OBERON COUNCIL

Oberon Council Ordinary Meeting
Tuesday 15 October 2024

Commencing at 5:30 pm
To be held at the Oberon Council Chambers

OBERON

MORE THAN YOU IMAGINE

EVACUATION SIGN AND DIAGRAM

Ground Floor

137-139 Oberon Street, Oberon NSW 2787

YOU ARE HERE

TO ASSEMBLY AREA

TO ASSEMBLY AREA

Chubb

Defibrillator | Distribution Board | Carbon Dioxide | Dry Chemical Powder | Water | First Aid Point | Hose Reel | Exit | Alternate Evacuation Path | Evacuation Path | Assembly Area

Evacuation Procedures

Site Plan

IN CASE OF FIRE

R — REMOVE people from immediate danger

A — ALERT people nearby and raise an alarm (Dial 000)

C — CONFINE fire and smoke (Close doors behind you if safe to do)

E — EVACUATE via the nearest emergency exit

Oberon Council Admin Building

Ross Street

Oberon Street

Sign Ref: AG - YAH - 2

Issue Date: 03/2021   Review Date: 03/2026   © Chubb Fire & Security PTY LTD 1300 650 182

Risk Matrix Legend

Through its Enterprise Risk Management Processes, Oberon Council has developed Risk Appetite Statements which are shown in the following table.

Category of Risk	Avoid	Resistant	Accept	Receptive
Business Continuity			PRIMARY	
Financial		PRIMARY	*Secondary*	
Safety	PRIMARY			
Environment	*Secondary*	PRIMARY		
People & Culture			*Secondary*	PRIMARY
Project Performance			*Secondary*	PRIMARY
Technical Complexity			PRIMARY	*Secondary*
Public Image and Reputation		PRIMARY	*Secondary*	
Assets & Infrastructure			*Secondary*	PRIMARY
Governance	PRIMARY			
Service Delivery			PRIMARY	

Risk Appetite Scale

AVOID (little-to-no appetite) Avoidance of risk and uncertainty is key to achieving objectives	**1**	
AVERSE (small appetite) Prefer safe options with little risk of adverse exposure	**2**	
ACCEPT (medium appetite) Consider all options and choose most likely for successful delivery with reasonable degree of protection	**3**	
RECEPTIVE (large appetite) Will engage with risks and opportunities when the potential benefit is great	**4**	

Each risk is evaluated in terms of potential loss, likelihood of occurrence and the effectiveness of controls in place to manage the risks according to the criteria set out below:

Likelihood \ Impact	Negligible	Minor	Moderate	Major	Extreme
Almost Certain	Low	Medium	High	Extreme	Extreme
Likely	Low	Medium	Medium	High	Extreme
Possible	Low	Low	Medium	High	High
Unlikely	Low	Low	Low	Medium	High
Rare	Low	Low	Low	Medium	High

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1   OPENING OF MEETING

The Acting Mayor will welcome members and declare the meeting open.

The meeting will be livestreamed via Zoom webinar facilities.

Recordings of Council Meetings or parts thereof cannot be copied, recorded, reproduced, reused or transmitted without the prior written consent of the General Manager. The meeting is being recorded and will be made publicly available on Council's website. Persons attending the meeting should refrain from making any defamatory statements.

2   ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that this meeting is being held on the traditional lands of the Wiradjuri, Gundungurra and Dharug People, and respects the history and culture of the elders both past and present.

3   PRAYER

The Meeting will be opened in prayer.

4   RECORD OF ATTENDANCE

Members	Clr Anthony Alevras
	Clr Katie Graham
	Clr Helen Hayden
	Clr Clive McCarthy
	Clr Andrew McKibbin
	Clr Frank O'Connor
	Clr Jill O'Grady
	Clr Lauren Trembath
	Clr Ian Tucker
Staff	Gary Wallace, General Manager
	Damian O'Shannassy, Planning and Development Director
	Mathew Webb, Corporate Services Director
	Dr Cornelia Wiebels, Technical Services Director
	Sharon Swannell, Executive Coordinator
Leave of Absence	Nil

4.2   Oath Or Affirmation Of Office By Councillors

4.2	Oath or Affirmation by Councillors
File No:	Governance/Councillors
Author:	Gary Wallace, General Manager

Summary

Under Section 233A of the *Local Government Act 1993* a councillor must take an oath of office or make an affirmation of office at or before the first meeting of the council after the councillor is elected.

Recommendation:

That Council note the councillors that took the Oath or Affirmation of Office at the commencement of the meeting.

That Councillors sign the Oath or Affirmation document confirming their pledge.

List of Attachments

{attachment-list}

Comment

Under the requirements of the Local Government Act 1993, councillors (including mayors) are required to take an oath or affirmation of office. Oaths or affirmations of office must be taken by each councillor at or before the first meeting of the council after being elected.

- Each council will need to make arrangements for the oath or affirmation to be taken by each councillor at the first meeting of a newly-elected council or at a newly-elected councillor's first meeting following a by-election.

- Councillors should be made aware of this requirement prior to the first meeting of a newly-elected council or the newly-elected councillor's first meeting following a by-election.

- An oath or affirmation should be taken by each councillor as the first item of business for the meeting.

- The general manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each councillor in the minutes of the council meeting.

- If the councillor is unable to attend the first council meeting, he or she may take the oath or affirmation of office at another location in front of the general manager.

- The oath or affirmation of office may also be taken before an Australian legal practitioner or a Justice of the Peace.

- The taking of the oath or affirmation outside a council meeting must be publicly recorded by the council.

- Where an oath or affirmation is taken outside a council meeting, a council staff member should also be present to ensure that an accurate record can be kept by the council.

It should also be noted that:

- A councillor who fails, without a reasonable excuse, to take the oath or affirmation of office, will not be entitled to attend council meetings until they do so and will be taken to be absent without leave.

- If a councillor is absent without leave for three consecutive ordinary council meetings their office is automatically declared vacant and a by-election must be held.

The Oath and Affirmation are:

Oath

I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people of the Oberon Local Government Area and the Oberon Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Affirmation

I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Oberon Local Government Area and the Oberon Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Financial Implications
Nil

Relevance to Oberon Community Strategic Plan

Theme 5: Leadership and Engagement
Action 5.2 Council has sound organisational health, with strong leadership and governance frameworks
5.2.1 Enable Elected Members to better represent community

Risk Category
Governance

Risk Severity Ranking
Insignificant - 20%

4.3   Election Of Mayor And Deputy Mayor

4.3	Election of Mayor and Deputy Mayor
File No:	Governance/Meetings/Ordinary
Author:	Gary Wallace, General Manager

Summary

Section 290 of the Local Government Act 1993 requires that the election of the mayor and deputy mayor be held within the first three weeks after an ordinary election. In accordance with Section 230 of the Local Government a mayor and deputy mayor elected by the councillors will hold office for two years.

The election of mayor and deputy mayor will take place at the start of the Ordinary Council Meeting on Tuesday 15 October 2024.

Nomination forms for the positions of mayor and deputy mayor are included with this business paper.

Recommendation:

That if an election is required for the positions of Mayor and Deputy Mayor, then the election is held by open voting in accordance with Councils Code of Meeting Practice.

List of Attachments
{attachment-list}

Comment

Ballot papers will be issued if a decision is made to hold the election by Ballot. If a decision is made for "Open Voting" then this will be by a show of hands.

The relevant clauses of **Schedule 7 of the Local Government (General) Regulation 2005** for the election of the Mayor and Deputy Mayor are:

1.   Returning officer
   The general manager (or a person appointed by the general manager) is the returning officer.

2.   Nomination
   (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
   (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
   (3) The nomination is to be delivered or sent to the returning officer.
   (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3.   Election
   (1) If only one councillor is nominated, that councillor is elected.
   (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
   (3) The election is to be held at the council meeting at which the council resolves on the method of voting.

(4) In this section—

ballot has its normal meaning of secret ballot.
open voting means voting by a show of hands or similar means.

In previous years, and as is the case with most NSW Councils, elections have been held by Ordinary Ballot.

Part 2 Ordinary ballot or open voting

4.   Application of Part
This Part applies if the election proceeds by ordinary ballot or by open voting.

5.   Marking of ballot-papers
(1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
(2) The formality of a ballot-paper under this Part must be determined in accordance with section 345 of this Regulation as if it were a ballot-paper referred to in that section.
(3) An informal ballot-paper must be rejected at the count.

6.   Count—2 candidates
(1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
(2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7.   Count—3 or more candidates
(1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
(2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
(3) If, after that, 3 or more candidates still remain, the procedure set out in subsection (2) is to be repeated until only 2 candidates remain.
(4) A further vote is to be taken of the 2 remaining candidates.
(5) Section 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
(6) If at any stage during a count under subsection (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 4 General

12.   Choosing by lot
To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13.   Result
The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

(a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
(b) to be delivered or sent to the Secretary and the Chief Executive Officer of Local Government NSW.

SUMMARY

The General Manager will be the Returning Officer and will call upon Councillors for written Nominations; these will then be read to the Meeting. If more than one Nomination is received then Councillors will be required to decide the method of voting. When elected the incoming Mayor will Chair the Meeting.

Financial Implications
Nil

Relevance to Oberon Community Strategic Plan

Theme 5: Leadership and Engagement
Action 5.2 Council has sound organisational health, with strong leadership and governance frameworks
5.2.1 Enable Elected Members to better represent community
5.2.3 Effective meeting Structures, policies and procedures

Risk Category
Governance

Risk Severity Ranking
Minor - 32%

OBERON COUNCIL

NOMINATION PAPER

Election of Mayor

15 October 2024

We, the undersigned Councillors of the Oberon Council, do hereby propose for nomination _____ (full name), as a candidate for the office of Mayor of the Oberon Council at the election to be held on 15 October 2024.

1st Proposer: _____   Date:

2nd Proposer: _____   Date:

FORM OF CONSENT

I, the above named Councillor of the Oberon Council, hereby consent to my being proposed for nomination for the office of Mayor.

_____
Signature of Councillor Proposed for Nomination

The Local Government (Elections) Regulation 1993, Schedule 3, allows the nominee to be one of the proposers.

Completed nomination papers are to be in the hands of the General Manager prior to the commencement of the 15 October 2024 Ordinary Meeting.

NOMINATION PAPER

Election of Deputy Mayor

15 October 2024

We, the undersigned Councillors of the Oberon Council, do hereby propose for nomination _____ (full name), as a candidate for the office of Deputy Mayor of the Oberon Council at the election to be held on 15 October 2024.

1st Proposer: _____ Date:

2nd Proposer: _____ Date:

FORM OF CONSENT

I, the above named Councillor of the Oberon Council, hereby consent to my being proposed for nomination for the office of Deputy Mayor.

_____
Signature of Councillor Proposed for Nomination

The Local Government (Elections) Regulation 1993, Schedule 3, allows the nominee to be one of the proposers.

Completed nomination papers are to be in the hands of the General Manager prior to the commencement of the 15 October 2024 Ordinary Meeting.

5 DECLARATIONS OF INTEREST

A GUIDE TO ETHICAL DECISION-MAKING
(Provided by the Independent Commission Against Corruption)

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and code of conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- Pecuniary – regulated by the Local Government Act and Department of Local Government
- Non-pecuniary – regulated by codes of conduct and policy. ICAC, Ombudsman, Department of Local Government (advice only)

The test for conflict of interest:

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain
- Important to consider public perceptions of whether you have a conflict of interest

Identifying problems

- 1st   Do I have private interests affected by a matter I am officially involved in?
- 2nd   Is my official role one of influence or perceived influence over the matter?
- 3rd   Do my private interest's conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

When making a Declaration of Interest the reason for making the declaration should be clearly stated. Pecuniary and Non-Pecuniary Significant Interests should be managed by leaving the room while the matter is considered.

Pecuniary   -
Non-Pecuniary Significant   -
Non-Pecuniary Less than Significant   -

6 PRESENTATIONS

Nil

7 QUESTIONS FROM THE PUBLIC

The public gallery is open to members of the community. The community is to be given the opportunity to ask questions at the commencement of the council meeting, and the Mayor is to ask for questions from the gallery prior to the commencement of the ordinary meeting.

Members of the public wishing to address Council are permitted to do so provided the following guidelines are adhered to:

1.   The person asking the question at the Council meeting must clearly state their name and in what capacity they are acting.
2.   If the person asking the questions is acting as another person/organisation's agent, they must advise Council if they have their prior consent/authority.

Questions from the public is not an opportunity for debate with elected representatives or staff, it is an opportunity for the community to ask a question in relation to an issue or put a point of view relating to an issue that may be causing interest or concern. Due to time constraints a time frame of three minutes per speaker is allocated. All questions and comments must be directed through the Mayor and in the instance of a question, if it cannot be answered it will be taken on notice and a response given within a reasonable period. This is the only opportunity for a community member to address Council during an Ordinary Meeting.

None received.

8 CONFIRMATION OF MINUTES

8.1	Ordinary Meeting 13 August 2024

 Attached is the Minutes of the Ordinary Council Meeting held on 13 August 2024.

Recommendation:

That the Minutes of the Ordinary Meeting held on 13 August 2024 be confirmed.

Matters Arising from the Minutes

Nil

137 Oberon Street
PO Box 84
Oberon NSW 2787

Telephone: (02) 6329 8100
Email: council@oberon.nsw.gov.au

Unconfirmed Minutes
Oberon Council Ordinary Meeting
Tuesday 13 August 2024
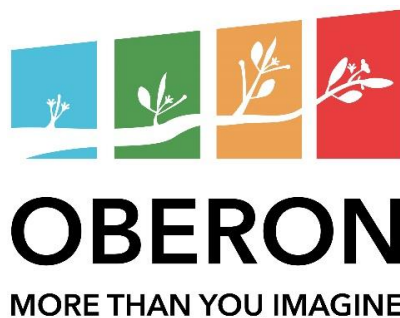
Commencing at 5:30 am
Held at the Oberon Council Chambers

OBERON
MORE THAN YOU IMAGINE

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1 OPENING OF MEETING

The Deputy Mayor welcomed members and declared the meeting open at 5.31pm.

The meeting was livestreamed via Zoom webinar facilities. Recordings of Council Meetings or parts thereof cannot be copied, recorded, reproduced, reused or transmitted without the prior written consent of the General Manager. The meeting is being recorded and made publicly available on Council's website and persons attending the meeting should refrain from making any defamatory statements.

2 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that this meeting is being held on the traditional lands of the Wiradjuri, Gundungurra and Dharug People, and respects the history and culture of the elders both past and present.

3 PRAYER

The Meeting was opened in prayer by Reverend Johnny Lush - Anglican Parish of Oberon and Pastor James Toogood, Oberon Seventh-day Adventist Church.

4 RECORD OF ATTENDANCE

Members	Mayor Mark Kellam (via Zoom)
	Deputy Mayor Andrew McKibbin (Chair)
	Clr Katie Graham
	Clr Helen Hayden
	Clr Clive McCarthy
	Clr Mick McKechnie
	Clr Lauren Trembath
	Clr Ian Tucker
	Clr Bruce Watt
Staff	Gary Wallace, General Manager
	Damian O'Shannassy, Planning and Development Director
	Mathew Webb, Corporate Services Director
	Dr Cornelia Wiebels, Technical Services Director
	Sharon Swannell, Governance and Executive Manager

5 DECLARATIONS OF INTEREST

Pecuniary   - Nil
Non-Pecuniary Significant   - Nil
Non-Pecuniary Less than Significant   - Nil

6 PRESENTATIONS

Nil

7 QUESTIONS FROM THE PUBLIC

Michael Kantares addressed Council.

Michael passed on his thanks to the current Council for some of the decisions made during this term of council, particularly for preserving the land at the top of the Oberon Golf Club Reserve. I am grateful for the Councillors who have preserved that piece of land.

it was four years ago that fluoride was introduced into this town. That was a very controversial and divisive decision that happened in Oberon. In the four years are there any measures to say that the program has been successful?

Secondly i would like to ask does Council get any financial incentives to not put any roadblocks against The Pines Windfarm project.

The Chair thanked Micheal and advised that the questions will be taken on notice.

8 CONFIRMATION OF MINUTES

8.1	Ordinary Meeting 16 July 2024

Moved: Clr Hayden
Second: Clr Trembath

That the Minutes of the Ordinary Meeting held on 16 July 2024 be confirmed.

Matters Arising from the Minutes

It was noted that the Minutes of the Audit Risk and Improvement Committee an alternate motion was moved and second, this was incorrectly noted as an amendment and the minutes will be updated to reflect this change.

Carried - Resolution No: 1 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

9 MAYORAL MINUTE AND REPORT

9.1	Mayoral Minute and Report - August 2024
File No:	Governance/Mayor/General
Author:	Mayor Mark Kellam

Summary

This report summarises the main activity for the Mayor since the last report.

Moved: Clr Kellam
Second: Clr Hayden

That Report Item 09.01 is received as information.

Carried - Resolution No: 2 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

10 NOTICES OF MOTION

10.1	Late Report - Record of Thanks and Acknowledgement
File No:	Governance/Meetings/Ordinary
Author:	Clr McKibbin

Moved: Clr McKibbin
Second: Clr Watt

That Council acknowledge and thank Mayor Mark Kellam for his service to the Oberon Community during his two terms on Council and in the last term as Mayor.

Carried - Resolution No: 3 - 13/08/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

Mayor Kellam abstained from voting in the matter.

11 COUNCILLOR AND DELEGATES REPORTS

11.1	Oberon Business and Tourism Association
File No:	Governance/Meetings/Ordinary
Author:	Clr Helen Hayden

Summary

The July Meeting of OBTA was held on 10 July 2024. This report outlines the business discussed at the meeting.

Moved:	Clr Hayden
Second:	Clr Trembath

That Council note the report as information.

