the new contractor for installation.

Gol Gol Cemetery Shed

- Advice from contractor, works to commence week of 28th March.

Junction Island Bridge

- Contract for supply of bridge span awarded to Toleo. Bridge to be 20m span, truss construction with 2.5m clearance between handrails. Bridge to have capacity for vehicles up to 1.5 tonne to access Junction Island for maintenance/fire.

Junction Island Footpath

- Awaiting official approval of grant funding and tree lopping to remove dangerous trees damaged during bushfire.

Pink Lake

- Council engaged Tonkin Consulting early 2022 to undertake stormwater modeling for north Gol Gol drainage options. A draft memo of the finding was submitted to Council late February which Council are now reviewing.

Sewerage Rationalisation Scheme – Wentworth

- Switch board factory acceptance testing (FAT) testing completed.

Wentworth Astronomy Park

- Evening site visit with user groups to be held Thursday 3rd March. Outer Space & Dark Sky Traveller will present the draft concept for feedback.

Wentworth All Day Care Centre

- Majority of demolition works completed to accommodate the modified entrance and office
- Slab and plumbing complete and wall framing progressing
- Old tennis courts now functioning as new car park and line marking to be completed week ending 11th March
- Preschool fully functional at the rear of the site

Wentworth Bowling Green

- Bowling green upgrades were completed mid-February.
- VIC Bowls inspection booked in for early March.

Wentworth EDS

- Council staff have liaised with SAWater staff regarding the pump priming and macerator arrangement. It was confirmed that the priming system used isn't required and that a macerator is recommended for the pump.
- Feedback for the general pad arrangement has been provided to the design consultant.

Wentworth Riverfront BBQ and Nature Play Area

- Repair works for the flying fox have been organised for early March.
- Grass area reinstatement works to be completed end March

Wentworth Shire - School Zone Infrastructure Program

- Dareton crossing constructed. Signage installed.
- Buronga crossings constructed. Signage installed.
- Wentworth crossings constructed. Signage installed. Construction of footpath commenced.
- Line marking for all sites to commence Friday 4th March 2022. Expected completion by Friday 11th March 2022.
- All sites awaiting kerb crossing plates. Expected installation to commence week of 7th March.

Wentworth Showgrounds Sewer Upgrade – completion April 2022

- Pressure testing of the manholes and network has begun. One section is yet to be pressure tested and CCTV has been planned for week commencing 7 March 2022
- Construction of the pump station and switchboard is in early stages. Planned installation & commissioning for April 2022.
- Grease arrestor for the pavilion is in approval stage with the Trade Waste Officer.

Wentworth Showgrounds - Female Jockey Change Rooms - 1st milestone April 2022

- Consultation with the Racing Club is underway.
- Building plans have been drafted. Additional consultation with user groups is required prior to proposal of plans.

Wentworth Showgrounds Tower & Shade Structures

- Contractor for shade structure has delayed due to Covid isolation. Footing excavation has been completed and construction is rescheduled to start Monday 7th March 2022.
- Tower footing construction scheduled to commence 9th March 2022.

Wentworth Rowing Club Extension

- Project delayed until water mains pressure tested to ascertain whether they comply with mandatory firefighting requirements. These works are being aligned with the caravan park fire system investigation, serviced off the same main.

Projects and Works scheduled for March 2022

Roads

- Construction works on 8.5 km of Old Wentworth Road will commence in March. Works will include drainage culverts, road widening, lifting of pavement, bitumen sealing and installation of new line marking. Works are to be completed end of May
- Undertaking reconstruction 1.8km of the Fletchers Lake Road

Pooncarie – Menindee Road Reconstruction

- Tenders for Hire of Specialised Plant & Equipment to be assessed
- Anticipated commencement on site end March subject to Department approval of REF & AHIP

Maintenance Grading

- Planned maintenance grading will be undertaken on the following roads throughout March; Nob Road, High Darling, Renmark Road, Roo Roo Road & Milkengay Road

Projects

Gol Gol Heights Culvert Headwalls

- Notification of the installation works will be made to residents by letter drop prior to commencement of works.
- Installation of headwalls to commence in March.

Gol Gol Cemetery Shed

- Advice from contractor, works to commence week of 28th March.

James King Park beach retaining wall & footpath to highway

- Request for quotes for retaining wall and footpath works to be issued, pending grant funding approval.

Junction Island Bridge

- Design of ramps to bridge to be undertaken. Drafting of tender documents for demolition and ramp/abutment construction to commence.

Junction Island Footpath

- Awaiting official approval of grant funding and tree lopping to remove dangerous trees damaged during bushfire.

Wentworth Bowling Green

- Vic Bowls inspection to be undertaken 3 March. Further works if required to be planned pending inspection results.

Wentworth Astronomy Park

- Concept to move into final stages.
- First Nations astronomy stories to be confirmed and supplied to architect.

