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Circular Details	Circular No 18-44 / 18 December 2018 / A621282	
Previous Circular	18-24 Status of the new Model Code of Conduct for Local	
	Councils in NSW and Procedures	
Who should read this	Mayors / Councillors / General Managers / Joint Organisation	
	Executive Officers / Complaints Coordinators / Conduct	
	Reviewers	
Contact	Council Governance Team – (02) 4428 4100 /	
	<u>olg@olg.nsw.gov.au</u>	
Action required	Council to Implement	

Commencement of the new Model Code of Conduct for Local Councils in NSW and Procedures

What's new or changing

- The new 2018 Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct) and Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (Procedures) have now been prescribed under the Local Government (General) Regulation 2005. The new prescribed Model Code of Conduct and Procedures are available on OLG's website.
- Provisions governing the use of social media (clause 8.21) in the previously released version of the Model Code of Conduct issued on 5 September 2018 have been removed. However, it remains open to councils to adopt this provision as a supplementary provision of their code of conduct, should they choose to do so.

What this will mean for your council

- Councils have six months from the date of prescription, (14 December 2018

 14 June 2019) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures. The transitional arrangements for the new Model Code of Conduct and Procedures are set out below.
- Councils' complaints coordinators should bring this circular and the attached FAQ to the attention of their council's conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new code of conduct and procedures and provide copies.
- Councils should review their existing panels of conduct reviewers and determine to appoint a new panel using the expression of interest process prescribed under the Procedures if they have not done so in the past four years. Councils may appoint shared panels with other councils including through a joint organisation or another regional body associated with the councils.

Key points

• Councils' existing adopted codes of conduct and procedures will remain in force until such time as councils adopt a new code of conduct and procedures

based on the Model Code of Conduct and Procedures prescribed under the Regulation.

- If a council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and Procedures through the operation of sections 440(4) and 440AA(4) of the *Local Government Act 1993* (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct are more onerous than those contained in the Model Code of Conduct are more onerous than those contained in the Model Code of Conduct).
- In adopting a new code of conduct and procedures, councils may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Councils may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct in their adopted codes of conduct.
- Some councils indicated in their feedback on the consultation draft of the Model Code of Conduct a preference for adopting separate codes of conduct for councillors, staff and delegates and committee members instead of a single code of conduct that applies to all council officials. To assist councils to do this, OLG has prepared bespoke versions of the Model Code of Conduct for councillors, staff and delegates and committee members for adoption, instead of a single code of conduct, should councils wish to do so.
- Code of conduct complaints must be assessed against the standards prescribed under the version of the council's code of conduct that was in force at the time the conduct the subject of the complaint is alleged to have occurred.
- Code of conduct complaints must be dealt with in accordance with the version of the council's procedures that were in force at the time the complaint was made.

Where to go for further information

- Further information is provided in the FAQ attached to this circular.
- The new Model Code of Conduct and Procedures and other associated documents are available on OLG's website at <u>www.olg.nsw.gov.au</u>.
- OLG will be providing further guidance and assistance to councils to support implementation of the new Model Code of Conduct and Procedures during the six month transitional timeframe.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at <u>olg@olg.nsw.gov.au</u>.

Tim Hurst Chief Executive

FREQUENTLY ASKED QUESTIONS

What is the purpose of the Model Code of Conduct?

The *Model Code of Conduct for Local Councils in NSW* prescribes the minimum ethical and behavioural standards all council officials in NSW are required to comply with. In doing so it seeks to:

- prescribe uniform minimum ethical and behavioural standards for all councils in NSW
- provide clear guidance to council officials on the minimum ethical and behavioural standards expected of them as council officials
- provide clear guidance to local communities on the minimum ethical and behavioural standards they can expect of the council officials who serve them
- promote transparency and accountability
- promote community confidence in the integrity of the decisions councils make and the functions they exercise on behalf of their local communities, and
- promote community confidence in the institution of local government.

How is the Model Code of Conduct prescribed?

The Model Code of Conduct is prescribed under section 440 of the *Local Government Act* 1993 (LGA) and the *Local Government* (*General*) *Regulation* 2005 (the Regulation).

Under section 440 of the LGA, each council is required to adopt a code of conduct based on the Model Code of Conduct prescribed under the Regulation. Councils may enhance or strengthen the standards prescribed under the Model Code of Conduct in their adopted codes of conduct to make them more onerous. Councils may also supplement the provisions contained in the Model Code of Conduct with additional provisions in their adopted codes of conduct.

However, councils cannot dilute or weaken the standards prescribed in the Model Code of Conduct in their adopted codes of conduct. Provisions contained in a council's adopted code of conduct that are less onerous than those prescribed under the Model Code of Conduct will be invalid and the equivalent provisions of the Model Code of Conduct will override them through the operation of section 440 of the LGA.

How are the Procedures prescribed?

The Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW are prescribed under section 440AA of the LGA and the Regulation. Under section 440AA, each council is required to adopt procedures for the administration of their adopted code of conduct based on the Model Procedures prescribed under the LGA and Regulation. Councils' adopted procedures may contain provisions that supplement the Model Procedures, but a council's adopted procedures has no effect to the extent that it is inconsistent with the Model Procedures prescribed under the Regulation.

Are joint organisations and county councils required to adopt the Model Code of Conduct and Procedures?

Yes.

Who does the Model Code of Conduct apply to?

Section 440 of the LGA specifies the classes of council officials that a Model Code of Conduct prescribed under the Regulation may apply to. Under section 440, a Model Code of Conduct may be prescribed that applies to councillors, members of staff of councils and delegates of councils. For this reason, the Model Code of Conduct prescribed under the Regulation only applies to councillors, council staff and delegates of councils (including members of committees that are delegates of councils). These are all defined as "council officials" for the purposes of the Model Code of Conduct and the Procedures.

Section 440 also allows regulations to be made to apply the provisions of the Model Code of Conduct relating to the disclosure of pecuniary interests to members of a committee of a council (including the Audit, Risk and Improvement Committee) and advisers to councils. A regulation has been made to give effect to this and the new Model Code of Conduct contains provisions prescribing the obligations of committee members and advisers to councils in relation to the disclosure of pecuniary interests.

What is the regulatory scope of the Model Code of Conduct?

The Model Code of Conduct applies to any conduct by a "council official" that is connected with their role as a council official or the exercise of their functions as a council official.

It is the personal responsibility of all council officials to ensure that their conduct complies with the ethical and behavioural standards prescribed under the Model Code of Conduct. This applies to both the exercise by council officials of their functions as a council official and any conduct (including in a private capacity) that is connected with their role as a council official.

Can councils adopt separate codes of conduct for councillors, staff and delegates and committee members?

Yes. Some councils indicated in their feedback on the consultation draft of the Model Code of Conduct, a preference for adopting separate codes of conduct for councillors, staff and delegates and committee members instead of a single code of conduct applying to all council officials.

There is nothing to prevent councils from doing so, provided that the adopted codes of conduct, taken together as a package, reflect all the provisions contained in the prescribed Model Code of Conduct and are consistent with it. To assist councils to do this, OLG has prepared bespoke versions of the Model Code of Conduct for councillors, staff and delegates and committee members for adoption instead of a single code of conduct for councils wishing to do this.

Can a council extend the application of its adopted code of conduct to persons other than councillors, council staff and delegates of council?

Yes. There is nothing under the LGA to prevent a council, when adopting a code of conduct based on the Model Code of Conduct, to extend its application to persons other than councillors, council staff and delegates of council.

In adopting a code of conduct based on the Model Code of Conduct, councils may amend the provisions of the Model Code of Conduct and the associated Procedures to extend their application to contractors, community members of wholly advisory committees and/or volunteers. In doing so, to be effective, councils will also need to make it a condition of a contractor's engagement or volunteer's or advisory committee member's appointment that they comply with the council's adopted code of conduct.

How many iterations of the Model Code of Conduct and Procedures have there been?

The Model Code of Conduct has been reviewed every four years to address new and emerging issues and to reflect shifting community standards and expectations. The 2018 version of the Model Code of Conduct is the fourth iteration. The first iteration of the Model Code of Conduct was prescribed in January 2005 in support of amendments to the LGA that required the adoption of a code of conduct based on a prescribed Model Code of Conduct. Before this, councils were free to adopt their own codes of conduct with the result that ethical standards varied from council to council.

The 2018 version of the Procedures is the second iteration. The first iteration of the Procedures was prescribed in March 2013 in support of amendments to the LGA that required the adoption of procedures for the administration of council's adopted codes of conduct based on a prescribed Model Procedure.

Why was the new Model Code of Conduct developed?

The new 2018 version of the Model Code of Conduct gives effect to a key reform made by amendments passed by the NSW Parliament to consolidate the prescription of all ethical standards for local government into a single statutory instrument. Previously, ethical standards were prescribed from three sources, the pecuniary interest provisions of the LGA and the Regulation and the Model Code of Conduct.

Consolidating all ethical standards into a single instrument will:

- result in a better understanding of, and compliance, with ethical standards council officials will no longer need to be familiar with their obligations prescribed from three separate statutory sources, the LGA, the Regulation and the Model Code of Conduct
- allow pecuniary interest breaches by councillors to be treated as "misconduct", meaning that minor breaches can be dealt with by the Chief Executive of OLG as an alternative to referral to the NSW Civil and Administrative Tribunal (NCAT) and suspensions for pecuniary interest breaches will be counted towards disqualification for the purposes of the "three strikes" automatic disqualification
- allow greater flexibility and efficiency in updating the standards to address emerging issues – amendments will now be able to be made by way of a Regulation amendment.

How were the new Model Code of Conduct and Procedures developed?

Moving the pecuniary interest provisions to the Model Code of Conduct necessitated a rewrite of the Model Code of Conduct. As part of this process, it was decided to also undertake a comprehensive review of the existing provisions of the Model Code of Conduct (as part of the regular four-year review cycle) and the Procedures.

In undertaking the review, OLG consulted extensively with councils and other stakeholders. In developing the new Model Code of Conduct and Procedures, there have been two rounds of public consultation:

 in late 2016, submissions were invited suggesting changes and improvements to the existing Model Code of Conduct and Procedures based on the feedback received from the first round of consultation, consultation drafts of the proposed new Model Code of Conduct and Procedures were developed and issued for comment.

The final versions of the 2018 Model Code of Conduct and Procedures have been informed by the comment received in response to the consultation drafts.

What changes have been made in the 2018 version of the Model Code of Conduct?

The most obvious change is that the pecuniary interest provisions previously contained in the LGA and Regulation have now been included in the Model Code of Conduct.

One of the recurrent themes of the feedback received in the first round of consultation on the new Model Code of Conduct was that the "principles-based" approach to prescribing ethical and behavioural standards in the previous version of the Model Code of Conduct resulted in some of the prescribed standards being too vague, meaning that the ethical and behavioural standards expected of council officials were unclear and that almost anything could potentially constitute a breach of a council's code of conduct. In response to this, the Model Code of Conduct has been substantially redrafted to be more prescriptive and to more clearly identify the behaviours that it seeks to deter.

Other key changes include:

- new standards relating to discrimination and harassment, bullying, work health and safety, behaviour at meetings, access to information and maintenance of council records
- new rules governing the acceptance of gifts including mandatory reporting
- a new ongoing disclosure requirement for councillors and designated persons requiring disclosure of new interests in returns of interests within three months of becoming aware of them
- councillors will be required to disclose in their returns of interests whether they are a property developer or a close associate of a property developer.

What changes have been made to the previously approved version of the Model Code of Conduct posted on OLG's website on 5 September 2018?

Provisions governing the use of social media (clause 8.21) in the previously released version of the Model Code issued on 5 September 2018 have been removed. However, it remains open to councils to adopt this provision as a supplementary provision of their code of conduct, should they choose to do so. Should councils require further assistance in relation to this, they may contact OLG's Council Governance Team.

What changes have been made in the 2018 version of the Procedures?

In response to feedback, changes have been made to the Procedures to address the following issues:

- the role of the general manager in the receipt and initial management of code of conduct complaints about councillors
- the ability of complainants, who are unhappy with decisions of the council, to misuse councils' codes of conduct by repackaging routine complaints as "code of conduct complaints"

• the lack of recourse against members of the public who inappropriately disclose information about complaints they have made under a council's code of conduct.

These changes are outlined below:

How can councils outsource and centralise the management of complaints about councillors through regional arrangements under the new Procedures? The new Procedures have sought to address concerns about the role of the general manager in the receipt and initial management of code of conduct complaints about councillors by giving general managers (and mayors in the case of complaints about the general manager) the flexibility to delegate their functions under the Procedures to another member of staff or a person external to the council.

The new Procedures have also been designed to allow councils to centralise the management of code of conduct complaints through a joint organisation, a regional organisation of councils or another shared arrangement should they choose to do so. This could be done, for example, through the establishment of a broader internal ombudsman function in a joint organisation or regional organisation of councils or through another shared arrangement to service member councils.

In particular:

- councils are able to establish and maintain regional panels of conduct reviewers through a joint or regional organisation of councils or another shared arrangement
- a staff member of a joint or regional organisation of councils or another member council can (in consultation with and through the executive officer of the joint organisation or general manager of the employer council) be appointed by general managers of member councils as the complaints coordinator for all member councils
- general managers and mayors of member councils can (in consultation with and through the executive officer of the joint organisation or general manager of the employer council) delegate their complaints management functions under the Procedures to a joint organisation or regional organisation of councils or to a staff member of another member council
- councils' internal ombudsman may, with the approval of OLG, be appointed to a
 panel of conduct reviewers allowing them to exercise the functions of a conduct
 reviewer, subject to their being able to meet the qualification criteria for conduct
 reviewers and being able to demonstrate to OLG's satisfaction a requisite degree
 of independence from member councils.

This offers a number potential benefits:

- centralisation of these functions through a joint organisation, a regional organisation of councils or another shared arrangement has the potential to deliver efficiencies and economies of scale and allows the development of a body of expertise within the region in the management of code of conduct complaints
- it allows general managers and mayors to divest themselves of the sometimes onerous responsibilities associated with code of conduct complaints management, allowing them to focus on their core responsibilities
- it allows all code of conduct complaints about mayors, councillors and general managers to be managed independently of the councils they relate to.

How do the new Procedures address misuse of councils' codes of conduct?

The purpose of a council's code of conduct is to prescribe the ethical and behavioural standards council officials are expected to comply with. The purpose of the Procedures is to support the enforcement of those standards. Consistent with this, councils' codes of conduct should not be used to deal with routine complaints.

The definition of a "code of conduct complaint" under the new Procedures has been tightened up to address the potential for misuse of councils' codes of conduct to relitigate council decisions a person may disagree with or to re-prosecute complaints that have previously been addressed under councils' routine complaints management processes.

To be a code of conduct complaint, a complaint must show or tend to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct. Complaints that do not meet this definition of a "code of conduct complaint" must not be dealt with under the Procedures and are to be dealt with under councils' routine complaints management processes.

The new Procedures make it clear that the following are not code of conduct complaints:

- complaints about the standard or level of service provided by a council or a council official
- complaints that relate solely to the merits of a decision made by a council or a council official or the exercise of a discretion by a council or a council official
- complaints about the policies or procedures of a council
- complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.

What recourse do the new Procedures provide against persons who inappropriately disclose information about code of complaints they have made?

Allegations of breaches of a council's code of conduct must not be made publicly and information about code of conduct complaints and the consideration of code of conduct complaints is not to be publicly disclosed. This is to ensure the allegations are dealt with appropriately and fairly in accordance with the prescribed Procedures for the management of code of conduct complaints.

While council officials disclosing this information may face disciplinary action, under the previous Procedures there was no recourse against members of the public who did so. Under the new Procedures, where members of the public publicly disclose information about a code of conduct complaint they have made, general managers can determine, with OLG's consent, that the complainant is to receive no further information about their complaint and any future code of conduct complaints they make (subject to the requirements of the *Government Information (Public Access) Act 2009*).

When must councils adopt a new code of conduct and procedures based on the new prescribed Model Code of Conduct and Procedures?

Councils have six months from the date of prescription, (**14 December 2018 – 14 June 2019**) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures.

What are the transitional arrangements for the new Model Code of Conduct and Procedures?

The following transitional arrangements apply to the new Model Code of Conduct and Procedures:

- Councils' existing adopted codes of conduct and procedures will remain in force until such time as councils adopt a new code of conduct and procedures based on the Model Code of Conduct and Procedures prescribed under the Regulation.
- If a council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and Procedures through the operation of sections 440(4) and 440AA(4) of the LGA (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct).
- In adopting a new code of conduct and procedures, councils may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Councils may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct.
- Code of conduct complaints must be assessed against the standards prescribed under the version of the council's code of conduct that was in force at the time the conduct the subject of the complaint is alleged to have occurred.
- Code of conduct complaints must be dealt with in accordance with the version of the council's procedures that was in force at the time the complaint was made.

Where can I get $word\ensuremath{\mathbb{C}}$ versions of the new Model Code of Conduct and Procedures?

If you require a Word[©] version of the new Model Code of Conduct or Procedures, please contact OLG's Council Governance Team.



Code of Conduct For Councillors

	Name	Position	Signature	Date
Responsible Officer	Vicki Sutton	Finance Manager		
Authorised By	John Scarce	General Manager		

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PART 1 INTRODUCTION

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

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

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

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

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

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

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of "council committee"
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to
council committee	
member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the Environmental Planning and Assessment Act 1979
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA
LGA	the Local Government Act 1993

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

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

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

Fairness and equity

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

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of sex, pregnancy, breastfeeding, race, age, marital or domestic status, homosexuality, disability, transgender status, infectious disease, carer's responsibilities or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
 - a) is not wanted by the person
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.

Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
 - a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
 - b) the behaviour creates a risk to health and safety.

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

Work health and safety

- 3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
 - a) take reasonable care for your own health and safety
 - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
 - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
 - d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
 - e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
 - f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

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

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

Binding caucus votes

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

Obligations in relation to meetings

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

PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

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

What interests do not have to be disclosed?

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

- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (g) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (h) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (i) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (j) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA
- (k) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (I) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (m)an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor
- (n) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.
- 4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a councillor?

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

Disclosure of interests in written returns

- 4.9 A councillor must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's interests as specified in schedule 1 to this code within 3 months after:
 - (a) becoming a councillor, and
 - (b) 30 June of each year, and
 - (c) the councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.10 A person need not make and lodge a return under clause 4.9 paragraphs (a) and (b) if:
 - (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a councillor in the preceding 3 months.
- 4.11 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.12 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.13 Returns required to be lodged with the general manager under clause 4.9(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.14 Returns required to be lodged with the general manager under clause 4.9(c) must be tabled at the next council meeting after the return is lodged.
- 4.15 Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.16 A councillor who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.17 The councillor must not be present at, or in sight of, the meeting of the council or committee:
 - (a) at any time during which the matter is being considered or discussed by the council or committee, or

- (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.18 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.16 and 4.17 where they participate in the meeting by telephone or other electronic means.
- 4.19 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.20 A general notice may be given to the general manager in writing by a councillor to the effect that the councillor or the councillor's spouse, de facto partner or relative, is:
 - (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.

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

- 4.21 A councillor is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor has an interest in the matter of a kind referred to in clause 4.6.
- 4.22 A person does not breach clauses 4.16 or 4.17 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.23 Despite clause 4.17, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.24 Clause 4.17 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
 - (a) the matter is a proposal relating to:
 - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
 - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
 - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
 - (c) the councillor made a special disclosure under clause 4.25 in relation to the interest before the commencement of the meeting.

- 4.25 A special disclosure of a pecuniary interest made for the purposes of clause 4.24(c) must:
 - (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
 - (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.
- 4.26 The Minister for Local Government may, conditionally or unconditionally, allow a councillor who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
 - (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
 - (b) that it is in the interests of the electors for the area to do so.
- 4.27 A councillor with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.26, must still disclose the interest they have in the matter in accordance with clause 4.16.

PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

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

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
 - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council

official's extended family that the council official has a close personal relationship with, or another person living in the same household

- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
 - a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

Political donations

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

- 5.14 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
 - a) made by a major political donor in the previous four years, and
 - b) the major political donor has a matter before council,

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

- 5.15 For the purposes of this Part:
 - a) a "reportable political donation" has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
 - b) "major political donor" has the same meaning as it has in the *Electoral Funding Act 2018.*
- 5.16 Councillors should note that political donations that are not a "reportable political donation", or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.
- 5.17 Despite clause 5.14, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum as a result of compliance with this Part

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

- b) that it is in the interests of the electors for the area to do so.
- 5.20 Where the Minister exempts a councillor from complying with a requirement under this Part under clause 5.19, the councillor must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Personal dealings with council

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

PART 6 PERSONAL BENEFIT

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

Gifts and benefits

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

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

- 6.5 You must not:
 - a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
 - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
 - g) personally benefit from reward points programs when purchasing on behalf of the council.

- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the general manager in writing. The recipient or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
 - a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50. They include, but are not limited to:
 - a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$50
 - b) gifts of alcohol that do not exceed a value of \$50
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$50 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$50 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$50, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$50 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

"Cash-like gifts"

6.13 For the purposes of clause 6.5(e), "cash-like gifts" include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as

phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

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

PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

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

Obligations of staff

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

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

PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

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

Councillors and administrators to properly examine and consider information

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

Refusal of access to information

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

Use of certain council information

8.9 In regard to information obtained in your capacity as a council official, you must:a) only access council information needed for council business

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

Use and security of confidential information

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

Personal information

8.12 When dealing with personal information you must comply with:

- a) the Privacy and Personal Information Protection Act 1998
 - b) the Health Records and Information Privacy Act 2002
 - c) the Information Protection Principles and Health Privacy Principles
 - d) the council's privacy management plan
 - e) the Privacy Code of Practice for Local Government

Use of council resources

- 8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.
- 8.14 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

- 8.16 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.17 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
 - a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 8.18 You must not convert any property of the council to your own use unless properly authorised.

Internet access

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

Council record keeping

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

Councillor access to council buildings

- 8.24 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.25 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as

provided for in the procedures governing the interaction of councillors and council staff.

8.26 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

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

Detrimental action

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

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

- 9.8 You must comply with a practice ruling made by the Office under the Procedures.
- 9.9 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

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

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

Complaints alleging a breach of this Part

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

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

Part 1: Preliminary

Definitions

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

address means:

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

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

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

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

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

interest means:

a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

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

occupation includes trade, profession and vocation.

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

property includes money.

return date means:

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

relative includes any of the following:

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

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

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

related to each other for the purposes of section 50 of the *Corporations Act* 2001 of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

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

<u>Gifts</u>

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

Contributions to travel

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

- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
- b) the dates on which the travel was undertaken, and
- c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.

- 13. A financial or other contribution to any travel need not be disclosed under this clause if it:
 - a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor.
- 14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

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

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

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

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

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

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

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

Positions in trade unions and professional or business associations

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

Dispositions of real property

- 23. A person making a return under clause 4.9 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- 24. A person making a return under clause 4.9 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- 25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor.

Sources of income

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

- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
- b) each source of income received by the person in the period since 30 June of the previous financial year.
- 27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
 - a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
- 28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
- 29. The source of any income received by the person that they ceased to receive prior to becoming a councillor need not be disclosed.
- 30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

- 31. A person making a return under clause 4.9 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
 - a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
- 32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.9 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
- 33. A liability to pay a debt need not be disclosed by a person in a return if:
 - a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the

period since 30 June of the previous financial year, as the case may be, and

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

Discretionary disclosures

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

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

'Disclosures by councillors' return

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

Important information

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

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.11 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal. The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

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

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

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

as at [return date]

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

[councillor's signature] [date]

A. Real Property

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

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

employer or description of office held (if applicable)	which partnership conducted (if applicable)
--	--

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

Sources of income I received from a trust since 30 June

Name and address of settlor

Name and address of trustee

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

Sources of other income I received at any time since 30 June [Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

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

D. Contributions to travel	
Name and address of each person who made any undertaken financial or other contribution to any travel undertaken by me at any time since 30 June	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 Nature of corporation in which I had an interest (if interest or held a position at any) the return date/at any time since 30 June	Description of position (if any)	f Description of principal objects (if any) of corporation (except in case of listed company)

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

G. Positions in trade unions and professional or business associationsName 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 JuneDescription of position
professional or business association in
business association in
which I held any position (whether
or not) at the return date/at
any time since 30 June

H. Debts

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

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

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

J. Discretionary disclosures

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

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

Important information

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

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

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

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

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

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

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

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

to be held on the day of 20.

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

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

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

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

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

Councillor's signature

Date

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



Code of Conduct For Council Staff

	Name	Position	Signature	Date
Responsible Officer	Susan Mitchell	Corporate & Community Services Manager		
Authorised By	John Scarce	General Manager		

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PART 1 INTRODUCTION

This code of conduct applies to members of council staff, including general managers. It is based on the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") which has been prescribed under the *Local Government (General) Regulation 2005* ("the Regulation").

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

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

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

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

Failure by a member of staff to comply with a council's code of conduct may give rise to disciplinary action.

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of "council committee"
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA
LGA	the Local Government Act 1993
mayor	includes the chairperson of a county council or a joint organisation

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

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

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

Fairness and equity

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

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of sex, pregnancy, breastfeeding, race, age, marital or domestic status, homosexuality, disability, transgender status, infectious disease, carer's responsibilities or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
 - a) is not wanted by the person
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.

Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
 - a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons and
 - b) the behaviour creates a risk to health and safety.

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

Work health and safety

- 3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
 - a) take reasonable care for your own health and safety
 - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
 - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
 - d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
 - e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
 - f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

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

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

Obligations in relation to meetings

- 3.15 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.16 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.17 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

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

What interests do not have to be disclosed?

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

- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (g) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (h) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (i) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (j) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a council committee member
- 4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

- 4.8 Designated persons include:
 - (a) the general manager
 - (b) other senior staff of the council for the purposes of section 332 of the LGA
 - (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual 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

- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual 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.
- 4.9 A designated person:
 - (a) must prepare and submit written returns of interests in accordance with clause 4.18, and
 - (b) must disclose pecuniary interests in accordance with clause 4.10.
- 4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.
- 4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.
- 4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council staff other than designated persons?

- 4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.
- 4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by a council committee member?

- 4.16 A council committee member must disclose pecuniary interests in accordance with clause 4.25 and comply with clause 4.26.
- 4.17 For the purposes of clause 4.16, a "council committee member" includes a member of staff of council who is a member of the committee.

Disclosure of interests in written returns

- 4.18 A designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the designated person's interests as specified in schedule 1 to this code within 3 months after:
 - (a) becoming a designated person, and
 - (b) 30 June of each year, and
 - (c) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.19 A person need not make and lodge a return under clause 4.18, paragraphs (a) and (b) if:
 - (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a designated person in the preceding 3 months.
- 4.20 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.21 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.22 Returns required to be lodged with the general manager under clause 4.18(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.23 Returns required to be lodged with the general manager under clause 4.18(c) must be tabled at the next council meeting after the return is lodged.
- 4.24 Information contained in returns made and lodged under clause 4.18 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.25 A council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.26 The council committee member must not be present at, or in sight of, the meeting of the committee:
 - (a) at any time during which the matter is being considered or discussed by the committee, or
 - (b) at any time during which the committee is voting on any question in relation to the matter.
- 4.27 A disclosure made at a meeting of a council committee must be recorded in the minutes of the meeting.

- 4.28 A general notice may be given to the general manager in writing by a council committee member to the effect that the council committee member, or the council committee member's spouse, de facto partner or relative, is:
 - (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.

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

- 4.29 A council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.30 A person does not breach clauses 4.25 or 4.26 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.31 The Minister for Local Government may, conditionally or unconditionally, allow a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.
- 4.32 A council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.31, must still disclose the interest they have in the matter in accordance with clause 4.25.

Note: For the purpose of clauses 4.25 to 4.32, a "council committee member" includes a member of staff of council who is a member of a council committee.

PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

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

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the made to the made to the mayor.
- 5.7 If a disclosure is made at a committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
 - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council

official's extended family that the council official has a close personal relationship with, or another person living in the same household

- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
 - a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.25 and 4.26.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager.

Loss of quorum as a result of compliance with this Part

5.13 The Minister for Local Government may, conditionally or unconditionally, allow a council committee member who is precluded under this Part from participating in

the consideration of a matter to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.

5.14 Where the Minister exempts a committee member from complying with a requirement under this Part under clause 5.13, the committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Note: For the purpose of clauses 5.13 and 5.14, a "council committee member" includes a member of staff of council who is a member of a council committee.

Other business or employment

- 5.15 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.
- 5.16 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.
- 5.17 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.
- 5.18 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.
- 5.19 Members of staff must ensure that any outside employment, work or business they engage in will not:
 - a) conflict with their official duties
 - b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
 - c) require them to work while on council duty
 - d) discredit or disadvantage the council
 - e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

Personal dealings with council

5.20 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private

interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

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

PART 6 PERSONAL BENEFIT

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

Gifts and benefits

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

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

- 6.5 You must not:
 - a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
 - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
 - g) personally benefit from reward points programs when purchasing on behalf of the council.

- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
 - a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50. They include, but are not limited to:
 - a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$50
 - b) gifts of alcohol that do not exceed a value of \$50
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$50 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$50 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$50, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$50 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

"Cash-like gifts"

6.13 For the purposes of clause 6.5(e), "cash-like gifts" include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as

phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
 - a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
 - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council in the exercise of the functions of the staff member
 - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager.

Obligations of staff

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

Inappropriate interactions

- 7.5 You must not engage in any of the following inappropriate interactions:
 - a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
 - b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to

broader workforce policy), grievances, workplace investigations and disciplinary matters

- c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators being overbearing or threatening to council staff
- f) council staff being overbearing or threatening to councillors or administrators
- g) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- h) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- i) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- j) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals

PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

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

Refusal of access to information

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

Use of certain council information

- 8.8 In regard to information obtained in your capacity as a council official, you must:
 - a) subject to clause 8.13, only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your position with council

d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

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

Personal information

8.11 When dealing with personal information you must comply with:

- a) the Privacy and Personal Information Protection Act 1998
- b) the Health Records and Information Privacy Act 2002
- c) the Information Protection Principles and Health Privacy Principles
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

- 8.12 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.
- 8.13 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
 - a) the representation of members with respect to disciplinary matters
 - b) the representation of employees with respect to grievances and disputes
 - c) functions associated with the role of the local consultative committee.
- 8.14 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

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

Internet access

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

Council record keeping

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

Councillor access to council buildings

8.24 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as

provided for in the procedures governing the interaction of councillors and council staff.

8.25 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

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

Detrimental action

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

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

- 9.8 You must comply with a practice ruling made by the Office under the Procedures.
- 9.9 Where you are the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

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

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

Complaints alleging a breach of this Part

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

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.18

Part 1: Preliminary

Definitions

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

address means:

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

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

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

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

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

interest means:

a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

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

occupation includes trade, profession and vocation.

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

property includes money.

return date means:

- a) in the case of a return made under clause 4.18(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.18(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.18(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

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

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

- 2. Interests etc. outside New South Wales: A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the designated person has an interest.
- 4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods

or services supplied, to a designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

- 5. A person making a return under clause 4.18 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
- 6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
- 7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
- 8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

<u>Gifts</u>

- 9. A person making a return under clause 4.18 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
- 10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
- 11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

- 12. A person making a return under clause 4.18 of this code must disclose:
 - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and

- c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
- 13. A financial or other contribution to any travel need not be disclosed under this clause if it:
 - a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
- 14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

- 15. A person making a return under clause 4.18 of this code must disclose:
 - a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
- 16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
 - a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.
- 17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.

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

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

- 19. A person making a return under clause 4.18 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- 20. For the purposes of clause 19 of this schedule:

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

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

Positions in trade unions and professional or business associations

- 21. A person making a return under clause 4.18 of the code must disclose:
 - a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.
- 22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

Dispositions of real property

- 23. A person making a return under clause 4.18 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- 24. A person making a return under clause 4.18 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- 25. A disposition of real property need not be disclosed if it was made prior to a person becoming a designated person.

Sources of income

- 26. A person making a return under clause 4.18 of this code must disclose:
 - a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
- 27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
 - a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
- 28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
- 29. The source of any income received by the person that they ceased to receive prior to becoming a designated person need not be disclosed.

<u>Debts</u>

- 30. A person making a return under clause 4.18 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
 - a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
- 31. A liability to pay a debt must be disclosed by a person in a return made under clause 4.18 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
- 32. A liability to pay a debt need not be disclosed by a person in a return if:
 - a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and

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

Discretionary disclosures

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

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.18

'Disclosures by councillors and designated persons' return

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

Important information

This information is being collected for the purpose of complying with clause 4.18 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.20 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal. The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.18 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

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

<u>Disclosure of pecuniary interests and other matters</u> by [full name of designated person]

as at [*return date*]

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

[designated person's signature] [date]

A. Real Property

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

B. Sources of income

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

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

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

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

Sources of income I received from a trust since 30 June

Name and address of	settlor	Name and address of trustee

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

Sources of other income I received at any time since 30 June [Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

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

D. Contributions to travel		
Name and address of each person who made any financial or other contributior to any travel undertaken by me at any time since 30 June	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 Nature of corporation in which I had an interest (if interest or held a position at any) the return date/at any time since 30 June	Description of position (if any)	f Description of principal objects (if any) of corporation (except in case of listed company)

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

G. Positions in trade unions and professional or business associationsName 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 JuneDescription of position
professional or business association in
business association in
which I held any position (whether
or not) at the return date/at
any time since 30 June

H. Debts

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

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

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

J. Discretionary disclosures



Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers

Responsible Officer	Name Vicki Sutton	Position Finance Manager	Signature	Date
Authorised By	John Scarce	General Manager		

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PART 1 INTRODUCTION

This code of conduct applies to council committee members and delegates of council who are not councillors or staff of the council. It also applies to advisers of council for the purposes of clause 4.12. It is based on the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct"), which has been prescribed under the *Local Government (General) Regulation 2005* (the "Regulation).

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

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

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

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

Failure by a council committee member or delegate of the council to comply with a council's code of conduct may give rise to disciplinary action.

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

committee	see the definition of "council committee"
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.12, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA
LGA	the Local Government Act 1993

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

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

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

Fairness and equity

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

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of sex, pregnancy, breastfeeding, race, age, marital or domestic status, homosexuality, disability, transgender status, infectious disease, carer's responsibilities or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
 - a) is not wanted by the person
 - b) offends, humiliates or intimidates the person, and
 - c) creates a hostile environment.

Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
 - a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
 - b) the behaviour creates a risk to health and safety.

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

Work health and safety

- 3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
 - a) take reasonable care for your own health and safety
 - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
 - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
 - d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
 - e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
 - f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

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

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

Obligations in relation to meetings

- 3.15 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.16 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.17 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

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

What interests do not have to be disclosed?

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

- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a nonprofit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (j) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (k) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a council committee member
- 4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

- 4.8 Designated persons include:
 - (a) a person who is a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give

rise to a conflict between the person's duty as a delegate and the person's private interest

- (b) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual 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.
- 4.9 A designated person:
 - (a) must prepare and submit written returns of interests in accordance with clause 4.15, and
 - (b) must disclose pecuniary interests in accordance with clause 4.10.
- 4.10 A designated person must disclose in writing to the general manager the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council advisers?

- 4.12 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 4.13 A person does not breach clause 4.12 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a council committee member?

4.14 A council committee member must disclose pecuniary interests in accordance with clause 4.22 and comply with clause 4.23.

Note: A council committee member identified by council as a "designated person" for the purposes of clause 4.8(b) must also prepare and submit written returns of interests in accordance with clause 4.15.

Disclosure of interests in written returns

- 4.15 A designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the designated person's interests as specified in schedule 1 to this code within 3 months after:
 - (a) becoming a designated person, and
 - (b) 30 June of each year, and
 - (c) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.16 A person need not make and lodge a return under clause 4.15, paragraphs (a) and (b) if:
 - (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a designated person in the preceding 3 months.
- 4.17 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.18 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.19 Returns required to be lodged with the general manager under clause 4.15(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.20 Returns required to be lodged with the general manager under clause 4.15(c) must be tabled at the next council meeting after the return is lodged.
- 4.21 Information contained in returns made and lodged under clause 4.15 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.22 A council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.23 The council committee member must not be present at, or in sight of, the meeting of the committee:
 - (a) at any time during which the matter is being considered or discussed by the committee, or
 - (b) at any time during which the committee is voting on any question in relation to the matter.
- 4.24 A disclosure made at a meeting of a council committee must be recorded in the minutes of the meeting.

- 4.25 A general notice may be given to the general manager in writing by a council committee member to the effect that the council committee member, or the council committee member's spouse, de facto partner or relative, is:
 - (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.

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

- 4.26 A council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.27 A person does not breach clauses 4.22 or 4.23 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.28 The Minister for Local Government may, conditionally or unconditionally, allow a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.
- 4.29 A council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.28, must still disclose the interest they have in the matter in accordance with clause 4.22.

PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

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

Managing non-pecuniary conflicts of interest

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

friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.

- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
 - a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.22 and 4.23.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 Council committee members are not required to declare and manage a nonpecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have 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 they have been appointed to represent the organisation or group on the council committee.
- 5.13 The Minister for Local Government may, conditionally or unconditionally, allow a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if

the Minister is of the opinion that it is in the interests of the electors for the area to do so.

5.14 Where the Minister exempts a committee member from complying with a requirement under this Part under clause 5.13, the committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Personal dealings with council

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

PART 6 PERSONAL BENEFIT

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

Gifts and benefits

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

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

- 6.5 You must not:
 - a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
 - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
 - g) personally benefit from reward points programs when purchasing on behalf of the council.

- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the general manager in writing. The general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
 - a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50. They include, but are not limited to:
 - a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$50
 - b) gifts of alcohol that do not exceed a value of \$50
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$50 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$50 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$50, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$50 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

"Cash-like gifts"

6.13 For the purposes of clause 6.5(e), "cash-like gifts" include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as

phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Use of certain council information

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

Use and security of confidential information

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

Personal information

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

Use of council resources

7.5 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.

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

Internet access

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

Council record keeping

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

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 8.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 8.2 For the purposes of clause 8.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
 - a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 8.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 8.5 For the purposes of clauses 8.3 and 8.4, a detrimental action is an action causing, comprising or involving any of the following:
 - a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 8.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 8.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

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

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

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.15

Part 1: Preliminary

Definitions

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

address means:

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

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

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

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

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

interest means:

a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

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

occupation includes trade, profession and vocation.

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

property includes money.

return date means:

- a) in the case of a return made under clause 4.15(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.15(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.15(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

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

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

- 2. Interests etc. outside New South Wales: A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
- 4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods

or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

- 5. A person making a return under clause 4.15 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
- 6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
- 7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
- 8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

<u>Gifts</u>

- 9. A person making a return under clause 4.15 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
- 10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
- 11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.15 of this code must disclose:

- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
- b) the dates on which the travel was undertaken, and

- c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
- 13. A financial or other contribution to any travel need not be disclosed under this clause if it:
 - a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
- 14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

- 15. A person making a return under clause 4.15 of this code must disclose:
 - a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
- 16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
 - a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.
- 17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.

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

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

- 19. A person making a return under clause 4.15 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- 20. For the purposes of clause 19 of this schedule:

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

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

Positions in trade unions and professional or business associations

- 21. A person making a return under clause 4.15 of the code must disclose:
 - a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.
- 22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

Dispositions of real property

- 23. A person making a return under clause 4.15 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- 24. A person making a return under clause 4.15 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- 25. A disposition of real property need not be disclosed if it was made prior to a person becoming a designated person.

Sources of income

- 26. A person making a return under clause 4.15 of this code must disclose:
 - a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
- 27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
 - a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
- 28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
- 29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.

<u>Debts</u>

- 30. A person making a return under clause 4.15 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
 - a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
- 31. A liability to pay a debt must be disclosed by a person in a return made under clause 4.15 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
- 32. A liability to pay a debt need not be disclosed by a person in a return if:
 - a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the

period since 30 June of the previous financial year, as the case may be, and

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

Discretionary disclosures

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

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.15

'Disclosures by designated persons' return

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

Important information

This information is being collected for the purpose of complying with clause 4.15 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.18 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal. The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.15 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

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

<u>Disclosure of pecuniary interests and other matters</u> by [full name of designated person]

as at [*return date*]

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

[designated person's signature] [date]

A. Real Property

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

B. Sources of income

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

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

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

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

Sources of income I received from a trust since 30 June

|--|

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

Sources of other income I received at any time since 30 June [Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

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

D. Contributions to travel		
Name and address of each person who made any financial or other contributior to any travel undertaken by me at any time since 30 June	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 Nature of corporation in which I had an interest (if interest or held a position at any) the return date/at any time since 30 June	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

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

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

H. Debts

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

I. Dispositions of property

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

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

J. Discretionary disclosures

ATTACHMENT # 5



Procedures for the Administration of the Murrumbidgee Council Code of Conduct

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PART 1 INTRODUCTION

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

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

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

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

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

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

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

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

PART 2 DEFINITIONS

In these procedures the following terms have the following meanings:

LGA	the Local Government Act 1993
administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66

code of conduct	a code of conduct adopted under section 440 of the LGA
code of conduct complaint	a complaint that is a code of conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a code of conduct complaint
complainant councillor	a councillor who makes a code of conduct complaint
complaints coordinator	a person appointed by the general manager under these procedures as a complaints coordinator
conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the general manager
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
councillor	any person elected or appointed to civic office, including the mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
council official	any councillor, member of staff of council, administrator, council committee member, delegate of council and, for the purposes of clause 4.16 of the Model Code of Conduct, council adviser
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the

	individual members of that body, to whom a function of the council is delegated
external agency	a state government agency such as, but not limited to, the Office, the ICAC, the NSW Ombudsman or the police
general manager	includes the executive officer of a joint organisation
ICAC	the Independent Commission Against Corruption
joint organisation	a joint organisation established under section 400O of the LGA
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	the Office of Local Government
investigator	a conduct reviewer
the Regulation	the Local Government (General) Regulation 2005
respondent	a person whose conduct is the subject of investigation by a conduct reviewer under these procedures
wholly advisory committee	a council committee that the council has not delegated any functions to

PART 3 ADMINISTRATIVE FRAMEWORK

The establishment of a panel of conduct reviewers

- 3.1 The council must by resolution establish a panel of conduct reviewers.
- 3.2 The council may by resolution enter into an arrangement with one or more other councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with the councils.

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

termination of the panel until they have finalised their consideration of the matter.

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

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

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

The appointment of complaints coordinators

- 3.17 The general manager must appoint a member of staff of the council or another person (such as, but not limited to, a member of staff of another council or a member of staff of a joint organisation or other regional body associated with the council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of the council, the complaints coordinator should be a senior and suitably qualified member of staff.
- 3.18 The general manager may appoint other members of staff of the council or other persons (such as, but not limited to, members of staff of another council or members of staff of a joint organisation or other regional body associated with the council), to act as alternates to the complaints coordinator.

- 3.19 The general manager must not undertake the role of complaints coordinator.
- 3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act 1994*.
- 3.21 The role of the complaints coordinator is to:
 - a) coordinate the management of complaints made under the council's code of conduct
 - b) liaise with and provide administrative support to a conduct reviewer
 - c) liaise with the Office and
 - d) arrange the annual reporting of code of conduct complaints statistics.

PART 4 HOW MAY CODE OF CONDUCT COMPLAINTS BE MADE?

What is a code of conduct complaint?

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

When must a code of conduct complaint be made?

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

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

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

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

- 4.11 Code of conduct complaints about the general manager are to be made to the mayor in writing. This clause does not operate to prevent a person from making a complaint about the general manager to an external agency.
- 4.12 Where a code of conduct complaint about the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.

- 4.13 In making a code of conduct complaint about the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.15 Notwithstanding clauses 4.11 and 4.12, where the mayor becomes aware of a possible breach of the council's code of conduct by the general manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

PART 5 HOW ARE CODE OF CONDUCT COMPLAINTS TO BE MANAGED?

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

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

Consideration of complaints by general managers and mayors

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

What complaints may be declined at the outset?

- 5.3 Without limiting any other provision in these procedures, the general manager or, in the case of a complaint about the general manager, the mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:
 - a) is not a code of conduct complaint, or
 - b) subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
 - c) is trivial, frivolous, vexatious or not made in good faith, or
 - d) relates to a matter the substance of which has previously been considered and addressed by the council and does not warrant further action, or
 - e) is not made in a way that would allow the alleged conduct and any alleged breaches of the council's code of conduct to be readily identified.

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

- 5.4 The general manager is responsible for the management of code of conduct complaints about members of staff of council (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.5 The general manager must refer code of conduct complaints about members of staff of council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.6 The general manager may decide to take no action in relation to a code of conduct complaint about a member of staff of council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.
- 5.7 Where the general manager decides to take no action in relation to a code of conduct complaint about a member of staff of council, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.8 Code of conduct complaints about members of staff of council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.9 Sanctions for breaches of the code of conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

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

- 5.10 The general manager is responsible for the management of code of conduct complaints about delegates of council and council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.11 The general manager must refer code of conduct complaints about council advisers, delegates of council and council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.12 The general manager may decide to take no action in relation to a code of conduct complaint about a delegate of council or a council committee

member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.

- 5.13 Where the general manager decides to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.14 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about delegates of council or council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.15 Where the general manager resolves a code of conduct complaint under clause 5.14 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.16 Sanctions for breaches of the code of conduct by delegates of council and/or council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:
 - a) censure
 - b) requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the general manager
 - c) prosecution for any breach of the law
 - d) removing or restricting the person's delegation
 - e) removing the person from membership of the relevant council committee.
- 5.17 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.16, the general manager or any person making enquiries on behalf of the general manager must comply with the requirements of procedural fairness. In particular:
 - a) the substance of the allegation (including the relevant provision/s of the council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
 - b) the person must be given an opportunity to respond to the allegation, and
 - c) the general manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

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

- 5.18 The general manager must refer all code of conduct complaints about administrators to the Office for its consideration.
- 5.19 The general manager must notify the complainant of the referral of their complaint in writing.

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

- 5.20 The general manager must refer the following code of conduct complaints about councillors to the Office:
 - a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
 - b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the LGA)
 - c) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
 - d) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.21 Where the general manager refers a complaint to the Office under clause 5.20, the general manager must notify the complainant of the referral in writing.
- 5.22 The general manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.
- 5.23 Where the general manager decides to take no action in relation to a code of conduct complaint about a councillor, the general manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.24 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.

- 5.25 Where the general manager resolves a code of conduct complaint under clause 5.24 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.26 The general manager must refer all code of conduct complaints about councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

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

- 5.27 The mayor must refer the following code of conduct complaints about the general manager to the Office:
 - a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
 - b) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
 - c) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.28 Where the mayor refers a complaint to the Office under clause 5.27, the mayor must notify the complainant of the referral in writing.
- 5.29 The mayor may decide to take no action in relation to a code of conduct complaint about the general manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.
- 5.30 Where the mayor decides to take no action in relation to a code of conduct complaint about the general manager, the mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.31 Where the mayor considers it to be practicable and appropriate to do so, the mayor may seek to resolve code of conduct complaints about the general manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.32 Where the mayor resolves a code of conduct complaint under clause 5.31 to the mayor's satisfaction, the mayor must notify the complainant in

writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.33 The mayor must refer all code of conduct complaints about the general manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

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

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

Referral of code of conduct complaints to external agencies

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

Disclosure of the identity of complainants

- 5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:
 - a) the complainant consents in writing to the disclosure, or
 - b) it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or

- c) it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
- d) a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
- e) it is otherwise in the public interest to do so.
- 5.40 Clause 5.39 does not apply to code of conduct complaints made by councillors about other councillors or the general manager.
- 5.41 Where a councillor makes a code of conduct complaint about another councillor or the general manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.
- 5.42 A request made by a complainant councillor under clause 5.41 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.
- 5.43 The general manager or mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.
- 5.44 Where a complainant councillor makes a request under clause 5.41, the general manager or mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

Code of conduct complaints made as public interest disclosures

- 5.45 These procedures do not override the provisions of the *Public Interest Disclosures Act 1994.* Code of conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, the council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.
- 5.46 Where a councillor makes a code of conduct complaint about another councillor or the general manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.
- 5.47 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the general manager or the mayor must refer the complaint to the Office for consideration. Such

a referral must be made under section 26 of the Public Interest Disclosures Act 1994.

Special complaints management arrangements

- 5.48 The general manager may request in writing that the Office enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.
- 5.49 Where the Office receives a request under clause 5.48, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:
 - a) imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
 - b) impeded or disrupted the effective administration by the council of its code of conduct, or
 - c) impeded or disrupted the effective functioning of the council.
- 5.50 A special complaints management arrangement must be in writing and must specify the following:
 - a) the code of conduct complaints the arrangement relates to, and
 - b) the period that the arrangement will be in force.
- 5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.
- 5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary assessment of the code of conduct complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.
- 5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.
- 5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the general manager, review the arrangement to determine whether it should be renewed or amended.
- 5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.

PART 6 PRELIMINARY ASSESSMENT OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER BY CONDUCT REVIEWERS

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

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

- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.
- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.
- 6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.
- 6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:
 - a) comply with these procedures in their consideration of the matter, or
 - b) comply with a lawful and reasonable request by the complaints coordinator, or
 - c) exercise their functions in a timely or satisfactory manner.
- 6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

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

- 6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.
- 6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:
 - a) to take no action
 - b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour

- c) to refer the matter back to the general manager or, in the case of a complaint about the general manager, the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
- d) to refer the matter to an external agency
- e) to investigate the matter.
- 6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.
- 6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.
- 6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.
- 6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.
- 6.18 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.
- 6.19 The resolution of a code of conduct complaint under clause 6.13, paragraphs (b) or (c) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.
- 6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:

- a) that the complaint is a code of conduct complaint for the purposes of these procedures, and
- b) that the alleged conduct is sufficiently serious to warrant investigation, and
- c) that the matter is one that could not or should not be resolved by alternative means.
- 6.23 In determining whether a matter is sufficiently serious to warrant investigation, the conduct reviewer is to consider the following:
 - a) the harm or cost that the alleged conduct has caused to any affected individuals and/or the council
 - b) the likely impact of the alleged conduct on the reputation of the council and public confidence in it
 - c) whether the alleged conduct was deliberate or undertaken with reckless intent or negligence
 - d) any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.
- 6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

Referral back to the general manager or mayor for resolution

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

6.30 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager, or, in the case of a complaint about the general manager, the mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

Complaints assessment criteria

- 6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:
 - a) whether the complaint is a code of conduct complaint for the purpose of these procedures
 - b) whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under the council's code of conduct
 - c) whether the complaint is trivial, frivolous, vexatious or not made in good faith
 - d) whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the code of conduct
 - e) whether the complaint raises issues that would be more appropriately dealt with by an external agency
 - f) whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of
 - g) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
 - h) whether the issue/s giving rise to the complaint have previously been addressed or resolved
 - i) any previous proven breaches of the council's code of conduct
 - j) whether the conduct complained of forms part of an ongoing pattern of behaviour
 - k) whether there were mitigating circumstances giving rise to the conduct complained of
 - I) the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23)
 - m) the significance of the conduct or the impact of the conduct for the council
 - n) how much time has passed since the alleged conduct occurred
 - o) such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

PART 7 INVESTIGATIONS OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER

What matters may a conduct reviewer investigate?

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

How are investigations to be commenced?

- 7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the respondent. The notice of investigation must:
 - a) disclose the substance of the allegations against the respondent, and
 - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
 - c) advise of the process to be followed in investigating the matter, and
 - d) advise the respondent of the requirement to maintain confidentiality, and
 - e) invite the respondent to make a written submission in relation to the matter within at least 14 days or such other period specified by the investigator in the notice, and
 - f) provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.
- 7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.
- 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.

- 7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within at least 14 days or such other period specified by the investigator in the amended notice.
- 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the complainant, the complaints coordinator and the mayor. The notice must:
 - a) advise them of the matter the investigator is investigating, and
 - b) in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and
 - c) invite the complainant to make a written submission in relation to the matter within at least 14 days or such other period specified by the investigator in the notice.

Written and oral submissions

- 7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.
- 7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.
- 7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.
- 7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

How are investigations to be conducted?

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

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

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

the general manager, to the respondent, the complainant, the complaints coordinator and the mayor, discontinue their investigation of the matter.

- 7.24 Where the investigator discontinues their investigation of a matter under clause 7.23, this shall finalise the consideration of the matter under these procedures.
- 7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

Draft investigation reports

- 7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within at least 14 days or such other period specified by the investigator.
- 7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within at least 14 days or such other period specified by the investigator.
- 7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.
- 7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.
- 7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

Final investigation reports

- 7.33 Where an investigator issues a notice of investigation they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.
- 7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.
- 7.35 The investigator's final report must:
 - a) make findings of fact in relation to the matter investigated, and,
 - b) make a determination that the conduct investigated either,
 - i. constitutes a breach of the code of conduct, or
 - ii. does not constitute a breach of the code of conduct, and
 - c) provide reasons for the determination.
- 7.36 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may make one or more of the following recommendations:
 - a) that the council revise any of its policies, practices or procedures
 - b) that the respondent undertake any training or other education relevant to the conduct giving rise to the breach
 - c) that the respondent be counselled for their conduct
 - d) that the respondent be removed from membership of a committee of the council or any other body or organisation that the respondent serves on as the council's representative
 - e) that the respondent gives an undertaking not to repeat the offending behaviour in such time and form specified by the recommendation
 - f) that the respondent apologise to any person or organisation affected by the breach in such a time and form specified by the recommendation
 - g) that findings of inappropriate conduct be made public by publishing the investigator's findings and determination in the minutes of the council meeting at which the matter is considered
 - h) in the case of a breach by the general manager, that action be taken under the general manager's contract
 - i) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA
 - j) in the case of a breach by a councillor, that the council resolves as follows:
 - i. that the councillor be formally censured for the breach under section 440G of the LGA, and
 - ii. that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.37 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may make one or more of the following recommendations:

- a) that the council revise any of its policies, practices or procedures
- b) that a person or persons undertake any training or other education.
- 7.38 In making a recommendation under clause 7.36, the investigator may have regard to the following:
 - a) the seriousness of the breach
 - b) whether the breach can be easily remedied or rectified
 - c) whether the respondent has remedied or rectified their conduct
 - d) whether the respondent has expressed contrition
 - e) whether there were any mitigating circumstances
 - f) the age, physical or mental health or special infirmity of the respondent
 - g) whether the breach is technical or trivial only
 - h) any previous proven breaches
 - i) whether the breach forms part of an ongoing pattern of behaviour
 - j) the degree of reckless intention or negligence of the respondent
 - k) the extent to which the breach has affected other parties or the council as a whole
 - I) the harm or potential harm to the reputation of the council or local government in general arising from the conduct
 - m) whether the findings and recommendations can be justified in terms of the public interest and would withstand public scrutiny
 - n) whether an educative approach would be more appropriate than a punitive one
 - o) the relative costs and benefits of taking formal disciplinary action as opposed to taking no action or taking informal action
 - p) what action or remedy would be in the public interest.
- 7.39 Where the investigator proposes to make a recommendation under clause 7.36(j), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.
- 7.40 At a minimum, the investigator's final report must contain the following information:
 - a) a description of the allegations against the respondent
 - b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated
 - c) a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23)
 - d) a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means
 - e) a description of any attempts made to resolve the matter by use of alternative means
 - f) the steps taken to investigate the matter
 - g) the facts of the matter

- h) the investigator's findings in relation to the facts of the matter and the reasons for those findings
- i) the investigator's determination and the reasons for that determination
- j) any recommendations.
- 7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.
- 7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:
 - a) the investigator's findings in relation to the facts of the matter and the reasons for those findings
 - b) the investigator's determination and the reasons for that determination
 - c) any recommendations, and
 - d) such other additional information that the investigator considers may be relevant.
- 7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the general manager's conduct, to the mayor, and this will finalise consideration of the matter under these procedures.
- 7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 7.36, paragraph (a) only, the complaints coordinator must provide a copy of the investigator's report to the general manager. Where the general manager agrees with the recommendation/s, the general manager is responsible for implementing the recommendation/s.
- 7.45 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 7.36, paragraphs (b) or (c) only, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the general manager's conduct, to the mayor. The general manager is responsible for arranging the implementation of the recommendation/s where the report relates to a councillor's conduct. The mayor is responsible for arranging the implementation of the recommendation/s where the report relates to the general manager are councillor's conduct.
- 7.46 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 7.36, paragraphs (d) to (j) (whether or not in conjunction with recommendations made under clause 7.36, paragraphs (a) to (c)), the complaints coordinator must, where practicable, arrange for the

investigator's report to be reported to the next ordinary council meeting for the council's consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.