Carried - Resolution No: 4 - 13/08/2024

Division

Votes for:	Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt
Votes against:	Nil

11.2	IPWEA - Roads Congress
File No:	Governance/Meetings/Ordinary
Author:	Clr Hayden

Summary

Councillor Hayden and Technical Services Director Dr Cornelia Weibels attended the Institute of Public Works and Engineering Australia Local Roads Congress held on Monday 3 June 2024 at NSW Parliament House. The purpose of the Congress is to address policy issues rather than technical issues and to optimise roads and transport outcomes. The first NSW Local Roads Congress was held in December 2005 and has been held annually since then.

Moved:	Clr Hayden
Second:	Clr Trembath

That Council receive and note the delegates report for the IPWEA Roads Congress held on 3 June 2024.

Carried - Resolution No: 5 - 13/08/2024

Division

Votes for:	Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt
Votes against:	Nil

12 COMMITTEE REPORTS

12.1	Hazelgrove Public School Reserve Committee Meeting - 22 July 2024
File No:	Governance/Meetings
Author:	Gary Wallace (General Manager)

Summary

Minutes of the Hazelgrove Public School Reserve Committee Meeting held on 22 July 2024 are submitted for Council's information and endorsement.

Moved: Clr Hayden
Second: Clr McCarthy

That:

1. Council receive and note minutes of the Hazelgrove School Reserve Committee held on 22 July 2024.

2. Council allocate $5,000 from the building maintenance fund to assist in maintenance as per the recommendations in the building inspection report and the committee members utilise the funds with a volunteer working bee as a short-term solution.

3. Elaine Boxer be appointed as a member of the Hazelgrove Public School Reserve Committee.

Carried - Resolution No: 6 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

12.2	Black Springs Community Hall Committee Meeting 1 August 2024
File No:	Governance/Meetings/Black Springs Community Hall Committee
Author:	Victoria Bewley (Acting Community Services Coordinator), Mathew Webb (Corporate Services Director)

Summary

Minutes of the Black Springs Hall Committee Meeting held on Thursday 1 August 2024 are submitted for Council's information and consideration

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Moved: Clr Hayden
Second: Clr Trembath

That Council

1. Receive and note the minutes of the Black Springs Community Hall Committee Meeting held on 1 August 2024.

2. Prioritise and seek grant funding opportunities for the installation of blackout blinds at the Black Springs Community Hall.

3. Undertake a structural assessment on the concrete tank and if deemed unsafe undertake removal activities.

Carried - Resolution No: 7 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

13 REPORTS FOR DECISION

13.1	**Review of Roadside Weed Control Services Program**
File No:	Environmental Management/UMCC
Author:	Gary Wallace (General Manager)

Summary

Previously Council resolved to defer any further consideration of a Weeds Program until it had received information from Central Tablelands Weeds Authority (formerly Upper Macquarie County Council) relating to works that were yet to be completed and the Service Level Agreement Council had previously entered with CTWA. This report provides additional information provided by CTWA for Council consideration.

Council has an obligation under the Biosecurity Act to manage weeds in an appropriate way and within an appropriate budgeting framework.

Moved: Clr Tucker
Second: Clr McCarthy

That Council note the information provided by Central Tablelands Weeds Authority (CTWA) and seek a meeting with all parties associated with CTWA to find an appropriate way forward.

Amendment

Moved: Clr Trembath
Second: Clr Hayden

That:

1. Council note the information provided by Central Tablelands Weeds Authority (CWTA).

2. Seek a meeting with CTWA and all General Managers and Delegates from constituent Councils to be included in that meeting.

3.   Determine how the increased kilometre cost of spraying occurred and resulted in Oberon Council's sector one not being completed.

4.   A review of the service level agreement be undertaken.

5.   A report be provided to the October Ordinary Council Meeting.

The Amendment was put and won, the Amendment becomes the Motion.

Moved: Clr Trembath
Second: Clr Hayden

That:

1.   Council note the information provided by Central Tablelands Weeds Authority (CWTA).

2.   Seek a meeting with CTWA and all General Managers and Delegates from constituent Councils to be included in that meeting.

3.   Determine how the increased kilometre cost of spraying occurred and resulted in Oberon Council's sector one not being completed.

4.   A review of the service level agreement be undertaken.

5.   A report be provided to the October Ordinary Council Meeting.

Carried - Resolution No: 8 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

13.2	**ARIC Independent Member Appointment**
File No:	Corporate Services\ARIC12
Author:	Mathew Webb (Corporate Services Director)

Summary

A vacancy exits in the Oberon Audit Risk and Improvement Committee (ARIC), as Chairperson Neil Maltby retired from the ARIC in June 2024. Staff have reviewed the candidate shortlist from the previous round of recruitment and are recommending the appointment of Andrew Cox as the third independent member of the Oberon ARIC.

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Zoe Marks, Finance Manager joined the meeting at 6.24pm.

Moved: Clr Tucker
Second: Clr Kellam

That Council endorse Andrew Cox as an Independent Member to the Oberon Audit Risk and Improvement Committee for a two-year term from 11 September 2024 to 10 September 2026.

Carried - Resolution No: 9 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

13.3	**2023-24FY Unaudited Financial Statements**
File No:	Financial Statements/2023-23FY
Author:	Zoe Marks (Finance Manager), Mathew Webb (Corporate Services Director)

Summary
The 2023-24 Unaudited Financial Statements show a net operating result of $7.3 million with Revenue of $35.1 million and Expenses of $27.8 million.

Moved: Clr Tucker
Second: Clr Trembath

That Council:

1. Accepts the 2023-24 Unaudited Financial Statements in accordance with Section 413(3) of the Local Government Act 1993 (as amended) and the Regulations made thereunder.

2. Confirms that the financial statements are prepared in accordance with, The Local Government Act 1993 (as amended) and the Regulations made thereunder, The Australian Accounting Standards and professional pronouncements and The Local Government Code of Accounting Practice and Financial Reporting.

3. Acknowledges that the financial statements present fairly Council's operating result and financial position for the year.

4. Confirms that the financial statements accord with Council's accounting and other records.

5. Refer the 2023-24 Financial Statements for Audit.

6. Delegate the Mayor, Deputy Mayor, General Manager and the Corporate Services Director to sign the 2023-24 Financial Statements when the Audit Office review has been received and there are no material changes required.

Carried - Resolution No: 10 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Clr McCarthy

Zoe Marks left the meeting at 6.34pm.

13.4	O'Connell Shared Pathway - Open Tender Request
File No:	Governance/Meetings/Ordinary
Author:	Dr Cornelia Wiebels (Technical Services Director), Dani Bradshaw (Change Management Analyst)

Summary

This report seeks Councils endorsement to proceed with inviting Open Tenders for the construction of the O'Connell shared pathway to Fish River Bridge. Preliminary quotes obtained for works estimate expenditure to be above the tendering threshold. Staff are considering the benefits for including the Common Curtis Street link footpath as a combined project in the tender.

Council must determine the proposed method of Tendering in accordance with the requirements of Clause 166 of the Local Government (General) Regulations 2021.

Moved: Clr Trembath
Second: Clr Tucker

That Council:

1. Nominate the Open Tendering method as prescribed in accordance with Clause 166(b) of the Local Government Regulation 2021 for the O'Connell Shared Pathways to Fish River Bridge construction.

2. Approve the inclusion of the Oberon Common Curtis Street link footpath in the open tender as an additional option for quoting.

Carried - Resolution No: 11 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Clr Hayden, Clr McCarthy and Clr McKechnie

13.5	Oberon Multi-Purpose Sports Complex - Progress Report
File No:	Infrastructure/Oberon Sports Ground
Author:	Gary Wallace (General Manager)

Summary

The purpose of this report is as follows:
1. To provide an update on project progress and
2. To advise Council on the intended approval process for the sportsground upper surface placement irrigation, turf establishment and stormwater drainage to deliver the best coverage

surface during this spring period within a practical construction staging of that part of the sports complex project.

With Council/Councillor caretaker mode commencing shortly and the intent to commence construction of the fields and stormwater parts of the project during spring to achieve best surface outcomes, it is considered appropriate that the Development Application for the work – Stage 3 Sports Fields and Stormwater be determined under staff delegation and if approved, certified by Council staff.

General Manager Gary Wallace left the meeting at 6.41pm.

Moved: Clr McCarthy
Second: Clr McKechnie

That Council:

1. Note the progress in the report,

2. Endorse the consideration of the Stage 3 Development Application for stormwater, upper surface placement, turf and irrigation works under staff delegation within the caretaker period as outlined in the report.

Carried - Resolution No: 12 - 13/08/2024

The General Manager returned to the meeting at 6.47pm.

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

13.6	**Returns Disclosing Interests**
File No:	Governance/Meetings/Ordinary
Author:	Gary Wallace (General Manager)

Summary

In accordance with Clause 4.21 of Council's Model Code of Conduct – Policy 1102; a Councillor or designated person must make and lodge with the General Manager a return in the form set out in schedule 2 to the code, disclosing the Councillor's or designated person's interests as specified in schedule 1 to the code within 3 months after:
1. becoming a Councillor or designated person, and
2. 30 June of each year, and
3. the Councillor or 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).

Moved: Clr Hayden

Second: Clr McCarthy

That Council note the requirement to lodge a return disclosing interests of Councillors and designated persons.

Carried - Resolution No: 13 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

13.7	End of Term Report 2021 - 2024
File No:	Governance/IP & R
Author:	Gary Wallace (General Manager), Mathew Webb (Corporate Services Director), Damian O'Shannassy (Planning and Development Director), Dr Cornelia Wiebels (Technical Services Director)

Summary

As part of Councils Integrated Planning and Reporting processes, Council is required to report to its community the outcomes of its endorsed Delivery Program. This end of term report outlines the achievements of Council through the current term of Council.

Moved: Clr Hayden

Second: Clr Trembath

That Council endorse the End of Term Report for the 2021-24 reporting period

Carried - Resolution No: 14 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

13.8	Development Application 2024.037 – Shed at 1021 Duckmaloi Road, Oberon
File No:	PR189 - 1021
Author:	Mark Hitchenson (Town Planner) and Damian O'Shannassy (Planning and Development Director)

Summary

Council has received a Development Application (DA2024.037) for a shed at 1021 Duckmaloi Road, Oberon. The shed will be ancillary to existing rural residential activities on the land. The shed is 14m by 20m (280m²).

Key Issue

The development does not comply with the 20m front setback requirement in the Oberon Development Control Plan 2001. The proposed shed will have a 5m setback to Duckmaloi Road. While the variation is significant, the shed will not be overly visible from Duckmaloi Road due to elevation and existing vegetation and will have no impact on the safety of traffic using Duckmaloi Road. There are no adjoining properties that would be impacted by the variation. The DA was notified from 26 July 2024 to 9 August 2024. At the time of writing this report, no submissions had been received. Should any submissions be received, a late item will be added to this report with a response to any issues raised.

The proposal is considered acceptable despite the DCP variation.

Moved:	Clr Hayden
Second:	Clr McCarthy

That

1. Council vary Part A.4.3 – "Building Setback from Roads" of its current DCP 2001 in relation to Development Application DA2024.037 for construction of a shed at Lot 2 in DP 1013687 being known as 1021 Duckmaloi Road, Oberon.

2. A division be called in accordance with Section 375A of the Local Government Act 1993.

Carried - Resolution No: 15 - 13/08/2024

Division

Votes for:	Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Tucker and Clr Watt
Votes against:	Clr Trembath

14 REPORTS FOR INFORMATION

14.1	**Monthly Activity Report General Manager - August 2024**
File No:	Governance/Meetings/Ordinary
Author:	Gary Wallace (General Manager), Sharon Swannell (Governance and Executive Manager), Julie Baker (Library Manager), Rebecca Burgess (Work Health Safety and Risk Manager), Hannah Booth (Records and Communications Coordinator)

Summary

This report item summarises the main activity by the General Manager since the last report. Items include Human Resources, Workplace Health & Safety, Community Activity, Regional Issues, Executive Management Team Meetings and planned activities.

Moved: Clr Hayden

Second: Clr Trembath

That report Item 14.1 is received as information.

Carried - Resolution No: 16 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

14.2	**Monthly Activity Report - Planning & Development - August 2024**
File No:	Governance/Meetings/Ordinary
Author:	Damian O'Shannassy (Planning and Development Director), Kirsty Hanrahan (Building Surveyor), Lyn Hancox (Planning and Development Administration Assistant), Janet Bailey (Development Control Administration Officer), David Sellers (Facilities Manager)

Summary
This report item summarises the main activity in the Planning and Development Department since the July 2024 Council Meeting.

Moved: Clr Hayden

Second: Clr McCarthy

That report item 14.2 is received as information.

Carried - Resolution No: 17 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

14.3	**Monthly Activity Report Technical Services - July 2024**
File No:	Governance/Meetings/Ordinary
Author:	Dr Cornelia Wiebels (Technical Services Director), Andrew Krol (Water and Sewer Officer in Charge), Geoff Paton (Works Engineer), Lauren Dukes (Trainee Civil Engineer), Donah Foley (Technical Services Administrative Assistant), Paul Robinson (Plant Manager), Sam Golam (Project Engineer), Dani Bradshaw (Change Management Analyst)

Summary
This report item summarises the main activity in the Technical Services Department since the last Meeting.

Page 16 of 23

Moved: Clr Hayden

Second: Clr Trembath

That report 14.3 is received as information.

Carried - Resolution No: 18 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

14.4	Monthly Activity Report Corporate Services - July 2024
File No:	Governance/Meetings/Ordinary
Author:	Mathew Webb (Corporate Services Director), Debra Keane (Tourism and Economic Development Manager), Brooke Perry (Community Services and Youth Coordinator), Zoe Marks (Finance Manager), Victoria Bewley (Acting Community Services Coordinator), Julie Baker (Library Manager), AJ Jack (IT and GIS Co-ordinator)

Summary

This report provides an update on the activities of the Corporate Services Directorate for July and forward plans.

Moved: Clr Hayden

Second: Clr McCarthy

That report item 14.4 is received as information.

Carried - Resolution No: 19 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

14.5	Investments - July 2024
File No:	Financial Management/Investments/Register
Author:	Lisa Koleda (Management Accountant), Zoe Marks (Finance Manager)

Summary

This report provides Council with the Statement of Investments as of 13 August 2024.

Moved: Clr McCarthy

Second: Clr Trembath

That report item 14.5 is received as information.

Carried - Resolution No: 20 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

- 14.6	**Grants Update - July 2024**
File No:	Governance/Grants 2024
Author:	Toni Dwyer (Grants Co-ordinator), Mathew Webb (Corporate Services Director)

Summary

This report provides a summary of grant funding applications submitted and funding notifications received during July 2024.

Moved: Clr Hayden

Second: Clr Graham

That report item 14.6 is received as information.

Carried - Resolution No: 21 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

14.7	**Status Update - August 2024**
File No:	Governance/Meetings/Ordinary
Author:	Gary Wallace (General Manager), Mathew Webb (Corporate Services Director), Dr Cornelia Wiebels (Technical Services Director), Damian O'Shannassy (Planning and Development Director)

Summary

This report item summarises the current status of Council resolutions and provides updates for actions taken.

Moved: Clr Hayden
Second: Clr Trembath

That report 14.7 is received as information.

Carried - Resolution No: 22 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

14.8	**Waste Depot Weighbridge Update**
File No:	Waste/Design
Author:	Dr Cornelia Wiebels (Technical Services Director)

Summary

This report provides an update on progress on Council's weighbridge project at the Oberon Waste Depot.

Moved: Clr Hayden
Second: Clr McCarthy

That report Item 14.8 is received as information.

Carried - Resolution No: 23 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

15 URGENT BUSINESS

Nil

16 CLOSED SESSION - CONFIDENTIAL REPORTS

Moved: Clr Hayden
Second: Clr Trembath

That:

1. Council resolve into Closed Council to consider the business identified, together with any late confidential reports tabled at the meeting.
2. Pursuant to Section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified as confidential under the provisions of Section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by Section 11(2) of the *Local Government Act 1993*.

Carried - Resolution No: 24 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

Council moved into Closed Council at this point 7.34pm. Members of the public present left the meeting.

16.1	**Oberon Sewerage Treatment Plant - Update**
File No:	Infrastructure/STP Upgrade
Author:	Gary Wallace (General Manager)

This report is CONFIDENTIAL under the provisions of Section 10A(2)(c) of the Local Government Act 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
This report is CONFIDENTIAL under the provisions of Section 10A(2)(d) of the Local Government Act 1993, as it relates to commercial information of a confidential nature that would, if disclosed: (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret.

Garry Styles entered the meeting at 7.34pm.

Moved: Clr McKibbin
Second: Clr Tucker

That Council acknowledge the updated report on the preparation for negotiations for the construction contract for the replacement Sewerage Treatment Plant.

Carried - Resolution No: 25 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt
Votes against: Nil

Garry Styles left the meeting at 7.53pm.

16.2	NetWaste Tender for Collection and Recycling of Used Mattresses
File No:	16.3
Author:	Dr Cornelia Wiebels (Technical Services Director)

This report is CONFIDENTIAL under the provisions of Section 10A(2)(d) of the Local Government Act 1993, as it relates to commercial information of a confidential nature that would, if disclosed: (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret.

Moved: Clr Hayden
Second: Clr Trembath

That Council:

1. Endorse NetWaste Tender F4121 for the collection and recycling of used mattresses be awarded to JLW Pty Ltd for the tender price set out int he report for an initial two year term with the option of two twelve month extensions.

2. Delegate authority to the General Manager to execute this contract.

Carried - Resolution No: 26 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

16.3	General Manager Performance Review
File No:	16.3
Author:	Mayor Mark Kellam

This report is CONFIDENTIAL under the provisions of Section 10A(2)(a) of the Local Government Act 1993, as it relates to personnel matters concerning particular individuals (other than councillors).