Wentworth Riverfront BBQ and Nature Play Area

- Flying fox footings and frames to be replaced early March.

Wentworth EDS

- Detailed design to be completed late March to early April.

Wentworth Showgrounds Tower & Shade Structure

- Based on the latest advice from the contractor, the Wentworth Showgrounds shade structure should be completed by mid March.
- Construction of the tower footing is scheduled to be completed by mid March.
- Construction of the tower is expected to commence in March.

Sewerage Rationalisation Scheme – Wentworth

- Flow meter pits being installed
- Switchboard at SPS 1 being changed over
- Switchboard modifications at SPS2 to be completed
- Communication antenna mast to be installed
- Site acceptance testing (SAT) of control telemetry & pump station functionality to be conducted

Wentworth Showgrounds Sewer Upgrade

- CCTV and further pressing testing of the manholes and pipework to be completed week commencing 7 March 2022.
- Pump station & switchboard production to continue.
- Trade Waste to be authorised and specifications for the grease arrestor to be confirmed.

Wentworth Showgrounds - Female Jockey Change Rooms

- Finalise floorplans
- Scope of Works & tender documentation to be drafted

Wentworth Shire – School Zone Infrastructure Program

- Line marking and crossing construction, including kerb plates, is expected to be completed in March.
- Construction of the Wentworth footpath is expected to be completed in March.
- Construction of the Buronga footpath is expected to commence in March, with completion either late March or early April.
- Awarding of the contract for construction of the Ellerslie path is scheduled for the week starting 7th March. Works are to be completed by early April.

Pink Lake

- Consultant to proceed with additional modelling for Council's preferred design solution. Report to be finalised late March.

Attachments

1. Projects & Works Report Photos

Projects and Works – project photos

Wentworth Aerodrome



Emergency Response Training

Wentworth Showgrounds Sewer Upgrade



Pressure testing between manholes -
(24/02/2022)

Setup of testing gauges –
24/02/2022)



Projects and Works – project photos

Wentworth Preschool



Framing Progress



Existing Building modified for new entry & reception

Projects and Works – project photos
Wentworth Bowling Green



Arthur Street Footpath Construction



(03/03/2022)

10 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE

10.1 WATER RELEASES FROM MENINDEE LAKES

File Number: RPT/22/210

Councillor Crisp has indicated his intention to move the following motion:

Motion

That Council calls on the Head of DPIE - Jim Betts. cc Minister Anthony Roberts and the Chair WaterNSW – Kaye Dalton to urgently undertake an Engineering assessment of the Menindee levee banks that are preventing 21,000ML/day releases and establish what remediation measures are required to the levees to allow 25,000ML/ day releases as per the recommendation of the South Western Water Users Association.

Rationale

- There may be an opportunity to still have the flood event as there has been follow up rains in the Darling catchments
- Releases of at least 21,000ml/ day are needed
- To provide for aquifer recharge and flood plain rejuvenation in the Lower Darling
- To allow some of the Annabranche lakes to fill providing both environmental and economic benefits. The environmental benefit is the rejuvenation of aquatic species ie yabbies and bird life. The economic benefits are from the crops that can be grown in the lake beds
- Central Darling Shire have some responsibility in this matter however, they are in administration and may not have the resources to do the work in time to take advantage of current conditions
- The opportunity is now, with media attention on floods, to write to the relevant authorities to get this issue resolved
- Those people who have assets protected by these levees need to know they are safe in the event of a large flood that may not be able to be managed

Attachments

1. South Western Water Users Association - Proposed Management of Flood Flows from Menindee Lakes to the Lower Darling Barka River and Great Anabranche



PROPOSED MANAGEMENT OF FLOOD FLOWS FROM THE MENINDEE LAKES TO THE LOWER DARLING BARKA RIVER AND GREAT ANABRANCH

Prepared by the NSW South Western Water Users Association

February 2022

Background

The Menindee Lakes water storage scheme on the Darling Barka River in far-west NSW is owned and operated by the NSW government in accordance with the Murray-Darling Basin Agreement (the Agreement).

Under the Agreement, the Murray-Darling Basin Authority (MDBA) authorises releases from the Menindee Lakes to meet downstream demands including South Australia entitlement flow and consumptive needs in the Lower Darling River.

Flows in the Darling Barka River are among the most variable in the world. Under natural conditions there would be extended periods of low flow, typically followed by floods that are important in replenishing floodplains and wetlands.

During floods in the Darling Barka, flood operations of the Menindee Lakes Scheme are managed by Water NSW who are required to consider the advice of the State Emergency Service, that considers the risk of flooding to life and property.

Floods in the Menindee region are typically the result of rainfall events in upstream catchments, and flood flows may take up to 10 weeks to travel the length of the Darling Barka from those upstream catchments to the Menindee Lakes Scheme.