Consideration of the final investigation report by council

- 7.47 The role of the council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under clause 7.36, paragraphs (d) to (j) (whether or not in conjunction with recommendations made under clause 7.36, paragraphs (a) to (c)).
- 7.48 The council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the LGA.
- 7.49 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the code of conduct.
- 7.50 Prior to imposing a sanction, the council must provide the respondent with an opportunity to make a submission to the council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation/s.
- 7.51 Once the respondent has made their submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.
- 7.52 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.
- 7.53 Prior to imposing a sanction, the council may by resolution:
 - a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
 - b) seek an opinion from the Office in relation to the report.
- 7.54 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.
- 7.55 The investigator may make additional enquiries for the purpose of preparing a supplementary report.

- 7.56 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the council and the respondent.
- 7.57 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.
- 7.58 The council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.
- 7.59 A council may by resolution impose one or more of the following sanctions on a respondent:
 - a) that the respondent undertake any training or other education relevant to the conduct giving rise to the breach
 - b) that the respondent be counselled for their conduct
 - c) that the respondent be removed from membership of a committee of the council or any other body or organisation that the respondent serves on as the council's representative
 - d) that the respondent gives an undertaking not to repeat the offending behaviour in such time and form specified by the resolution
 - e) that the respondent apologise to any person or organisation affected by the breach in such a time and form specified by the resolution
 - f) that findings of inappropriate conduct be made public by publishing the investigator's findings and determination in the minutes of the meeting
 - g) in the case of a breach by the general manager, that action be taken under the general manager's contract for the breach
 - h) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA
 - i) in the case of a breach by a councillor:
 - i. that the councillor be formally censured for the breach under section 440G of the LGA, and
 - ii. that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.60 The council is not obliged to adopt the investigator's recommendation/s. Where the council proposes not to adopt one or more of the investigator's recommendation/s, the council must resolve not to adopt the recommendation/s and state in its resolution the reasons for its decision.
- 7.61 Where the council proposes to impose a sanction on the respondent under clause 7.59 that is different to the sanction recommended by the investigator in their final report, the council must state in its resolution the reasons for its decision.

7.62 Where the council resolves not to adopt the investigator's recommendation/s or imposes a sanction on the respondent under clause 7.59 that is different to the sanction recommended by the investigator, the complaints coordinator must notify the Office of the council's decision and the reasons for it.

PART 8 OVERSIGHT AND RIGHTS OF REVIEW

The Office's powers of review

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

Complaints about conduct reviewers

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

Practice rulings

- 8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.

- 8.9 Where the Office makes a practice ruling, all parties must comply with it.
- 8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

Review of decisions to impose sanctions

- 8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.59, paragraph (i), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.12 A review under clause 8.11 may be sought on the following grounds:
 - a) that the investigator has failed to comply with a requirement under these procedures, or
 - b) that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
 - c) that in imposing its sanction, the council has failed to comply with a requirement under these procedures.
- 8.13 A request for a review made under clause 8.11 must be made in writing and must specify the grounds upon which the person believes the investigator or the council has erred.
- 8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.
- 8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.
- 8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by the Office.
- 8.17 Where a person requests a review under clause 8.11, the Office may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by the Office.
- 8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.
- 8.19 Where the Office considers that the investigator or the council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed.

- 8.20 In the case of a sanction implemented by the general manager or mayor under clause 7.45, where the Office recommends that the decision to impose a sanction be reviewed:
 - a) the complaints coordinator must provide a copy of the Office's determination in relation to the matter to the general manager or the mayor, and
 - b) the general manager or mayor must review any action taken by them to implement the sanction, and
 - c) the general manager or mayor must consider the Office's recommendation in doing so.
- 8.21 In the case of a sanction imposed by the council by resolution under clause 7.59, where the Office recommends that the decision to impose a sanction be reviewed:
 - a) the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
 - b) the council must:
 - i. review its decision to impose the sanction, and
 - ii. consider the Office's recommendation in doing so, and
 - iii. resolve to either rescind or reaffirm its previous resolution in relation to the matter.
- 8.22 Where, having reviewed its previous decision in relation to a matter under clause 8.21, the council resolves to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.

PART 9 PROCEDURAL IRREGULARITIES

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

PART 10 PRACTICE DIRECTIONS

10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.

- 10.2 The Office will issue practice directions in writing, by circular to all councils.
- 10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.

PART 11 REPORTING STATISTICS ON CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS AND THE GENERAL MANAGER

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

PART 12 CONFIDENTIALITY

- 12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.
- 12.2 Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or purported to make, the general manager or their delegate may, with the

consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.

- 12.3 Prior to seeking the Office's consent under clause 12.2, the general manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within at least 14 days or such other period specified by the general manager or their delegate, and consider any submission made by them.
- 12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the general manager or their delegate.
- 12.5 The general manager or their delegate must give written notice of a determination made under clause 12.2 to:
 - a) the complainant
 - b) the complaints coordinator
 - c) the Office, and
 - d) any other person the general manager or their delegate considers should be notified of the determination.
- 12.6 Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or purported to make, will not apply to a complainant the subject of a determination made by the general manager or their delegate under clause 12.2.
- 12.7 Clause 12.6 does not override any entitlement a person may have to access to council information under the *Government Information (Public Access) Act 2009* or to receive information under the *Public Interest Disclosures Act 1994* in relation to a complaint they have made.





Native Title and the Crown Land Management Act

September 2017

A comprehensive review of Crown land management recommended that council and category 1 (professional) Crown land managers should be able to manage Crown land with less oversight from the Minister for Lands and Forestry and Department of Industry – Lands and Forestry.

The Crown Land Management Act 2016 (CLM Act) delivers on this recommendation by authorising council and category 1 Crown land managers to manage certain land that is dedicated or reserved as Crown land under a streamlined model that

duces red-tape and Departmental oversight.

The review also recognised that the Commonwealth native title legislation needed to be considered in implementing the review recommendations.

For the first time, Crown land legislation includes specific provisions to facilitate compliance with the *Native Title Act 1993* (Cwlth) (NT Act).

It is important that Crown land managers understand their responsibilities and obligations under native title legislation when exercising Crown land management functions.

To develop native title understanding and capabilities, the NSW Government is funding training for each council and category 1 Crown land managers.

What is native title?

Native title refers to the rights and interests in relation to land and waters held continuously by Aboriginal people under their traditional laws and customs, recognised by Australian law.

Who is responsible for native title?

As the Reserve Trust Handbook makes clear, all Crown land managers are currently responsible for complying with native title legislation in their management of Crown land and must ensure that their dealings are valid and comply with all procedural requirements of the NT Act.

Why the new provisions?

In response to calls from councils and some Crown land managers for more autonomy and a streamlined approach to Crown land management, the CLM Act allows councils and category 1 Crown land managers to deal with Crown land without the oversight of the Minister for Lands and Forestry or the Department of Industry—Lands & Forestry. This makes it essential that these groups clearly understand and comply with their native title obligations.

The CLM Act contains provisions to facilitate compliance by councils with the NT Act. It also clarifies responsibilities where native title has not been extinguished or determined.

Why is training required?

The CLM Act provides that council and category 1 Crown land managers must engage a qualified native title manager to oversee and approve dealings that may affect native title to ensure they are valid under native title legislation.

Compliance with native title legislation also means that registered native title claimants and native title holders are afforded their procedural rights under native title legislation.

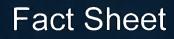
Council and category 1 Crown land managers are invited to nominate up to two representatives to attend native title training.

Upon completion of the training, attendees will qualify as a native title manager for the purposes of the CLM Act.

Who should attend training?

Councils and category 1 Crown land managers should consider nominating representatives responsible for property management, property transactions, governance and legal functions for Crown land management.

The advice and oversight of native title managers will apply to certain land management dealings including the issuing of leases, licences and permits and the approval or submission for





approval of plans of management that authorise or permit certain dealings that may affect native title.

What the training will involve

Native title training will be delivered through a one day workshop and will include:

- roles and responsibilities of native title managers
- key native title concepts
- guidance on compliance with native title legislation for Crown land management functions.

The workshop will also involve meeting native title representatives and claimants, so that they can explain the importance of native title rights and interests to them and how native title managers will support those rights.

This fact sheet supplements the previous fact sheet 'Effectively managing Crown land with native title rights and interests'.

For more information

Phone: 1300 886 235 (Australia wide) Email: <u>legislation@crownland.nsw.gov.au</u> Web: <u>www.crownland.nsw.gov.au</u>

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COUNCILS MANAGING CROWN LAND

Overview

Following the passing of the *Crown Land Management Act 2016* (the Act) in November 2016 and the *Crown Land Legislation Amendment Act 2017* in May 2017, a consolidated, modern piece of legislation will govern the management of Crown land in NSW.

The legislation implements reforms identified through the comprehensive review of Crown land management and follows over four years of engagement with the community on the future of Crown land.

The new framework will ensure that the Crown Estate continues to support and generate significant social, environmental and cultural benefits to the people of NSW.

What does it mean for councils?

The new Act will reduce red tape, duplication and the administrative burden on councils in their public land management role. It also provides councils with greater certainty about the legal requirements for managing Crown land.

It is anticipated that the majority of the Act will commence in early 2018.

There are no immediate changes. All current legislation remains in place until the new Act commences. Crown land and all Crown reserves will continue to be administered in accordance with current legislation.

The Department of Industry, Lands & Forestry Division will regularly communicate with councils prior to the commencement of the Act.

Managing Crown reserves

Council management of Crown land

response to concerns from councils about inconsistencies between management of Crown land and council owned land, the new Act allows councils to manage Crown land under the provisions of the *Local Government Act 1993 (LGA)* for public land.

This will reduce the duplication and drain on resources experienced by councils resulting from the current dual legislative frameworks.

Categorising land use

Crown reserves managed by councils will generally be classified as community land under the LGA and categorised under the LGA, with the Minister for Lands and Forestry's approval.

With the Minister's consent councils may seek to classify Crown land which they manage as operational, where the land does not fall within the categories of community land under the LGA or where classification as operational is required to allow the current land use to continue. This may be required in circumstances such as where Crown land is being used for long term residential accommodation or cemeteries.

Generally, councils will not need the Minister for Lands and Forestry's approval for dealings on Crown reserves. Instead, in most cases local councils will manage these reserves under the requirements for community land under the LGA.



Plans of management

As part of this streamlined process councils will be required to have plans of management for most Crown reserves that they manage.

In order to make the implementation of the plan of management requirement as straightforward as possible, the following will apply:

- the requirement to have plans of management will be phased in over three years from the time the new legislation commences
- councils can amend existing plans of management so that they apply to Crown reserves, where this is appropriate given the use of the Crown reserve
- where new plans are required, councils will be able to follow a simplified process (for example, councils will not be required to hold public hearings)
- some financial assistance will be available to help with the costs of preparing plans of management.

More information and guidance on the requirements for plans of management, including the available funding, will be provided to councils in the coming months.

Ministerial powers

Although local councils will generally be managing land under the LGA, the Minister for Lands and Forestry will retain important rights and powers including the ability to:

- make rules with which local councils must comply
- put conditions in local councils' appointment instruments, when appointing them as reserve managers
- remove local council managers.

Funding

To support the management and up-keep of reserves, councils will continue to be eligible to apply for grants from the Crown Reserves Improvement Fund (formerly the Public Reserve Management Fund Program).

Native Title

For the first time, Crown land legislation includes specific provisions to facilitate compliance with the *Native Title Act 1993* (Cwlth) (NT Act). It is important that Crown land managers understand their responsibilities and obligations under native title legislation when exercising Crown land management functions.

A separate fact sheet discusses Native Title and the Crown Land Management Act 2016.

More information

For more information contact the Department of Industry—Lands & Forestry on 1300 886 235 or email legislation@crownland.nsw.gov.au. The Lands & Forestry website www.crownland.nsw.gov.au also has updated information on the legislation.

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Native title managers Frequently asked questions

Native title managers for the purposes of the *Crown Land Management Act 2016*

A comprehensive review of Crown land management recommended that council and category 1 Crown land managers be enabled to manage Crown land with less oversight from the Minister for Lands and Forestry (the Minister) and the NSW Department of Industry—Lands & Water (the department).

The Crown Land Management Act 2016 (CLM Act) delivers on this recommendation by authorising council and category 1 Crown land managers to manage certain land that is dedicated or reserved as Crown land under a streamlined model that reduces red-tape and departmental oversight.

The review also recognised that the Commonwealth native title legislation needed to be considered in implementing the review recommendations.

The CLM Act includes specific provisions to facilitate compliance with the *Native Title Act 1993* (Cth) (NT Act). Native title refers to the rights and interests in relation to land and waters held continuously by Aboriginal people under their traditional laws and customs, recognised by Australian law.

It is important that Crown land managers understand their responsibilities and obligations under native title legislation when exercising Crown land management functions.

Compliance with native title legislation also means that registered native title claimants and native title holders are afforded their procedural rights under native title legislation.

Who is responsible for native title?

All managers of Crown reserves—including councils—are responsible for complying with the NT Act.

What are the new requirements?

The CLM Act provides for councils and category 1 Crown land managers to deal with Crown land without the oversight of the Minister or the department. This makes it essential that these groups clearly understand and comply with their native title obligations.

The CLM Act contains provisions to facilitate compliance by council and category 1 Crown land managers with the NT Act. Part 8 of the CLM Act provides that council and category 1 Crown land managers must engage a qualified native title manager to oversee and approve dealings that may affect native title to ensure they are valid under native title legislation.

What is the role of a native title manager?

The advice and oversight of native title managers will be required for certain land management dealings including the issuing of leases, licences and permits and the approval or submission for approval of plans of management that authorise or permit certain dealings that may affect native title.

Written native title manager advice is required for these kinds of dealings for Crown land that is managed by a council manager or category 1 non-council manager, or vested in a council under Division 4.2 of the CLM Act, unless the land is excluded land.

Native title managers are not required to establish whether native title rights and interests have been extinguished in relation to Crown land.



Native title managers Frequently asked questions

What is excluded land?

Part 8 of the CLM Act provides that native title manager advice is not required for dealings in relation to *excluded land*. Excluded land generally covers land for which there is sufficient evidence to show that native title does not exist or has been wholly extinguished, or for which a 'clearance' has been given for an act to be validly carried out in relation to native title.

Excluded land is defined in the CLM Act and includes:

- land where all native title rights and interests in relation to the land have been compulsorily acquired
- land subject to an approved determination* of native title (as defined in the NT Act) that has determined that:
 - \circ $\,$ all native title rights and interests in relation to the land have been extinguished, or
 - o there are no native title rights and interests in relation to the land
- land where all native title rights and interests in relation to the land have been surrendered under a
 registered Indigenous land use agreement (as defined in the NT Act)
- an area of land to which section 24FA protection under the NT Act applies
- land for which a native title certificate is in effect.

*an approved determination of native title can only be made by the Federal Court, High Court or a recognised body.

Unless land is excluded land for the purposes of the CLM Act, it must be assumed that native title exists.

Who can act as a native title manager?

Only persons who maintain qualifications or have completed training approved by the minister can provide advice as a native title manager, as required by Part 8 of the CLM Act.

Qualified native title managers can refer to other sources of information in generating their own advice as to whether dealings are valid under native title legislation.

Who is responsible for native title liabilities for acts over Crown land?

Under the CLM Act, councils and category 1 Crown land managers will be liable for any acts they carry out on Crown land that may affect native title.

Councils and category 1 Crown land managers will not be liable for any acts that preceded their management or ownership of land affected by native title. This liability will remain with the State.

More information

- Email: legislation@crownland.nsw.gov.au
- Web: industry.nsw.gov.au/lands
- Phone: 1300 886 235

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Credit Card Policy

	Name	Position	Signature	Date
Responsible Officer	Vicki Sutton	Finance Manager		
Authorised By	John Scarce	General Manager		

Document Revision History		
Date adopted by Council:		
Minute No:		
Revision Number:	1	
Previous Reviews:	N/A	
Next Review Date:		
Review Date:		
Minute No:		
Review Date:		
Minute No:		

Contents

1. Purpose of Credit Cards

Murrumbidgee Council credit cards are issued to employees for the payment of appropriate business expenses.

Murrumbidgee Council credit cards may be used as a payment option, if effective and efficient, to settle procurement activities, including procurement of travel, approved business entertainment expenditure, and low value goods and services where Murrumbidgee Council credit card is the preferred method of payment.

This policy is supported by the Murrumbidgee Council Credit Card Procedure, which is intended to ensure a clear and consistent understanding and implementation of this policy.

Using a credit card is a means to engage in a procurement activity. Murrumbidgee Council's Procurement Policy and Procedure therefore apply, and all card holders and Finance Manager must be aware of the Procurement Policy. This policy also assists the Murrumbidgee Council credit card holders in remaining within the bounds of the Murrumbidgee Council Code of Conduct, specifically the "using Council resources ethically, effectively, efficiently and carefully in the course of official duties".

Individuals to whom Murrumbidgee Council issues a corporate card are placed in a position of trust. Intentional misuse of Murrumbidgee Council credit cards represents a breach of trust, and any misuse, whether intentional or otherwise, may expose the Council to significant risk, including the risk of regulatory investigation and damage to reputation. Intentional misuse may also lead to disciplinary action.

2. Issuance

Murrumbidgee Council may issue a Murrumbidgee credit card to individuals who:

- Hold a position that involves a regular and demonstrated need to purchase in-scope specific goods or services, and/or has regular travel on Murrumbidgee Council business.
- Are willing to accept the terms, conditions and processing obligations of Murrumbidgee credit card usage; and
- Have an approved financial delegation.

Credit limits will be set to minimise risk to the Council without constraining employees in effectively undertaking their roles.

3. Cardholder Responsibilities

All individuals issued with a Murrumbidgee Council credit card must comply with the following:

• All expenses must be for a legitimate Council purpose, meaning they are reasonable and appropriate in the circumstances, and publicly defensible.

The expenditure must not be or perceived to be excessive and must meet the following characteristics:

- Necessary to perform a valid business purpose fulfilling the mission of the Council;
- Reasonable in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense;
- Appropriate in that the expense is suitable and fitting in the context of the valid business purpose; and
- Allowable according to the terms of any Federal regulation, sponsored contract, or Council policy.
- For all transactions, original receipts or tax invoices must be obtained at the time of the transaction (including for contactless transactions);
- Personal expenditure must not be charged to the credit card, even if it is intended to subsequently repay the expenditure, except in extreme and defensible circumstances, in which case repayment must be made;
- Credit cards must be kept secure and under no circumstances should PINs (Personal Identity Numbers) be shared with third parties;
- Purchases must not be split into smaller transactions (or over multiple credit cards) to circumvent expenditure or transaction limits;
- All credit card statements must be reconciled and approved within one month after statement date.

Failure to use the credit card in accordance with this Policy and the Murrumbidgee Council Credit Card Procedure will result in revocation, possible disciplinary action and a possible requirement for repayment by the employee. In circumstances of intentional non-compliance, both Human Resources and Internal Audit will be informed.

Fraudulent or other intentional misuse of the credit card will be reported by Murrumbidgee Council to the police and may also be reported to the Independent Commission Against Corruption.

4. Roles and responsibilities

The General Manager has overall responsibility for the implementation and review of the Credit Card Policy and Procedure and communication of the Policy and Procedure to credit card holders and supervisors.

The Finance Manager will ensure that appropriate procedures are in place to support the Murrumbidgee Council Credit Card Policy and Procedure, and are communicated to Council credit card holders. Finance Manager will ensure there are appropriate administrative procedures in place to support the credit card holders.

The Finance Manager is responsible to ensure the credit card holders comply with the Policy and Procedure through review and approval of the credit card holder's transactions. The Finance Manager will monitor the unreconciled and unapproved credit card expenditure. The Finance Manager will conduct monthly reviews of the credit card use and expenditure.

Periodic audits may be conducted into compliance with the Credit Card Policy and Procedure by Internal Audit.

5. Additional Information:

Supporting Information		
Legislative:	Not Applicable	
Supporting Documents	 Credit Card Procedure Murrumbidgee Council Code of Conduct Procurement Policy Procurement Procedure Fraud and Corruption Prevention Policy Gifts and Benefits Policy Payment of Expenses & Provision of Facilities Policy 	
Definitions:		
Cardholder The staff member whose name appears on the Murrumbidgee Council credit card		
Personal Expenses	Any expense that is not for Murrumbidgee Council business purposes	
Reconcile The processing of a card transaction and attachin all the relevant tax invoices, so as to allow for the correct cost allocation, GST and FBT treatment of the expense within the Murrumbidgee Council financial reporting system.		
Transaction Limit	Maximum amount of expenditure allowed per month	
Murrumbidgee Council Credit Card	Credit Card provided by Murrumbidgee Council .	

ATTACHMENT #9

PO Box 8545, Kooringal NSW 2650 P: 02 6931 8111 | F: 02 6931 8011 <u>www.ssa-nsw.org.au</u> ABN 15 193 274 996



Tuesday, 14 May 2019

Mr John Scarce General Manager Murrumbidgee Council PO Box 96 Jerilderie 2716

Dear John,

The Southern Sports Academy continues to provide elite young athletes from Southern NSW with cutting edge development programs designed to assist them in their pursuit of higher level sporting achievements. The Academy has built on its focus of ensuring that athletes that graduate from the Academy do so as more rounded individuals possessing the necessary sporting and life skills to excel in the next phase of their lives.

We have continued to produce athletes of the highest calibre, evidenced by the numbers of athletes who have gone on to represent their sport at State, National and International competition. In doing so, these athletes remain great ambassadors for the regions in which they emanate.

Since the inception of the Academy in 1992, the collective contributions of LGA's from around the region have been vital not only to the success of the Academy, but also to its survival. Historically The Academy has invited you to contribute to the development of athletes from your Local Government Area by contributing \$200 per athlete to the Southern Sports Academy. We have found that there have been an increased number of councils that have declined to provide assistance, sadly putting at risk the sustainability of the Academy on a broader scale, as such we are extremely appreciative of your continued support.

Your area is currently represented in the Academy by:

Given	Surname	Town	Sport	LGA
Sally	Foster	Coleambally 2707	AFLW	Murrumbidgee

On behalf of athletes from your region, we look forward to your continued support.

Yours sincerely,

Andrew Bell Chairman

COLEAMBALLY

NEOEN

APPLICATION FOR COLEAMBALLY SOLAR FARM (CSF) COMMUNITY FUND GRANT 2019

This is an application for a grant under the 2019 Coleambally Solar Farm (CSF) Community Fund. Please read the Guidelines before you complete this form.

Organisation: ______COLEAMBALLY CENTRAL SCHOOL P & C ASSOCIATION INC.

Address: P O BOX 121

COLEAMBALLY NSW

Postcode: 2707

Contact Person: ALISON HAYES

Email Address (required) AJAL@IINET.NET.AU

Telephone: _____02 69544003 (WORK)

Mobile: 0488 222 970

Our application is for the following category (tick one).

- **Environmental Sustainability**
- ☑ Health and Wellbeing
- □ Strong Connected Communities
- Sport and Recreation
- □ Arts and Culture
- □ Skills, Education and Training



Please provide an outline of your project or why you require the grant.

Coleambally Central School is a vital part of our community. With the school 50 years old and a dwindling student population it is difficult to maintain the school buildings. The P & C would like to put blinds in the classrooms. Currently most blinds have deteriorated. With the need for computer skills in today's workforce teaching computer technology is essential. It has become difficult in the classroom with direct sunlight shining on devices. Power point presentations and the viewing of film clips etc are also difficult to see. There can be light sensory issues for students with autism. The classrooms can get hot in summer and cold in winter with out the insulation. Safety issues occur during a lockdown if students can be observed from outside the classroom through the window. The school maintenance funds are currently being used on a major expensive white ant issue. The P & C support the school in many different ways but can not afford to fund the whole blind project.

Project Costing:

\$ <u>20,443</u>	
\$ <u>3000.00</u>	
\$ <u>5000.00</u>	
\$ <mark>10,843.00</mark>	

Please provide a breakdown of how you will spend the money. Please attach copies of quotes if available.

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
89 Roller blinds	\$18,643.00
Travel 9 trips x \$200	\$ 1,800.00
see attached quote	

Project Timeline:

Project Action/Stage	Expected Completion Date
^{1.} Hoping to complete in the School Holidays 8-19 July 19	
2. Otherwise 60 days after the announcement of successful	7/8/19
3. grant applications	
4	
5.	
б.	
7.	
8.	
9.	
PROPOSED FINAL COMPLETION DATE	7/8/19

How will you acknowledge Coleambally Solar Farm (CSF) Community Fund contribution? CSF will provide, if necessary, any material in relation to the Coleambally Solar Farm for display at any community event that has been sponsored from the CSF Community Fund.

CCS P & C is happy to provide statements in support of CSFcontribution

to our community in any media releases. Also acknowledgment through

our School Newsletter and P & C Face-book page. We would also

display our thanks and acknowledgment to CSF in our school office

waiting room area and on our LED noticeboard outside our school (to be installed soon)

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a requirement and will form part of your acceptance of the grant funds.

The closing date for applications is 12.00 noon on Friday 10 May 2019. Late applications will not be considered.

From: <u>nank@westnet.com.au</u> <<u>nank@westnet.com.au</u>> Sent: Friday, 3 May 2019 11:43 AM To: Coleambally Central School Subject: apollo blinds quotes 30653-30661

Coleambally Central School

quotes for blinds **17 BLINDS** DENI BLOCK WEST \$ 2338.00 30653 **17 BLINDS** \$ 2438.00 30654 DENI BLOCK SOUTH 10 BLINDS \$ 2275.00 30655 EAST SIDE 10 BLINDS \$ 2030.00 VERANDAH SIDE 30656 8 BLINDS FAR SIDE \$ 1820.00 30657 \$ 1820.00 8 BLINDS VERANDAH SIDE 30658 8 BLINDS 30659 ADMIN BLOCK \$ 1372.00 10 BLINDS \$ 2275.00 PRIMARY FAR SIDE 30660 10 BLINDS PRIMARY VERANDAH \$ 2275.00 30661 TRAVEL AT \$200 PER TRIP TO BE ADDED ALL BLINDS WOULD HAVE A SPLINE AT THE TOP AND A S1 TRIM THIS IS THE MOST DURABLE WAY TO MAKE THEM THANKS TOTA L\$18,643.00 JEFF NANKIVELL APOLLO BLINDS WAGGA PH 0412267227

COLEAMBALLY
SOLAR FARMAPPLICATION FOR
COLEAMBALLY
SOLAR FARM (CSF)NEOENCOMMUNITY FUND
GRANT 2019

This is an application for a grant under the 2019 Coleambally Solar Farm (CSF) Community Fund. Please read the Guidelines before you complete this form.