Kath Roach, SINC Solutions joined the meeting at 7.58pm. The General Manager and Council staff left the meeting at this point in time.

Moved: Clr Graham
Second: Clr McCarthy

That Council receive and note the SINC Solutions Confidential General Manager Performance Review's Panels Report for 2023/24.

Carried - Resolution No: 27 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

Moved: Clr Tucker
Second: Clr Hayden

That Council notes the General Manager's performance for the review period as determined by the Performance Review Panel was to a 'highly effective' standard for four (4) Key Result Areas and to an 'effective' standard for three (3) Key Result Areas resulting in a 'better than satisfactory' performance outcome and also notes the differing views among some other Councillors who were not on the Performance Review Panel.

Carried - Resolution No: 28 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Hayden, Clr McCarthy, Clr McKechnie and Clr Tucker

Votes against: Clr Graham, Clr Trembath and Clr Watt

Moved: Clr Trembath
Second: Clr Graham

That Council offer the General Manager on the existing terms of employment and remuneration, a new Contract of Employment consistent with the Standard Contact of Employment for General Managers issued by the Office of Local Government, for a period of five (5) years, effective from 14 August 2024.

Carried - Resolution No: 29 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Trembath and Clr Watt

Votes against: Clr Hayden, Clr McCarthy, Clr McKechnie and Clr Tucker

Moved: Clr Trembath
Second: Clr McCarthy

That Council receive and note the Performance Agreement for 2024/25 period.

Carried - Resolution No: 30 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

Moved: Clr Graham
Second: Clr Trembath

That Council delegate the Mayor the authority to finalise and sign all relevant documentation, as required.

Carried - Resolution No: 31 - 13/08/2024

Division

Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr McKechnie, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

Gary Wallace, Mathew Webb, Dr Cornelia Wiebles and Damian O'Shannassy returned to the meeting at 8.39pm.

Open Council resumed at 8.40pm. Recording of the meeting re-commenced at this point in time. There were no members of the public present.

The Deputy Mayor advised of the resolutions that were made while the meeting was closed to the public.

17 CLOSURE OF MEETING

The Deputy Mayor declared the meeting closed at 8.45pm.

8.2	Extraordinary Meeting 15 August 2024

 Attached is the Minutes of the Extraordinary Council Meeting held on 15 August 2024.

Recommendation:

That the Minutes of the Extraordinary Meeting held on 15 August 2024 be confirmed.

Matters Arising from the Minutes

Nil

137 Oberon Street
PO Box 84
Oberon NSW 2787

Telephone: (02) 6329 8100
Email: council@oberon.nsw.gov.au

Unconfirmed Minutes
Oberon Council Extraordinary Meeting
Thursday 15 August 2024

Commencing at 2:00 pm
Held at the Oberon Council Chambers

OBERON
MORE THAN YOU IMAGINE

Table of Contents

1 OPENING OF MEETING AND ACKNOWLEDGEMENT OF COUNTRY

The Mayor welcomed members and declared the meeting open at 2.00pm.

The meeting was livestreamed via Zoom webinar facilities. Recordings of Council Meetings or parts thereof cannot be copied, recorded, reproduced, reused or transmitted without the prior written consent of the General Manager. The meeting is being recorded and made publicly available on Council's website and persons attending the meeting should refrain from making any defamatory statements.

2 RECORD OF ATTENDANCE

Members	Mayor Mark Kellam
	Deputy Mayor Andrew McKibbin (via Zoom)
	Clr Katie Graham
	Clr Lauren Trembath
	Clr Bruce Watt (via Zoom)
Staff	Sharon Swannell, Governance and Executive Manager
Leave of Absence	Nil
Absent	Clr Helen Hayden
	Clr Clive McCarthy
	Clr Mick McKechnie
	Clr Ian Tucker

3 DECLARATIONS OF INTEREST

Pecuniary	- Nil
Non-Pecuniary Significant	- Nil
Non-Pecuniary Less than Significant	- Nil

4 CONFIRMATION OF MINUTES

Nil

5 REPORTS FOR DECISION

Nil

6 CLOSED SESSION - CONFIDENTIAL REPORTS

The Mayor advised that on Wednesday 14 August 2024 a rescission motion was received in relation to item 16.3 from the Ordinary Meeting of 13 August 2024. A request was lodged by two Councillors to hold an Extraordinary Meeting of Council under clause 3.3 of the Council's Code of Meeting Practice to consider the rescission motion. Clause 3.3 requires that upon receipt of a request the Mayor must call an Extraordinary Meeting of the Council to be held as soon as practicable, but in any event, no more than fourteen days after receipt of the request. As the Council Caretaker Period commenced on 16 August 2024, the Extraordinary Meeting was required to be held in the current term of Council and therefore was held under the urgency provisions outlined in clause 3.9 of the Code of Meeting Practice.

Moved: Clr McKibbin
Second: Clr Trembath

That:

1. Council resolve into Closed Council to consider the business identified, together with any late confidential reports tabled at the meeting.
2. Pursuant to Section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified as confidential under the provisions of Section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by Section 11(2) of the *Local Government Act 1993*.

Carried - Resolution No: 1 - 15/08/2024

Division
Votes for: Clr Kellam, Clr McKibbin, Clr Graham, Clr Trembath and Clr Watt
Votes against: Nil

Council moved into Closed Council at this point 2.01pm. There were no members of the public present.

6.1	Notice of Motion Rescission - Confidential
File No:	Governance/Ordinary/Confidential
Author:	Clr Ian Tucker; Clr Mick McKechnie and Clr Clive McCarthy

This report is CONFIDENTIAL under the provisions of Section 10A(2)(a) of the Local Government Act 1993, as it relates to personnel matters concerning particular individuals (other than councillors).

The motion lapsed due to the lack of a mover. Therefore the original motion remains in effect.

Open Council resumed at 2.06pm. Recording of the meeting re-commenced at this point in time. There were no members of the public present.

7 CLOSURE OF MEETING

The Mayor declared the meeting closed at 2.09pm.

9 MAYORAL MINUTE AND REPORT

Nil

9 MAYORAL MINUTE AND REPORT

10 NOTICES OF MOTION

Nil

11 COUNCILLOR AND DELEGATES REPORTS

11.1	**Central NSW Joint Organisation Board Meeting and Meeting with Federal Ministers 21 and 22 August 2024**
File No:	Governance/Meetings/Ordinary
Author:	General Manager, Gary Wallace

Summary

General Manager Gary Wallace and Clr Katie Graham attended the Central NSW Joint Organisation Board Meeting and meeting with Federal representatives held in Canberra on 21 and 22 August. Clr Andrew McKibbin was also in attendance on behalf of the Central Tablelands Weeds Authority.

Recommendation:

That Council note the report from the General Manager on the Central NSW Joint Organisation (CNSWJO) Board meetings 21 and 22 August 2024 and

1. Note a welcome to new Councillors session is under development for November 2024;

2. Note the cost savings to Councils for streetlighting charges from CNSWJO's negotiation through the Australian Energy Regulator delivering an average of 16.9% across regional NSW;

3. Note the Return on Investment from the CNSWJO for the 2023/2024 year of 8.3:1 for membership fees; and

4. Request a presentation from CNSWJO on its programming.

List of Attachments

1.   240822 CNSW JO Board Minutes 21-22 August 2024 [**11.1.1** - 7 pages]

Comment

Please find following advice from the recent meeting of the Central NSW Joint Organisation Board held in Canberra on the 22 August 2024. The Minutes from the meeting and action from meetings with federal representatives are attached. Please request the notes from the meeting with federal representatives.

Board members were welcomed to Canberra by the Chair, Cr Kevin Beatty.

Speakers to the Board were the NSW Auditor General Mr Bola Oyetunji and Mr Simon Grice Senior Director–Energy Transformation, Climate Change and Net-Zero Energy Transformation, Climate Change, Energy and Water, ACT Government – Integrated Energy.

The Auditor General is keen to review red tape for Councils including asset revaluation,
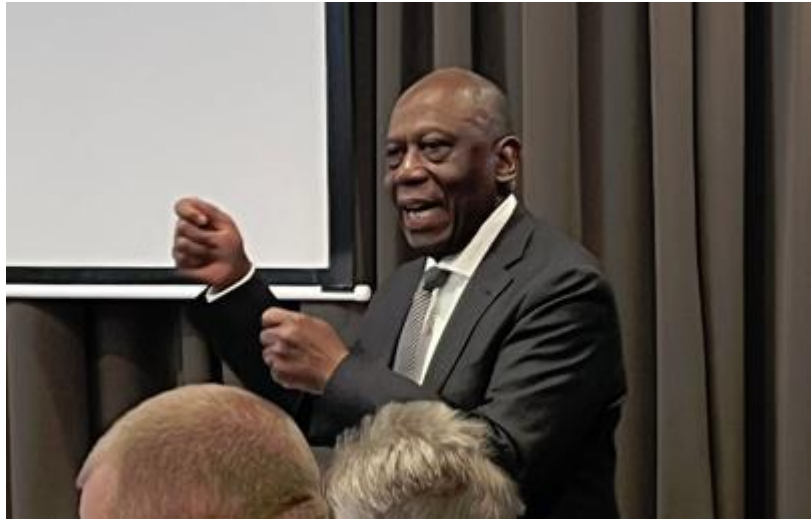
Picture 1 NSW Auditor General Mr Bola Oyetunji

depreciation and Rural Fire Service Assets. He advised he has the support of the Minister for Local Government in this regard and is looking for an audit framework that has impact. Follow-up with both speakers will be undertaken to progress opportunities for this region.

Updates were provided from the Office of Local Government and the Premier's Department. Of note is the recent announcement by the Minister for Local Government, the Hon Ron Hoenig, of funding for trainees and apprentices for councils.

A Statement was drafted from the Mayors regarding the partial declaration of the headwaters of the Belubula under Section 10 of The Aboriginal and Torres Strait Islander Heritage Protection Act 1984. This Act enables the Australian Government to protect important Indigenous areas and objects under immediate threat, if it appears that state or territory laws have not provided effective protection.

This land in question is the site for the tailings dam of the Kings Plains' gold mine currently finalising the development assessment. While the Statement is directed to Minister Plibersek who made the decision, the Board has also agreed that development assessment in NSW needs to be questioned given the purpose of the Act is to protect a flawed state process.

More detail on reports to the meeting are below where the agenda can be found at Board Meeting – 21 August 2024. Please note that as this meeting finalised a number of grant funded programs, there are a significant number of reports with links included for review.

The following day was one of engagement with federal representatives hosted by the Hon Kristy McBain, Minister for Regional Development, Local Government and Territories.

Key themes from the day included the need for good NSW Government engagement at the federal level to assure the outcomes this region is looking for.

Please find the list of actions for follow-up attached to the minutes and request briefing notes.

Picture 2 Statement from CNSWJO Mayors

As this was the last meeting of the Board for this term, four Mayors who were standing down were thanked for their service to the region. These were Councillors Jason Hamling, Mayor of Orange; Mark Kellam Mayor of Oberon; Craig Bembrick Mayor of Weddin and Scott Ferguson, Mayor of Blayney.

Submissions

The following submissions have been lodged since the last Board meeting. All have been at the request of members and/or as part of supporting the advocacy policy of the Board. All submissions can be viewed on the website Submissions - Central Joint Organisation (nsw.gov.au)

Notably, CNSWJO has more than doubled the amount of submission lodged between the 2022/2023 and 2023/2024 years.

1. Feedback on Draft TOR for Review of NSW Councils Financial Model
2. Submission – Inquiry into Local Government to Funds Infrastructure and Services
3. IPART Dam Safety NSW Levy
4. Feedback on Cemeteries and Crematoria NSW Internment Services Levy
5. MDB Plan V2 and buy-backs-Draft Restoring our Rivers Framework
6. Alternate funding models for water utilities –NSW Productivity Commission

Picture 3 Scott Ferguson farewells the region

New Integrated Planning and Reporting Group and Community Engagement Support

The Board resolved to create an Integrated Planning and Reporting Group of staff supported by the JO. They will have carriage of projects like Our Placemat previously reported to Council as well developing a program of support for mandatory community engagement. Further information on Our Placemat can be found at https://www.centraljo.nsw.gov.au/co-operative-projects/

Memorandum of Understanding with Regional Development Australia (RDA) Central West

A critically important relationship for CNSWJO is its relationship with Central West RDA. Every year these two organisations refresh their 2024-2025-MOU-between-RDA-Central-West-and-CNSWJO.pdf The only one of its kind in the nation, it ensures both organisations are working as efficiently and effectively as possible on the priorities of the region.

This year the renewal of the MoU was signed at Parliament House Canberra overseen by the Hon Kristy McBain, Minister for Regional Development, Local Government and Territories.

Central West RDA also provided a report to the Board which can be found in the agenda at Board Meeting – 21 August 2024

Picture 4 Signing of Memorandum of Understanding,

l-r Cr Ruth Fagan Chair of Central West RDA, The Hon Kristy McBain Minister for Regional Devt Local Government and Territories, Cr Kevin Beatty, Chair CNSWJO

Spare Capacity in Housing

Responding to the Statement of Strategic Regional Priority for the CNSWJO, the equivalent of Council's Community Strategic Plan, to deliver advocacy and initiatives on skills and housing shortages; the Spare Capacity in Housing Project has sought to identify short term levers in realising spare bedrooms in Central NSW. With funding from Regional NSW, the

project built on work undertaken by Orange 360 working with Cadia Mines. Orange 360 formed a collaboration with Work + Stay and all deliverables are provided below.

An analysis of spare room capacity in the target areas determined that almost 60,000 spare rooms are available, presenting a significant opportunity to address housing shortages. This seems like a big number – but the analysis is robust using ABS data – please go to the Housing Data Report below.

The project also identified a distinct shortage of medical and care worker professionals, worsened by the unaffordability of rental accommodation for most income earners. Inspired by successful models such as the Travelling Nurses and Furnished Finder platform in the USA, which caters to short-term and mid-term rentals for healthcare professionals, this initiative suggests the establishment partnerships between industry bodies, healthcare providers, employers, and homeowners.

The proposed initiative aims to provide a seamless medium for connecting homeowners with prospective tenants, automating contract generation, rent payments, and other necessary processes to streamline the rental experience for all parties involved. However, interviews with homeowners and employers revealed concerns regarding security, safety, and privacy in such arrangements, highlighting the need for targeted communications strategies to address societal norms and perceptions. The solution is a concierge service.

This grant-funded project is now complete with the outputs being as follows.

1. Environmental Scan WA W+S
2. Final Report Spare Capacity in Housing Project
3. Housing Data Report – Bathurst, Orange, Parkes WA W+S
4. Jobs and Skills Analysis Report – WA W+S
5. Space Capacity in Housing Project Implementation Delivery Plan
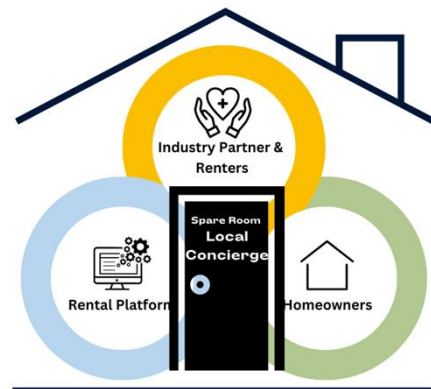
Disaster Risk Reduction Program

Disaster has varying priority across the region where with climate change there will be more severe storms and longer hotter droughts. Flooding and bushfire have been identified as the two significant disaster challenges for the communities of Central NSW. For some members of CNSWJO the impacts of disasters have been top of mind. For all councils the funding framework for disasters and the challenges of inundated road networks is ongoing.

Using the advocacy strength of eight JOs working together, CNSWJO is seeking to derive systemic change and local outcomes through its collaborative approach to Disaster Risk Reduction.

The Disaster Risk Reduction Fund (DRRF) has funded the below outputs, jointly funded by the Australian and New South Wales governments. DRRF is complete and the Board endorsed the various outputs:

1. Disaster Risk Reduction Integrated Planning and Reporting Framework
2. CNSWJO Evaluation Report Piloting Technology for Enhanced Disaster Risk Reduction: Simtable
3. DRRF Final Project report
4. Regional Resilience Group TOR_DRAFT
5. Recommendations and Actions from the Regional Opportunities Report Spatial Data Scoping Study
6. RRP Evaluation Report

7. RRP Evaluation - Summary Report
8. RRP Project Profiles
9. DRRF Final Report
10. DRRF Acquittal
11. DRRF Income and Expenditure Statement

A funding application for Round 2 of the Disaster Ready Fund has been lodged to continue this program and an announcement was made 28 August the CNSWJO was successful. Further advice will be provided in due course on the value of this program to Council.

Picture 5 Staff from Joint Organisations across regional NSW jump for joy for as winners of the local government NSW Award for their work in Disaster Risk Reduction.

Importantly, this project was developed by CNSWJO and recently won a Local Government NSW Award.

Water and the Productive Water Policy Lab
The Regional Water Report provided advice on:

- The Regional Water Loss Management Hub project final report
- Practitioner's Toolkit for Transitioning Local Water Utility Strategic Planning into the Integrated Planning and Reporting framework and its promotion across regional NSW;
- work underway by Frontier Economics on the economic analysis of the value of water conservation for inland regional NSW;
- next steps in the rollout of water loss management programming; and
- an update on consultation underway on the Fish River-Wywandy regional water strategy.

For more detail please see the agenda to the meeting where the reports linked above are leading in NSW local water utility practice. CNSWJO and its members continue to be the go-to region for advice and leadership in local water utilities.