In anticipation of forecast flood inflows, releases are made from the Menindee Lakes so that sufficient airspace is available to capture the peak inflows and that all flows downstream are managed to mitigate local flooding and to ensure that the Lakes are full after the flood recession. As a consequence of pre-releases and the duration of flood flows, higher than normal (regulated) flows may be experienced in the Lower Darling Barka River downstream of the Menindee Lakes for 3 to 4 months.



Impact of existing flood management

The flood management strategy currently adopted at the Menindee Lakes, limits releases to the Darling Barka River downstream of Menindee at Weir 32 to approximately 18,000 ML/d to prevent inundation of inappropriately located houses on the banks of the river. This strategy has resulted in the mitigation of peak flows, restricting flows within the main channel and low flood runners and billabongs.

Since the construction of the Menindee Lakes storage scheme in the early 1960's and subsequent management of flood flows, there has been significantly reduced overbank flow and inundation of the floodplain, resulting in increasingly degrading floodplain vegetation, native pasture and habitat loss and reduced groundwater recharge. Similarly, reduced flows have reduced the volume of water passing into the Great Anabranche of the Darling River, and into its significant natural lakes system.

Proposed management of flood flows

- Increase flow targets of pre-releases in advance of flood waters reaching Menindee and passage of floodwaters to 25,000 ML/d.
 - By incorporating managed minor floods into flow options, this will facilitate overbank flow, inundation of higher floodplain wetlands and increase volumes passing from the Lower Darling Barka River to the Great Anabranche of the Darling River.
- Ensure regulated releases from Lake Cawndilla are maximised during pre-release and to enhance natural flow to the Great Anabranche
- Undertake remedial work to regulator at Packer's Crossing to enable passage of flows greater than 5,000 ML/d.
- Ensure Lakes are full following flood recession

Regional benefits

- Significantly improved floodplain vegetation and riverine health
- Improved native pasture
- Inundation of wetlands and Anabranche lakes (listed in the Directory of Important Wetlands in Australia)
- Rehabilitation of critical wetland habitat.
- Increased Livestock production – Improved animal health leads to increased lambing percentages, increased weight gains, and improved wool cuts.
- Significant regional economic benefits through lake bed cropping on receding floodwaters. The economic benefit derived from lakebed cropping would far exceed the value of inappropriately located houses and shacks downstream of Menindee, many of which were erected before the construction of the Menindee Lakes Scheme and have always been subject to flooding.

11 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

Despite the right of members of the public to attend meetings of a council, the council may choose to close to the public, parts of the meeting that involve the discussion or receipt of certain matters as prescribed under section 10A(2) of the Local Government Act.

With the exception of matters concerning particular individuals (other than councillors) (10A(2)(a)), matters involving the personal hardship of a resident or ratepayer (10A(2)(b)) or matters that would disclose a trade secret (10A(2)(d)(iii)), council must be satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

The Act requires council to close the meeting for only so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security being protected. (section 10B(1)(a))

Section 10A(4) of the Act provides that a council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Section 10B(4) of the Act stipulates that for the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:-

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

Recommendation

That Council adjourns into Closed Session, the recording of the meeting be suspended, and members of the press and public be excluded from the Closed Session, and that access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution.

This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:-

12.1 Wentworth Sewerage Rationalisation Scheme - PT1819/15. (RPT/22/59)

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (d) (iii) information that would, if disclosed, reveal a trade secret. On balance, the public interest in preserving the confidentiality of information about the item outweighs the public interest in maintaining openness and transparency in council decision-making.

12.2 Plant Replacement - Approval on Tenders for Replacement of Plant 670 - Ford Everest - VR2122/670. (RPT/22/183)

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and

transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

12.3 Pooncarie - Menindee Road Reconstruction - Supply Road Base Material - PT2122/07. (RPT/22/185)

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

12 OPEN COUNCIL - REPORT FROM CLOSED COUNCIL

12.1 WENTWORTH SEWERAGE RATIONALISATION SCHEME - PT1819/15

File Number: RPT/22/59

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Ashton Cowling - Engineering Assistant

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.1 Promote the efficient delivery of water supply, sewer and drainage services for the long term interests of future generations

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (d) (iii) information that would, if disclosed, reveal a trade secret. On balance, the public interest in preserving the confidentiality of information about the item outweighs the public interest in maintaining openness and transparency in council decision-making.

12.2 PLANT REPLACEMENT - APPROVAL ON TENDERS FOR REPLACEMENT OF PLANT 670 - FORD EVEREST - VR2122/670

File Number: RPT/22/183

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Allan Eastmond - Manager Works

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.2 Plan for and develop the right assets and infrastructure

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

12.3 POONCARIE - MENINDEE ROAD RECONSTRUCTION - SUPPLY ROAD BASE MATERIAL - PT2122/07

File Number: RPT/22/185

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Allan Eastmond - Manager Works

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.2 Plan for and develop the right assets and infrastructure

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

13 CONCLUSION OF THE MEETING

NEXT MEETING

20 April 2022