Organisation: Coleambally Preschool Association Inc

Address: PO Box 58 Coleambally

Postcode: 2706

Contact Person: Vicki McIntosh

Email Address (required) colypre@live.com.au

Telephone: _____69544050

Mobile:	
---------	--

Our application is for the following category (tick one).

- Environmental Sustainability
- □ Health and Wellbeing
- □ Strong Connected Communities
- Sport and Recreation
- □ Arts and Culture
- □ Skills, Education and Training

Please provide an outline of your project or why you require the grant.

The Coleambally Preschool is run by a small team of parent volunteers and dedicated staff. The preschool services Coleambally and Darlington Point. The preschool has performed well in it's assessment and rating process but constantly aims to improve and provide opportunities for the children enrolled.

The existing playground equipment does not fit with the Nature Play theme we have developed over the past 10 years. Research and best practice show such equipment does not promote creative thinking or the development of some basic foundational skills such as risk mitigation. We would like to enhance our outdoor space by replacing this with a safe and natural climbing structure. The structure will be donated but installation and transport costs could be significant despite in kind contributions by the committee and preschool families. To further develop a sense of environmental responsibility we are introducing a

Project Costing:

TOTAL VALUE OF PROJECT:	\$
GRANT AMOUNT REQUESTED:	\$
YOUR CONTRIBUTION:	\$\$
OTHER GRANTS/CONTRIBUTIONS:	\$

Please provide a breakdown of how you will spend the money. Please attach copies of quotes if available.

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
Resources for bush preschool	\$909
Safety vests	\$122.05
Transport, excavation and materiels for nature play structur	\$2000
Labour, installation, ground prep, removal of old equip in kir	\$3000+

Project Timeline:

Project Action/Stage	Expected Completion Date
^{1.} Quote for hi-vis vests	May 2019
2. Quote obtained for resources for bush preschool	May 2019
^{3.} Concept design for nature play climbing structure finalise	May 2019
⁴ . Removal of old equip and replacement installed	Sept 2019
5.	
6.	
7.	
8.	
9.	
PROPOSED FINAL COMPLETION DATE	Sept 2019

How will you acknowledge Coleambally Solar Farm (CSF) Community Fund contribution? CSF will provide, if necessary, any material in relation to the Coleambally Solar Farm for display at any community event that has been sponsored from the CSF Community Fund.

CSF material will be displayed at the preschool permanently. CSF display can be used in preschool foyer to coincide with Father's night celebration at preschool. CSF can be promoted on our facebook page and through our newsletter. We will also contact the local newspaper.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a requirement and will form part of your acceptance of the grant funds.

The closing date for applications is 12.00 noon on Friday 10 May 2019. Late applications will not be considered.

Product Total Children's Hi-Vis Vests Day Only - 4-6, \$107.80 (incl. tax) Fluoro Lime × 20 Subtotal \$107.80 (incl. tax) Unsigned Delivery / Leave at Door: \$14.25 (incl. tax) Shipping Signed Delivery (Also includes) up to \$250 delivery insurance cover): \$19.75 (incl. tax) \$122.05 (includes \$11.10 Tax estimated for Total Australia)

Credit Card





Credit cards accepted: Visa, Mastercard





Privacy - Terms



TAX QUOTE (Suitable for taxation purposes only) ABN: 51 110 667 411

Name	Coleambally Preschool Association Inc.	Date	09.05.2019
Email	kbwitham@hotmail.com	Reference	1097
		Store	Griffith

		Details	Each	Total
PLU	Qty	Description	\$	\$
529771	20	Marshmallow Forks	\$5	
316520	5	Gauze Toasters	\$8	
273450	5	Gripwell Wood Handle Spades	\$30	\$150
344203	3	Lifetime Blow Mould Benchseat	\$70	
394836	2	Elemental Emergency Blanket	\$6	
562992	25	Enamel Plates	\$6	
521640	2	Long BBQ Tongs	\$10	
521639	1	Large BBQ Scraper/flipper	\$10	
291879	1	Pioneer Campfire Solid Cook Plate	\$119	
Sp order	20	Compasses	\$5	\$99
		*	Total Amount (Inc GST)	\$909

*Note: This Invoice is not valid as original proof of purchase.

Account Name: SRG Leisure Pty Ltd t/a BCF BSB: 014-002 Account No.: 8375 37176

Please use "1097" as your reference

COLEAMBALLY SOLAR FARM

NEOEN

APPLICATION FOR COLEAMBALLY SOLAR FARM (CSF) COMMUNITY FUND GRANT 2019

This is an application for a grant under the 2019 Coleambally Solar Farm (CSF) Community Fund. Please read the Guidelines before you complete this form.

Organisation: Darlington Point Public School Pac Association

Address: 14-22 Hay Road, Darlington Point NSW

Postcode: 2706

Contact Person:

Annie Mitchell

Email Address (required)

annie @ bidgeebulk. com

Telephone: _____

Mobile: 04-08 540 976

Our application is for the following category (tick one).

□ Environmental Sustainability

- Health and Wellbeing
- □ Strong Connected Communities
- Sport and Recreation
- Arts and Culture
- □ Skills, Education and Training

Please provide an outline of your project or why you require the grant. The Darlington Point P C is a small group of			
	keen to provide support to		
	The P&C is providing 13 of		
	ake a Student Wellbeing		
Program Students ar	e supported through anxiety.		
	and friendships issues as		
well as social skills	and anger management. The		
program teaches stud	dents self resilience and		
develops self esteem. Students at the school	The program will greatly benefit which has a high percentage of students and families from low mic backgrounds.		
Project Costing: Joc ro-econo	students and tanyilies from VIOW		
TOTAL VALUE OF PROJECT:	\$ 21,000		
GRANT AMOUNT REQUESTED:	\$ <u> </u>		
YOUR CONTRIBUTION:	\$ <u>4,000</u>		
OTHER GRANTS/CONTRIBUTIONS:	\$14,000		

Please provide a breakdown of how you will spend the money. Please attach copies of quotes if available.

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
(eg. equipment, materials, labour, licenses etc) Funding for Employment of Wellbeing Officer	3,000
*	

Project Timeline:

Expected Completion Date
December 2019
DN DATE

How will you acknowledge Coleambally Solar Farm (CSF) Community Fund contribution? CSF will provide, if necessary, any material in relation to the Coleambally Solar Farm for display at any community event that has been sponsored from the CSF Community Fund.

Contributions	will be	recogn	ised i	n School	
Newsletter, on	website	and a	it the	School	
Presentation	Night.				

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a requirement and will form part of your acceptance of the grant funds.

The closing date for applications is 12.00 noon on Friday 10 May 2019. Late applications will not be considered.

COLEAMBALLY

NEOEN

APPLICATION FOR COLEAMBALLY SOLAR FARM (CSF) COMMUNITY FUND GRANT 2019

This is an application for a grant under the 2019 Coleambally Solar Farm (CSF) Community Fund. Please read the Guidelines before you complete this form.

Organisation: Country Education Foundation of Coleambally-Darlington Point Inc

Address: 21B Bluebonnet Cres

Coleambally

Postcode: _____

Contact Person: Elaine Clarke

Email Address (required) elaineclarke1@bigpond.com

Telephone: ____N/A

Mobile: 042

0429366270

Our application is for the following category (tick one).

- Environmental Sustainability
- □ Health and Wellbeing
- □ Strong Connected Communities
- Sport and Recreation
- □ Arts and Culture
- ☑ Skills, Education and Training

Please provide an outline of your project or why you require the grant.

Education grants amounting to \$32750 have been approved to 17 young community members looking to further their education through attendance at university, TAFE or apprenticeships. Funding received from benefactors amount to \$22600 with the balance to be provided from accrued funds if this application is unsuccessful. Since inception in 2010, 124 grants totalling \$186160 have been provided to assist recipients to meet their expenses such as accommodation, uniforms, tools, equipment etc. There is a significant education gap in rural and remote areas especially the barriers faced in our local area. This includes covering the cost of distance travelled to and from home for special events, isolation and and no close support from friends and family. By providing students who have shown commitment to their goals and a demonstrated financial need, the education grants can provide some financial relief and support.

Project Costing:

TOTAL VALUE OF PROJECT:	\$
GRANT AMOUNT REQUESTED:	\$ <u>3000</u>
YOUR CONTRIBUTION:	\$ <u>7150</u>
OTHER GRANTS/CONTRIBUTIONS:	\$ 22600

Please provide a breakdown of how you will spend the money. Please attach copies of quotes if available.

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
Grants approved for 2019	\$32750

Project Timeline:

Project Action/Stage	Expected Completion Date
¹ . Drawings under approved grants	30 September, 2019
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
PROPOSED FINAL COMPLETION DATE	30 September, 2019

How will you acknowledge Coleambally Solar Farm (CSF) Community Fund contribution? CSF will provide, if necessary, any material in relation to the Coleambally Solar Farm for display at any community event that has been sponsored from the CSF Community Fund.

Grants allocated can be known as the Coleambally Solar Farm Grants.

Neoen and Coleambally Solar Farm would be identified as sponsors in our newsletter and newspaper article.

Grant recipients would be encouraged to write a letter of thanks to the sponsor.

Solar farm representative to be invited to attend Presentation Night and make a presentation.

Solar farm representative to receive acknowledgement of being a major sponsor at next Presentation Night with a certificate of appreciation

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a requirement and will form part of your acceptance of the grant funds.

The closing date for applications is 12.00 noon on Friday 10 May 2019. Late applications will not be considered.



To whom it may concern,

Re: Country Education Foundation of Coleambally/Darlington Point

I am writing to you to advise the full support of Country Education Foundation of Australia (CEF) to Country Education Foundation of Coleambally/Darlington Point.

CEF is a community-based organisation, with 44 local foundations across Australia. Each local foundation, like CEF of Coleambally/Darlington Point is run by passionate, dedicated volunteers from all walks of life in the community. They fundraise throughout the year, providing annual financial grants and ongoing social, emotional and community support to students pursuing education beyond high school. CEF national provides strategic, financial, operational and governance support to our local foundations. Being a CEF local foundation means Coleambally/Darlington Point can access CEF's insurances, policies and procedures and benefit from our DGR1 and TCC status, helping to attract more, much needed support. In order to have access to these benefits, any grants, donations or fundraising monies are deposited into the Country Education Foundation of Australia's bank account, then dispersed to the appropriate local foundation.

With the current effects of sustained drought, many of our local foundations are struggling to raise funds locally, and we as a national organisation, are here to assist in any way we can. We are very proud to have CEF Coleambally/Darlington Point as part of our organisation, and completely encourage and support their application for funding. If there is any way we can assist, or any additional information you require to support their application, please do not hesitate to be in touch.

I have personally been very fortunate to speak with and meet the volunteers at Coleambally/Darlington Point. They work so very hard to support as many students as possible in the local area, and do so because they believe in their students, the value of education and they know what can be achieved with a helping hand.

Kind regards,

Nicole Wright Engagement & Development Country Education Foundation of Australia (CEF)

Mission statement: to foster the further education, career and personal development opportunities of rural youth, through community based encouragement and financial assistance.

Country Education Foundation of Australia, PO Box 245 Orange NSW 2800 ABN 60 103 889 452

APPLICATION FOR COLEAMBALLY SOLAR FARM NEOEN APPLICATION FOR COLEAMBALLY SOLAR FARM (CSF) COMMUNITY FUND GRANT 2019

This is an application for a grant under the 2019 Coleambally Solar Farm (CSF) Community Fund. Please read the Guidelines before you complete this form.

Organisation: _____ Darlington Point Riverina Classic Catch and Release Fishing

Competition

Address:____ PO Box 1 Darlington Point

Postcode: _____

Contact Person: Matt Lashbrook

Email Address (required) riverinaclassic@outlook.com

Telephone: _____0438 810 898

Mobile: _____

Our application is for the following category (tick one).

- ☑ Environmental Sustainability
- □ Health and Wellbeing
- □ Strong Connected Communities
- □ Sport and Recreation
- Arts and Culture
- □ Skills, Education and Training

Please provide an outline of your project or why you require the grant.

The Darlington Point Riverina Classic Catch and Release Fishing Competition aims to promote responsible fishing, educate competitors on the techniques which enhance fish welfare and sustainability throughthe annual release of fingerlings. Since it's inception in 2014 the committee have donated over \$120,000 to charity and released 40,000 fingerlings. Each year we have supported those living with illness and research projects to help prevent such suffering in the future. The drought has wide reaching negative impacts including the effects of ill mental health. We have chosen to support ROC Rural Outreach Counselling (www.ruraloutreachcounselling.com.au) for the second year in 2020. It is an event that brings the community together and with interstate competitors helps spread the education regarding fish welfare and our charity's cause. We would like to acknowledge the collaborative efforts of numerous community service organisations and their unluntabre throughout the weekand ÷

Project Costing:

TOTAL VALUE OF PROJECT:	\$
GRANT AMOUNT REQUESTED:	\$ <u>3000</u>
YOUR CONTRIBUTION:	\$
OTHER GRANTS/CONTRIBUTIONS:	\$

Please provide a breakdown of how you will spend the money. Please attach copies of quotes if available.

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
Fingerlings	\$2060
Reusable bags	\$950
Freight for fingerlings and bags	\$150
In kind for dispersing fingerlings (time and fuel)	\$100

Project Timeline:

Project Action/Stage	Expected Completion Date
^{1.} Quote obtained for fingerlings, order if successful with gr	Delivery Feb 2020
² . Quote obtained for bags, order if successful with grant	Use 7-9 Feb 2020
3.	
⁴ . Disperse fingerlings	Feb 2020
5.	
6.	
7.	
8.	
9.	
PROPOSED FINAL COMPLETION DATE	9 Feb 2020

How will you acknowledge Coleambally Solar Farm (CSF) Community Fund contribution? CSF will provide, if necessary, any material in relation to the Coleambally Solar Farm for display at any community event that has been sponsored from the CSF Community Fund.

CSF material will be displayed at the event. CSF contribution can be included on merchandise, our website and other advertising as per our sponsorship prospectus.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a requirement and will form part of your acceptance of the grant funds.

The closing date for applications is 12.00 noon on Friday 10 May 2019. Late applications will not be considered.

っ Reply 〜 👜 Delete 🛇 Junk Block 🖤

Re: Darlington Point Riverina Classic quote for fingerlings

UF

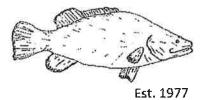
Uarah Fisheries <info@uarahfisheries.com.a u> Mon 6/05/2019 12:18 PM You ≫

≪∽ 5

Hi Kim,

I've attached our price list which follows on from what we were talking about. 1000 Murray cod @ \$1.20 = \$1200 1000 Golden Perch @ \$0.80 = \$800 4 X Packing @ \$15 = \$60 Total = \$2060

Cheers Shanan



HQAS

Hatchery Quality Assurance Scheme Acredited Member

Uarah Fisheries

2738 Old Wagga Road GRONG GRONG, NSW 2652 AUSTRALIA Phone: +61 2 6956 2147 email: info@uarahfisheries.com.au website: www.uarahfisheries.com.au

On Mon, 6 May 2019 at 11:58, Kim Witham <<u>kbwitham@hotmail.com</u>> wrote: Hi Shanan

Thanks for your time this morning. Could you please quote on 1000 murray cod and 1000 golden perch fingerlings for delivery Feb 2020.

We are applying for a grant which closes Friday 10th May.

Thanks Kim Witham 0427 532257

Fingerling Price List

2018/19 Season

Silver Perch	Golden Perch	Murray Cod (unweaned)	Murray Cod (weaned)
50 - 99	50 - 99	50 - 99	50 - 99
\$2.00 ea	\$2.00 ea	\$3.00 ea	\$4.50 ea
100 - 499	100 - 499	100 - 499	100 - 499
\$1.60 ea	\$1.60 ea	\$2.50 ea	\$3.75 ea
500 - 999	500 - 999	500 - 999	500 - 999
\$1.40 ea	\$1.40 ea	\$1.80 ea	\$2.70 ea
1000 - 5000	1000 - 5000	1000 - 5000	1000 - 5000
\$0.80 ea	\$0.80 ea	\$1.20 ea	\$1.80 ea

*Orders over 5000 P.O.A

- Minimum order of 50
- Packing = \$15.00 per Cardboard box

= \$20.00 per Foam box

(Max. 500 fingerlings per box)

• Freight price not included



14th June 2018

SUBJECT:

CUSTOM PRINTED NWPP BAGS Darlington Point Riverina Classic Fishing

PRICING:

Prices are exclusive of GST.

RICING, FI

DESCRIPTIONQUANTITYUNIT PRICENWPP BAG
340W × 310H × 190G1000 Bags
\$ 0.95c ea1000 Bags
\$ 0.95c eaPRINTED WITH CUSTOMER NAME OR
LOGO, 1 COLOUR /2 SIDES.000 Bags
\$ 0.85c ea2000 Bags
\$ 0.85c ea100 BAGS/CARTON000 Bags
\$ 0.85c ea0.85c ea

NOTES:

Custom bag orders will be placed/shipped in with consolidated main orders, so the delivery lead time will be advised at the time of ordering.

Best Regards

Alan Henderson

OFFICE 40-44 EDISON ROAD DANDENONG SOUTH MELBOURNE, VIC 3175

MOBILE 0409 533 111

EMAIL

a.henderson@intelipac.com

WEB www.intelipac.com

APPLICATION FOR COLEAMBALLY SOLAR FARM (CSF) COMMUNITY FUND GRANT 2019

This is an application for a grant under the 2019 Coleambally Solar Farm (CSF) Community Fund. Please read the Guidelines before you complete this form.

Organisation:____St Peter's Primary School Coleambally

Address:_Currawong Crescent Coleambally

Postcode: _____

Contact Person: Brian Conroy (Principal)

Email Address (required) _spc-info@ww.catholic.edu.au

Telephone: _____69544178

Mobile: 0487544179

Our application is for the following category (tick one).

□ Environmental Sustainability

- Health and Wellbeing
- Strong Connected Communities
- Sport and Recreation
- Arts and Culture
- ☑ Skills, Education and Training

Please provide an outline of your project or why you require the grant. **Information provided on attached page

Project Costing:			
rivject costilig.			

TOTAL VALUE OF PROJECT:	\$
GRANT AMOUNT REQUESTED:	\$
YOUR CONTRIBUTION:	\$_10027
OTHER GRANTS/CONTRIBUTIONS:	Possible MC Grant

Please provide a breakdown of how you will spend the money. Please attach copies of quotes if available.

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
New equipment (furniture)	\$12677
Removal of old resources/equipment	\$250
Painting of feature wall and lettering on newly named space	\$2100
	-

Project Timeline:

Project Action/Stage	Expected Completion Date		
¹ . Apply for grant	Мау		
^{2.} Order new equipment from supplier	Mid May		
^{3.} Remove current furniture/old resources	Late May		
⁴ . Painting feature wall	Late May		
^{5.} Setting up of new furniture	Upon arrival of furn		
6.			
7.			
8.			
9.			
PROPOSED FINAL COMPLETION DATE	End of June		

How will you acknowledge Coleambally Solar Farm (CSF) Community Fund contribution? CSF will provide, if necessary, any material in relation to the Coleambally Solar Farm for display at any community event that has been sponsored from the CSF Community Fund.

Firstly we would have some material/plague that could be placed onto the front of learning space thanking the Coleambally Solar Farm for their contributions.

Secondly add thanks into school newsletter Facebook and even the local newspaper thanking the Coleambally Solar Farm for their contributions.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a requirement and will form part of your acceptance of the grant funds.

The closing date for applications is 12.00 noon on Friday 10 May 2019. Late applications will not be considered.

it's easier with **Empire** office furniture

Thursday, 18 April, 2019 Customer Code: STPETE01

QUOTE : LC 8734

ST PETER'S PRIMARY SCHOOL COLEAMBALLY CURRAWONG STREET COLEAMBALLY NSW 2707

BRIAN CONROY mobile. 02 69544178 email. conroyb@ww.catholic.edu.au

Dear Brian,

Thank you for providing Empire Office Furniture the opportunity to quote for your office furniture requirements. You will find our prices very competitive and reflect the quality and high standard of our products.

Due to our extensive range of products, we are able to design your quote to suit your needs and budget. So please do not hesitate to request an additional quote if our initial quotation does not meet with your approval.

We can also arrange delivery & installation by our own professional staff. Please don't hesitate to contact me personally should you require further details.

Yours Sincerely, Daniel Lee



Hawa Dane Pty Ltd T/A Empire Office Furniture ABN 33 268 623 611





Why it's easier doing business with Empire:



Quality Furniture



Wide Range



Quick Delivery



Lowest Price Guarantee



In Stock & Ready to go



Empire Easy Installation

ST 1982

it's easier with **Empire** office furniture

Thursday, 18 April, 2019

Cust Code: STPETE01

QUOTE : LC 8734

Code	Product Description	Assem.	Qty.	Unit Price (inc. GST)	Total Price (inc. GST)
FONZ02.EXT	Fonzetta Mobile Booth 2 Seat 1100H x 1520W x 600D - E0 Zincworks Melamine Carcass - 6 Lockable Castors - Australian Made - Advanced Tested & Certified - Approved for Government use DET 68449 SOA Seat & Back Colour - Rave Flame Colour - Rave Flame	Yes B	4.0	\$916.02	\$3,664.08
ECH1575.WHSV	Echo Flip Table 1500x750 TOP - E0 White 20 FRAME - Silver Powdercoat Lockable Castors	Yes B	2.0	\$369.02	\$738.04
TCLLMCB	Chill Out Chair Medium - Blue 710H x 910W x 910W - Includes Filling - 100 UV Protected - Coated Polyester Cover - Wipe Clean, Water Repellent - Covers can be replaced	Pre P	2.0	\$215.01	\$430.02
TCLLMCO	Chill Out Chair Medium - Orange 710H x 910W x 910W - Includes Filling - 100 UV Protected - Coated Polyester Cover - Wipe Clean, Water Repellent - Covers can be replaced	Pre P	2.0	\$215.01	\$430.02
SRTA1812AW.WHSV	Steam Roller Mobile-Maker Table 1800x1200 Adj - Whiteboard Top - Brushed Silver Raised Edge - Adjustable to finished heights of 650/710/780/820/850mm - With Lockable Castors for easy manoeuvrability	Yes B	2.0	\$620.04	\$1,240.08
RAIN4CWB	Rainbow Curve Lounge - With Back - 2008W x 620D x 750H - Seat Height 450mm - High Density Foamset - Castors - 7 Year Warranty Colour - Cat 3 - Dolly Mink, Back Colour - Cat 1 - Crepe Wine	Pre P	2.0	\$890.00	\$1,780.00

it's easier with **empire** office furniture

Thursday, 18 April, 2019

Cust Code: STPETE01

QUOTE : LC 8734

Code	Product Description	Assem.	Qty.	Unit Price (inc. GST)	Total Price (inc. GST)
RAIN2SWB	Rainbow Straight Lounge - With Back - 1872W x 620D x 750H - Seat Height 450mm - High Density Foamset - Castors - 7 Year Warranty Colour - Cat 3 - Dolly Mink, Back Colour - Cat 1 - Crepe Wine	Pre P	1.0	\$817.00	\$817.00
NINJA06	Ninja Foam Block 600W x 300D x 150H - Made of Australian foam 1x Colour - Cat 3 - Vinyl Lustrell Charisma Frost 1x Colour - Cat 3 - Vinyl Lustrell Charisma Orange 1x Colour - Cat 3 - Vinyl Lustrell Charisma Lime 1x Colour - Cat 3 - Vinyl Lustrell Charisma Sky Ninja Foam Block 1200W x 300D x 150H - Made of Australian foam 1x Colour - Cat 3 - Vinyl Lustrell Charisma Dove 1x Colour - Cat 3 - Vinyl Lustrell Charisma Dove 1x Colour - Cat 3 - Vinyl Lustrell Charisma Pumice	Pre P	1.0	\$854.00	\$854.00
PLST450.BL	Plato Stool 450 COLOUR - Ocean Blue - 330W x 330D x 450H - Seat Height 450mm - Rounded Non-Slip Base - Ideal for Students with Special Needs - 7 Year Warranty	Yes B	3.0	\$89.00	\$267.00
PLST450.OR	Plato Stool 450 COLOUR - Orange - 330W x 330D x 450H - Seat Height 450mm - Rounded Non-Slip Base - Ideal for Students with Special Needs - 7 Year Warranty	Yes B	3.0	\$89.00	\$267.00
STCTOTR10.SV	Storewell 10 Tote Trolley COLOUR - Silver - 820W x 460D x 880H - E0 MDF Construction - Does not include trays - Castors - 7 Year Warranty - Approved for Government use DET 68449 SOA	Yes B	1.0	\$229.00	\$229.00

it's easier with **Empire** office furniture

Thursday, 18 April, 2019 Cust Code: **STPETE01**

QUOTE : LC 8734

Code	Product Description	Assem.	Qty.	Unit Price (inc. GST)	Total Price (inc. GST)
STCTOTR15.SV	Storewell 15 Tote Trolley COLOUR - Brushed Silver - 1250W x 460D x 880H - E0 MDF Construction - Does not include trays - Castors - 7 Year Warranty - Approved for Government use DET 68449 SOA	Yes B	1.0	\$324.00	\$324.00
TOTE120.APL	Storewell Classic Tote Box COLOUR - Apple 420W x 360D x 120H 7 Year Warranty - Approved for Government use DET 68449 SOA	No N	5.0	\$13.00	\$65.00
TOTE120.CRA	Storewell Classic Tote Box COLOUR - Cranberry 420W x 360D x 120H 7 Year Warranty - Approved for Government use DET 68449 SOA	No N	5.0	\$13.00	\$65.00
TOTE120.OR	Storewell Classic Tote Box COLOUR - Tangelo 420W x 360D x 120H 7 Year Warranty - Approved for Government use DET 68449 SOA	No N	5.0	\$13.00	\$65.00
TOTE120.CH	Storewell Classic Tote Box COLOUR - Charcoal 420W x 360D x 120H 7 Year Warranty - Approved for Government use DET 68449 SOA	No N	5.0	\$13.00	\$65.00

it's easier with **empire** office furniture

Thursday, 18 April, 2019 Cust Code: **STPETE01**

QUOTE : LC 8734

Code	Product Description	Assem.	Qty.	Unit Price (inc. GST)	Total Price (inc. GST)
TOTE120.GRA	Storewell Classic Tote Box COLOUR - Grape 420W x 360D x 120H 7 Year Warranty - Approved for Government use DET 68449 SOA	No N	5.0	\$13.00	\$65.00
DELIVERYX	Delivery and Assembly		1.0	\$1,980.00	\$1,980.00
EXTRA1	Special Discount on full acceptance of order		1.0	\$-667.26	\$-667.26
roduct images are intended as a guid	e only. Please check product descriptions carefully. See terms and conditions for	r details.		Sub Total:	\$12,677.98

Item Total: 51

Cubic Metres: 11.68

Weight: 584.10kg

TOTAL (inc. GST):	\$12,677.98
GST:	\$1,152.57
Total (ex. GST):	\$11,525.41



Thursday, 18 April, 2019 Cust Code: STPETE01

QUOTE : LC 8734

Order Confirmation Form

Please sign and return this form to proceed

Customer Details: ST PETER'S PRIMARY SCHOOL COLEAMBALLY CURRAWONG STREET

COLEAMBALLY NSW 2707

Delivery Address:

<u>Contact Us:</u> Daniel Lee Empire Office Furniture Unit 1, 36 Parramatta Road Lidcombe, NSW 2141 ph. 02 9648 0222 fax. 02 9648 6384 Dlee@EmpireFurniture.com.au

Special Instructions or Changes to Details:

PLEASE WRITE HERE

TOTAL (inc. GST):	\$12,677.98	
GST:	\$1 ,152.57	
Total (ex. GST):	\$11,525.41	

Terms and Conditions: This quote is valid for 30 days at which time all items will need to be requoted. Any variations to the products specified below will require requoting. Special sizes, configurations, colours or combinations must be accurately measured and checked before ordering,

All product images are intended as a guide only and may not exactly match the product quoted, Specifications such as size and colour may vary. Images may include accessories not included as standard such as drawers and returns on desks and arms on chairs. Please check product descriptions carefully,

Should this purchase be made on behalf of a client, it is understood that the client has read and accepted the terms and conditions of our quotation.