Picture 6: Central Tablelands Water wins the Sam Samra Award

Congratulations were given to the team at Central Tablelands Water for taking out this years' Sam Samra award at the Local Government NSW Water Conference in Goulburn on 24 July. The award was for demonstrating significant strategic commitment to improving water security in the central tablelands region. Through their regional town water supply investigations, CTW partnered with Cabonne Shire Council, Orange City Council, Forbes Shire Council and Parkes Shire Council with the goal of improving town water security for communities across the Lachlan valley.

Councillors from across the region have asked for more opportunities to meet together and influence policy. Accordingly, the CNSWJO Board and Charles Sturt University have developed Policy Labs where the region comes together to develop policy around issues that matter to our communities. All Councilors are welcome to attend these events.

The Policy Lab on Productive Water with Charles Sturt University on 30/31 July was well attended by Councillors from across the region, academics and peak agencies such as the Murray Darling Basin Authority (MDBA), the Murray Darling Association, the Australian Water Association and Lachlan Valley Water.

There were two areas of focus for the Productive Water Policy Lab – the value of town water and doing business differently down the Lachlan Valley given it is a terminal system. The MDBA attendees were very receptive to the thinking at the meeting and a follow-up meeting has been held with them in Canberra. The Board has requested a presentation from the MDBA at its meeting in Sydney in November.

A draft report has been provided to attendees for feedback and is available at Policy-Lab-Report_Final.pdf. The Board will consider the recommendations from this report at its meeting in November and amend policy and programming accordingly.

Picture 7 Productive Water Policy Lab at CSU Bloomfield Campus 30/31 July

Energy

There is a substantial amount of activity being undertaken to address the energy priority of the CNSWJO. Current work includes;

- delivering the cross Joint Organisation Net Zero Accelerator (JONZA) program, funded by the NSW DCCEEW's Sustainable Councils program to deliver net zero outcomes to member councils;
- leading the Southern Lights program Southern Lights - Central Joint Organisation (nsw.gov.au) where the most recent work has been participating in the Australian Energy Regulator program negotiating better pricing for Councils for street lighting; and
- progressing the implementation Business Case for the Nexus Between Energy Security and Emissions, funded under the Regional NSW Business Case and Strategy Development Fund.

Councils have provided advice that they are interested in doing more about waste emissions. The JO is investigating opportunities here where there is no navigable pathway obvious at present.

Meanwhile, the work across the region in EVs and low emission fleet has seen growing interest from member Councils. The very successful EV showcase coordinated by the JO in Parkes in November

2023 will be repeated later this year – even bigger and better where there has been an offer to bring low emission buses to the region. All Councillors will be welcome to attend and an invitation will be provided in due course.

The AER Determination 2024-2029 process has recently concluded. The outcome is complex and advice has been requested from Essential Energy (EE) as to the impact the pricing, specifically in relation to streetlighting, will have on councils from 1 July 2024. Advice received from EE staff in early June was that the pricing models needed to be sent to external modelers to run the new estimates based on the rate changes. A response has been received from Essential Energy stating the following, where a council specific impact has also now been requested.

"Based on the new public lighting regulatory pricing coming into effect from 1 July 2024, on average a council will save 16.9% in real $FY25 on their SLUoS bills compared to real $FY24 bills. This was based on a stagnant inventory as of 1 July 2023 so there will be some fluctuation where councils have had lights upgraded to LEDs throughout the year."

Support for incoming Councilors and the CNSWJO Statement of Strategic Regional Priority
Under the Local Government Act, Joint Organisations must undertake a review of their Statement of Strategic Regional Priority (SSRP) every new term of Council. This is a similar document to Council's Community Strategic Plan– but from a regional perspective.

Guidance from the Office of Local Government states that the review should be conducted in consultation with all members and state agencies while referencing Council Community Strategic Plans.

For more detail on the process please go to the relevant chapter in the https://www.olg.nsw.gov.au/wp-content/uploads/Joint-Organisation-Implementation-Guidelines.pdf

The Board received advice about the development of the SSRP including two workshops with councilors from all member councils.

The first workshop will be held in November and will welcome this term of councilors to the region and provide background on CNSWJO. Councillors will have an invitation in their diaries for this event.

The second workshop will focus more on what councilors from across the region want to see in the SSRP and this workshop will be held in March 2025.

CNSWJO would also like to provide a presentation to the new council on its programming and seek feedback on its priorities. This is recommended.

Value to Council
At this meeting the Board resolved to reserve funds of $100K to support a regional cyber security support resource. The Board updated its contract management plan to include new procurement processes offering value through aggregation. The five-year plan can be requested. In response to the Board's concerns for the price of diesel, a media release has been issued via Mayors and a fuel tax rebate audit for councils has been initiated across the region where over $500,000 of savings were realized in its last iteration.

80% of CNSWJO resources are dedicated to providing its operational support program. For the 2023/2024 year this program delivered a return on investments of 8.3:1 for every dollar Council spends on its membership fees. This value is made up of grant income, monies saved through the CNSWJO procurement program and public relations value from its tourism marketing.

The work the region does in writing submissions, media, supporting projects and project teams, developing collateral and providing opportunities for members in various forums to represent their

views is not included in the above figure of 8.3:1 ROI. However, this value is reported quarterly to the Board. Please go to the CNSWJO website to review past Board agendas at https://www.centraljo.nsw.gov.au/business-papers-agendas/ or to review last year's Annual Statement please go to 2023 STATEMENT (nsw.gov.au)

Grant funded projects for the 2023/2024 year were:
- The Joint Organisation Net Zero Acceleration Program (ongoing);
- Disaster Risk Reduction Fund program (Round One completed, Round 2 application);
- Bridge Assessments (due for completion in 2024/2025);
- A Business Case for Priority Investment in the Nexus between Net Zero and Energy Security (completed);
- A Regional Centre of Excellence in Water Loss Management (due for completion in 2024/2025);
- Transitioning Integrated Water Cycle Management Plans to Integrated Planning and Reporting (completed); and
- A Spare Capacity in Housing Project (completed).

Further applications have been made for programs under the auspices of the Board – please request advice on their status.

This value is delivered primarily by the various operational teams across the region including the CNSWJO;
- General Managers' Advisory Committee
- Water Utilities' Alliance
- Transport Technical Committee
- Tourism Managers Group
- Planners' Group
- Human Resources Managers Group
- WHS/Risk Management Group
- Training, Learning and Development Group
- Net Zero Group
- Regional IT Group
- Building Surveyors Skills Shortages Working Group
- Disaster Risk Reduction Steering Committee
- Fleet Managers Group (new!)
- Integrated Planning and Reporting Group (new!)

Conclusion

The CNSWJO continues to deliver very good value to Councils. Please contact the Executive Officer, Ms Jenny Bennett for more information.

Attachment 1: Minutes of the Board meeting 21 August 2024 held in Canberra

In Attendance*

Cr J Jennings	Bathurst Regional Council	**Cr M Statham**	Lithgow City Council
Cr S Ferguson	Blayney Shire Council	**Cr A McKibbin**	Oberon Council
Cr K Beatty	Cabonne Council	**Cr J Hamling**	Orange City Council
Cr R Fagan	Cowra Council	**Cr M Applebee**	Parkes Shire Council
Cr P Miller, OAM	Forbes Shire Council	**Cr C Bembrick**	Weddin Shire Council
Cr P Phillips	Lachlan Shire Council		

Associate Member delegates and others attending

Mr M Dicker	Blayney Shire Council	Ms C Weston	RDACW
Mr B Byrnes	Cabonne Council	Ms K Annis-Brown	OLG
Mr Matt Teale	Forbes Shire Council	Ms G Collins	Regional Coordination
Mr G Tory	Lachlan Shire Council		
Mr R Gurney	Lithgow City Council	Ms J Bennett	CNSWJO
Mr G Wallace	Oberon Council	Ms M Macpherson	CNSWJO
Mr D Waddell	Orange City Council	Ms K Barker	CNSWJO
Mr K Boyd PSM	Parkes Shire Council	Ms J Parish	CNSWJO
Ms N Vu	Weddin Shire Council	Ms E Grimm	CNSWJO
Cr A Rawson	Central Tablelands Water	Ms C Griffin	CNSWJO
Mr G Haley	Central Tablelands Water	Ms A Thomas	CNSWJO
Cr K Graham	Oberon Council	Ms J Webber	CNSWJO

*Voting members in **bold**

Meeting opened at 12.30pm by Chair, Cr Kevin Beatty

1. **The Chair welcomed the Board to the meeting, held in Canberra.**

2. **Acknowledgement of Country**

3. **Apologies, applications for a leave of absence by Joint Organisation Voting representatives**
   Cr N Westcott, Mr D Sherley, Mr T Johnston, Mr P Devery, Mr S Loane OAM, Mr J Gordon and Cr M Kellam.

Resolved	Cr P Miller / Cr C Bembrick
That the apologies for the Central NSW Joint Organisation Board meeting 21 August 2024 listed above be accepted.	

4. **Conflicts of Interest**

Resolved
Nil declared

5. **Speakers**

   Mr Bola Oyetunji, NSW Auditor- General, with Ms Renee O'Kane, Chief of Staff

   Mr Simon Grice, Senior Director–Energy Transformation, Climate Change and Net-Zero Energy Transformation, Climate Change, Energy and Water, ACT Government – Integrated Energy

   Cr S Ferguson and Mr M Dicker arrived 1.10pm
   Cr J Jenning arrived 1:33pm

6. Minutes

6a Noting of the Minutes of the CNSWJO GMAC Meeting held 25 July 2024 in Parkes

Resolved	Cr J Hamling / Cr P Miller
That the Minutes of the CNSWJO GMAC Meeting held 25 July 2024 in Parkes were noted.	

6b

Confirmation of the Minutes of the CNSWJO Board Meeting 23 May 2024 in Lithgow

Resolved	Cr J Hamling / Cr P Miller
That the Minutes of the CNSWJO Board Meeting held 23 May 2024 in Lithgow were accepted.	

Confirmation of the Minutes of the CNSWJO Board Meeting 5 June 2024 held online

Resolved	Cr J Hamling / Cr P Miller
That the Minutes of the CNSWJO Board Meeting held 5 June 2024 online were accepted.	

7. Business Arising from the Minutes - Matters in Progress

Resolved	Cr P Miller / Cr C Bembrick
That the Central NSW Joint Organisation Board note the Matters in Progress, making deletions as suggested.	

8. Reports on Statement of Regional Strategic Priority 2022-2025

8a Financial and Compliance Report

Resolved	Cr C Bembrick / Cr J Hamling
That the Board note the Financial Report; and 1. form a new internally restricted reserve for Cyber Security of $100k; 2. increase the BPAP reserve by $19,500; and 3. note the CNSWJO is up to date with its obligations under the Office of Local Government compliance calendar.	

8b Advocacy Report

Resolved	Cr P Miller / Cr P Phillips

That the Board note the Advocacy Update; and
1. request a presentation from Transport for NSW on the review of the plan for the safe swift and secure link between Central NSW and Sydney;
2. request from Charles Sturt University that the next Policy Lab workshop explore barriers and enablers to growing our own health workforce;
3. adopt the reviewed Memorandum of Understanding with Regional Development Australia Central West;
4. receive a report refreshing advocacy on the Safe Swift and Secure Link from a meeting of interested mayors and Sponsoring General Managers held as soon as possible after the local government election;
5. note the updated messaging for advocacy for water emphasising critical town water; and
6. endorse the following submissions;
   a. Submission to provide input to Transport and Infrastructure Net Zero Roadmap and Action Plan – July 2024
   b. Submission to Review the NSW Waste Levy Issues Paper – July 2024
   c. Submission to the Joint Select Committee on the NSW Reconstruction Authority- May 2024	

8c Report from Regional Development Australia Central West

Resolved	Cr S Ferguson / Cr C Bembrick
That the Board note the report from Regional Development Australia Central West.	

8d   Caretaker Mode and Chairmanship

Resolved	Cr P Miller / Cr M Applebee

That the Board note the Caretaker Mode and Chairmanship report and;
1. note that caretaker provisions to not apply to Joint Organisations; and
2. adopt the following hierarchy between this term's last and next term's first meetings as follows:
   a. the outgoing Chair – if re-elected as Mayor – continuing to exercise functions until the new Board meets;
   b. the outgoing Deputy Chair – if re-elected as Mayor and the Chair not being re-elected – exercising the functions of Chair until the new Board meets and elects a Chair.
   c. should the Chair and Deputy Chair not be re-elected, the Executive Officer exercises the functions of Chair until the new Board meets and elects a Chair and in the interim seeking direction from members where there is no existing policy; and
3. the CNSWJO Policy Manual be updated accordingly.	

8e   Community Engagement and Data Collaboration Report

Resolved	Cr R Fagan / Cr M Statham

That the Board note the Community Engagement and Data Collaboration Report and;
1. provide in principle support for a four-year regional program adding value to member integrated planning and reporting (IP&R) frameworks and community engagement including:
   a. community sentiment surveying every two years; and
   b. a program of State agency workshops to support the IP&R process;
2. provide the advice in this report to the Regional IP&R group approved by the Board including seeking for this group to incorporate optimisation of the four-year program going forward;
3. develop an instrument that shares advice on optimisation of the potential data opportunities of peak agencies in region.	

8f   Regional Procurement and Contracts Report

Resolved	Cr M Statham / Cr M Applebee
That the Board note the Regional Procurement and Contracts Report and approve the updates to the procurement plan.	

8g   Cyber Security Policy Report

Resolved	Cr R Fagan / Cr C Bembrick
That the Board note the Cyber Security Policy Report and adopt the Cyber Security Policy.	

8h Spare Capacity in Housing

Moved	Cr C Bembrick/Cr J Hamling
That the Board note the Spare Capacity in Housing Final Report and; 1. note that implementation calls for concierge style support leveraging existing apps; 2. adopt the report with a view to this being for consideration in the round of JO strategy after the local government election in September; 3. concurrently work with key stakeholders on opportunities to implement a proof-of-concept phase; and 4. acquit the project under the auspices of the Chair.	

The motion was defeated

Resolved	Cr R Fagan/Cr C Bembrick
That the Board note the Spare Capacity in Housing Final Report and; 1. commend the staff for the work undertaken; and 2. undertake no further work on this project.	

8i   Disaster Risk Reduction Fund Project Completion Report

Resolved	Cr M Statham / Cr P Phillips
The Board note the Disaster Risk Reduction Fund Project Completion Report and; 1. borrow the Simtable from Hunter Joint Organisation periodically over two years to assess its value to the region, then decide on its acquisition; 2. support staff in piloting the Planwisely tool; 3. prioritise disaster risk reduction by continuing to support and invest in both ongoing disaster risk reduction project initiatives and emerging initiatives to further enhance disaster resilience; 4. endorse the draft Terms of Reference for the Regional Resilience Group; 5. endorse the Spatial Data Scoping Study report; 6. endorse the Regional Resilience Program monitoring and evaluation plan and supporting reports; and 7. endorse the final project and acquittal reports.	

8j   Fuel Prices Report

Resolved	Cr D Waddell / Cr C Bembrick
That the Board note the Diesel Prices Report and; 1. commend to members they opt in to the CNSWJO diesel tax audit if they have not undertaken this work recently; and 2. note a media release has been provided to members to adapt regarding diesel pricing.	

8k   Regional Asset Management Improvement Program Report

Resolved	Cr M Applebee / Cr J Jennings
That the Board note the Regional Asset Management Improvement Program Report and; 1. endorses the Asset Management Audit for Central NSW Councils Final Report (April 2024); and 2. noting that advice in the Quarterly Review report calls for a workshop of senior staff in Blayney on 31 October as part of the review of the Statement of Strategic Regional Priority for the CNSWJO, support a presentation at that time from Dr Trevor Seymour-Jones from the University of Newcastle, Institute for Regional Futures on his findings and recommendations from the 2023-2024 Asset Management Audits.	

8l   Regional Water Report

Resolved	Cr J Hamling / Cr P Miller
That the Board note the Regional Water Report and; 1. adopt the Regional Water Loss Management Hub Project Final Report; and 2. invite representatives of the from the Murray Darling Bason Authority responsible for the review of the Murray Darling Basin Plan to the Board meeting in November.	

8m   Charles Sturt University Productive Water Policy Lab Report

Resolved	Cr P Miller / Cr J Hamling
That the Board note the report on the Charles Sturt University Productive Water Policy Lab and that a final report is being drafted.	

8n   Energy Program Report

Resolved	Cr P Miller / Cr R Fagan
That the Board note the Energy Program Report; and 1. endorse the JONZA Round 1 End of Term report; 2. endorse the Business Case grant acquittal; 3. adopt the updated Regional Emissions Reduction Plan: Opportunities Report; 4. note the establishment of an energy advisory panel to advise CNSWJO and its member councils on the broader energy framework to inform consultations and the next AER Determination; and 5. note the funding of close to $2m received since 1 January 2023 for energy/net zero related programming, either directly to councils or via CNSWJO.	

9. **Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2022-2025**

Resolved	Cr P Miller / Cr M Statham
That the Board note the Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2022-2025 and; 1. note the advice regarding the timeframes and suggested program for the review of the CNSWJO Statement of Strategic Regional Priorities; 2. note the development of a high-level marketing strategy of the region as a destination for visitors; and 3. note the Return on Investment (ROI) for member councils in 2023/2024 was 8.3:1.	

10. **Regional NSW Update –** Ms Gerry Collins provided an update. Ricky Puata will remain as the key contact.

11. **Office of Local Government Update –** Ms Katrina Annis-Brown provided an update. The Hit the Ground Running webinars will be provided to Councillors after the election. They will be for two hours on Thursdays.

12. **Late Reports**

The Executive Officer advised that CNSWJO released a media release on 21 August 2024, in response to the omission of Blayney, Forbes and Cabonne councils from the Welcome Grant Program.

13. **Matters raised by Members**

Cr S Ferguson raised the matter of the Minister for Water, The Hon Tanya Plibersek exercising her power under Section 10 of the ATSIHP for the area of the proposed tailings dam for the Kings Plains gold mine.

It was agreed that a Statement would be prepared and signed by every mayor for presentation to the Minister's

Attachment 2: Notes from the attendance with federal representatives 22 August 2024 held at Parliament House, Canberra

In Attendance

Cr J Jennings	Bathurst Regional Council	**Cr M Statham**	Lithgow City Council
Cr S Ferguson	Blayney Shire Council	**Cr N Westcott**	Parkes Shire Council
Cr K Beatty	Cabonne Council	**Cr J Hamling**	Orange City Council
Cr R Fagan	Cowra Council	**Cr C Bembrick**	Weddin Shire Council
Cr P Miller, OAM	Forbes Shire Council	**Cr A McKibbin**	Oberon Council
Cr P Phillips	Lachlan Shire Council		
Mr M Dicker	Blayney Shire Council	Cr K Graham	Oberon Council
Mr B Byrnes	Cabonne Council	Ms C Weston	RDACW
Mr P Devery	Cowra Council	Ms K Annis-Brown	OLG
Mr Mat Teale	Forbes Shire Council	Ms G Collins	Regional Coordination
Mr G Tory	Lachlan Shire Council	Ms J Bennett	CNSWJO
Mr R Gurney	Lithgow City Council	Ms M Macpherson	CNSWJO
Mr G Wallace	Oberon Council	Ms K Barker	CNSWJO
Mr D Waddell	Orange City Council	Ms J Parish	CNSWJO
Mr K Boyd PSM	Parkes Shire Council	Ms E Grimm	CNSWJO
Ms N Vu	Weddin Shire Council	Ms C Griffin	CNSWJO
Cr A Rawson	Central Tablelands Water	Ms A Thomas	CNSWJO
Mr G Haley	Central Tablelands Water	Ms J Webber	CNSWJO
Cr M Applebe**e**	Parkes Shire Council		

Meeting opened at 8.45am by Chair, Cr Kevin Beatty

14. **The Chair welcomed the Board to the meeting, held in Canberra.**

15. **Acknowledgement of Country**

16. **Farewell to Crs Scott Ferguson, Mark Kellam, Craig Bembrick and Jason Hamling with recognition of their substantial contribution to the region's councils and communities.**

Meetings with Federal Representatives

1. **Michael Wrathall**
Senior Adviser to Minister Tanya Plibersek
Representative from the Office of the Hon Tanya Plibersek
Minister for Environment and Water

Action: Follow-up to be undertaken with Mr Wrathall on the aspirations for the region for the Lachlan.
Action: Follow-up with Minister Plibersek on the two requests in the Statement.
Actions:
- Further work in region on the network of pipes proposal identified in the draft Lachlan Regional Water Strategy.
- Continue to advocate for the completion and implementation of the 3 Regional Water Strategies in the CNSWJO footprint.

Action: Mr Wrathall would be included in discussions with CSU partners to talk about engineering solutions to environmental issues and how to manage the continued weather events with a changing climate.

2. The Hon Catherine King, MP
Minister for Infrastructure, Transport, Regional Development and Local Government

Minister King welcomed the opportunity to come to the meeting and meet with represented Councils on a regional basis and thanked the JO for providing this opportunity. Minister King provided an update on the current programs and grants that Councils are eligible for; noting that the focus of the criteria for these projects is capacity for Councils to deliver.

Action: CNSWJO to follow-up on advice provided to Councils where those attending were unsure that this was the advice provided to Councils.
Action: CNSWJO to follow-up with Gerry Collins on how engagement with the Priority housing work stream - $300m in NSW can be effected.
Action- CNSWJO to review the changed infrastructure policy, procedure and funding frameworks and provide policy advice to the incoming Board.
Action CNSWJO to follow-up on corridor planning status in NSW and advocate accordingly.
Action CNSWJO to review National Freight Strategy and provide policy advice to the incoming Board.

3. Ms Simone McDonnell
Advisor- Emergency Management
Representative from the Office of the Hon Jenny McAllister
Minister for Cities
Minister for Emergency Management

Action: CNSWJO to provide advocacy regarding in support of the idea that the state and federal governments of Australia should get together and sort a better way for natura disaster funding.
Action: Follow-up with Simon McDonell regarding Wolgan Road issue.
Action: CNSWJO to provide feedback and advocacy regarding treating LWUs as non-commercial if they do not pay a dividend.

4. The Hon Kristy McBain (Host)
Minister for Regional Development, Local Government and the Territories

Cr Beatty thanked the Minister for coordinating the meeting and then renewed MoU with RDA Central West with oversight by the Minister.

Action: The Minister's Office to be thanks and a media release to issue.

5. The Hon Michael McCormack MP
Member for Riverina

6. Mr Matt Lowe
Deputy Secretary, Agriculture, Fisheries and Forestry Policy
Representative from the Office of the Hon Julie Collins
Minister for Agriculture, Fisheries and Forestry
Minister for Small Businesses

Action: CNSWJO to provide follow-up on matters raised in this meeting around biosecurity, feral animals and weeds.

Meeting closed 1:45

11.2	**Country Mayors Association Meeting - 9 August 2024**
File No:	Governance/Meetings/Ordinary
Author:	General Manager Gary Wallace

Summary

Country Mayors Association of NSW held its General Meeting in the Theatrette in NSW Parliament House, Sydney on Friday 9 August 2024. General Manager Gary Wallace attended the meeting on behalf of Oberon Council. The theme for the meeting was regional health.

Recommendation:

That the delegates report for the 9 August 2024 Country Mayors Association Meeting be received and noted.

List of Attachments
1.   CMA - Communique - General meeting 9 August 2024 [**11.2.1** - 13 pages]
2.   CMA Minutes 2024 August 9 [**11.2.2** - 12 pages]

Comment

The meeting was addressed by a number of speakers as follows:

* NSW Police Force Deputy Commissioner Paul Pisanos
* Australian Local Government Association President Linda Scott
* Shadow Minister for Regional Health, Trade and Seniors the Hon Bronnie Taylor MLC Leeton Shire Mayor Cr Tony Reneker
* Member for Wagga Wagga Dr Joe McGirr
* Parliamentary Secretary for Health and Parliamentary Secretary for Regional Health Dr Michael Holland
* Forbes Shire Mayor Clr Phyllis Miller OAM (on behalf of LG NSW President Clr Darriea Turley AM)
* Director Strategy, Governance and Delivery, Regional Health Division NSW Health, Michelle Maxwell
* Founder of "Heart of the Nation" Greg Page (also founding member of the Wiggles)

Membership: The NRMA had approached the CMA executive to establish a formal relationship. It was recommended that the NRMA be accepted as an Associate Member of the CMA. This was endorsed by the membership unanimously. The NRMA's Policy Advisor (Transport and Data) was present and made welcome. The NRMA is the first private sector Associate Member of the CMA.

The following motions were unanimously supported:

A.   That the Country Mayors Association calls upon the State Government of NSW to reverse its decision not to provide a budget for interagency emergency management training and exercises. Further, without this interagency training and exercises, Country Mayors of NSW advocate that they are fearful that our Emergency Operations Centers and response to emergencies will be compromised with a potential for lives to be lost. General Manager of Murrumbidgee Council John Scarce spoke to the motion.

B. That the Membership support the Deputy Chairman Rick Firman OAM acting as interim Chairman, with the current Chairman Jamie Chaffey stepping down in the September 2024 Local Government elections.

C. That the Membership endorse the Executive Committee nomination of current Executive Member Russell Webb for the role of Deputy Chairman, in an interim capacity until the AGM.

Acting Country Mayors Association Chairman, Mayor of Temora Clr Rick Firman OAM provided an acknowledgement of the service of retiring Mayors present at the meeting and paid special tribute to outgoing Chairman Clr Jamie Chaffey of Gunnedah Shire.

A full overview of the speakers presentations can be found in the Country Mayors Association communique attached to this report.

The next Country Mayors Association Meeting and AGM will be held on Friday 15 November 2024 and will have a skills and education theme.
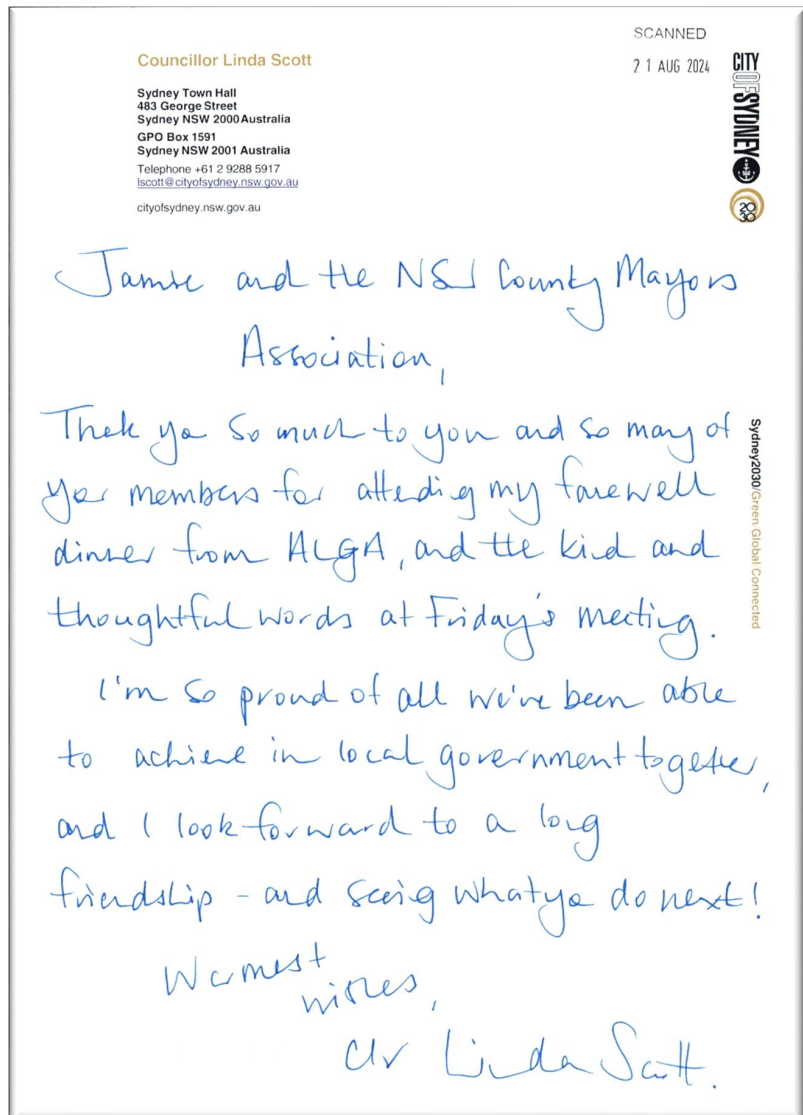
THE COUNTRY MAYORS ASSOCIATION OF NSW INC

"What we want is nothing more than equity"

COMMUNIQUÉ

Country Mayors Association of NSW – General Meeting 9 August 2024

The Country Mayors Association of NSW held our General Meeting in the Theatrette in NSW Parliament House, Sydney on Friday 9 August 2024. We had approximately 120 representatives of Country NSW Councils and associated organisations coming together to focus on the regional Health theme. We were joined by a dozen parliamentarians.

For dinner, the night before, we joined a farewell dinner for Cr. Linda Scott, who has been a proactive representative for Local Government as President of ALGA and previously, President of LGNSW, while also adding her special flair to Sydney City Council. Cr. Scott is stepping down from politics altogether and will serve as Chair of a major superannuation fund. From Local Government Minister the Hon. Ron Hoenig to former NRL star turned actor Ian Roberts, Sky News' Paul Murray to Acting Chairman of the CMA Cr. Rick Firman OAM and LGNSW President Darriea Turley AM, the guest list and ensemble of speakers was as prestigious as it was diverse. It was a send off for Linda that all felt was well-deserved and it was also a great networking occasion for CMA members.

Councillor Linda Scott

Sydney Town Hall
483 George Street
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SCANNED
2 1 AUG 2024
CITY OF SYDNEY

Jamie and the NSW County Mayors Association,

Thank you so much to you and so many of your members for attending my farewell dinner from ALGA, and the kind and thoughtful words at Friday's meeting.

I'm so proud of all we've been able to achieve in local government together, and I look forward to a long friendship - and seeing what you do next!

Warmest wishes,
Cr Linda Scott.

For further information, contact Cr Jamie Chaffey on 0467 402 412

www.nswcountrymayors.com.au

THE **COUNTRY MAYORS ASSOCIATION** OF NSW INC

"What we want is nothing more than equity"

COMMUNIQUÉ

After a welcome by outgoing CMA Chairman and Gunnedah Shire Mayor Cr. Jamie Chaffey, the first to speak to our members at the meeting was **NSW Police Force Deputy Commissioner Paul Pisanos**. He had requested the opportunity to elaborate on his last appearance at a CMA meeting.

Caption: Esteemed boys in blue… Inspector Andrew Smith, Cr. Jamie Chaffey and Deputy Commissioner Paul Pisanos.

"I wanted to come back and raise six issue. We spoke about youth crime (serious and violent). Operation Mongoose has not stopped and the Bail Act has been enacted. We are aware of the impact on communities. Western, Northern and Southern regions have seen hundreds of arrests and 50% were on bail. 22C has been used for those over the age of 14. This is reducing recidivism.

Community work is important to us but other agencies need to come together for optimal outcomes. Tobacco and vape products are being seized in significant quantities coming across our State borders.

Domestic violence is an ongoing focus. Identifying the serious offenders is a challenge we are working on.

Impaired driving operations are a focus across the State, with 80% of fatalities occurring on regional roads.

Driving behavious like speeding require constant media and awareness efforts.

Cop in Your Town is our recruitment campaign that has been rolled out across NSW regions, with 12 launches that attracted good media. It is designed to capture the attention of locals, tradies, farmers, whoever might be looking for a change. Retention is also a focus, with better pay possibly on the horizon and real support mechanisms.

Deputy Commissioner Pisanos was typically open and frank in Q&A."

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COMMUNIQUÉ

Linda Scott was next at the Lectern with an ALGA update.

"If Councils are owed money by Rex Airlines, pleased get that information to ALGA. We want to see the airline continue, so support where practical.

Thank you for coming to our LAGA conference and my farewell.

The headline issue right now is housing. So, we are staging a summit to highlight the innovation in Local Government on the issue.

We are working on an MoU with the Federal Government and we are getting involved with more and more in Parliament."

Linda acknowledged the contributions of retiring mayors.

"We are proud of you Jamie Chaffey and we look forward to seeing you take your Local Government experience to Federal Parliament."

Left: CMA Jamie Chaffey thanking Cr. Linda Scott for her service while introducing her.
Above: Councillors Linda Scott (outgoing ALGA President), Darriea Turley AM (LGNSW President) and Jamie Chaffey (outgoing CMA Chairman).

For further information, contact Cr Jamie Chaffey on 0467 402 412

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THE **COUNTRY MAYORS**
ASSOCIATION OF NSW INC
"What we want is nothing more than equity"

COMMUNIQUÉ

Up next was the retiring **Shadow Minister for Regional Health, Trade and Seniors, the Hon. Bronnie Taylor MLC**

"Great politicians come out of Local Government.
It concerns me that we talk about the issues affecting young people but nowhere are we hearing the voice of young people. We need to engage youth and give them a voice. We need advice from the youth about youth issues. We need the Regional Youth Taskforce reinstated and I ask you as an Association to push for that.
She endorsed the new Shadow Minister for Regional Health.

It is important that you try to meet the Minister with your Local Members. It is not OK that you travelled all this way and the Regional Health Minister did not turn up."

For further information, contact Cr Jamie Chaffey on 0467 402 412

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COMMUNIQUÉ

Membership: The NRMA had approached the CMA executive to establish a formal relationship. It was recommended that the NRMA be accepted as an Associate Member of the CMA. This was endorsed by the membership unanimously. The NRMA's Policy Advisor (Transport and Data) was present and made welcome. The NRMA is the first private sector Associate Member of the CMA.

Leeton Shire Mayor Cr Tony Reneker spoke about the no-cost Mayoral Alliance for the Pacific. He encouraged mayors who support the PALM scheme and the much-needed workers it brings to join the Alliance.

Then there was a panel session with the Rural Doctors Network's CEO Dr. Richard Colbran, Manager Service Delivery Operations Kath Hetherington, Recruitment Portfolio Lead Jessica Yuen and Program Manager Outreach Services Amanda Massett

Dr. Richard Colbran: We are a charity that has been around for 35 years. Continuity is important for our organisation and health. We are in all LGAs outside of Sydney. We are the bridge between rural communities and the city

(Government). Most Councils would be aware of our bush bursaries and their support of doctors from our regions.

For further information, contact Cr Jamie Chaffey on 0467 402 412

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COMMUNIQUÉ

Doctors for communities has been the focus for years but we are now looking at health access. You may or may not need a doctor and you certainly need the right doctor.

The panel and the Q&A covered recruitment, retention, innovative approaches to ensure a doctor and practice are the right fit, as well as visa changes allowing migrant doctors to go to the cities. They also covered a $3mil. funded Collaborative Care Project. It was made clear that the traditional country town doctor, available 24/7, needs to be a thing of the past if doctors are to be attracted to General Practice, let along alone regional locations.

The following motions were unanimously supported:

A) That the Country Mayors Association calls upon the State Government of NSW to reverse its decision not to provide a budget for interagency emergency management training and exercises.
   Further, without this interagency training and exercises, Country Mayors of NSW advocate that they are fearful that our Emergency Operations Centers and response to emergencies will be compromised with a potential for lives to be lost.
   General Manager of Murrumbidgee Council John Scarce spoke to the motion.