All products are carefully inspected before shipment. Customers should similarly inspect all items at the time of delivery or installation, Claims for damage in delivery must be recorded at time of delivery.

Estimated lead times are not guaranteed and are good faith estimates only.

Payment Terms: 40% deposit to initiate order. Balance C.O.D. Cancellation will result in a minimum 20% restocking fee.

Cancellation will result in a minimum 20% restocking ree,

Delivery or installation not included unless specified on quote. Pricing for delivery, installation or other work may vary based on work site conditions,

Please refer to our Warranty Policy online at www.empirefurniture.com.au/warranty.aspx

Biller Code: 227405

Ref: 12510087344

IMPORTANT! Please check all measurements, colours and configurations before proceeding.

Customer purchase order number:

Signature:

____Name: ___

Payment Options:



Telephone & Internet Banking - BPAY Contact your bank to make this payment via BPAY. Please allow up to 4 days for payment.



Credit Card Call 02 9648 0222 or 07 3717 8180 to pay using your Visa or Mastercard **!! PLEASE NOTE NEW BANK ACCOUNT DETAILS !!**

_ Date: ___

EFT



Account Name: Empire Office Furniture BSB: 034 081 Account #: 136 940 Reference: LC8734

Remittance MUST be emailed to: lidcombe@empirefurniture.com.au



Company Cheque Cheques should be made out to "Empire Office Furniture". Please post 4 days prior or have available for collection on delivery. St Peter's Coleambally



A Community of Faith

The student body at St Peter's Primary School Coleambally consists of approximately 50 students. The school endeavours to foster young people in all areas of the school curriculum but recognises the importance of informal learning through cooperation and play. In recent years, the school has made a significant investment in reinvigorating the classroom technology.

St Peter's Primary School is looking at refurbishing our current school library to become more of a learning hub. This would be a space which incorporates a range of different subjects/areas being taught and would be utilized on a daily basis. Students will have access to modern furniture and a range of resources to utilise during lunch and recess breaks and during daily lessons. The aim of this project is to upgrade the facilities, as today's classrooms look very different from those of the past. Students do not necessarily sit in rows of desks; teachers are as often working alongside students as lecturing in front of them. In many schools, students enjoy the luxury of a laptop for every learner, which we at St Peter's already have access too. Learning environments today need to embrace the variety of places, ideas, and people that the modern world demands and reflect a flexibility of space, time, people, and technology.

Physical learning environments need to sustain and promote multiple modes of students learning, supporting both individual and group work, providing space for presentation and exploration, promoting interaction and a sense of community, and fostering both formal and informal learning.

With the refurbishment of the "Learning Hub" (Library) St Peter's will have a modern stylish space for students to use effectively. All learning styles will be accounted for in the purchasing of the new equipment.

Currently the space is used for many and varying roles within the school.

- We utilise this space for music lessons where students take part in tuition on learning to play musical instruments.
- Large gatherings for whole school functions such as guest presenters, assemblies, Cross curricula/ cross stage learning opportunities.
- Resource centre for students to read/borrow books and play games such as chess, lego and problem solving through coding of robotics
- Shared meeting space for staff professional development including using external agencies such as CEDWW, Royal Far West and large parish church functions.
- Student lessons on any number of KLA's.
- The school has an Outside of School Hours Care program, which runs each school day and school holidays for students that use this space also.

Currawong Crescent COLEAMBALLY 2707 Phone – 0269 544178 Mobile - 0487544179 Email – spc-info@ww.catholic.edu.au





Picture 1: Break out areas for students to work in small groups on different tasks.

Picture 2: STEM tables to allow robotics to be worked on in a staff learning area. Storage to hold and maintain resources.



Picture 3: Modular furniture to allow for easily moving students into instructional teaching or group/individual learning tasks.



Picture 4: Soft furnishing and vibrant colours to embrace different learning styles of students.

Coi	EA	MBAL	LY.
SOLAR	FARM		

NEOEN

APPLICATION FOR COLEAMBALLY SOLAR FARM (CSF) COMMUNITY FUND GRANT 2019

This is an application for a grant under the 2019 Coleambally Solar Farm (CSF) Community Fund. Please read the Guidelines before you complete this form.

Organisation: _____ Taste Coleambally- Food and Farm Festival Inc

Address: Farm 181

Coleambally

Postcode: 2707

Contact Person: Penny Sheppard

Email Address (required) ppshep@bigpond.com

Telephone: _____0269549157

Mobile: 0427549157

Our application is for the following category (tick one).

Environmental Sustainability

- Health and Wellbeing
- ☑ Strong Connected Communities
- Sport and Recreation

Arts and Culture

Skills, Education and Training

Please provide an outline of your project or why you require the grant. Taste Coleambally Food and Farm Festival aims to showcase the high quality, sustainable food and fibre produced in Murrumbidgee Shire. The 3-day event includes a variety of activities including dinners, farm tours, art and markets. A small dedicated committee has already begun diligently working towards the next festival planned for 23-25 October 2020 which has been proven to be a real community celebration and tourism attraction that brings valuable income into our community. Taste Coleambally is now entering its 5th event and has always been self sufficient although due to the drought sponsorship was a lot harder to source last festival. We require this grant to extend our marketing reach beyond the local area & further afield to Shepparton, Echuca, Albury, Wagga and Canberra. Advertising can be expensive but is absolutely essential to hold a successful event and after our last festival this was identified as a key area to focus on with a budget increase neccessary.

Project Costing:

TOTAL VALUE OF PROJECT:	\$
GRANT AMOUNT REQUESTED:	\$ <u>3000</u>
YOUR CONTRIBUTION:	\$ <u>14981.10</u>
OTHER GRANTS/CONTRIBUTIONS:	snil at this stage

Please provide a breakdown of how you will spend the money. Please attach copies of quotes if available.

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
Flame Fish Designs	190
Bullprint (Flyers)	470
RS & CA Rutledge (Signs)	468
Southern Cross (Radio)	2255
WIN (TV)	1694
Fairfax/Rural Press (Paper)	2549.98
Facebook	354.22
Additional Media in Targeted Areas	10000

Project Timeline:

Project Action/Stage	Expected Completion Date	
^{1.} Claim the Date for Festival notified to community	complete	
^{2.} Finalise Program of Events for Festival	February 2020	
^{3.} Updating any reuseable banners for Festival	March 2020	
^{4.} Printing Flyers	April 2020	
5. Finalising Advertising	May 2020	
6. Delivering Flyers to Tourism Info Centres	June 2020	
7. Implimentation of Advertising/Promotion for Festival	June 2020	
8.		
9.		
PROPOSED FINAL COMPLETION DATE	October 2020	

How will you acknowledge Coleambally Solar Farm (CSF) Community Fund contribution? CSF will provide, if necessary, any material in relation to the Coleambally Solar Farm for display at any community event that has been sponsored from the CSF Community Fund.

Coleambally Solar Farm would be acknowledged as a sponsor on all corresponding Festival collateral.

Taste Coleambally would be happy to provide a statement of support as a beneficiary of the Coleambally Solar Farm grants to be used in any media releases.

Throughout the Festival weekend Coleambally Solar Farm would be given opportunities for self promotion for example to speak at our opening event &/or 50 mile meal, display signage, hold a stall to promote CSF.

We would love to again include Coleambally Solar Farm on our Farm tours as it is inline with our festival aims of educating the consumers.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a requirement and will form part of your acceptance of the grant funds.

The closing date for applications is 12.00 noon on Friday 10 May 2019. Late applications will not be considered.

RECEIVED 1 0 MAY 2019 διε 05·17 -----006~48

Taste Coleambally Food & Farm Festival Inc

Please find attached an application for a Coleambally Solar Farm grant to assist with costs incurred in broadening our advertising/promotional reach for the Festival for 2020.

The costs included are based on only our marketing figures from the 2018 Festival. The larger of these figures are substantiated with copies of invoices from that Festival. It is anticipated that the figure included will be similar for 2020 advertising in the local area with an additional \$10000 needed to have an impact in the outer lying regions that were identified as potential consumers.

The total expenditure for the overall 2018 Taste Coleambally Food & Farm Festival was \$32 502.01 with more detail available if required.

Yours sincerely,

Penny Sheppard



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TAX INVOICE / STATEMENT Please pay immediately

Customer details:

TASTE COLEAMBALLY BROLGA PLACE

COLEAMBALLY NSW 2707

31140641 Account No: 6463484 Invoice No: 0408 020 873 Phone: Dates: 26/10/2018 to 26/10/2018 FEATURE (Advertising Feature) Classification: Feature Page - 6th October 2018 Description: T44 module Size: Inserts: 1 CATHERINE DEMAMIEL Authorised by: P/O Number: Package: Sales Rep: Sarah Portolesi - Griffith

Insertion details: Publication Griffith Area News

Run date 26/10/2018

Total (ex GST):	\$872.73
plus GST:	\$87.27
Total Charges: (inc GST):	\$960.00

Payment options:

BSB:



Biller: 49429 Ref: 0100 6463484 31140641 8

₿

EFT is an electronic payment option, over the counter payments are not accepted Payment by Phone Please telephone 1300 662 648 with your credit card Ref: 0100 0 0000 31140641 3

Payment by EFT (Electronic Funds Transfer)

035-822 Account:

If paying by BPay or EFT, please email a copy of your receipt to sarah.portolesi@fairfaxmedia.com.au

From 1st September 2016, a 0.9% fee will apply to payments made by Visa, MasterCard and American Express cards.

Please refer to the 'Payment Options' section for alternative payment options

If paying by cheque please mail your cheque together with this invoice to **RP Lockbox**

> GPO Box 4211 Sydney NSW 2001

When making your electronic payment, please ensure you quote the correct Biller Code and Reference number. Could you please email your receipt once payment has been made.

831140641

Printed 08/10/2018 14:36:39 - (RM)

(T1)



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1800 686 041 Phone: 02 4578 3032 Fax: Internet: www.fairfaxmedia.com.au Email: acm.accounts@fairfaxmedia.com.au

ABN: 33 003 357 720 **TAX INVOICE / STATEMENT** Please pay immediately

Customer details:

TASTE COLEAMBALLY **BROLGA PLACE**

COLEAMBALLY NSW 2707

Account No: 31140641 6471889 Invoice No: Phone: 0408020873 26/10/2018 to 26/10/2018 Dates: EGN (Early General News) Classification: Food and Farm Fest - 26/10/18 Description: T44 module Inserts: 1 CATHERINE DEMAMIEL Authorised by: P/O Number: Package: Sarah Portolesi - Griffith Sales Rep:

Size:

Insertion details: Publication Lecton Irrigator

Run date 26/10/2018

Total (ex GST):	\$500.00
plus GST:	\$50.00
Total Charges: (inc GST):	\$550.00

Payment options:



49429 Biller: 0100 6471889 31140641 2 Ref:

Payment by EFT (Electronic Funds Transfer) 035-822 Account: 831140641 BSB: EFT is an electronic payment option, over the counter payments are not accepted



Payment by Phone Please telephone 1300 662 648 with your credit card 0100 0 0000 31140641 3 Ref:

If paying by BPay or EFT, please email a copy of your receipt to sarah.portolesi@fairfaxmedia.com.au

From 1st September 2016, a 0.9% fee will apply to payments made by Visa, MasterCard and American Express cards.

Please refer to the 'Payment Options' section for alternative payment options

If paying by cheque please mail your cheque together with this invoice to **RP Lockbox**

GPO Box 4211 Sydney NSW 2001

When making your electronic payment, please ensure you quote the correct Biller Code and Reference number, Could you please email your receipt once payment has been made.

Printed 24/10/2018 16:03:09 - (RM)

(T1)



to me 🗸

Hi,

Thanks...1200 minus GST over three weeks is \$363 pw net, so with a 30 sec spot that gives you:

....

- 1 peak spot, \$200 pw
- 4 afternoon spots \$45 ea, \$180 pw
- 5 Bonus run of station pw
- 1 Bonus Peak pw

So you'd have 5 paid spots per week, plus 6 bonuses, with the bonus spots also running on 7 and 9.

Total of 23 x 30 sec spots per week for \$380 ... x 3 weeks = \$1140+GST = \$1254

PROFORMA INVOICE



Southern Cross Austereo Pty Ltd Level 2, Oracle East, 3 Oracle Blvd Broadbeach QLD 4218

Invoice Date	19/09/2018
Customer Ref	S08360000
Sales Executive	Sam Bryant

ABN: 78 109 243 110

Coleambally Chamber Of Commerce - Taste Coleambally

Brolga Place,

Coleambally, NSW, 2707

Description	Amount	
Taste Coly Radio Advertising + Production	\$2,050.00	
	Sub Total \$2,050.00	
	GST \$205.00	
	Total \$2,255.00	

Please make payment of this Proforma Invoice via one of the following:

Account Name	Southern Cross Treasury
Bank	ANZ
BSB	014-992
Account Number	190836000
Customer Ref	508360000

Cheque Southern Cross Austereo C/- Accounts Receivable Locked Box 258 Richmond VIC 3121

To make payment using a credit card please contact your Sales Executive

Please Note <u>THIS IS NOT A TAX INVOICE</u> A Tax Invoice will be issued at the end of the month

COLEAMBALLY Solar FARM	COLEAMBALLY SOLAR FARM (CSF) COMMUNITY FUND GRANT 2019
This is an application for a grant under the 2 Community Fund. Please read the Guidelines be Organisation: <u>Colempeace</u>	fore you complete this form.
Address: 3, FALLON ROAD, NSW.	COLEANBALLY
Postcode: 2707	
Contact Person: DUNCAN SHIK	LEY
Email Address (required) Coty Commun Telephone: 6954 4170	11 by club Degnail, Can
Mobile: 0420 573554	×

ADDI ICATION FOR

Our application is for the following category (tick one).

Environmental Sustainability

- □ Health and Wellbeing
- Strong Connected Communities
- □ Sport and Recreation
- □ Arts and Culture
- Skills, Education and Training

WISH TO INCREASE THE NUMBER OF WE SOLITE PANELS AT THE CLUB, WHICH WILL ASSIST WITH LOWERING OUR GARRY BILLS. **Project Costing:** \$ 27, 879.39 TOTAL VALUE OF PROJECT: \$ 3,000.00 GRANT AMOUNT REQUESTED: \$ 17,316.89 YOUR CONTRIBUTION:

OTHER GRANTS/CONTRIBUTIONS:

Please provide a breakdown of how you will spend the money. Please attach copies of quotes if available.

\$ 7562.50

Expense Description	Amount
(eg. equipment, materials, labour, licenses etc)	
PLEASE SEE ATTACHED.	
QUOTATION .	
CONTINUES	

	Project Action/Stage	Expected Completion Date
1.	VALIDATE QUOTE	DONE '
2.	Engape Contractor.	Mid June : Start 1st Sept.
3.	Engage Contractor. Lend Time 2.5 Months. 7	start 1st Sept.
4.	Per work to Commence.]	
5.		
6.		
7.		
8.		
9.		
	PROPOSED FINAL COMPLETION DATE	By Mid Septem!

How will you acknowledge Coleambally Solar Farm (CSF) Community Fund contribution? CSF will provide, if necessary, any material in relation to the Coleambally Solar Farm for display at any community event that has been sponsored from the CSF Community Fund.

WE ALREADY HOAVE A LARGE LOVERTISING. BANNER IN THE CLUB FROM THE EVENT HELD AT THE CANB IN 6TH APRIL 2019. MORE WOULD BE DONE ON ONR WED SITE As A SPONJOR.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a requirement and will form part of your acceptance of the grant funds.

COLEAMBALLY SOLAR FARM

NEOEN

APPLICATION FOR COLEAMBALLY SOLAR FARM (CSF) COMMUNITY FUND GRANT 2019

This is an application for a grant under the 2019 Coleambally Solar Farm (CSF) Community Fund. Please read the Guidelines before you complete this form.

Organisation: Colean bally-Argoon CWA
Address: Farm 154 Steele Road Coleambally
Postcode: 2707
Contact Person: Gail Hibbert (Secretary)
Email Address (required) fredgail 154 @ gmail.com
Telephone: 0269546116
Mobile: 0427667553

- Environmental Sustainability
- Health and Wellbeing
- Strong Connected Communities
- Sport and Recreation
- □ Arts and Culture
- □ Skills, Education and Training

Coleambally-Argoon CWA would like to apply for a grant to buy 2 stationary Storage Cupboards One of those cupboards will be used to stall all our memorabilia, records and other office papers in one place. The other will be for our Urns, Popcorn machine, our first aid kit, our cutlery, tea and coffee e.g., our table clothes and all those other things that makes a club work. Now those papers and other articles are all scattered all over Coleambally with our members or a shared cupboard at the local church, what we would love is to have them all in one place.

For the last 12 months we have been using the Coleambally Youth Hall as our meeting place. It has room for our cupboards and would be a convenient and safe place to store these cupboards. It would free up the cupboard at Church giving them more storage room them self and lighting the load of our members who are all ways carting several boxes to every meeting as there is no other way about it.

We hope you will consider our grant and thank you for giving us an opportunity to apply.

Project Costing:

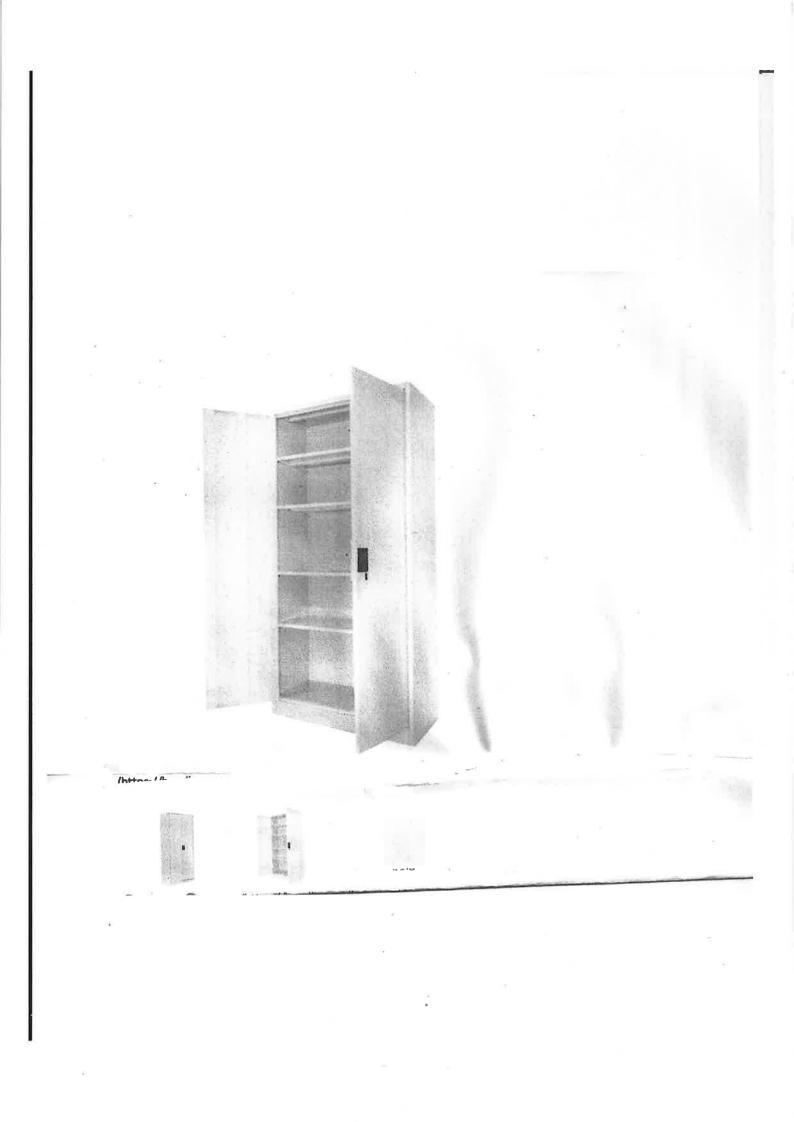
TOTAL VALUE OF PROJECT: GRANT AMOUNT REQUESTED: YOUR CONTRIBUTION:

OTHER GRANTS/CONTRIBUTIONS:

Please provide a breakdown of how you will spend the money. Please attach copies of guotes if available.

\$ 1000-

Amount
\$1000-
F.



Project Action/Stage	Expected Completion Date
1. When we have been given the grant we will then buy	
grant we will then buy	immediatly
2 Cupboards immediatly.	after given
	grant.
We would then order + pay	0
Bue would then order + pay for 2 printed Stickers	
acknowledging the grant and	
place on Cupboards.	
3) Would then write ackowledgmentin PROPOSED FINAL COMPLETION DATE	paper
PROPOSED FINAL COMPLETION DATE	20

How will you acknowledge Coleambally Solar Farm (CSF) Community Fund contribution? CSF will provide, if necessary, any material in relation to the Coleambally Solar Farm for display at any community event that has been sponsored from the CSF Community Fund.

We would ack grant owledge thus having a sticker on the the cupboards - 0. tron Droud ating they wet Vali ommunit 2019. NOINT 50 400 11ews poine Send 101

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a requirement and will form part of your acceptance of the grant funds.



ATTACHMENT # 11 RECEIVED - 9 MAY 2019 Stud OS 177 APPLICATION FOR A 006218 COMMUNITY GRANT 2019

This is an application for a community grant under the 2019 Murrumbidgee Council Community Grants Program. Please read the Community Grants Guidelines before you complete this form.

Organisation: _______ COLEAMBALLY CENTRAL SCHOOL P & C ASSOCIATION INC.

Address: P O BOX 121

COLEAMBALLY NSW

Postcode: _____

Contact Person: ALISON HAYES

Email Address (required) ajal@iinet.net.au

Telephone: 02 69544003 (Work)

Mobile: 0488 222 970

- □ Arts and Culture
- □ Diversity and Harmony
- □ Events
- ☑ Health and Wellbeing



Coleambally Central School is a vital part of our community. With the l school 50 years old and a dwindling student population it is difficult to maintain the school buildings. The P & C would like to put blinds in the classrooms. Currently most blinds have deteriorated. With the need for computer skills in today's workforce teaching computer technology is essential. It has become difficult in the classroom with direct sunlight shining on devices. Power point presentations and the viewing of film clips etc are also difficult to see. There can be light sensory issues for students with autism. The classrooms can get hot in summer and cold in winter with out the insulation. Safety issues occur during a lockdown if students can be observed from outside the classroom through the window. The school maintenance funds are currently being used on a major expensive white ant issue. The P & C support the school in many different ways but can not afford to fund the whole blind project.

Project Costing:

TOTAL VALUE OF PROJECT:	\$\$
GRANT AMOUNT REQUESTED:	\$ <u>3,000.00</u>
YOUR CONTRIBUTION:	\$ <u>5,000.00</u>
OTHER GRANTS/CONTRIBUTIONS:	\$ <u>12,443.00</u>

Amount
\$18,643.00
\$1,800.00

Project Action/Stage	Expected Completion Date
^{1.} Hoping to complete in the School Holidays 8-19 July 19	
2. Otherwise 60 days after the announcement of successful	7/8/19
3. grant applications	
4.	
5.	
6.	
7.	
8.	
9.	
PROPOSED FINAL COMPLETION DATE	7/8/19

How will you acknowledge Council's contribution?

CCS P & C is happy to provide statements in support of the Murrumbidgee Council's contribution to our community in any media releases. Also acknowledgment through our School Newsletter and P & C Face-book page. We would also display our thanks and acknowledgment to the Murrumbidgee Council in our school office waiting room area and on our LED noticeboard outside our school (to be installed soon).

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a Council requirement and will form part of your acceptance of the grant funds.

From: nank@westnet.com.au <nank@westnet.com.au> Sent: Friday, 3 May 2019 11:43 AM To: Coleambally Central School Subject: apollo blinds quotes 30653-30661

Coleambally Central School

quotes fo	r blinde			
30653	DENI BLOCK WEST	\$ 2338.0	00	17 BLINDS
30654	DENI BLOCK SOUTH	\$ 2438.0		17 BLINDS
30655	EAST SIDE	\$ 2275.	00	10 BLINDS
30656	VERANDAH SIDE	\$ 2030.0	00	10 BLINDS
30657	FAR SIDE	\$ 1820.	00	8 BLINDS
30658	VERANDAH SIDE	\$ 1820.0	00	8 BLINDS
30659	ADMIN BLOCK	\$ 1372.	00	8 BLINDS
30660	PRIMARY FAR SIDE	\$ 2275.	00	10 BLINDS
30661	PRIMARY VERANDAH	\$ 2275.0	00	10 BLINDS
TRAVEL	AT \$200 PER TRIP TO BE	EADDED		
ALL BLIN	IDS WOULD HAVE A SPL	INE AT THE TOP	AND A S1	TRIM
THIS IS THE MOST DURABLE WAY TO MAKE THEM				
THANKS			4.01	1/2 = 10
JEFF NA		Total	\$18,6	43.00
APOLLO	BLINDS	•		
WAGGA				
PH 0412	267227			



This is an application for a community grant under the 2019 Murrumbidgee Council Community Grants Program. Please read the Community Grants Guidelines before you complete this form.

Organisation: Coleambally Preschool Assoc Inc

Address: Po Box 58 Coleambally

Postcode: 2707

Contact Person: Vicki McIntosh

Email Address (required) colypre@live.com.au

Telephone: _____69544050

Mobile:

- $\ensuremath{\square}$ Arts and Culture
- ☑ Diversity and Harmony
- □ Events
- □ Health and Wellbeing

The Coleambally Preschool is run by a small team of parent volunteers and dedicated staff. The preschool services Coleambally and Darlington Point. The preschool has performed well in it's assessment and rating process but constantly aims to improve and provide opportunities for the children enrolled.

With this grant we would like to install a new smart television which allows interaction. This panel would replace the existing non-functioning smart board. This technology would allow us to connect with numerous other individuals and organisations to share knowledge and experiences. We look forward to the children engaging in cultural and artistic performances. The screen can be used to showcase the children's artwork for display's also.

Project Costing:

TOTAL VALUE OF PROJECT:	\$
GRANT AMOUNT REQUESTED:	\$ <u>3000</u>
YOUR CONTRIBUTION:	\$
OTHER GRANTS/CONTRIBUTIONS:	\$

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
Smart Board MX265	\$5689
	-

	Project Action/Stage	Expected Completion Date
1.	Quote obtained order if successful with grant	Sept 2019
2.		
3,		
4.		
5.		
6.		
7.		
8.		
9.		
	PROPOSED FINAL COMPLETION DATE	Sept 2019

How will you acknowledge Council's contribution?

Murrumbidgee Council logo can be displayed at the preschool. Council can be promoted on our facebook page and through our newsletter. The local newspaper will be contacted also.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a Council requirement and will form part of your acceptance of the grant funds.





Nisk K

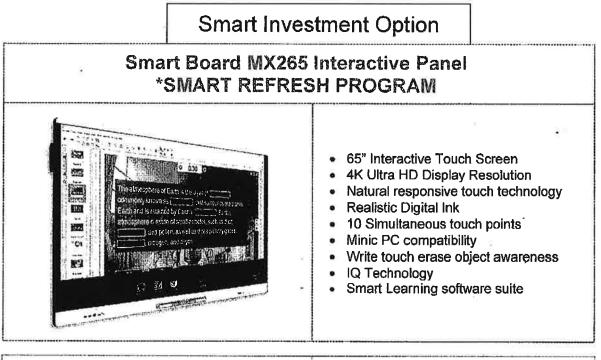
Monday, February 11, 2019

Coleambally Pre-School Falcon road

COLEAMBALLY NSW 2707

Dear Vicki,

Thank you for your interest regarding Educational Display Solutions. Please see the following quotation.



Pricing & Accessories	(ex GST)
1 x Smart Board MX265 - 65" Smartboard	\$4,040.00
1 x Adjustable Wall Mount kit	\$1,349.00
Installation, Training & Delivery	\$300.00
SMART 1year SLS licence for new SMARTboards	N/C

TOTAL INVESTMENT

\$5,689.00

* Refer to following terms & conditions

60 MONTH OPERATING LEASE

(Paid in advance, includes Smart board and all options as listed above.)

60 Payments of:

\$ 123.93 ex GST

Riverina Document Centre 🥨



This is an application for a community grant under the 2019 Murrumbidgee Council Community Grants Program. Please read the Community Grants Guidelines before you complete this form.

Organisation:_	Darlinaton	Point	Public	School	PaC	ASSOC	

Address:	14-22	Hay Road	Darlington Point	NSW
		/		

Postcode: 2706

Contact Person: ______Annie Mitchell

Email Address (required)

annie@bidgeebulk.com

Telephone: _____

Mobile: 0408 540 976

- □ Arts and Culture
- □ Diversity and Harmony
- □ Events
- □ Health and Wellbeing

Please provide an outline of your project or why you require the grant. The Darlington Point Public School P& C has organised every student to attend a six day intensive tor Swimming program at the Darlington Point Pool. The program is \$40 per head. 1001 entry is also funded 10 ensure that all students are able to attend, and learn to swim, and lifesoving skills. These skills given that are extremely important town is The on the river and the proximity to irrigation channels

Project Costing:

TOTAL VALUE OF PROJECT:	\$ 3,380.00
GRANT AMOUNT REQUESTED:	\$ 3,000.00
YOUR CONTRIBUTION:	\$ 380.00
OTHER GRANTS/CONTRIBUTIONS:	\$

Expense Description	Amount
(eg. equipment, materials, labour, licenses etc)	
Intensive Swimming Program -	
65 students @ \$40 / head	2,600
Pool Entry -	
Pool Entry - 65 students @ \$2.00/head x 6 days	78.0

Project Action/Stage	Expected Completion Date
1. Lessons commence mid Nov, 2019	End Nov, 2019
2.	
3.	
4.	
5.	
6.	
7,	
8.	
9.	
PROPOSED FINAL COMPLETION DATE	

How will you acknowledge Council's contribution?

Contribution will	be recognised	in School newsletter
and on website	2.	
7		
3		

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a Council requirement and will form part of your acceptance of the grant funds.



This is an application for a community grant under the 2019 Murrumbidgee Council Community Grants Program. Please read the Community Grants Guidelines before you complete this form.

Organisation: ______

Address: c/o PO Box 86

Jerilderie NSW

Postcode: 2716

Contact Person: Fiona Baxter

Email Address (required) fiona@kelbaxter.com.au

Telephone: 0438852816

Mobile: 0438852816

- □ Arts and Culture
- Diversity and Harmony
- Events
- ☑ Health and Wellbeing

The Jerilderie Community Gym is looking to maintain its machinery in order to fullfill the needs of he community. There are a number of items that are needing to be maintained and upgraded in order to maintain numbers attending the facility.

Project Costing:	
TOTAL VALUE OF PROJECT:	\$ <u></u>
GRANT AMOUNT REQUESTED:	\$ <u></u>
YOUR CONTRIBUTION:	\$
OTHER GRANTS/CONTRIBUTIONS:	\$

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
Treadmill refurbishment	1000
Equipment (kids) maintenance	800
Boxing equipment - youth boxing	1000
replacement yoga mats	200

Project Action/Stage	Expected Completion Date
^{1.} Immediate	July 31
2.	
3.	
4,	
5.	
б,	
7.	
8.	
9,	
PROPOSED FINAL COMPLETION	N DATE July 31 2019

How will you acknowledge Council's contribution?

The Jerilderie Community Gym would like to formally acknowledge the contributions of the Murrumbdigee Shire through permanent signage at the facility.

In relation to this grant, we would be looking to acknowldge the Murrumbidgee Shires contribution through its social media page and also through local advertising.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a Council requirement and will form part of your acceptance of the grant funds.



This is an application for a community grant under the 2019 Murrumbidgee Council Community Grants Program. Please read the Community Grants Guidelines before you complete this form.

Organisation: COLEAMBALLY GOLF CLUB INC

Address: PINE DRIVE COLEAMBALLY NSW

Postcode: 2707

Contact Person: CAROLYNE RUTLEDGE

Email Address (required) rutsigns@hotmail.com

Telephone: 0427696681

Mobile: 0427696681

Our application is for the following category (tick one).

□ Arts and Culture

□ Diversity and Harmony

☑ Events

□ Health and Wellbeing

We require some metal sheeting and steel to help weatherproof our existing club house for the coming winter months. Previously we have used tarps but have found they arent good value for money...as we only get around 5 years out of them. Its hard to keep people warm when we have a function without anything surrounding the area...We have used truck tarps in the past...but they tend to look tacky.

Project Costing:	
TOTAL VALUE OF PROJECT:	\$
GRANT AMOUNT REQUESTED:	\$
YOUR CONTRIBUTION:	\$
OTHER GRANTS/CONTRIBUTIONS:	\$

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
material to the value of \$3000	3000
Labour will be donated	
4	

Project Action/Stage	Expected Completion Date
1. ASAP	31 Nov 2019
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
PROPOSED FINAL COMPLETION DATE	31/11/2019

-

How will you acknowledge Council's contribution?

A small sign will be erected stating their contribution and a thankyou in the local pape.r

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a Council requirement and will form part of your acceptance of the grant funds.



This is an application for a community grant under the 2019 Murrumbidgee Council Community Grants Program. Please read the Community Grants Guidelines before you complete this form.

Organisation: ______ Country Education Foundation of Coleambally-Darlington Point Inc

Address: 21B Bluebonnet Cres

Coleambally

Postcode: 2707

Contact Person: Elaine Clarke

Email Address (required) elaineclarke1@bigpond.com

Telephone: N/A

Mobile: 0429366270

- □ Arts and Culture
- □ Diversity and Harmony
- □ Events
- □ Health and Wellbeing

Grant will be used towards education grants for post-secondary students seeking assistance with costs incurred while studying at university, taking on an apprenticeship or traineeship. There is a significant education gap in rural and remote areas especially the barriers faced in our local area. By providing students who have shown commitment to their goals and a demonstrated financial need with a grant it promotes less stress for the student and family allowing them to minimise the need to find full time work but rather concentrate on their studies thus relieving financial stress. We have provided and are providing grants for students studying to be a radiographer, dietician, psychologist, nurse, paramedic, doctor, massage therapist and personal trainer - many of whom wish to bring or have brought their skills back to our community.

Education grants amounting to \$32750 have been approved to 17 young

Project Costing:

TOTAL VALUE OF PROJECT:	\$
GRANT AMOUNT REQUESTED:	\$ <u>3000</u>
YOUR CONTRIBUTION:	\$
OTHER GRANTS/CONTRIBUTIONS:	\$_22600

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
Grants approved for 2019	\$32750

Project Action/Stage	Expected Completion Date
¹ . allocation of grants	30 September, 2019
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
PROPOSED FINAL COMPLETION DATE	30 September, 2019

How will you acknowledge Council's contribution?

Identify Murrumbidgee Council as a sponsor at Presentation Night and in newsletter.

Grants using funds can be acknowledged as Murrumbidgee Council education grants.

Murrumbidgee Council will receive a Certificate of Appreciation at Presentation Night.

Insert Murrumbidgee Council logo on recipient's certificate.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a Council requirement and will form part of your acceptance of the grant funds.



This is an application for a community grant under the 2019 Murrumbidgee Council Community Grants Program. Please read the Community Grants Guidelines before you complete this form.

Organisation: Darlington Point Riverina Classic Catch and Release Fishing Competing

Address: Po Box 1 Darlington Point

Postcode: 2706

Contact Person: Matt Lashbrook

Email Address (required) riverinaclassic@outlook.com

Telephone: 0438 810 898

Mobile:

- □ Arts and Culture
- □ Diversity and Harmony
- ☑ Events
- ☑ Health and Wellbeing

The Darlington Point Riverina Classic Catch and Release Fishing Competition aims to promote responsible fishing, educate competitors on the techniques which enhance fish welfare and sustainability through the annual release of fingerlings. Since it's inception in 2014 the committee have donated over \$120, 000 to charity and released 40,000 fingerlings. Each year we have supported those living with illness and research projects to help prevent such suffering in the future. The drought has wide reaching negative impacts including the effects of ill mental health. We have chosen to support ROC Rural Outreach Counselling (www.ruraloutreachcounselling.com.au) for the second year in 2020. It is an event that brings the community together and with interstate competitors helps spread the education regarding fish welfare and our charity's cause. We would like to acknowledge the collaborative

Project Costing:

TOTAL VALUE OF PROJECT:	\$ ³¹⁶⁰
GRANT AMOUNT REQUESTED:	\$ <u>3000</u>
YOUR CONTRIBUTION:	\$ 160 + in kind
OTHER GRANTS/CONTRIBUTIONS:	\$

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
Fingerlings	\$2060
Reusable bags	\$950
Freight for fingerlings and bags	\$150
In kind for dispersing fingerlings (time and fuel)	\$100

Project Action/Stage	Expected Completion Date
^{1.} Quote obtained for fingerlings, order if successful with $rac{1}{4}$	Sept 2019
2. Quote obtained for bags, order if successful with grant	July 2019, use Feb 202
3.,	
4. Disperse fingerlings	Feb 2020
5.	
6.	
7.	
8.	
9.	
PROPOSED FINAL COMPLETION DATE	7-9 Feb 2020

How will you acknowledge Council's contribution?

Murrumbidgee Council material will be displayed at the event. Council contribution can be included on merchandise, our website and other advertising as per our sponsorship prospectus.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a Council requirement and will form part of your acceptance of the grant funds.

🕅 Delete 🚫 Junk Block S Reply

Re: Darlington Point Riverina Classic quote for fingerlings

UF

u>

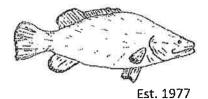
Uarah Fisheries <info@uarahfisheries.com.a Mon 6/05/2019 12:18 PM You ≫

≪____ \rightarrow 5

Hi Kim,

I've attached our price list which follows on from what we were talking about. 1000 Murray cod @ \$1.20 = \$1200 1000 Golden Perch @ \$0.80 = \$800 4 X Packing @ \$15 = \$60 Total = \$2060

Cheers Shanan



Uarah Fisheries

2738 Old Wagga Road **GRONG GRONG, NSW 2652** AUSTRALIA Phone: +61 2 6956 2147 email: info@uarahfisheries.com.au website: www.uarahfisheries.com.au



Hatchery Quality Assurance Scheme Acredited Member

On Mon, 6 May 2019 at 11:58, Kim Witham <<u>kbwitham@hotmail.com</u>> wrote: Hi Shanan

Thanks for your time this morning. Could you please quote on 1000 murray cod and 1000 golden perch fingerlings for delivery Feb 2020.

We are applying for a grant which closes Friday 10th May.

Thanks Kim Witham 0427 532257

Fingerling Price List

2018/19 Season

Silver Perch	Golden Perch	Murray Cod (unweaned)	Murray Cod (weaned)
50 - 99	50 - 99	50 - 99	50 - 99
\$2.00 ea	\$2.00 ea	\$3.00 ea	\$4.50 ea
100 - 499	100 - 499	100 - 499	100 - 499
\$1.60 ea	\$1.60 ea	\$2.50 ea	\$3.75 ea
500 - 999	500 - 999	500 - 999	500 - 999
\$1.40 ea	\$1.40 ea	\$1.80 ea	\$2.70 ea
1000 - 5000	1000 - 5000	1000 - 5000	1000 - 5000
\$0.80 ea	\$0.80 ea	\$1.20 ea	\$1.80 ea

*Orders over 5000 P.O.A

- Minimum order of 50
- Packing = \$15.00 per Cardboard box

= \$20.00 per Foam box

(Max. 500 fingerlings per box)

• Freight price not included

intelipac

14th June 2018

SUBJECT:

CUSTOM PRINTED NWPP BAGS Darlington Point Riverina Classic Fishing

Prices are exclusive of GST.

PRICING:

DESCRIPTIONQUANTITYUNIT PRICENWPP BAG
340W × 310H × 190G340W × 310H × 190G1000 Bags
\$ 0.95c eaPRINTED WITH CUSTOMER NAME OR
LOGO, I COLOUR /2 SIDES.1000 Bags
\$ 0.85c ea2000 Bags
\$ 0.85c ea100 BAGS/CARTON000 BAGS/CARTON000 Bags
\$ 0.85c ea000 Bags
\$ 0.85c ea

NOTES:

Custom bag orders will be placed/shipped in with consolidated main orders, so the delivery lead time will be advised at the time of ordering.

Best Regards

Alan Henderson



office 40-44 EDISON ROAD DANDENONG SOUTH MELBOURNE, VIC 3175

MOBILE 0409 533 111

EMAIL a.henderson@intelipac.com

WEB



This is an application for a community grant under the 2019 Murrumbidgee Council Community Grants Program. Please read the Community Grants Guidelines before you complete this form.

Organisation: _____St Peter's Primary School Coleambally

Address:__Currawong Crescent Coleambally

Postcode: _____

Contact Person: Brian Conroy(Principal)

Email Address (required) spc-info@ww.catholic.edu.au

Telephone: _____69544178

Mobile: 0487544179

- ☑ Arts and Culture
- ☑ Diversity and Harmony
- □ Events
- ☑ Health and Wellbeing

**Information provided on attached page			
roject Costing:			

TOTAL VALUE OF PROJECT:	\$
GRANT AMOUNT REQUESTED:	\$ <u>5000</u>
YOUR CONTRIBUTION:	\$
OTHER GRANTS/CONTRIBUTIONS:	Possible Solar Farm

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
New equipment (furniture)	\$12677
Removal of old resources/equipment	\$250
Painting of feature wall and lettering on newly named space	\$2100

Project Action/Stage	Expected Completion Date
¹ . Apply for grant	Мау
^{2.} Order new equipment from supplier	Mid May
^{3.} Remove current furniture/old resources	Late May
^{4.} Painting feature wall	Late May
^{5.} Setting up of new furniture	Upon arrival of furn
6.	
7.	
8.	
9.	
PROPOSED FINAL COMPLETION DATE	End of June

How will you acknowledge Council's contribution?

Firstly, we would have some material/plague that could be placed onto the front of learning space thanking the Murrumbidgee Shire for their contributions.

Secondly, add thanks into school newsletter Facebook and even the local newspaper thanking the Murrumbidgee Council for their contributions.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a Council requirement and will form part of your acceptance of the grant funds.

it's easier with **Empire** office furniture

Thursday, 18 April, 2019 Customer Code: STPETE01

QUOTE : LC 8734

ST PETER'S PRIMARY SCHOOL COLEAMBALLY CURRAWONG STREET COLEAMBALLY NSW 2707

BRIAN CONROY mobile. 02 69544178 email. conroyb@ww.catholic.edu.au

Dear Brian,

Thank you for providing Empire Office Furniture the opportunity to quote for your office furniture requirements. You will find our prices very competitive and reflect the quality and high standard of our products.

Due to our extensive range of products, we are able to design your quote to suit your needs and budget. So please do not hesitate to request an additional quote if our initial quotation does not meet with your approval.

We can also arrange delivery & installation by our own professional staff. Please don't hesitate to contact me personally should you require further details.

Yours Sincerely, Daniel Lee



Hawa Dane Pty Ltd T/A Empire Office Furniture ABN 33 268 623 611





Why it's easier doing business with Empire:



Quality Furniture



Wide Range



Quick Delivery



Lowest Price Guarantee



In Stock & Ready to go



Empire Easy Installation

ST 1982

it's easier with **empire** office furniture

Thursday, 18 April, 2019 Cust Code: STPETE01

QUOTE : LC 8734

Code	Product Description	Assem.	Qty.	Unit Price (inc. GST)	Total Price (inc. GST)
FONZ02.EXT	Fonzetta Mobile Booth 2 Seat 1100H x 1520W x 600D - E0 Zincworks Melamine Carcass - 6 Lockable Castors - Australian Made - Advanced Tested & Certified - Approved for Government use DET 68449 SOA Seat & Back Colour - Rave Flame Colour - Rave Flame	Yes B	4.0	\$916.02	\$3,664.08
ECH1575.WHSV	Echo Flip Table 1500x750 TOP - E0 White 20 FRAME - Silver Powdercoat Lockable Castors	Yes B	2.0	\$369.02	\$738.04
TCLLMCB	Chill Out Chair Medium - Blue 710H x 910W x 910W - Includes Filling - 100 UV Protected - Coated Polyester Cover - Wipe Clean, Water Repellent - Covers can be replaced	Pre P	2.0	\$215.01	\$430.02
TCLLMCO	Chill Out Chair Medium - Orange 710H x 910W x 910W - Includes Filling - 100 UV Protected - Coated Polyester Cover - Wipe Clean, Water Repellent - Covers can be replaced	Pre P	2.0	\$215.01	\$430.02
SRTA1812AW.WHSV	Steam Roller Mobile-Maker Table 1800x1200 Adj - Whiteboard Top - Brushed Silver Raised Edge - Adjustable to finished heights of 650/710/780/820/850mm - With Lockable Castors for easy manoeuvrability	Yes B	2.0	\$620.04	\$1,240.08
RAIN4CWB	Rainbow Curve Lounge - With Back - 2008W x 620D x 750H - Seat Height 450mm - High Density Foamset - Castors - 7 Year Warranty	Pre P	2.0	\$890.00	\$1,780.00
	Colour - Cat 3 - Dolly Mink, Back Colour - Cat 1 - Crepe Wine				

it's easier with **Empire** office furniture

Thursday, 18 April, 2019 Cust Code: **STPETE01**

QUOTE : LC 8734

Code	Product Description	Assem.	Qty.	Unit Price (inc. GST)	Total Price (inc. GST)
RAIN2SWB	Rainbow Straight Lounge - With Back - 1872W x 620D x 750H - Seat Height 450mm - High Density Foamset - Castors - 7 Year Warranty Colour - Cat 3 - Dolly Mink, Back Colour - Cat 1 - Crepe Wine	Pre P	1.0	\$817.00	\$817.00
NINJA06	Ninja Foam Block 600W x 300D x 150H - Made of Australian foam 1x Colour - Cat 3 - Vinyl Lustrell Charisma Frost 1x Colour - Cat 3 - Vinyl Lustrell Charisma Orange 1x Colour - Cat 3 - Vinyl Lustrell Charisma Lime 1x Colour - Cat 3 - Vinyl Lustrell Charisma Sky Ninja Foam Block 1200W x 300D x 150H - Made of Australian foam 1x Colour - Cat 3 - Vinyl Lustrell Charisma Dove 1x Colour - Cat 3 - Vinyl Lustrell Charisma Dove 1x Colour - Cat 3 - Vinyl Lustrell Charisma Pumice	Pre P	1.0	\$854.00	\$854.00
PLST450.BL	Plato Stool 450 COLOUR - Ocean Blue - 330W x 330D x 450H - Seat Height 450mm - Rounded Non-Slip Base - Ideal for Students with Special Needs - 7 Year Warranty	Yes B	3.0	\$89.00	\$267.00
PLST450.OR	Plato Stool 450 COLOUR - Orange - 330W x 330D x 450H - Seat Height 450mm - Rounded Non-Slip Base - Ideal for Students with Special Needs - 7 Year Warranty	Yes B	3.0	\$89.00	\$267.00
STCTOTR10.SV	Storewell 10 Tote Trolley COLOUR - Silver - 820W x 460D x 880H - E0 MDF Construction - Does not include trays - Castors - 7 Year Warranty - Approved for Government use DET 68449 SOA	Yes B	1.0	\$229.00	\$229.00

it's easier with **Empire** office furniture

Thursday, 18 April, 2019

Cust Code: STPETE01

QUOTE : LC 8734

Code	Product Description	Assem.	Qty.	Unit Price (inc. GST)	Total Price (inc. GST)
STCTOTR15.SV	Storewell 15 Tote Trolley COLOUR - Brushed Silver - 1250W x 460D x 880H - E0 MDF Construction - Does not include trays - Castors - 7 Year Warranty - Approved for Government use DET 68449 SOA	Yes B	1.0	\$324.00	\$324.00
TOTE120.APL	Storewell Classic Tote Box COLOUR - Apple 420W x 360D x 120H 7 Year Warranty - Approved for Government use DET 68449 SOA	No N	5.0	\$13.00	\$65.00
TOTE120.CRA	Storewell Classic Tote Box COLOUR - Cranberry 420W x 360D x 120H 7 Year Warranty - Approved for Government use DET 68449 SOA	No N	5.0	\$13.00	\$65.00
TOTE120.OR	Storewell Classic Tote Box COLOUR - Tangelo 420W x 360D x 120H 7 Year Warranty - Approved for Government use DET 68449 SOA	No N	5.0	\$13.00	\$65.00
TOTE120.CH	Storewell Classic Tote Box COLOUR - Charcoal 420W x 360D x 120H 7 Year Warranty - Approved for Government use DET 68449 SOA	No N	5.0	\$13.00	\$65.00

it's easier with **empire** office furniture

Thursday, 18 April, 2019

Cust Code: STPETE01 QUOTE: LC 8734

Code	Product Description	Assem.	Qty.	Unit Price (inc. GST)	Total Price (inc. GST)
TOTE120.GRA	Storewell Classic Tote Box COLOUR - Grape 420W x 360D x 120H 7 Year Warranty - Approved for Government use DET 68449 SOA	No N	5.0	\$13.00	\$65.00
DELIVERYX	Delivery and Assembly		1.0	\$1,980.00	\$1,980.00
EXTRA1	Special Discount on full acceptance of order		1.0	\$-667.26	\$-667.26
t images are intended as a guid	e only. Please check product descriptions carefully. See terms and conditions for	details,		Sub Total:	\$12,677.98

Item Total: 51

Cubic Metres: 11.68

Weight: 584.10kg

TOTAL (inc. GST):	\$12,677.98
GST:	\$1,152.57
Total (ex. GST):	\$11,525.41



Thursday, 18 April, 2019 Cust Code: STPETE01 **QUOTE: LC 8734**

Order Confirmation Form

Please sign and return this form to proceed

Customer Details:

ST PETER'S PRIMARY SCHOOL COLEAMBALLY CURRAWONG STREET

COLEAMBALLY NSW 2707

Delivery Address:

Contact Us:

Daniel Lee Empire Office Furniture Unit 1, 36 Parramatta Road Lidcombe, NSW 2141 ph. 02 9648 0222 fax. 02 9648 6384 Dlee@EmpireFurniture.com.au

Special Instructions or Changes to Details:

PLEASE WRITE HERE	

TOTAL (inc. GST):	\$12,677.98
GST:	\$1 ,152.57
Total (ex. GST)."	\$11,525.41

Terms and Conditions: This quote is valid for 30 days at which time all items will need to be requoted. Any variations to the products specified below will require requoting. Special sizes, configurations, colours or combinations must be accurately measured and checked before ordering.

All product images are intended as a guide only and may not exactly match the product quoted. Specifications such as size and colour may vary. Images may include accessories not included as standard such as drawers and returns on desks and arms on chairs. Please check product descriptions carefully.

Should this purchase be made on behalf of a client, it is understood that the client has read and accepted the terms and conditions of our quotation.

All products are carefully inspected before shipment. Customers should similarly inspect all items at the time of delivery or installation, Claims for damage in delivery must be recorded at time of delivery.

Estimated lead times are not guaranteed and are good faith estimates only,

Payment Terms: 40% deposit to initiate order, Balance C.O.D. Cancellation will result in a minimum 20% restocking fee.

Delivery or installation not included unless specified on quote. Pricing for delivery, installation or other work may vary based on work site conditions.

Please refer to our Warranty Policy online at www.empirefurniture.com.au/warranty.aspx

IMPORTANT! Please check all measurements, colours and configurations before proceeding.

Customer purchase order number: _____ Date: _____

Signature:

Name:

Payment Options:



Telephone & Internet Banking - BPAY Contact your bank to make this payment via BPAY. Please allow up to 4 days for payment.



Credit Card

Call 02 9648 0222 or 07 3717 8180 to pay using your Visa or Mastercard



!! PLEASE NOTE NEW BANK ACCOUNT DETAILS !!

Account #: 136 940 Reference: LC8734 Remittance MUST be emailed to: lidcombe@empirefurniture.com.au



Company Cheque Cheques should be made out to "Empire Office Furniture". Please post 4 days prior or have available for collection on delivery.

St Peter's Coleambally



A Community of Faith

The student body at St Peter's Primary School Coleambally consists of approximately 50 students. The school endeavours to foster young people in all areas of the school curriculum but recognises the importance of informal learning through cooperation and play. In recent years, the school has made a significant investment in reinvigorating the classroom technology.

St Peter's Primary School is looking at refurbishing our current school library to become more of a learning hub. This would be a space which incorporates a range of different subjects/areas being taught and would be utilized on a daily basis. Students will have access to modern furniture and a range of resources to utilise during lunch and recess breaks and during daily lessons. The aim of this project is to upgrade the facilities, as today's classrooms look very different from those of the past. Students do not necessarily sit in rows of desks; teachers are as often working alongside students as lecturing in front of them. In many schools, students enjoy the luxury of a laptop for every learner, which we at St Peter's already have access too. Learning environments today need to embrace the variety of places, ideas, and people that the modern world demands and reflect a flexibility of space, time, people, and technology.

Physical learning environments need to sustain and promote multiple modes of students learning, supporting both individual and group work, providing space for presentation and exploration, promoting interaction and a sense of community, and fostering both formal and informal learning.

With the refurbishment of the "Learning Hub" (Library) St Peter's will have a modern stylish space for students to use effectively. All learning styles will be accounted for in the purchasing of the new equipment.

Currently the space is used for many and varying roles within the school.

- We utilise this space for music lessons where students take part in tuition on learning to play musical instruments.
- Large gatherings for whole school functions such as guest presenters, assemblies, Cross curricula/ cross stage learning opportunities.
- Resource centre for students to read/borrow books and play games such as chess, lego and problem solving through coding of robotics
- Shared meeting space for staff professional development including using external agencies such as CEDWW, Royal Far West and large parish church functions.
- Student lessons on any number of KLA's.
- The school has an Outside of School Hours Care program, which runs each school day and school holidays for students that use this space also.

Currawong Crescent COLEAMBALLY 2707 Phone – 0269 544178 Mobile - 0487544179 Email – spc-info@ww.catholic.edu.au





Picture 1: Break out areas for students to work in small groups on different tasks.

Picture 2: STEM tables to allow robotics to be worked on in a staff learning area. Storage to hold and maintain resources.



Picture 3: Modular furniture to allow for easily moving students into instructional teaching or group/individual learning tasks.



Picture 4: Soft furnishing and vibrant colours to embrace different learning styles of students.



APPLICATION FOR A COMMUNITY GRANT 2019

This is an application for a community grant under the 2019 Murrumbidgee Council Community Grants Program. Please read the Community Grants Guidelines before you complete this form.

Organisation: _____ Taste Coleambally- Food and Farm Festival

Address: Farm 181

Coleambally

Postcode: _____

Contact Person: Penny Sheppard

Email Address (required) ppshep@bigpond.com

Telephone: 0269549157

Mobile: 0427549157

Our application is for the following category (tick one).