B) That the Membership support the Deputy Chairman Rick Firman OAM acting as interim Chairman, with the current Chairman Jamie Chaffey stepping down in the September 2024 Local Government elections.

C) That the Membership endorse the Executive Committee nomination of current Executive Member Russell Webb for the role of Deputy Chairman, in an interim capacity until the AGM.

For further information, contact Cr Jamie Chaffey on 0467 402 412

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COMMUNIQUÉ

Member for Wagga Wagga Dr. Joe McGirr

Dr. Joe spoke of medical workforce issues. "Fly-in, fly-out locums replacing doctors in place is a negative for care in regional communities.
The Government's incentive scheme has improved ratios and helped retain health workers in communities, and in NSW.
Workforce is the issue and attraction or recruitment requires health workers to see a promising career, a quality lifestyle in a supportive community in which to live. Councils have a critical role in promoting culture and community.

Primary care is in crisis. The Health Minister has said NSW is short of 1,000 GPs. We have to rethink primary care provision. The old model of getting a GP in a practice and on call to the local hospital 24/7 is a model of the past. We have to ensure other health professionals are working at top of practice; why not have pharmacies prescribing?
We need to think differently about models of care. You are on the coalface and you know better collaboration is needed. There is no more money."
Q: Cr. Monaghan: recruitment might be assisted by increased rural rebates.
A: We need different approaches to the whole package. Rebates are part of it but the work environment and work practices need to be more lifestyle friendly to our doctors.
Q: Cr. John Metcalf (Lachlan Shire): Locums come to regional communities who are unsuited to small

regional communities. We need a hybrid model to achieve health services in smaller towns.
A: A team is important. A well-functioning team is what graduates want.
Q: Cr. Robert Bell Mayor Uralla Shire: My daughter was sponsored to study to be a doctor in Queensland and was bonded to a rural community for a time. Can we learn from that?
A: All options should be considered but we want doctors to want to be there, not gritting their teeth about their work location.

For further information, contact Cr Jamie Chaffey on 0467 402 412

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THE **COUNTRY MAYORS** **ASSOCIATION** OF NSW INC

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COMMUNIQUÉ

Parliamentary Secretary for Health and Parliamentary Secretary for Regional Health, Dr. Michael Holland provided a State Government update

Dr. Holland talked about how safe working staffing levels are being rolled out. Ratios in nursing have long been a contention in nursing, as they have attracted nurses to other states. For what the NSW Government considers safe working levels in our hospitals, use this link: https://www.health.nsw.gov.au/workforce/Pages/safe-staffing-levels.aspx

Dr. Holland said Ambulance services are important and we have seen increased funding. $274mil to upgrade staffing at selected locations. He said that HECS fee incentives do exist for regional doctors, with $20,000 for the 1st year and following years, $10,000.

Dr. Holland discussed a new hospital in Eurobodalla and how accommodation is a concern. $200mil. is being invested across NSW for essential worker accommodation.

Cowra Council Mayor Cr. Ruth Fagan raised the issue of local health committees not being supported or retained. Dr. Holland said he would report the issue to the Minister.

Forbes Shire Mayor Cr. Phyllis Miller OAM is on the CMA Executive and is a Director of LGNSW (Regional/Rural). She provided a brief update on behalf of LGNSW and the organisation's President Cr. Darriea Turley AM (a Councillor in Broken Hill).

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COMMUNIQUÉ

Mayor Miller emphasized that 20 Oct. is the deadline for LGNSW conference motions. She also reiterated that Cr. Jamie Chaffey and Cr. Scott Ferguson from Blayney Shire will be missed and applauded their contributions.

We then had a concise but thorough update from Michelle Maxwell, Director, Strategy, Governance and Delivery, Regional Health Division – NSW Health

Michelle provided an update of the implementation of recommendations from the Regional Health Inquiry, stating that as at 30 June, 2024 a total of 25 of 34 recommendations had been implemented / followed up on.

Michelle also detailed the current Regional Health MPS strategy framework process. She reiterated that consultation is ongoing and they are keen to receive further input from Councils.

Coolamon Shire Council Mayor Cr. David McCann voiced his community's appreciation that their MPS is to be upgraded but asked for an update on the work.

Michelle said she would look into it.

For further information, contact Cr Jamie Chaffey on 0467 402 412

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COMMUNIQUÉ

Our final speaker was the Founder of 'Heart of the Nation" Greg Page (also founding member of The Wiggles)

Greg Page is best known as the original lead singer and a founding member of the children's band The Wiggles from 1991 to 2006 and then again in 2012. He has also recorded a number of solo albums and published his autobiography.

Since suffering a sudden cardiac arrest in 2020 during a Wiggles reunion concert, Greg has become an advocate for community capacity building for immediate response to a sudden cardiac arrest. He founded the charity "Heart of the Nation", which promotes more widespread access to automated external defibrillators (AEDs) and aims to increase public awareness of defibrillator locations across Australia, as well as encouraging businesses to keep a defibrillator on-site.

Greg gave the examples of Orange and Parkes, where publicly accessible AEDs have been rolled out. He said that the solution to improving the survival rate of sudden cardiac arrest (a shocking 5%) lies with community capacity to respond.

The specific example of a health initiative and means to make a difference that the presentation provided was appreciated by the members present.

www.heartofthenation.com.au
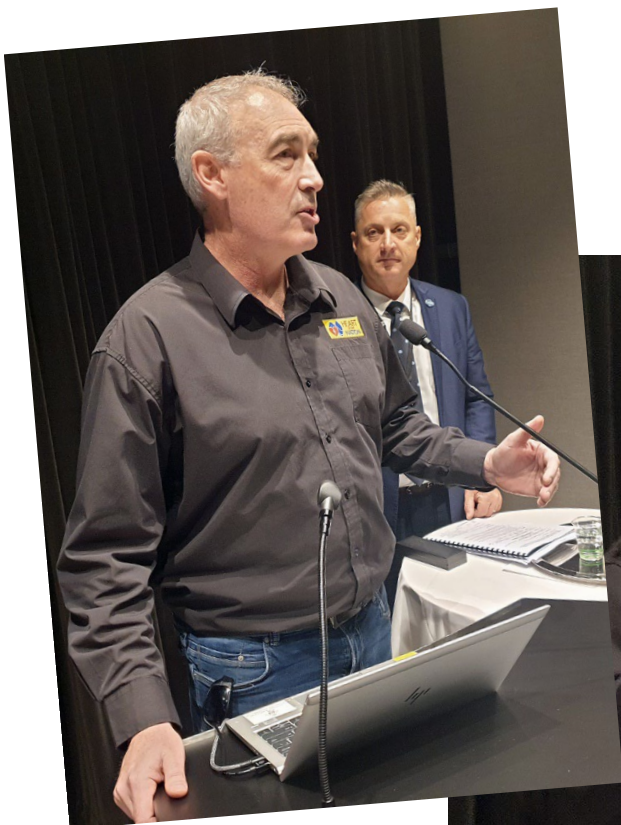
Outgoing Chaiman Cr. Jamie Chaffey did not represent the CMA well with his Wiggle fingers.

For further information, contact Cr Jamie Chaffey on 0467 402 412

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COMMUNIQUÉ

Acting CMA Chairman and Mayor of Temora Shire Cr. Rick Firman OAM took to the lectern to acknowledge the service of retiring mayors present at the meeting, paying special tribute to outgoing Chairman Cr. Jamie Chaffey of Gunnedah Shire and presenting him with a framed caricature of himself.

"Mayor Chaffey has really lifted the professionalism of the Country Mayors Association of NSW. He has been passionate and dedicated in his role. Cr. Chaffey admitted to feeling emotional as he addressed the meeting for the final time and held the portrait that will ensure he does not take himself too seriously. He vowed to hang it in his office when he takes the Federal Seat of Parkes.
Retiring mayors present were gifted CMA pens and the CMA Executive members were also recognised.

Cr. Chaffey with his special CMA gifted portrait.

For further information, contact Cr Jamie Chaffey on 0467 402 412

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COMMUNIQUÉ

The retiring Country Mayors present at the end of our meeting who were acknowledged for their service: Mayor Margaret Roles (Hilltops Council), Mayor Pam Kensit (Upper Lachlan Shire Council), Mayor Jamie Chaffey (Gunnedah Shire Council), Mayor John Coulton (Gwydir Shire Council), Mayor Scott Ferguson (Blayney Shire Council & Mayor Ambrose Doolan (Warrumbungle Shire Council).

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COMMUNIQUÉ

Members of the CMA Executive, past Chairman Cr. Ken Keith (Parkes Shire), outgoing Chairman Cr. Jamie Chaffey (Gunnedah Shire), Cr. Phyllis Miller (Forbes Shire), Cr. Craig Davies (Narromine Shire) and Acting Chairman Cr. Rick Firman (Temora Shire)

The next meeting (AGM) is scheduled for 15 November 2024 in the Theatrette, NSW Parliament, Sydney. It will have a Skills and Education theme.
The NSW Premier, the Hon Chris Minns is already locked in as a guest speaker.
Please RSVP by 4 November to assist with morning tea catering.

For further information, contact Cr Jamie Chaffey on 0467 402 412

www.nswcountrymayors.com.au

Country Mayors Association
of NEW SOUTH WALES Inc

MINUTES

GENERAL MEETING – THEME "HEALTH"

FRIDAY, 9 AUGUST 2024 THEATRETTE, NSW PARLIAMENT, SYDNEY

The meeting opened at 8:20 a.m.

ATTENDANCE:

Cr. Gil Kelly	Mayor	Cootamundra-Gundagai Regional Council
Gareth Curtis	GM	Dungog Shire Council
Cr. David McCann	Mayor	Coolamon Shire Council
Tony Donoghue	GM	Coolamon Shire Council
Rob Williams	GM	Narrabri Shire Council
Cr. Mark Johnson	Mayor	Moree Plains Shire Council
Cr. Paul Harmon	Mayor	Inverell Shire Council
Brett McInnes	GM	Inverell Shire Council
Cr. Jarrod Marsden	Mayor	Cobar Shire Council
Peter Vlatko	GM	Cobar Shire Council
Cr. Pam Kensit	Mayor	Upper Lachlan Shire Council
Alex Waldron	CEO	Upper Lachlan Shire Council
Cr. Barry Hollman	Mayor	Bourke Shire Council
Cr. Leonie Brown	GM	Bourke Shire Council
Cr. Neville Kschenka	Mayor	Narrandera Shire Council
Cr. Carol Oataway	Mayor	Hay Shire Council
David Webb	GM	Hay Shire Council
Cr. Rick Firman OAM	Mayor	Temora Shire Council
Melissa Boxall	GM	Temora Shire Council
Cr. Milton Quigley	Mayor	Warren Shire Council
Gary Woodman	GM	Warren Shire Council
Cr. Jamie Chaffey	Mayor	Gunnedah Shire Council
Gary Fry	Secretariat	Country Mayors Association
Viv May PSM	Administrator	Wingecarribee Shire
Cr. Ambrose Doolan	Mayor	Warrumbungle Shire Council

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Roger Bailey	GM	Warrumbungle Shire Council
Cr. Bob Callow	Mayor	Junee Shire Council
Cr. Margaret Roles	Mayor	Hilltops Council
Anthony O'Reilly	GM	Hilltops Council
Cr. Amanda Findley	Mayor	Shoalhaven
Cr. Jason Hamling	Mayor	Orange City Council
Cr. Ruth McRae	Mayor	Murrumbidgee Council
John Scarce	GM	Murrumbidgee Council
Cr. Greg Verdon	Mayor	Lockhart Shire Council
Cr. Peter Sharp	Deputy Mayor	Lockhart Shire Council
Eric Groth	GM	Gunnedah Shire Council
Cr. Rob Banham	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Cr. Eric Noakes	Mayor	Walcha Council
Phillip Hood	GM	Walcha Council
Cr. Scott Ferguson	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Cr. Doug Hawkins	Mayor	Liverpool Plains Shire Council
Gary Murphy	GM	Liverpool Plains Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Council
Brad Byrnes	GM	Cabonne Council
Heather Nicholls	Deputy GM	Cabonne Council
Cr. Steve Allan	Mayor	Bellingen Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Frank Crawley	Mayor	Murray River Council
Terry Dodds	GM	Murray River Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Aaron Johansson	CEO	Goulburn Mulwaree Council
Cr. Jim Hickey	Deputy Mayor	Broken Hill City Council
Jay Nankivell	GM	Broken Hill City Council
Cr. Daniel Linklater	Mayor	Wentworth Shire Council
Ken Ross	GM	Wentworth Shire Council
Cr. John Coulton	Mayor	Gwydir Shire Council
Max Eastcott	GM	Gwydir Shire Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Ken Keith OAM	Councillor	Parkes Shire Council
Cr. Ruth Fagan	Mayor	Cowra Council
Adrian Butler	GM	Federation Council
Cr. Tony Reneker	Mayor	Leeton Shire Council
Jackie Kruger	GM	Leeton Shire Council
Cr. Tony Quinn	Mayor	Greater Hume Council
Evelyn Arnold	GM	Greater Hume Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Grant Baker	GM	Bland Shire Council
Jane Stroud	CEO	Kiama Shire Council
Cr. Neil Reilly	Mayor	Kiama Shire Council

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Cr. Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Cr. Sam Coupland	Mayor	Armidale Regional Council
James Roncon	GM	Armidale Regional Council
Cr. Kylie King	Mayor	Albury City Council
Sharne Colefax	Manager, Council Engagement	OLG
Cameron Templeton	A/Council Engagement Manager – Riverina, Murray and Far South-West	OLG
Cr. Mark Kellam	Mayor	Oberon Council
Gary Wallace	GM	Oberon Council
Cr. Ian Chaffey	Mayor	Snowy Valleys Council
Mark Arnold	GM	Byron Shire Council
Cr. Paul Phillips	Mayor	Lachlan Shire Council
Greg Tory	GM	Lachlan Shire Council
Cr. John Medcalf OAM	Deputy Mayor	Lachlan Shire Council
Paul Bennett	GM	Tamworth Regional Council
Cr. Russell Webb	Mayor	Tamworth Regional Council
Bob Stewart	Administrator	Central Darling Shire Council
Greg Hill	GM	Central Darling Shire Council
Robyn Stevens	CEO	Shoalhaven City Council
Cr. Craig Davies	Mayor	Narromine Shire Council
Cr. Mathew Dickerson	Mayor	Dubbo Regional Council
Cr. Claire Pontin	Mayor	Midcoast Council
Sharon Houlihan		Canberra Region Joint Organisation
Hayley Chapman		Canberra Region Joint Organisation
Jonathan Malota	Policy Advisor – Transport & Data	NRMA
Cr. Glen Neill	Mayor	Bogan Shire Council
Cr. Phyllis Miller OAM	Mayor	Forbes Shire Council

Parliamentarians in attendance (in addition to speakers):

- The Hon. Dougal Saunders, NSW Nationals Leader
- The Hon. Gurmesh Singh, Incoming Shadow Minister for Regional Health
- Brendan Moylan, Member for Northern Tablelands
- Michael Kemp, Member for Oxley
- The Hon. Steph Cooke, Member for Cootamundra, NSW Shadow Minister for Water and NSW Shadow Minister for Crown Lands
- The Hon. Tanya Thompson, Shadow Assistant Minister for Regional Health. Member for Myall Lakes
- The Hon. Aileen MacDonald, Shadow Minister for Youth Justice and Member of the Legislative Council
- The Hon. Bronnie Taylor, Retiring Shadow Minister of Regional Health
- The Hon. Wendy Tuckerman, Member for Goulburn and Shadow Minister for Local Government
- The Hon. Richie Williamson, Member for Clarence
  The Nationals Whip, and Shadow Assistant Minister for Regional NSW
- The Hon. Justin Clancy, Member for Albury
  Shadow Minister for Skills, TAFE and Tertiary Education

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APOLOGIES:

Cr. Doug Curran	Mayor	Griffith City Council
Brett Stonestreet	GM	Griffith City Council
Cr. Nuatali Nelmes	Lord Mayor	Newcastle City Council
Cr. Sue Moore	Mayor	Singleton Council
Cr. Darrell Tiemens	Mayor	Narrabri Shire Council
Cr. Jay Suvaal	Mayor	Cessnock City Council
Cr. Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
Rebecca Ryan	GM	Queanbeyan-Palerang Regional Council
Cr. Ryan Palmer	Mayor	Port Stephens Council
George Cowan	GM	Narrandera Shire Council
Cr. Dallas Tout	Mayor	City of Wagga Wagga
Cr. Mathew Hatcher	Mayor	Eurobodalla Shire Council
Cr. Chris Homer	Mayor	Shellharbour City Council
Cr. Vivian Slack-Smith	Mayor	Brewarrina Shire Council
Cr. David Kirby	GM	Brewarrina Shire Council
Cr. Gordon Bradbery AM	Lord Mayor	Wollongong City Council
Cr. Maree Statham	Mayor	Lithgow City Council
Ross Gurney	GM	Lithgow City Council
Murray Wood	CEO	Dubbo Regional Council
Cr. Peter Walker	Mayor	Goulburn Mulwaree Council
Brett Whitworth	Deputy Secretary, Local Government	OLG
Greg McDonald	GM	Upper Hunter Shire Council
Cr. Maurice Collison	Mayor	Upper Hunter Shire Council
Cr. Peta Betts	Mayor	Edward River Council
Gary Arnold	Interim CEO	Edward River Council
Cr. Craig Bembrick	Mayor	Weddin Shire Council
Noreen Vu	GM	Weddin Shire Council
Cr. Patrick Bourke	Mayor	Federation Council
Cr. Doug Batten	Mayor	Gilgandra Shire Council
Neil Alchin	GM	Gilgandra Shire Council
Paul Devery	GM	Cowra Council
Cr. Steve Krieg	Mayor	Lismore City Council
Jon Gibbons	GM	Lismore City Council
Gary Murphy	GM	Liverpool Plains Shire Council
Cr. Doug Hawkins OAM	Mayor	Liverpool Plains Shire Council
Cr. Michael Lyon	Mayor	Byron Shire Council
Cr. Kylie Webster	Mayor	Kyogle Council

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CMA Chairman Cr Jamie Chaffey Welcomes attendees, opened the meeting and conducted the Acknowledgement to Country

> …We acknowledge the Traditional Custodians of the land and waters, and we show our respect for Elders past and present and emerging. We are committed to providing communities in which Aboriginal and Torres Strait Islander people are included socially, culturally and economically.

Adoption of Minutes of Previous Meeting:

RESOLVED that the minutes of the Annual General Meeting held on 22 March 2024 be accepted as a true and accurate record (unanimous).

Matters Arising from the Minutes – Nil

PRESENTATIONS

Deputy Commissioner Paul Pisanos, NSW Police Force

I wanted to come back and raise six issues. We spoke about youth crime (serious and violent). Operation Mongoose has not stopped and the Bail Act has been enacted. We are aware of the impact on communities. Western, Northern and Southern regions have seen hundreds of arrests and 50% were on bail. 22C has been used for those over the age of 14. This is reducing recidivism (repeat offending).

Community work is important to us but other agencies need to come together for optimal outcomes.

Tobacco and vape products are being seized in significant quantities coming across our State borders.

Domestic violence is an ongoing focus. Identifying the serious offenders is a challenge we are working on.

Impaired driving operations are a focus across the State, with 80% of fatalities occurring on regional roads.

Driving behavious like speeding require constant media and awareness efforts.

Cop in Your Town is our recruitment campaign that has been rolled out across NSW regions, with 12 launches that attracted good media. It is designed to capture the attention of locals, tradies, farmers, whoever might be looking for a change. Retention is also a focus, with better pay possibly on the horizon and real support mechanisms.

Jamie: How are you going with numbers?

Deputy Police Commissioner Pisanos: 1,500 is the shortfall. Paying people to go to the academy is a great step forward and we looking at increasing graduate numbers.

Dougal Saunders: The Regional Crime Inquiry is a real positive and congratulations to the CMA for that. Tobacco issues, can you tell us more about that?

Deputy Police Commissioner Pisanos: It is a complex space and our approaches are evolving. Organised crime is playing a big part, so NSW Police are focusing on the behaviours of the people involved. The organised crime involvement adds to the potential concerns with tobacco and vape product smuggling.

Parkes Mayor Cr. Neil Westcott: Trundle's Police residence has been condemned….

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Deputy Police Commissioner Pisanos: The Officer in Charge never really reported the condition because she stayed at her mother's place. It is going to be fixed up. Most of it (Police properties, including residences) is run through Properties NSW but it is a big challenge. There will be no closing Police Stations and residences.

Kempsey Shire Council Mayor Cr Leo Hauville: What proportion of the 80% of fatalities is speed related?

Deputy Police Commissioner Pisanos: More than half but you cannot always tell for certain. Speed is a contributing factor to most fatalities even if a distraction or impairment occurs.

Deputy Police Commissioner Pisanos: We are the only State that does not use point to point speed monitoring cameras for cars, will there be Government support to change that?

Deputy Police Commissioner Pisanos could not answer the political question but there was consensus in the chuckles that indicated it would be unlikely from either side of politics.

Deputy Police Commissioner Pisanos: Final comment, we are working on Crime Prevention Agreements and Moree is coming along. If your community does not have a Crime Prevention Agreement, I suggest you work with us to establish one.

President of ALGA, Cr. Linda Scott

If Councils are owed money by Rex Airlines, pleased get that information to ALGA. Normally we would not encourage the use of one service over another but te want to see the airline continue – for the sake of regional Australia and competition, so support it where practical.

Thank you for coming to our ALGA conference and my farewell.

The headline issue right now is housing. So, we are staging a summit to highlight the innovation in Local Government on the issue.

We are working on an MoU with the Federal Government and we are getting involved with more and more advisory bodies in Federal Parliament.

Linda acknowledged the contributions of retiring mayors.

We are so proud of you Jamie Chaffey and we look forward to seeing you take your Local Government experience to Federal Parliament.

Shadow Minister for Regional Health, Trade and Seniors, the Hon. Bronnie Taylor MLC

In her final appearance before retiring, the passionate Shadow Minister reflected on her time in the role and politics, generally.

Great politicians come out of Local Government.

It concerns me that we talk about the issues affecting young people but nowhere are we hearing the voices of young people. We need to engage youth and give them a voice. We need advice from the youth about youth issues. We need the Regional Youth Taskforce reinstated and I ask you as an Association to push for that.

She endorsed the new Shadow Minister for Regional Health, the Hon. Gurmesh Singh.

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It is important that you try to meet the Regional Health Minister with your Local Members. It is not OK that you travelled all this way and the Regional Health Minister did not turn up.

The Minutes of Previous Meeting 10 May 2024 were adopted unanimously, with nil matters arising.

Motions:

A) General Manager of Murrumbidgee Council John Scarce:
That the Country Mayors Association calls upon the State Government of NSW to reverse its decision not to provide a budget for interagency emergency management training and exercises.
Further, without this interagency training and exercises, Country Mayors of NSW advocate that they are fearful that our Emergency Operations Centers and response to emergencies will be compromised with a potential for lives to be lost.

B) That the Membership support the Deputy Chairman Rick Firman OAM acting as interim Chairman, with the current Chairman Jamie Chaffey stepping down in the September 2024 Local Government elections.

C) That the Membership endorse the Executive Committee nomination of current Executive Member Russell Webb for the role of Deputy Chairman, in an interim capacity until the AGM.

All were unanimously supported.

Membership
The NRMA approached the CMA executive to establish a formal relationship.
It was recommended that the NRMA be accepted as an Associate Member of the CMA.
Parkes Shire Councillor Cr Ken Keith OAM moved the motion and Forbes Shire Mayor Cr Phyllis Miller OAM seconded. The Membership endorsed this recommendation unanimously. The NRMA is the first private sector Associate Member of the Country Mayors Association of NSW.

Leeton Shire Mayor Cr Tony Reneker spoke about the no-cost Mayoral Alliance for the Pacific. He encouraged mayors who support the PALM scheme and the much-needed workers it brings to join the Alliance. **[invitation letter attached]**

Panel session with the Rural Doctors Network's CEO Dr. Richard Colbran, Manager Service Delivery Operations Kath Hetherington, Recruitment Portfolio Lead Jessica Yuen and Program Manager Outreach Services Amanda Massett

[presentation attached]

Dr. Richard Colbran: We are a charity that has been around for 35 years. Continuity is important for our organisation and health. We are in all LGAs outside of Sydney. We are the bridge between rural communities and the city (Government). Most Councils would be aware of our bush bursaries and their support of doctors from our regions.

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Doctors for communities has been the focus for years but we are now looking at health access. You may not need a doctor and you certainly need the right doctor.

Kath Hetherington: We understand that open communication is critical. We understand that you are engaged and we want to work with you and your communities. Our Collaborative Care Project includes a focus on retention and broad health care access.

Dr. Richard Colbran: We do not have a solution, we have a method, in our $3mil. Funded Collaborative Care Project.

Jessica Yuen: Free recruitment is provided to all medical practices, with free CV assessment. We help practices and Doctors to ask the right questions to ensure they are the right fit for the location.

152 new GPs were recruited in the past financial year, 79 positions directly by RDN.

Dr. Richard Colbran: We support locums as a respite service but it has become a business. The trend is not ideal for regional communities and it is very costly.

RDN takes no administration fee. We are allowed to allocate 15% to outreach and we give 50% of that to communities.

We are compiling a report for Councils with data trends for doctor numbers.

Cr. Jamie Chaffey: We care about retaining people in our communities. You are now required to support metropolitan areas now. Is your funding contingent on that?

Dr. Colbran: Money is tight in Governments. We do work in the city, in all the AMS's. The 10,000 GPs in Sydney are our target audience, so we have to work with them. The Government wants the whole system working together.

Tenterfield Mayor Cr Bronwyn Petie: What satisfaction levels do you get from doctors and practices.

Dr. Colbran: We have a 95% satisfaction rate from doctors we support. Practices are small businesses and we need to remember that. Some of them need to be better, to adapt to contemporary work expectations and to make the GP role more appealing.

Cr. Steve Allen, Mayor of Bellingen Shire (and a pharmacist): It is difficult to attract people to GP roles instead of specialising. Are you looking at better utilising the allied professionalism including pharmacies?

Dr. Colbran: Scope of practice is something we are focusing on. Colleges are actually removing rural placements and we need to watch that. Optimising scope of practice to support health outcomes would include pharmacists.

Mayor of Bland Shire Cr. Brian Monaghan: Overseas Doctors can now go to the cities….?

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Dr. Colbran: 1500 of our doctors are overseas trained. Those incentives to send people to rural locations have been taken away. Continuity is important to regional communities and we have seen doctors relocate to the city as soon as possible.

Mayor Monaghan: I an increased rural Medicare rebate possible?

Dr. Colbran: The Doctors Associations do this lobbying. One of the problems is we just move people from practices to hospitals. The health care providers have not increased.

Parliamentary Secretary for Health and Parliamentary Secretary for Regional Health, Dr. Michael Holland
[full speech attached]

Dr. Holland talked about how safe working staffing levels are being rolled out. Ratios in nursing have long been a contention in nursing, as they have attracted nurses to other states. For what the NSW Government considers safe working levels in our hospitals, us this link:
https://www.health.nsw.gov.au/workforce/Pages/safe-staffing-levels.aspx

Dr. Holland said Ambulance services are important and we have seen increased funding. $274mil to upgrade staffing at selected locations.

HECS fee incentives do exist, with $20,000 for the 1st year and following years, $10,000.

New hospital in Eurobodalla and accommodation is a concern. $200mil. is being invested across NSW for essential worker accommodation.

Workforce recruitment of up to 80 generalists has been successful.

Cowra Council Mayor Cr. Ruth Fagan: I'm concerned about health councils not being supported or retained. Community committees are important.

Dr. Holland: I was not aware that this was a problem and I will report it to the Minister.

Mayor Fagan: Cowra is getting a new hospital. Is there any possibility we could employ a resident doctor with the hospital?

Dr. Holland: The small business model needs to change, as Dr. McGirr said. We do need new approaches.

Q: What about the international doctors who are driving Ubers?

A: We value our international doctors and need to work with our Federal Government to improve the pathways and remove the barriers.

LGNSW Update

Forbes Shire Mayor Cr. Phyllis Miller OAM is on the CMA Executive and is a Director of LGNSW (Regional/Rural). She provided a brief update on behalf of LGNSW and the organisation's President Cr. Darriea Turley AM (a Councillor in Broken Hill).

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Mayor Miller emphasized that 20 Oct. is the deadline for LGNSW conference motions. She also reiterated that Cr. Jamie Chaffey and Cr. Scott Ferguson will be missed and applauded their contributions.

Michelle Maxwell, Director, Strategy, Governance and Delivery, Regional Health Division – NSW Health

Michelle provided an update of the implementation of recommendations from the Regional Health Inquiry, stating that as at 30 June, 2024 a total of 25 of 34 recommendations had been implemented / followed up on.

Michael also detailed the current Regional Health MPS strategy framework process.
She reiterated that consultation is ongoing and they are keen to receive further input from Councils.
[**Presentation attached**]

Coolamon Shire Council Mayor Cr. David McCann voiced his community's appreciation that their MPS is to be upgraded but asked for an update on the work.
Michelle: We will look into that for you.

Founder of 'Heart of the Nation" Greg Page (also founding member of The Wiggles)

Greg Page is best known as the original lead singer and a founding member of the children's band The Wiggles from 1991 to 2006 and then again in 2012. He has also recorded a number of solo albums and published his autobiography.

Since suffering a sudden cardiac arrest in 2020 during a Wiggles reunion concert, Greg has become an advocate for community capacity building for immediate response to a sudden cardiac arrest. He founded the charity "Heart of the Nation", which promotes more widespread access to automated external defibrillators (AEDs) and aims to increase public awareness of defibrillator locations across Australia, as well as encouraging businesses to keep a defibrillator on-site.

Greg gave the examples of Orange and Parkes, where publicly accessible AEDs have been rolled out. He said that the solution to improving the survival rate of sudden cardiac arrest (a shocking 5%) lies with community capacity to respond.

Forbes Shire Mayor Cr. Phyllis Miller OAM: We've got them but need more.

Tenterfield Shire Mayor Cr. Bronwyn Petrie: I'm concerned they could be abused or stolen. Do they have GPS trackers?

Greg: Yes, ours also have a sim card.

Upper Lachlan Shire Mayor Cr. Pam Kensit: Do those sim cards tell you when they need maintenance?

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Greg: If a Council purchases them, it is really their responsibility to maintain them.

Greg explained that Heart of the Nation is a charity with a singular cause and he makes no money from it.

Greg's presentation is attached. Here is the link to the Heart of the Nation website: https://www.heartofthenation.com.au/

Acting CMA Chairman and Mayor of Temora Shire Cr. Rick Firman OAM took to the lectern to acknowledge the service of retiring mayors present at the meeting, paying special tribute to outgoing Chairman Cr. Jamie Chaffey of Gunnedah Shire and presenting him with a framed caricature of himself.

Mayor Chaffey has really lifted the professionalism of the Country Mayors Association of NSW. He has been passionate and dedicated in his role. He admitted to feeling emotional as he addressed the meeting for the final time and held the portrait that will ensure he does not take himself too seriously, as he vowed to hang it in his office when he takes the seat of Parkes.

There being no further business, the meeting was formally closed at 1:10 pm.

Postscript Note:

The Royal Flying Doctor Service of Australia CEO Greg Sam sent a letter to the CMA expressing his regret for not being able to make it to the meeting.

"We would appreciate an opportunity to address a future CMA meeting about the recent and ongoing evolution of the services we provide to rural Australians, and we are always receptive to input and perspectives that may help to shape our service delivery models going forward."

Mr. Sam invited the CMA Acting Chairman to tour the RFDS base at Broken Hill.

Cr Rick Firman OAM
Acting Chairman of the Country Mayor's Association of NSW

The next meeting (AGM) is scheduled for 15 November 2024 in the Theatrette, NSW Parliament, Sydney. It will have a Skills and Education theme. Please RSVP by 6 November to assist with morning tea catering.

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12 COMMITTEE REPORTS

12.1	**Audit Risk and Improvement Committee Meeting 11 September 2024**
File No:	ARIC
Author:	Sharon Swannell (Governance and Executive Manager)

Summary
Minutes of the Audit, Risk and Improvement Committee Meeting held on 11 September 2024 are submitted for Council's information and endorsement.

Recommendation:

That Council:

1. Receive and note minutes of the Audit Risk and Improvement Committee Meeting held on 11 September 2024.

2. Note the approved Strategic Work plan 2024 – 2028

3. Note the approved 2024/25 Annual Work plan

4. Note the approved 2024/25 and 2025/26 Internal Audit Plan

List of Attachments
1. 240911 Minutes Audit Risk and Improvement Committee [**12.1.1** - 7 pages]
2. Oberon ARIC Strategic and Annual work plan [**12.1.2** - 32 pages]
3. Internal Audit Plan 2 Years Final [**12.1.3** - 5 pages]

Comment
The Audit Risk and Improvement Committee (ARIC) welcomed new Independent Member Andrew Cox.

The meeting received an update report regarding the completion of the Audited Financial Statements. Auditor, Leanne Smith commended the Oberon team on the amount of preparation work they had done which contributed to a smooth audit process.

The ARIC received a report providing a 4-year Strategic Work Plan, Annual Work plan and the Internal Audit Plan for approval. The plans were approved by the ARIC and are now provided for Council's information. It is noted that Council as the governing body can by resolution request a change to the Workplans but cannot mandate a change.

Reports were presented and noted as follows:

- A review of our Asset Management process is being undertaken and a progress report was provided to the ARIC.

- An update regarding the activities undertaken by Council as part of the Central NSW Joint Organisation in relation to the NSW Modern Slavery Amendment Act, 2021. A further review

of the requirements and their appropriateness for the resources of Oberon Council will be undertaken in relation to this project.

- A review of the Internal Reserves held by Council has undertaken and endorsed by the ARIC.
- An update regarding the IT Upgrades and Cyber Incident responses was received and noted.

Updates were also provided in General Business regarding the current progress of the Oberon Sports Complex project.

Next Meeting Date

The next meeting of the Audit Risk and Improvement Committee will be held on Wednesday 11 December 2024 commencing at 9.00am.

OBERON COUNCIL

MINUTES

AUDIT, RISK AND IMPROVEMENT
COMMITTEE MEETING

The Meeting was held on 11 September 2024, in the Council Chambers, 137-139 Oberon Street, Oberon and via Microsoft Teams.

The Meeting commenced at 9.00am.

Attendance

Members	*Attendees/Observers*
Kylie McRae, Independent Member (Chair)	Clr Andrew McKibbin, Deputy Mayor
Ron Gillard, Independent Member	Gary Wallace, General Manager
Andrew Cox, Independent Member (via Teams)	Mathew Webb, Corporate Services Director
	Zoe Marks, Finance Manager
Audit Representatives	Lisa Koleda, Management Accountant
	Sharon Swannell, Executive Coordinator
Leanne Smith, Intentus	
Marvic Estocapia, Intentus	

1   APOLOGIES

Apologies were received from Farisha Ali, Audit Office and Rebecca Burgess, Oberon Council WHS/Risk Manager.