- □ Arts and Culture
- Diversity and Harmony
- Events
- □ Health and Wellbeing

Please provide an outline of your project or why you require the grant.

Taste Coleambally Food and Farm Festival aims to showcase the high quality, sustainable food and fibre produced in Murrumbidgee Shire. The 3-day event includes a variety of activities including dinners, farm tours, art and markets. A small dedicated committee has already begun diligently working towards the next festival planned for 23-25 October 2020 which has been proven to be a real community celebration and tourism attraction that brings valuable income into our community. Taste Coleambally is now entering its 5th event and has always been self sufficient although due to the drought sponsorship was a lot harder to source last festival. We require this grant to extend our marketing reach beyond the local area & further afield to Shepparton, Echuca, Albury, Wagga and Canberra. Advertising can be expensive but is absolutely essential to hold a successful event and after our last festival this was identified as a key area to focus on with a budget increase neccessary.

Project Costing:

TOTAL VALUE OF PROJECT:	\$ <u>17981.10</u>
GRANT AMOUNT REQUESTED:	\$ <u>3000</u>
YOUR CONTRIBUTION:	\$ <u>14981.10</u>
OTHER GRANTS/CONTRIBUTIONS:	s_nil at this stage

Please provide a breakdown of how you will spend the money. Please attach copies of quotes if available.

Expense Description (eg. equipment, materials, labour, licenses etc)	Amount
Flame Fish Designs	190
Bullprint (Flyers)	470
RS & CA Rutledge (Signs)	468
Southern Cross (Radio)	2255
WIN (TV)	1694
Fairfax/Rural Press (Paper)	2549.98
Facebook	354.22
Additional Media in Targeted Areas	10000

Project Timeline:

Project Action/Stage	Expected Completion Date
1. Claim the Date for Festival notified to community	complete
2. Finalise Program of Events for Festival	February 2020
3. Updating any reuseable banners for Festival	March 2020
4. Printing Flyers	April 2020
5. Finalising Advertising	May 2020
6. Delivering Flyers to Tourism Info Centres	June 2020
7. Implimentation of Advertising/Promotion for Festival	June 2020
8.	
9.	
PROPOSED FINAL COMPLETION DATE	October 2020

How will you acknowledge Council's contribution?

Murrumbidgee Council would be acknowledged as a sponsor on all corresponding Festival collateral.

Taste Coleambally would be happy to provide a statement of support as a beneficiary of the Murrumbidgee Council grants to be used in any media releases.

Throughout the Festival weekend Murrumbidgee Council would be given opportunities for self promotion for example to speak at our opening event, display signage, hold a stall to promote other events in the area.

An acquittal form will be provided to successful applicants when they are advised of their grant success. Completion of the acquittal form is a Council requirement and will form part of your acceptance of the grant funds.

The closing date for applications is 12.00 noon on Friday 10 May 2019. Late applications will not be considered.

Taste Coleambally Food & Farm Festival Inc⁰⁶-51

RECEIVED 1 0 MAY 2019

Sue 05.17

Please find attached an application for a Murrumbidgee Council grant to assist with costs incurred in broadening our advertising/promotional reach for the Festival for 2020.

The costs included are based on only our marketing figures from the 2018 Festival. The larger of these figures are substantiated with copies of invoices from that Festival. It is anticipated that the figure included will be similar for 2020 advertising in the local area with an additional \$10000 needed to have an impact in the outer lying regions that were identified as potential consumers.

The total expenditure for the overall 2018 Taste Coleambally Food & Farm Festival was \$32 502.01 with more detail available if required.

Yours sincerely,

Penny Sheppard



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TAX INVOICE / STATEMENT Please pay immediately

Customer details:

TASTE COLEAMBALLY BROLGA PLACE

COLEAMBALLY NSW 2707

31140641 Account No: Invoice No: 6471889 0408020873 Phone: Dates: 26/10/2018 to 26/10/2018 EGN (Early General News) Classification: Food and Farm Fest - 26/10/18 Description: T44 module Size: Inserts: 1 CATHERINE DEMAMIEL Authorised by: P/O Number: Package: Sarah Portolesi - Griffith Sales Rep:

Insertion details: Publication Leeton Irrigator

Run date 26/10/2018

Total (ex GST):	\$500.00
plus GST:	\$50.00
Total Charges: (inc GST):	\$550.00

Payment options:



Biller: 49429 Ref: 0100 6471889 31140641 2





 Payment by Phone

 Please telephone 1300 662 648 with your credit card

 Ref:
 0100 0 0000 31140641 3

If paying by BPay or EFT, please email a copy of your receipt to sarah.portolesi@fairfaxmedia.com.au

From 1st September 2016, a 0.9% fee will apply to payments made by Visa, MasterCard and American Express cards.

Please refer to the 'Payment Options' section for alternative payment options

If paying by cheque please mail your cheque together with this invoice to **RP Lockbox**

> GPO Box 4211 Sydney NSW 2001

When making your electronic payment, please ensure you quote the correct Biller Code and Reference number. Could you please email your receipt once payment has been made.

Printed 24/10/2018 16:03:09 - (RM)

(T1)



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1800 686 041 Phone: 02 4578 3032 Fax: Internet: www.fairfaxmedia.com.au Email: acm.accounts@fairfaxmedia.com.au

ABN: 33 003 357 720 TAX INVOICE / STATEMENT Please pay immediately

Customer details:

TASTE COLEAMBALLY **BROLGA PLACE**

COLEAMBALLY NSW 2707

· ·	
Account No:	31140641
Invoice No:	6463484
Phone:	0408 020 873
Dates:	26/10/2018 to 26/10/2018
Classification:	FEATURE (Advertising Feature)
Description:	Feature Page - 6th October 2018
Size:	T44 module
Inserts:	1
Authorised by:	CATHERINE DEMAMIEL
P/O Number:	
Package:	
Sales Rep:	Sarah Portolesi - Griffith

Insertion details: Publication Griffith Area News

Run date 26/10/2018

Total (ex GST):	\$872.73	
plus GST:	\$87.27	
Total Charges: (inc GST):	\$960.00	

Payment options:



49429 Biller: 0100 6463484 31140641 8 Ref:



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GPO Box 4211 Sydney NSW 2001

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Printed 08/10/2018 14:36:39 - (RM)

(T1)

PROFORMA INVOICE



Southern Cross Austereo Pty Ltd Level 2, Oracle East, 3 Oracle Blvd Broadbeach QLD 4218

Invoice Date19/09/2018Customer RefS08360000Sales ExecutiveSam Bryant

ABN: 78 109 243 110

Coleambally Chamber Of Commerce - Taste Coleambally

Brolga Place,

Coleambally, NSW, 2707

Description		Amount
Taste Coly Radio Advertising + Production		\$2,050.00
	Sub Total	\$2,050.00
	GST	\$205.00
	Total	\$2,255.00

Please make payment of this Proforma Invoice via one of the following:

EFT	
Account Name	Southern Cross Treasury
Bank	ANZ
BSB	014-992
Account Number	190836000
Customer Ref	S08360000

<u>Cheque</u> Southern Cross Austereo C/- Accounts Receivable Locked Box 258 Richmond VIC 3121

To make payment using a credit card please contact your Sales Executive

Please Note <u>THIS IS NOT A TAX INVOICE</u> A **Tax Invoice** will be issued at the end of the month



Hi,

Thanks...1200 minus GST over three weeks is \$363 pw net, so with a 30 sec spot that gives you:

- 1 peak spot, \$200 pw
- 4 afternoon spots \$45 ea, \$180 pw
- 5 Bonus run of station pw
- 1 Bonus Peak pw

So you'd have 5 paid spots per week, plus 6 bonuses, with the bonus spots also running on 7 and 9.

Total of 23 x 30 sec spots per week for $380 \dots$ x 3 weeks = 1140+GST = 1254

Dreise Tucker ATOL	PROJECT PROGRESS REPORT	
Date:	1 March 2019	
Project Name:	Carrathool Bridge	
Author:	Shaun Dreise	

General

- 1. Site Superintendent continuing to carry out daily inspection of all activities.
- 2. Construction team appear to have shifted focus onto the project a little more, however still appear to be a few staff short.
- 3. DTA still awaiting the 14 day look ahead from Nelmac. SD to action 04.03.2019 and attempt to complete the sheet, even if it means compiling ourselves.

Culvert Structure

1. COMPLETED.

Scar Tree Retaining Wall

- 1. Footing poured and slab cured (compliant);
- 2. Wall formwork in place and concrete to be poured by early next week.

Telstra Pit Retaining Wall

- 1. Founding material compacted and soil testing for bearing pressure adequacy;
- 2. Blinding layer poured;
- 3. Footing reinforcement getting tied.

Bridge Substructure:

- 1. All piling works complete;
- 2. Pier 1 COMPLETED;
- 3. Pier 2 COMPLETED;
- 4. Pier 3 Cofferdam COMPLETED; and
- 5. Pier 3 Pile cutoff getting carried out in completed cofferdam.

Bridge Superstructure:

- 1. Only five (5) girders to go for our bridge;
- 2. Testing of Super T compliance continues to indicate positive results; and
- 3. Completion of units appears to be on track for agreed date of 22/03.2019.

Project Management

- 1. Project meeting scheduled for 15th March;
- 2. Project management hours may need to ramp up over the coming weeks to ensure Nelmac dedication to the project; and
- 3. Hold Points release forms continue to be submitted to DTA for review and action.

End of Record



		Meeting Minute	S	
	Project Name	roject Name New Carrathool Bridge		
\mathbf{O}	Subject	Monthly Progress Meeting – Apr		
T	Project No.	2017-033	Date	-
	Location	Carrathool – Family Hotel	Time Start	11:30 pm
	Recorder	Shaun Dreise	Time Finish	1:00 pm
		Participant Details		
Company		Name / Role		Abbreviation
Carrathool DTA Nelmac	Shire Council	Paul Farrell Shaun Dreise Peter McCurry Nelson McIntosh (NM)		PF SD PM NM
		Record of Meeting		
ltem No.	Item Details			Action by / Dat
				Action by / Dat
1.	1. Opening			
	N/A			
2.		ule and Lead Times (PM/NM)		
	Bridge Substructure			Note
	All piling complete			
	All pile caps in.			
	All pier columns col			
	Headstocks to Pier	3 ana 4 remaining.		
	Bridge Superstructu	re'		Note
	All girders complete			
	Four girders current			
	15 girders to be on			
	-	s resolved and in place.		
	Roadworks / Culver			Note
	Culvert extension is			
	Pavement complet	red up to 35m before bridge app	proaches.	

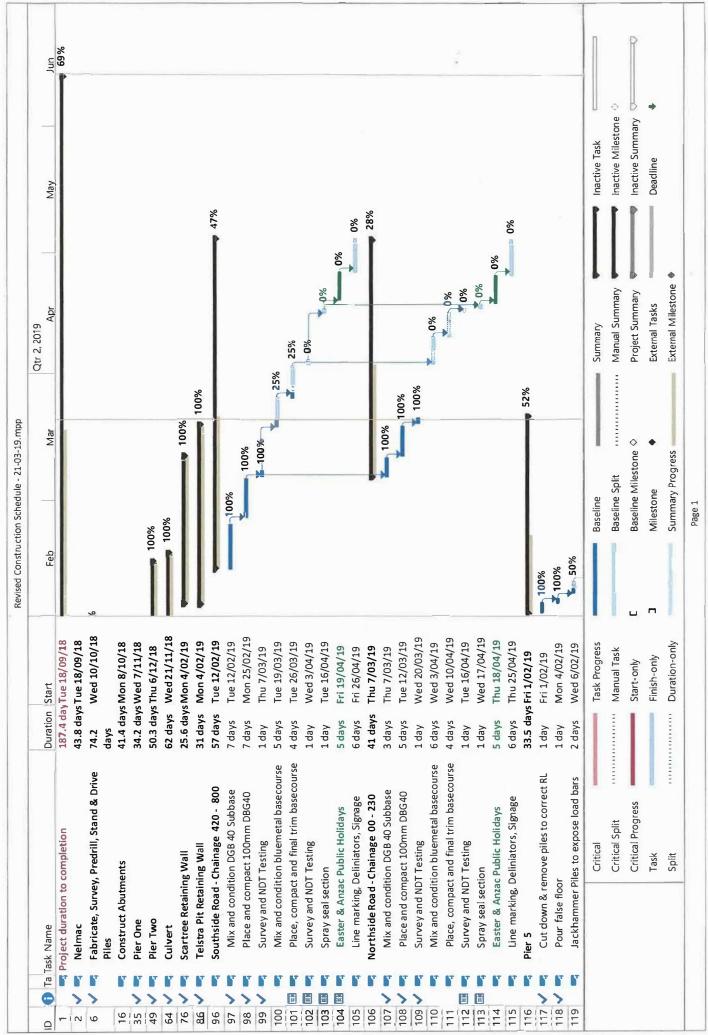


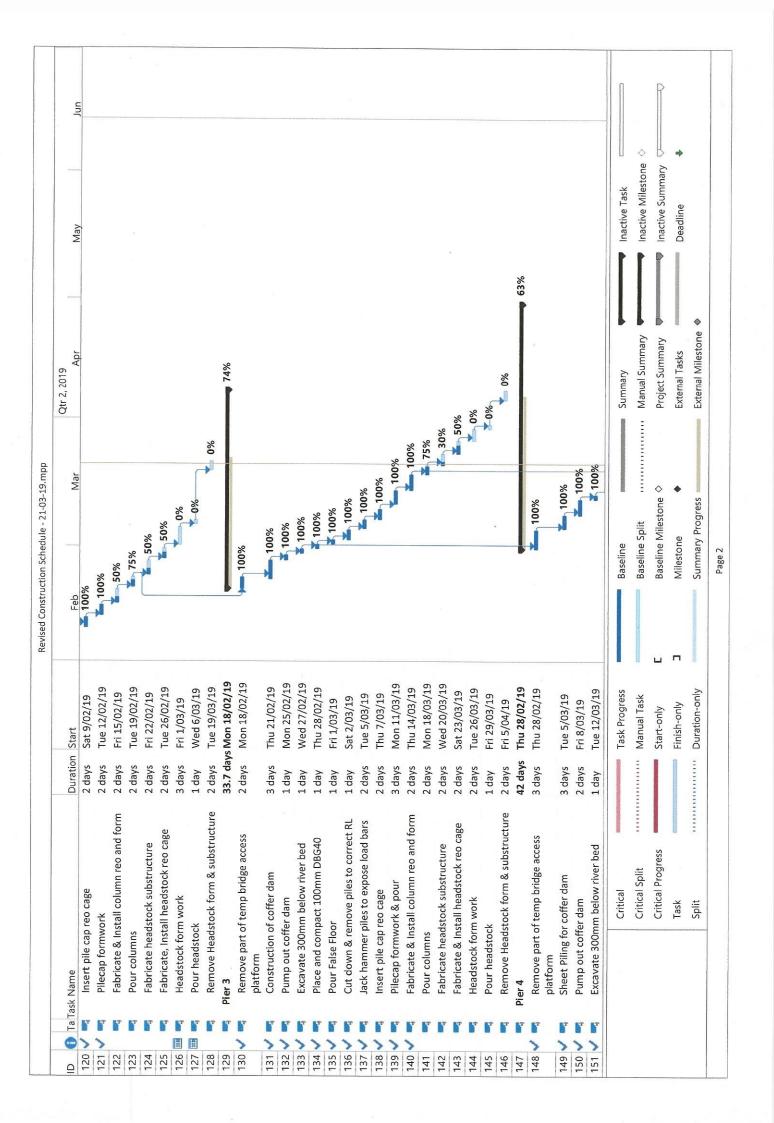
	Concrete Batch Plant:	NM / PM
	NM advised that Nelmac concrete supplier had priced to setup an onsite batch plant. This is critical to ensure no surprises during deck pour.	
	NM and PM to confirm that this is still the case and organise accordingly.	
3.	Environmental Controls and ACH control	
	Nil	Note
4.	Traffic Management	
	Traffic lights in and ready. Larger vehicles expected to start after Anzac day.	Note
5.	Essential Energy Asset Relocation	
	PM: Asset owner has been in touch and will be out in the coming week to take final measurement and advise what action to take.	Note
	Preliminary on site measurement indicates ~7m clearance which would result in no action required.	
	PM to advise as soon as official measurement taken.	PM
6.	Permanent Signage and Bridge Naming	
	Resolved.	Note
7.	Variations and Extension of Time claims	
	Upcoming:	
	SD has confirmation that bridge asphalt thickness will reduce to 60mm. Drawings to be updated accordingly.	SD
	NM/PM indicated that no additional variations are expected at this stage and that no apparent delays likely.	Note
8.	Hold Points, Witness Points, Contractor Actions Register	
	PM has all upcoming requirements for release points under control.	Note
9.	Other Items	
	POTTERS CLAIM:	
	Regardless of what has occurred, the action is for SD to issue letter advising that Nelmac are to invoice for the markup component of the works (10%) and that Mckeon are to invoice CSC directly for the remainder.	SD
	ROAD APPROACH DETERIORATION:	
	Approach roads appear to have undergone significant deterioration due to increased traffic loading and volume during works. SD/PF to investigate and implement measures to rectify.	SD

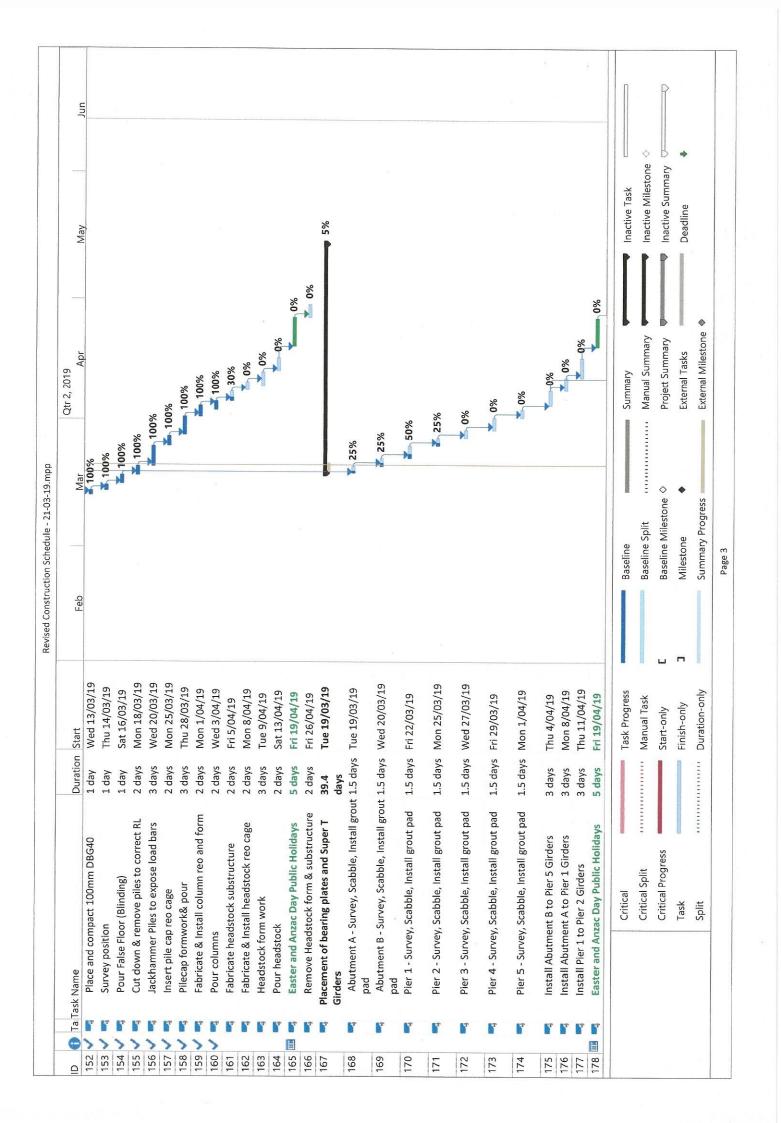


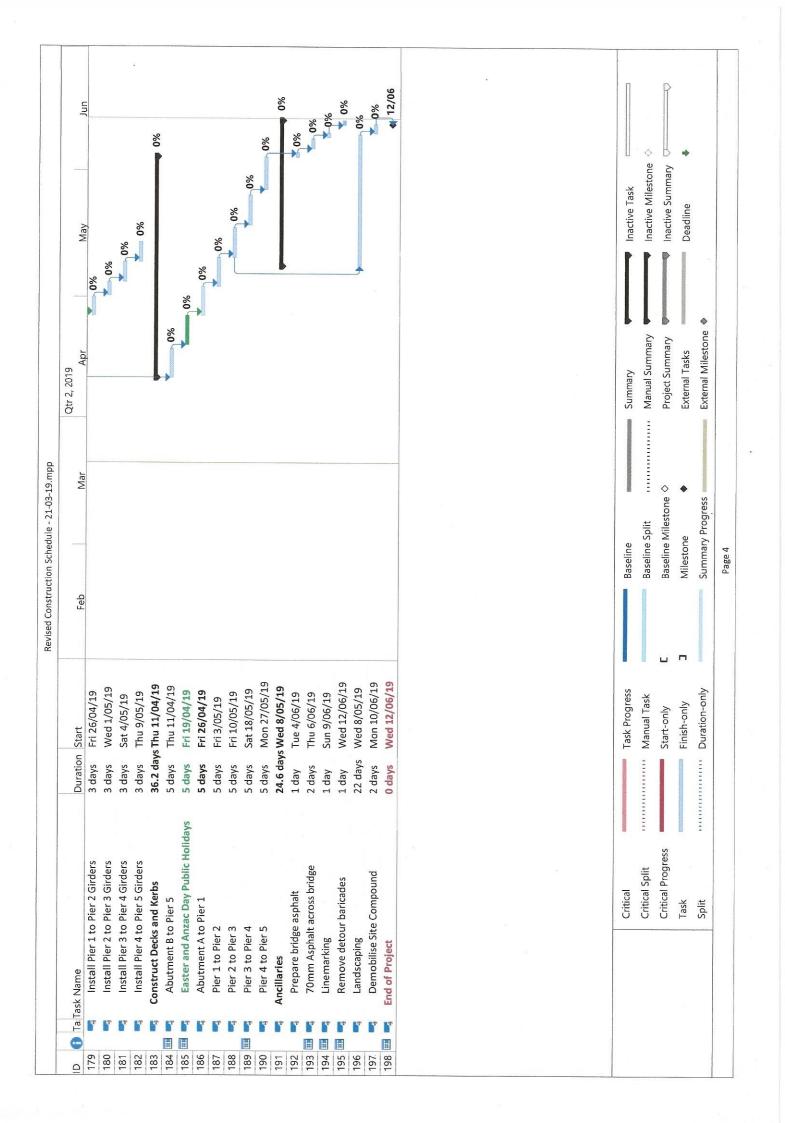
	<u>CSC COMMENTS:</u>			
	PF gave confirmation for DTA to prepare a construction lock in a price estimate for the works to be constru- provide design fee estimate for the works			SD
	PM/ NM estimated the claim for March to be approximately ~\$1,800,000 (including all final payment for Mckeons).			
	SD to discuss further with JS to determine accuracy of t	his figure.		SD
10.	Next Meeting			
	Date: May 15 2019			
	Time: 12:30 pm			
	Venue: Family Hotel / Site			
	Authorisation for Use			
Originator	Shaun Dreise	Position:	Direct	or
Signed	A. Juin.	Date:	-	
	End of Record			











Backfrack TO THE OUTBACK

The Kidman Way is a remote journey stepped in culture and heritage inspired by legendary cattle king Sir Sidney Kidman

WORDS BY PETER QUILTY PICS SUPPLIED





the ginning season, April-September. Girffith is a green services a population of 52,000. Onto Hillston you pass vines, prunes and more recently almonds. The regional is situated on the banks of the beautiful Lachlan River Hillston you enter wheat and grazing country. Hillston in this fascinating country where cherry orchards amd mainly through mainly flat land and from Goolgowi to that flows all the way from Forbes and Cowra towards Hope although you might like to take a few diversions the Murrumbidgee. It's just 96km from Hillston to Mt process. Tours are available 11am weekdays during city of Griffith is a major hub for outlying areas and oasis, dominated by permanent plantings of citrus, veggie crops march over red sand hills.

Bourke is just 160km further north. Bourke is situated area. The Darling River is the longest river in Australia From Bourke there are many different options for the for copper. Cobar is on the cross-roads on the Barrier The Kidman Way continues 255km through Mallee grazing area but you'll find all the supplies you need Highway 161km north of Mt Hope. It's a mining and and semi-arid woodlands on to Cobar, once famous on the banks of the Darling River, a cotton growing and there's some good camping on its banks all the way south-west to Menindee, another popular 4WD trek in itself called the Darling River Run.

west towards Tibooburra to enter Corner Country; head Queensland to join up with the Matilda Highway - from continue north along the tarred Mitchell Highway into Cunnamulla that passes through central Queensland 4WD. Take the Darling River Run back south; head east towards Gilgandra and the Warrumbungles or right up to the Gulf of Carpentaria at Karumba.

bank in Jerilderie; enjoy the wineries and restaurants culture and heritage. You can visit the scene where bushranger Ned Kelly and his gang raided the local packed with agricultural, European and Aboriginal The Kidman Way is an interesting drive that is

legend of the 'black stump'. You can discover the rich local history at the copper mining town of Cobar, and heritage site at Mount Grenfell, which has more than of Griffith, and learn about the true story behind the then take a side trip from Cobar to the Aboriginal 1300 examples of rock art.

the Aboroginal rock art at Gundabooka National Park. in the legendary saying "Back O' Bourke". And take in folk to be on the absolute outskirts of civilisation - as Explore Bourke, which is often considered by city

Cobar you will find the spectacularly beautiful iron lace verandah of the Great Western Hotel, which they claim is the longest of its kind in the southern hemisphere. A good pub marks the beginning and end of every between Jerilderie and Bourke is no exception. At great Aussie Outback drive, and the Kidman Way

caravanners, campers or backpacking your way around experiences from your journey. The Kidman Way is rich well-serviced caravan parks. You'll find every thing you with hotels, motels, B&Bs, farm stays, camping and Australia, you'll return with fascinating stories and Whether you're a family with pets, seniors. need to have a wonderful journey.

THINGS TO DO

- Book a visit to Altina Wildlife Park, a must-see while in the region located east of Darlington Point
- Drop a line in the Murrumbidgee, Lachlan and Darling Rivers, and try your skill at catching a Murray Cod
 - Explore the region's many cellar doors while near Griffith
 - Discover the main street of Griffith is lined with boutiques (dress and shoe shops) and Italian eateries
- Explore the many national parks along the Kidman Way Toorale, Mingle with the locals at a country race meet
 - Murrumbidgee Valley, Cocoparra, Gundabooka, Willandra for
- great walks, birdwatching and native animal spotting
- Discover Cobar's history and culture at the Great Cobar Heritage Centre Admire the panoramic views of the town and surrounds from

•

- Enjoy great Aussie outback pubs via the expansive Pub Trail Fort Bourke Lookout, located just 3km from Cobar
- which also takes in the Griffith wine district, Darling River area, and mining regions like Cobar
- Unearth the stories at the Back O' Bourke Exhibition Centre, a great tribute to the pioneers and their enduring spirit



61

for a legendary Australian highway. It's been well philanthropist, Sir Sidney Kidman paved a path ioneering pastoralist, cattle king and

documented that the Kidman Way is named for his inspiring vision to open-up inland Australia.

Born on May 9, 1857 near Adelaide, Sidney left home at 13 with only five shillings and a one-eyed horse that trader. Soon he was making good money trading and he had bought with his savings. He quickly learnt to supplying services (such as transport, and butchers drove stock, worked as a stockhand and a livestock shops) to new outback mining towns like Cobar, Kapunda, Burra and Broken Hill.

owning (or had a large interest in) land covering around Saving money, Sidney bought a bullock team, opened Sidney bought Owen Springs station, and extended his holdings into NSW and QLD, buying and trading on a large scale. Before World War 1 he was a millionaire, and was becoming very successful. At the age of 21, he inherited 400 pounds from his granddads estate, which he used it to buy horses and cattle. In 1886, 260,000 square kilometres (100,000 square miles). a butcher's shop and store at Cobar copper rush

Sidney Kidman had built a vast network of connected a hundred cattle stations totalling in area of more than stations stretching from both the Gulf of Carpentaria, managed to build a huge pastoral business, with over New South Wales. This strategic network allowed him three per cent of Australia. His cattle routes followed Flinders Ranges in South Australia, and across into markets in the south. Starting from nothing, Sidney the Fitzrov River in Western Australia, down to the to fatten cattle on the remote stations to the north, bring them down the lines between stations and to the great inland river systems, and hence drought proofing his empire.

the widows of those who didn't come back. Sidney was knighted in 1921, and the Adelaide suburb of Kidman employees who went to fight in the war, and assisted During World War 1, Sidney Kidman donated wool, Park was also named after him. He passed away on meat, horses, ambulances and even fighter planes to the government. He also guaranteed the jobs of September 2, 1935.

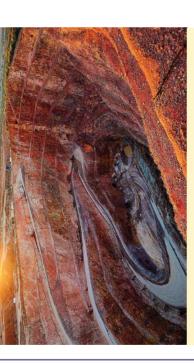
such as Bourke, Cobar, Hillston and Darlington Point. stretches almost 800km through outback NSW (along Officially opened on May 22, 1999 the Kidman Way Kidman's stock routes) encompassing historic towns Fully sealed, it's a key north south touring route through the centre of NSW.

It starts at Jerilderie, in the south, and officially ends at the near-desolate town of Barringun on the NSW/ QLD border.

After leaving Jerilderie (a keystone in the Ned Kelly largest solar farm in Australia and onto Darlington Point on the Murrumbidgee River; learn about the productive farming town of Coleambally, past the story), the Kidman Way heads north through the history of the punt and bridge.

Cotton Gin at Whitton, which provides visitors with an insight into the local cotton industry and the ginning Before heading onto Griffith visit the Southern





FAST FACTS: COBAR

across the land, across the town, and stand on the very edge of Best lookout: Fort Bourke Hill, where you can see for miles a working gold mine.

Key local industries: Mining and pastoralism have been carried on for 150 years.

finish or start at the Newey, an old water reservoir that is now a interest, including beautiful historic buildings. The Federation Walking Track across the common has interpretation signs that Walking track/town walk: The Heritage Walk takes in sites of give details of the history, and the plant and bird life. It can birdwatching and recreation area.

administration offices of the Great Cobar mine. It is a symbol of much of Cobar's mining and social history. Outside the centre Building/monument of interest: The Great Cobar Heritage Centre is a magnificent building that was originally the is the Stele, a monument to the discoverers of copper.

and Mt Hope each have a pub with oodles of history. Both were Country pub(s) to visit: The surrounding villages of Nymagee mining towns and now are welcome stop-overs for travellers. Further afield, Louth and Tilpa both have friendly pubs with locals who will tell you tall tales and true stories.

Key Events: Picnic races are held in May; and in December there is a Christmas street parade.

More info: visit cobarshire.com.au

FON POINT

track - starts at the Fig Tree Park, beside the Walking track/town walk: Goanna walking Murrumbidgee River.

Station Woolshed. Tubbo Station still stands as one of the richest and largest grazing and sheep properties the Kidman Way on the Sturt Highway is the Tubbo in the Riverina. It was first established during the mid-1800s by a Scottish squatter John Peter, who Building/monument of interest: Located west of 740,000 acres, throughout this region by 1866. managed successfully almost 20 runs, or over

While in Darlington Point make sure you visit: Book Country pub(s) to visit: Punt Hotel a tour at Altina Wildlife Park. Key Events: Riverina Classic catch and release fishing competition in February; and Darlington Point Spring Fair in September.







POWER OF ONE

cosmopolitan city with plenty of appeal. Mid-week the main street is buzzing with colour and activity, people shopping. Griffith, the agricultural powerhouse of the Riverina, is a lunching or grabbing coffee with friends.

Rotary Market to meet the makers and stock up on fresh fruit change handy for bags of oranges, pecans and asparagus, or and vegies, eggs, honey and crostoli. If you miss the Sunday While in the land of food production stop at the Sunday market, look out for roadside stalls and keep some loose stop by Dodemo Smallgood and sample local salami.

FAST FACTS: GRIFFITH

Best lookout: Hermit's Cave - great view across the irrigated agriculture to the hills of Cocoparra National Park.

cent of Australia's prunes; one of Australia's largest wine regions; almonds; Key local industries: Griffith is the foodbowl of Australia - growing 95 per chickens; and the country's sweetest navels.

sculptures created in 2016 as a gift to the city and follow the path along the main canal to City Park – home to the tallest climbing frame in Australia. Walking track/town walk: Centenary Sculptures - admire the granite

Building/monument of interest: View the handcrafted textile curtain at the Regional Theatre.

country town of Yenda with local Yenda beer on tap - there is also a lovely Country pub(s) to visit: Yenda Hotel - a lovely verandah pub in the small mural to admire.

While in Griffith make sure you eat: Pizza, gnocchi, cannoli and gelato. A quirky/interesting stat: Sixty per cent of Griffith's population claim Italian heritage (hence the town makes very good coffee and biscotti). Oh, and visit a winery or two for some great cellar door bargains.

Griffith Little Italy celebrations; 13-26 October – Griffith Spring Fest – admire Key Events: 8-9 June – Shaheedi Tournament (Sikh Games); 23-25 August – orange sculptures, open gardens, long lunches, paella by the sculptures. More info: visit griffith.com.au

BACK TO NATURE

Goolgowi sits on the crossroads of two highways not far The Murrumbidgee River is close by Carrathool offering Goolgowi, and Merriwagga which are all situated on the meanders through Hillston, with many places along the 'Black Stump' legend and memorial to pioneer women. agricultural economy as well as the abundant birdlife restful holiday. Nature takes centre stage in the shire you will find many and varied agricultural industries towns and villages offer the traveller a laid-back and with numerous national parks, nature reserves, and as well as the towns and villages, including Hillston, Kidman Way, while Rankins Springs and Carrathool river to stop and explore. Merriwagga is home to the from Gunbar and the William Jackson VC memorial. home to varied birdlife including the black cockatoo. in western NSW. On your journey through the area If birdwatching is your passion, Rankins Springs is Carathool Shire sits at the gateway to the outback the natural landscape that supports a diversified are a short detour from the Kidman Way. All the and wildlife around the area. The Lachlan River picnic areas for a relaxing break.

FAST FACTS: HILLSTON

Best lookout : Willandra National Park.

potatoes; almonds; broiler chicken farms; walnuts; cotton; olives Walking track/town walk: Desatholon Park & Swinging Bridge Key local industries : Traditional wheat & sheep; cherries; in Hillston. Building/monument of interest: Red Dust & Paddymelons Gallery Country pub(s) to visit: Black Stump Hotel - Merriwagga (highest bar in NSW with very tall chairs); Clubhouse Hotel - Hillston (unique resin bar).

Australian speed record in an Aston Martin DB3S near Carrathool A quirky/interesting stat: In February 1957 David McKay set an He reached speeds of 143.19 miles an hour (230.44kmph)

between Sir Winston Churchill and Sir Robert Menzies regarding a While in Hillston make sure you visit: View the correspondence gift to Sir Winston Churchill from the people of Hillston.

Key Events: Hillston Hook Line & Fishing Festival (end of August); Hillston Show (September 28); Springs in the Springs - Rankins Springs (October 19)

More info: carrathool.nsw.gov.au



FAST FACTS: BOURKE

Best lookout: Mount Oxley.

Key local industries (today): Bourke Abattoir; farming and agriculture.

Walking track/town walk: River walk; walking trails at Gundabooka and Toorale National Park. Building/monument of interest: Court House; Post Office; Gidgee Guest House; St Ignatius School, Church and Convent. Country pub(s) to visit: Port of Bourke Hotel, Bourke; Shindy's Inn, Louth; Fords Bridge Hotel, Fords Bridge; Mulga Creek Hotel, Byrock;

Oasis Hotel, Enngonia. A quirky/interesting stat: As Henry Lawson wrote in 1892, "If you know Bourke, you know Australia".

Percy Hobson - born and bred in Bourke - became the first Indigenous Australian to win a gold medal for Australia at the

Commonwealth Games. Fred Hollows - famous eye surgeon - was buried in Bourke after his death in 1993. Hollows had worked in Bourke in the early 1970s. Nancy Bird Walton - Founded the remote air ambulance service in Bourke in 1935. While in Bourke make sure you visit: Back O' Bourke Exhibition & Information Centre: Uncover Bourke's rich history and engage in this world-class audio visual interactive display. Just 2km north of Bourke on Kidman Way. Open Daily 9am-5pm during visitor season. Outback Show: Cracker of a show - All-Australian horsemanship

at its best at the Back O'Bourke Exhibition Centre, Stockman's Arena. Daily at 11am during visitor season. Jandra Paddleboat: All aboard! Daily cruises departing from

Kidman's Camp, North Bourke. Bookings from the Back O'Bourke Exhibition & Information Centre. BYO drinks/nibbles. During visitor season.

Key Events: Back O'Bourke Easter Festival; Back O'Bourke Races; Bourke Fishing Comp; Enngonia Races; Louth Races; Bourke Show More info: visitbourke.com.au

AST FACTS: COLEAMBALLY

Best lookout spot: Coleambally Water Tower. Key local industries (today): Agriculture, especially irrigation farming. Walking track/town walk: Brolgal Place.

Building/monument of interest: The Bucyrus Erie dragline excavator, an amazing piece of construction machinery located in the Lions Park at the entrance to town. This excavator is one of four machines imported from the USA and used to excavate the main channels in the Murray Valley. After finishing the Malawa canal it was brought to Coleambally to commence the canal work in the local area. On completion the machine was driven to its present site. It is still in working order, and is commissioned when the Riverina Vintage Machinery Club hold their biennial rally in August.

Country pub(s) to visit: Brolga Hotel Motel.

A quirky/interesting stat: Coleambally is the newest town in NSW. While in Coleambally make sure you visit: Sample the wine and olives from Yarrow Park - 6km north of Coleambally off the Kidman Way. Key Events: Riverina Vintage Machinery Club Rally in August; and Taste Colembally - October 2020.

More info: murrumbidgee.nsw.gov.au 💶 🛋



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MORTHER

FAST FACTS: JERILDERIE

Best lookout: Luke Park - either a view of Lake Jerilderie or Billabong Creek. Key local industries (today): Agriculture. Walking track/town walk: Ned Kelly Raid Trail - self-guided tour of the 16 sites visited by Ned Kelly and his gang in 1879

Building/monument of interest: Jerilderie Historic Residence – Historic Home and Gardens. This old grand building has been restored to its former glory with pieces from the Queen Victoria era and beautiful garden. Tours are available by appointment, contact Roy on 0499 849 320. Country pub(s) to visit: Royal Mail Hotel -it's one of the sites the Kelly Gang visited. A quirkv/interesting stat: Sir John Monash. honoured military commander. attended Jerilderie publ

A quirky/interesting stat: Sir John Monash, honoured military commander, attended Jerilderie public school from 1874 to 1877. It was claimed as a lad, Monash met Ned Kelly and held his horse for him; a claim never denied nor confirmed by Monash, but doubted by future biographers of his career. While in Jerilderie make sure you visit: Lake Jerilderie: Whether for a picnic or walk around the lake to

Key Events: Australia Day fireworks at Lake Jerilderie in January; Jerilderie Working Dog Auction (last Sunday in February); Jerilderie Ned Kelly Show n Shine and Tractor Trek in May; Jerilderie Gold Cup Races in September.

stretch the your legs.

AUSSIE FOLKLORE

'Back O' Bourke' is more than a geographical location, it's part of the Australian language, part of its folklore. As Henry Lawson wrote in 1892, "If you know Bourke, you know Australia". Photographers, naturalists, historians, lovers of poetry, birdwatchers, visitors or just plain old Aussies wanting to discover their roots welcome to the Back O' Bourke.

Bourke Shire, at the junction of the Mitchell and Kamilaroi Highways and the Kidman Way, covers an area of 43,000 sq km and is home to approximately 2,600 people.

The shire's main agricultural industries include cotton, cattle production, as well as a new small stock abattoir, and of course the wool industry, part of Bourke's history since the 1860s.

To experience Bourke's many attractions head straight to the Back O' Bourke Exhibition and Information Centre. Here you'll experience the area's rich history through a world class presentation of audio visual interactive displays of the Australian outback, the early exploration, the poets, local bushrangers, the legends, and the conflicts.

While you're there make sure you catch the Outback Show, during visitor season. A cracker of a show that will keep you entertained. Before you leave grab a Back O' Bourke Mud Map Tours and head out on the many self-drive adventures.

Bourke – gateway to the real outback and the ideal stop along your journey of discovery of the Darling River Run, historic Dowling Track, Kidman Way, Matilda Country, Corner Country, Simpson Desert and beyond.





2019 RIVERINA + MURRAY CAMPAIGN INVESTMENT

rivering

The Riverina – Go with the Flow Campaign	Destination Riverina Murray	Riverina LGAs	Destination NSW	Totals
Coop Contribution	\$25,000	\$100,000	\$125,000	\$250,000
Branding Refresh	\$30,000			\$30,000
PR and Media Boost	\$20,000			\$20,000
Content Shoot	\$115,000			\$115,000
Research	\$35,000			\$35,000
Sub-totals	\$225,000	\$100,000	\$125,000	\$450,000



The Murray – Best Shared Campaign	Destination Riverina Murray	Murray Regional Tourism	Destination NSW	Totals
Coop Contribution	\$25,000	\$50,000	\$75,000	\$150,000
Branding Refresh		\$10,000	\$10,000	\$20,000
PR and Media Boost	\$20,000 (TBC)			\$20,000
Content Shoot	\$65,000			\$65,000
Research	\$35,000			\$35,000
Sub-totals	\$145,000	\$60,000	\$85,000	\$290,000
				Destination



MEASURING SUCCESS

Marketing Objectives	Measures	Baseline Benchmarks*	Interim Results	February 18 to April 28
Develop a new destination positioning that creates excitement and reignites the appeal of The Riverina region, amongst the target audiences.	 Advertising impact study Brand health tracker Stickiness and engagement on visitnsw.com Traffic to The Riverina consumer site 	 Appeal: 18% Intention to visit: 17% Visitnsw.com average time on site: 2min 19sec 	Campaign progress	100%
Increasing overnight leisure visitation.	 Operator data DNSW website Affiliate Program (HotelsCombined) Visitor Centre enquiries and bookings 	 Liaising with industry to acquire benchmarks Visitnsw.com lead conversion 	Total website visits	109,489
	Operator leads generated by visitnsw.com	rate: 33%	Total leads through to business listing	31,335
Increase visitor spend and length of stay.	 National Visitor Survey (NVS) data and industry 	National Visitor Survey YE Sep 2018		
	partnership data	 Average Night Spend: \$162 Average length of stay: 2.5 nights 	Average conversion rate	30%
*DNSW Average Benchmarks at Jan-Feb 2019	9			
*DNSW Average Benchmarks at Jan-Feb 2019	9			

MEDIA AND PUBLICITY

From July 2018 – March 2019, Riverina Murray destinations and experiences were featured across a number of leading domestic and international media outlets with inclusion of: print, online, radio, broadcast and social media in addition to syndicated stories.

The expansive reach totalled a circulation of 10,702,953 with an advertising value estimate equalling \$1,543,634.

Television

Postcards TV Riverina episode filmed in late March, aired 14 April. Getaway Filmed mid-March. Episode to air late 2019. Sydney Weekender

Riverina episode aired March 24.

Better Homes and Gardens

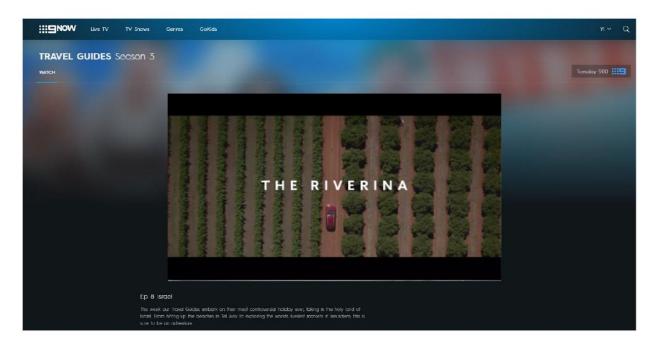
Filmed in April featuring Junee, Coolamon, Carrathool and Griffith. To air on May 24 and May 31.

Traditional Media

Outback Magazine Visited the Snowy Valleys region in late April. Australian Traveller Visiting Wagga Wagga and Griffith. NRMA Open Road Visiting in mid-May. Qantas Magazine Visited the Snowy Valleys in April. Australian Geographic content partnership Visiting later in 2019.



PROOF OF POSTING – CATCH UP TV





MEDIA AND PUBLICITY



The Most Romantic Getaways in New South Wales



In the spirit of love on this most romantic of days, here are ten romantic places in New South Wales for your next coupled-up sojourn



Kindstatel造台进行就是证中的代码上。但不关机已的现代表示,公司2000年间,为学方式在装造跟点 因此时的说。电视了ULIEDETAPId#Wattleget(EdB22)后,但和空生记者们(Maranhadpelliver) 回题DULIEOBWattleget(Apid)是实,使是是是、Maradi TopoCapital (Apid)上的一切一 件学的新礼的话题,而因为这些的智慧在影响和不同是非常有的正式。并且认为我的多时可用 人名。

鉴实美酒闲末

YOU







Then there are the historic cellar doors and local fresh produce to discover ar you explore the region that make this a great place to unwind and celax.



FUTURE CAMPAIGN ACTIVITY PHASE 2





INVESTING IN FUTURE SUCCESS

Core Objective:	Year 2	
Increase Awareness, Appeal & Engagement	Core Objective: Increase Intention to Visit by lead	Year 3
Budget Allocation: 60% Appeal & Engagement 30% Intention	generation by broadening destination knowledge and strengthening advocacy	Core Objective: Drive bookings by maintaining appeal and engagement
10% Conversion	Budget Allocation: 40% Awareness and Appeal 40% Engagement 20% Conversion	Budget Allocation: 30% Awareness and Appeal 40% Engagement 30% Conversion

Increase Visitor Satisfaction and Advocacy

Note: commencement of each phase is dependent on achieving previous stage objectives and budget allocations are contingent on actual investment.

Destination Riverina Murray NSW

FUTURE CAMPAIGN ACTIVITY PHASE 2

2019 Campaign (Autumn)	Funding	2020 Campaign (Autumn)	Funding
Destination Riverina Murray	\$25,000	Destination Riverina Murray	TBC
Riverina Councils: Wagga Wagga City Council Lockhart Shire Council Leeton Shire Council Griffith City Council Cootamundra-Gundagai Regional Council Narrandera Shire Council Snowy Valleys Council Temora Shire Council Junee Shire Council Murrumbidgee Council Murrumbidgee Council \$plit payments across the 2018/19 and 2019/20 FY	\$100,000	Riverina Councils: Wagga Wagga City Council Lockhart Shire Council Leeton Shire Council Griffith City Council Cootamundra-Gundagai Regional Council Narrandera Shire Council Snowy Valleys Council Temora Shire Council Junee Shire Council Murrumbidgee Council Coolamon Shire Council Bland Shire Council Carrathool Shire Council St0,000 from each Council area Allocation for the 2019/20 FY	\$130,000
Sub-Total	\$125,000	Industry Investment	TBC
Destination NSW (matched contribution)	\$125,000	Sub-Total	+\$130,000
. ,		Destination NSW (matched contribution – TBC)	+\$130,000
Total	\$250,000	Total	+\$260,000

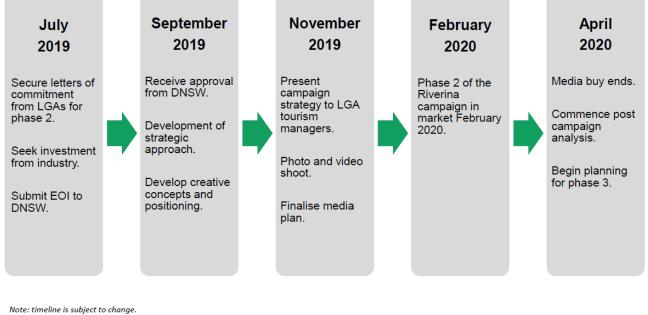
LOCAL GOVERNMENT INVESTMENT IN TOURISM MARKETING

Council/Organisations	Campaign	Funding	Matched from Destination NSW
Tourism Snowy Mountains.	2018 ' So Much More' Campaign.	\$100,000	\$200,000
Shoalhaven, Eurobodalla, Kiama Councils and Tourism Shellharbour and Sapphire Coast Tourism Limited.	2017 'Unspoilt' Campaign.	\$380,000	\$760,000
Shoalhaven, Eurobodalla, Kiama Councils and Tourism Shellharbour and Sapphire Coast Tourism Limited.	2018 'Unspoilt' Campaign (phase 2).	\$462,000	\$924,000
Hunter Valley Wine and Tourism Association.	2018 'Here's to the Good Life' Campaign.	\$300,000	\$600,000
Blue Mountains, Hawkesbury and Penrith City Councils.	'Wake Up With' Campaign.	\$130,000	\$260,000
Dubbo Regional Council.	'The Great Big Adventures' Campaign.	\$125,000	\$250,000
Lord Howe Island Tourism Association.	'Always On' Marketing Campaign.	\$100,000	\$200,000
Destination Broken Hill.	Destination campaign currently in development.	\$100,000	\$200,000

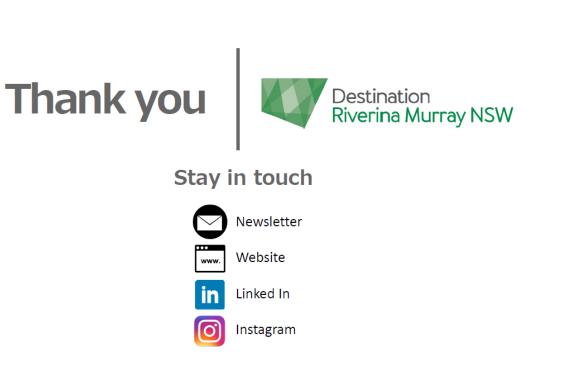


 Destination Riverina Murray NSW

THE RIVERINA CAMPAIGN PHASE 2 TIMELINE



Note. timeline is subject to change.



Richie Robinson General Manager

richie.robinson@destinationrm.com.au

0418 439 202

Sarah Hope Business Development Manager

sarah.hope@destinationrm.com.au

0409 763 789



Destination Riverina Murray NSW



NED KELLY TOURING ROUTE

Meeting Tuesday 14th May 2019, 11am Wangaratta Council Chambers

Murrumbidgee Council Kellie Dissenga Attended: Benalla Rural City Council Alison Angus **Bayley Geiger** Mansfield Shire Janine Rolles Rural Council of Wangaratta Kate Clark Rural Council of Wangaratta Melissa Gonzalez Rural Council of Wangaratta Strathbogie Shire Libby Webster Mitchell Shire Alana TImmins

Apologies: Susanna Doyle, Jillian Mulally, Chris Cheal, Nicole Nye and Kristen Lingardd

Janine chaired the meeting. Appointment of the following positions – Chair – host town will chair meetings Secretary – Benalla Rural City Treasurer – Murrumbidgee Shire

Minutes from 27th September 2017 were read Moved by Libby and Alison seconded the motion.

Actions from last meeting:

Action 1: Judy to contact Mark at Earthcheck to discuss the proposal and arrange a convenient time for the workshop. Mark is no longer at Earthcheck.

Action 2: Jemma to send through details of the Mitchell Shire contact at Heritage Victoria Julie to send through the letter she had previously sent to Heritage Vic Libby to send the letter to Jemma's contact. This has been completed

Action 3: Alison to follow up with Lindsay re distribution of the guide. Alison was advised that guide will be distributed throughout VIC's, however this hasn't been the case and created confusion through VIC's. Up to each individual centre if they wish to display as it's not an Official Visitor Guide – OVG.

Action 4: Julie to send out invoices for contributions. This is incomplete

Action 5: Libby to send out a copy of the current MOU. Action: Current copy of the MOU to be circulated to everyone. This needs to be updated to include Mitchell Shire

Correspondence:

Alison had received an email from Leo Kennedy regarding the changes at Stringybark Creek. He requested changes to the Enjoy Benalla website.

Action – Alison to forward correspondence to all committee members

Financial Statement:

A copy of the financial statements was given to committee members. As at 30.6.18 we have \$26,586.76 in the bank.

Memberships:

- Memberships are currently \$1500 per annum excluding GST
- Tourism North East had questioned if it was worthwhile keeping Jerilderie in the mix, but it was agreed that there is exceptional infrastructure there and it is in an important position to drive traffic south.

MOU: Memorandum of Understanding – MOU

- Copy of the MOU needs to be circulated to everyone. Last MOU was dated 12th October 2015.
- Need to be updated every 3 years
- Everyone needs to have a signed copy
- Mitchel Shire need to be included in the MOU and very interested in joining this group

Action – copy of the MOU needs to be circulated to all those on the committee Action – Letter of invitation to go out to Mitchell Shire

Ned Kelly Alive Report:

- Janine advised the group about the report.
- Tourism North East TNE are currently waiting to hear back about a grant relating to this project.

Action – Alison to send the link to everyone to read the report Action – We need to wait on the outcome from TNE and piggy back off them

Website and Social media

- Kate is currently doing all the social media for the touring route. If anyone has anything for social media content, send it through to Kate.
- Website is currently hosted by Digital Gold.
- Bayley suggested that we look at doing a Digital strategy and we can then link it back to the Ned Kelly Alive project.
- We all need to look at how we align with this project.

Action – Janine to touch base with Digital Gold to get the site analytics and send through each shires log in details.

Collateral

- Libby advised print quote prices from Euroa Print, as they have all the files and done print
- 30,000 copies = \$7000
- 60,000 copies = \$12,000
- Prices will include some redesign as brochures need to have dates as well as social media links.
- Kellie to see if Jerilderie has any brochures in storage. Janine and Kellie will liaise on this

Current activities -

Mansfield

- Author visits to the library and the Stringybark Creek memorial

Murrumbidgee

- 'The Bolt' exhibition opening soon. This exhibition will be unmanned with access via the library.
- Sir John Monash and Ned Kelly statue will consist of a horse and both men
- Working on a visitor guide

Strathbogie

- New Visitor Information Centre is now open in Nagambie
- Looking at doing a new website and tourism app
- Currently not a member of any tourism body

Mitchell

- Working with Heritage Vic with the Kelly house in Beveridge.
- Judy proposed that Mitchell be invited to join the group and to join us for the workshop day. All agreed.
- Currently not a member of any tourism body

Wangaratta

- Private charity wants to build a museum on the other side of Glenrowan
- All infrastructure is currently on hold
- Sidney Nolan's Ned Kelly Series currently on display in Geelong
- Ned Kelly Chase happening in October.

Benalla

- Ned Kelly tapestry is back on display at the Benalla Art Gallery
- Advised of a new book that they have been selling. Great for visitors following in the footsteps of Ned Kelly. Published b Woolshed Valley Co.

Next meeting to be held on Tuesday 3rd September at Mansfield. Janine to invite Tourism North East to this meeting.

Meeting closed 12.50pm