2   DECLARATIONS OF INTEREST

Pecuniary	- Nil
Non-Pecuniary Significant	- Nil
Non-Pecuniary Less than Significant	- Nil

3   CONFIRMATION OF PREVIOUS MINUTES

3.1	Minutes from meeting held on 27 June 2024

Moved: Kylie McRae
Seconded: Ron Gillard

ARIC Resolution:

That the Minutes of the Audit Risk and Improvement Committee Meeting held on 27 June 2024 be noted.

Carried

Matters Arising from the Minutes

Update on Multi-purpose Sports Complex Probity Report – Risks and Mitigation's. Have they been adopted and progression.
The development of the Probity Plan was enacted due to the requirements of the NSW ICAC Direct Dealings process. The contract for the delivery of the Oberon Sports Ground project was finalised in September of 2023 and the construction contract has been signed and commenced. All recommendations were implemented and an independent sign off report delivered.

Update on Cyber Incident responses and IT System migration
A more detailed report has been provided to this meeting.

Asset Management Strategy Update
A more detailed report has been provided to this meeting.

Cyber Policy comment in Interim Management Letter
In relation to the Cyber Policy comment this has been left in the Interim Management letter and will be updated in the Final Management letter.

Item 5.1 was bought forward and dealt with at 9.10am.

Gary Wallace entered the meeting at 9.10am.

5   ACTION ITEMS

5.1   Action Items

Author: Zoe Marks (Finance Manager), Mathew Webb (Corporate Services Director)

Summary

This report summarises the current status of action items from the Audit Risk and Improvement Committee Meetings and provides updates for actions taken.

Zoe Marks provided an update regarding the final audit. The audit is progressing very well. A close off meeting will be held on 12 September and the Audited Financial Statements should be submitted by the end of next week.

Leanne Smith commended Zoe and the Oberon team on the amount of preparation work they had done, which has contributed to a smooth audit process.

Moved: Kyle McRae
Second: Ron Gillard

ARIC Resolution:

That the Audit Risk and Improvement Committee note the current action update and that the members of the ARIC congratulates the Finance Team on the progress of the Annual Financial Statements.

Carried

Report Item 4.5 was bought forward and dealt with at this point in time at 9.28am.

4   REPORTS

4.5	**Financial Statements year end 30 June 2024**
Author:	Zoe Marks (Finance Manager)

Summary
The current draft of the 2023-24 Financial Statements was provided for ARIC review.

Moved: Kylie McRae
Seconded: Ron Gillard

ARIC Resolution:

That the report on the draft 2023-24 Financial Statements be noted and received.

Carried

4.1	**Membership Update and Appointment Terms**
Author:	Mathew Webb (Corporate Services Director)

Summary

Over the last two months Council has endorsed the reappointment of current independent members and the appointment of new member Andrew Cox.

The Committee welcomed Andrew Cox as the new Independent Member.

Moved:	Kylie McRae
Seconded:	Ron Gillard

ARIC Resolution:

That report on the Oberon ARIC membership appointments be noted and received.

Carried

4.2	**Oberon ARIC Strategic and Internal Audit Plans**
Author:	Mathew Webb (Corporate Services Director)

Summary

The objective of Council's Audit, Risk and Improvement Committee (ARIC) is to provide independent advice to Council by monitoring, reviewing and providing guidance about Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

As per requirements of the Terms of Reference and the Internal Audit charter the 4-year strategic Annual Work plan and the Internal Audit Plan are provided for ARIC approval.

Mathew Webb provided an overview of the process undertaken to develop the Strategic Work plan and Annual Work plan.

Discussion was held in relation to the process for approval of any variation to the Work plans. The terms of reference highlight that Work plans are provided to Council via minutes from the ARIC. Council as the governing body can by resolution request a change to the Work plans but cannot mandate a change.

Moved:	Kylie McRae
Seconded:	Ron Gillard

ARIC Resolution:

That the Oberon Audit Risk and Improvement Committee

1. Approve the Strategic Work plan 2024 – 2028

2. Approve the FY24/25 Annual Work plan

3. Approve the FY24/25 and FY25/26 Internal Audit Plan

4. Note and receive the report on the Strategic and Internal Audit Work plans

5. Delegate to the Corporate Services Director to make minor amendments as required.

Carried

Item 4.4 was bought forward and dealt with at this point 10.05am. Geoff Patton joined the meeting for discussion regarding the Asset Management Strategy update.

4.4	Asset Management Strategy Update
Author:	Zoe Marks (Finance Manager), Geoff Paton (Works Engineer)

Summary

A report was provided on the current status of Oberon Council's Asset Management Strategy development and review.

Oberon Council has commenced the process of a full review of our current Asset Management processes. Oberon Council currently contracts the Asset Management work to Brightly which meets our regulatory compliance requirements, however to move forward to best practice we need to look at alternative options.

A quarterly progress update will be provided to the ARIC in relation to the progress of the project.

Moved: Kylie McRae
Seconded: Ron Gillard

ARIC Resolution:

That ARIC notes the update on the Asset Management Strategy.

That the project be added to Action Items for future meetings.

Carried

4.3	Modern Slavery Risk Assessment
Author:	Mathew Webb (Corporate Services Director)

Summary

The NSW Modern Slavery Amendment Act, 2021 requires all Local Government sites to take reasonable steps to ensure that goods and services procured by and for Council are not the product of modern slavery.

Moved: Kylie McRae
Seconded: Ron Gillard

ARIC Resolution:

That the report on the Modern Slavery Risk Assessment and Project Update be noted and received and that Council consider the cost and benefit of implementing extensive measures through the Central NSW Joint Organisation that may not be appropriate for the resources of the Council.

Carried

4.6	Internal Reserves Review
Author:	Lisa Koleda (Management Accountant), Zoe Marks (Finance Manager)

Summary

This report item provides a summary of the Internal Reserves Review carried out in April 2024.

The review has been undertaken to ensure the current methods and allocations can support Council's objectives and are appropriate. Feedback was sought in relation to the restriction of DA Bond Security payments. This has not previously been internally restricted. Advice was provided that this is considered to be best practice.

Moved: Kylie McRae
Seconded: Ron Gillard

ARIC Resolution:

That the report on the review of the Internal Reserves be noted and received and that these be reviewed by Council within the first six months of the new term of Council.

Carried

4.7	IT Upgrade Overview and Cyber Incident Update
Author:	AJ Jack (IT and GIS Co-ordinator), Mathew Webb (Corporate Services Director)

Summary

At the last meeting of the Oberon ARIC the committee requested an update on the implementation of the new IT systems and progression of recommendations resulting from a cyber incident in February.

Moved: Ron Gillard
Seconded: Andrew Cox

ARIC Resolution:

That the report on IT upgrades and Cyber Incident responses be noted and received

Carried

6 GENERAL BUSINESS

Oberon Sports Complex
The Oberon Sports Complex is progressing rapidly. The Probity Plan was required to enable the contract to be put in place. That occurred in December 2023. We have continued to ensure there is transparency in the project. The Council resolved at its August 2024 Ordinary Meeting to

acknowledge the Probity Plan requirements are now concluded. A close out report was provided to our Probity Advisor and endorsed.

Audit Risk and Improvement Committee Minutes
The format of ARIC minutes is reviewed to provide a high level summary of the topic, the ARIC resolution and any actions required.

Thanks and best wishes were passed on to the Mayor Mark Kellam and the Council Delegate Councillor Andrew McKibbin for their term on the Audit Risk and Improvement Committee.

7   NEXT MEETING DATE AND MEETING CLOSE

7.1   Next Meeting Date And Meeting Close

The next meeting of the Audit Risk and Improvement Committee will be held on Wednesday 11 December 2024, commencing at 9.00am.

The meeting closed at 11.22am.

Oberon Council

Audit Risk and Improvement Committee

Strategic Work Plan 2024 - 2028

1. Introduction

The Local Government Act 1993 (the Act), the Local Government (General) Regulation 2005 (the Regulation) and the Guidelines on Risk Management and Internal Audit require each council in NSW to have:

- an audit, risk and improvement committee that continuously reviews and provides independent advice to the council on how it is functioning and managing risk;
- a robust risk management framework that accurately identifies and mitigates the risks facing the council and its operations; and
- an effective internal audit function that provides independent advice as to whether the council is functioning effectively and the council's internal controls to manage risk are working.

The 3 mandatory governance mechanisms are vital to ensure that councils are doing the right things the best way they can for their communities and are on track to delivering their community's goals and objectives.

The Office of Local Government (OLG) has established the Risk Management and Internal Audit for local councils in NSW guidelines (the Guidelines), to assist councils to comply with statutory requirements under the Act and the Regulation. (Issued December 2023).

The Audit, Risk, and Improvement Committee (the Committee) is an advisory body only. It exercises no administrative functions, has no delegated financial responsibilities, and does not perform any management functions of council.

The Committee provides independent advice to the Council that is informed by Council's internal audit and risk management activities and information and advice provided by council staff, relevant external bodies, and other subject matter experts.

The strategic work plan outlines the actions and activities that will be the focus of the Committee over its term - from 2024 - 2028.

2. Committee Membership

Membership of the ARIC is currently comprised of the following members:

Kylie McRae   - Independent Chairperson
Ron Gillard   - Independent member
Andrew Cox   - Independent member

AUDIT	RISK	IMPROVEMENT
• Internal audit charter • Internal audit strategic (Annual) plan • External audit of financial statements	• Risk management framework • Risk register – strategic, operational, project. • Fraud & corruption control framework • Governance framework • Internal control framework • Legislative compliance framework • Policy and procedure framework	• IP&R • Performance management framework • Service Review program

Internal Audit Arrangements

The IPPF refers to the Head of Internal Audit as the Chief Audit Executive, and the OLG Guidelines refer to this role as the Internal Audit Coordinator. At Oberon Council, the Chief Audit Executive is the Corporate Services Director and internal audits are undertaken by an external provider.

Audit, Risk and Improvement Committee   3

OPERATIONAL AREA	OBJECTIVES	ACTIONS/REPORTS
AUDIT	**a. INTERNAL AUDIT** Section 428A(2)(i) - Council has an effective internal audit function and receives maximum value from its internal audit activities.	
	Provide overall strategic oversight of internal audit activities including:	
	Act as a forum for communication between the Council , General Manager , senior management, the internal audit function and external audit.	• Regular attendance at ARIC meetings by each of the key participants. • ARIC meets (at least annually) with Internal audit and external audit. • ARIC agendas and minutes provided to council quarterly.
	Coordinate, the work programs of internal audit and other assurance and review functions. Review and advise the Council of the strategic four-year plan and annual work plan of internal audits to be undertaken by the Council's internal audit function.	• ARIC review and endorse strategic and annual internal audit plan. (annual) • ARIC review other work plans including service reviews, governance, risk and control assurance work to determine any overlap with proposed IA work. (annual per plan).
	Review and advise the Council if it is complying with internal audit requirements, including: • conformance with the International Professional Practices Framework (IPPF), • LG Regulations 2023, and Risk Management and Internal audit Guidelines (The Guidelines).	• Self-assessment against IPPF (IIA standards) (Annual) • Attestation per the OLG regulation and guidelines (Annual and each council term – 4 years) • Independent external quality assurance (EQA) (Each council term - 4 years).
	Review and advise the Council: • if the Council's Internal Audit Charter is appropriate • whether the internal audit policies and procedures and audit/risk methodologies used by the Council are suitable.	• Review and endorse any changes to the Internal audit charter (as required and as part of the annual review against the IPPF. • Review and advise on Internal audit procedures including the Quality Assurance and Improvement Program (QAIP).
	Review and advise the Council on whether the Council is providing the resources necessary to successfully deliver the internal audit function. Review and advise the Council if Council's internal audit activities are	• Internal Audit update report – Progress to plan. (quarterly) • Annual internal audit performance report (including assessments against IIA standards, results of

OPERATIONAL AREA	OBJECTIVES	ACTIONS/REPORTS
AUDIT	effective, including the performance of the head of the internal audit function and internal audit function. Report the outcome of the review to council once each term. (s216R of LG Regulation 2023).	QAIP and conformance against LG Regulations and Guidelines. • Communications between the General Manager, head of internal audit and Chair of the ARIC on annual performance appraisal of internal audit (in-house and external provider).
	Review and advise the Council if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities.	
	Review and advise the Council on the appointment of the head of the internal audit function and external providers.	• Consultation with ARIC independent chair in recruitment and/or EOI. (As required for end of term or vacancies).
	Review and advise the Council of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised.	• ARIC agendas and minutes provided to council quarterly.
	Review and advise the Council of the implementation by Council of corrective actions.	• ARIC agendas and minutes provided to council quarterly.
	b. EXTERNAL AUDIT Section 428A(2)(d) - Council receives maximum value from its external audit activities.	
	Act as a forum for communication between the Council, General Manager, senior management, the internal audit function, and external audit.	• Regular attendance at ARIC meetings by each of the key participants.
	Coordinate as far as is practicable, the work programs of internal audit and external audit.	• Review and provide advice on the engagement plan for the external audit of council's financial statements.
	Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.	• Review and provide advice in relation to the Audit Office of NSW plan for performance audit coverage. • Review reports on progress on the financial statement audit and any relevant performance audit coverage.
	Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations.	• Review reports on implementation of recommendations for improvement arising from:

OPERATIONAL AREA	OBJECTIVES	ACTIONS/REPORTS
	Provide advice to Council and/or the General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides.	- External audit management letters - Performance audit reports relevant to council - Significant changes or issues raised in better practice guides/standards. (quarterly – annually as required).

OPERATIONAL AREA	OBJECTIVES	ACTIONS/REPORTS
	c. RISK MANAGEMENT Section 428A(2)(b) - Council has an effective risk management framework and internal controls that successfully identify and manage the risks it faces.	
RISK	Review and advise the Council: if the Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard.	• Report on review of the risk management framework against the Australian risk management framework and OLG guidelines. (Annual).
	Whether the Council is providing the resources necessary to successfully implement its risk management framework.	• Regular risk management update report. (Quarterly; as relevant).
	Whether the Council risk management framework is adequate and effective for identifying and managing the risks the Council faces, including those associated individual projects, programs, WHS and other activities.	• Regular risk register update on significant/emerging risks. • Project management update report. • WHS update report.
	If risk management is integrated across all levels of the Council and across all processes, operations, services, decision-making, functions and reporting.	• Risk management update report - periodic risk assessment process.
	Of the adequacy of risk reports and documentation, for example, the Council risk register and risk profile	
	Whether a sound approach has been followed in developing risk management plans for major projects or undertakings.	• Risk management update reports. • Project management update reports.
	Whether appropriate policies and procedures are in place for the management and exercise of delegations.	• Policy and procedure update report.

OPERATIONAL AREA	OBJECTIVES	ACTIONS/REPORTS
RISK	If Council has taken steps to embed a culture which is committed to ethical and lawful behaviour.	• Reports on code of conduct, ethics and fraud & corruption control. • Staff survey results.
	If there is a positive risk culture within the Council and strong leadership that supports effective risk management.	• Report on review of the risk management framework including any updates on: embedded culture, leadership, training and any concerns with operation of the framework.
	Of the adequacy of staff training and induction in risk management.	• As above.
	How the Council risk management approach impacts on the Council insurance arrangements.	• Updates on insurable risk matters.
	Of the effectiveness of Council management of its assets.	• Asset management updates as relevant in relation to identified risks, internal audit activities or financial statement preparation and audit.
	Of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.	• Updates on BCP arrangements, DCPs and related matters.
	Review and advise the Council: whether Council approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective.	• Report on Internal Audit performance – Quality Assurance and Improvement Program. (Annual Self-Assessment) • Independent External Quality Assurance review of the Internal Audit function.
	whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated.	• Update on policy and procedure management & related matters
	☐ whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with.	• Risk management update report including; risk and control assessments.
	☐ if the Council monitoring and review of controls is sufficient.	• As above.
	☐ if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.	• Report on implementation of audit recommendations.
	d. COMPLIANCE FRAMEWORK Section 428A(2)(a) - Council has an effective compliance framework that ensures it is complying with its legal obligations and other governance and contractual requirements when undertaking its functions.	

Audit, Risk and Improvement Committee   7

OPERATIONAL AREA	OBJECTIVES	ACTIONS/REPORTS
RISK	Review and advise the Council of the adequacy and effectiveness of the Council compliance framework, including: • if the Council has appropriately considered legal and compliance risks as part of the Council risk management framework • how the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and • whether appropriate processes are in place to assess compliance.	• Report/update on legislative compliance framework including obligations register, risk assessment and significant breaches.
	e. FRAUD AND CORRUPTION CONTROL FRAMEWORK Section 428A(2)(c) - Council has an effective fraud and corruption control framework in place that minimises the incidence of fraud and corruption.	
	Review and advise the Council of the adequacy and effectiveness of the Council fraud and corruption prevention framework and activities, including whether the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.	• Receive and review update report on: - fraud and corruption prevention framework, - and activities, including risk assessment, - PIDs/investigations and - Other fraud and corruption related matters.
	f. GOVERNANCE FRAMEWORK Section 428A(2)(e) - Council has an effective governance framework to ensure it is appropriately directing and controlling the management of the council.	
	Review and advise the Council regarding its governance framework, including the Council: • decision-making processes.	• Report/update on relevant governance matters including: - Structural arrangements - Delegations - Council resolutions.
	• implementation of governance policies and procedures.	• Various update reports outlined elsewhere in this plan. • Specific internal audit review reports.
	• reporting lines and accountability • assignment of key role and responsibilities • management oversight responsibilities.	
	• committee structure.	
	• human resources and performance management activities.	• Various reports and activities including as part of internal audit plan – project objectives and scope.

OPERATIONAL AREA	OBJECTIVES	ACTIONS/REPORTS
	• reporting and communication activities.	• Various reports and activities including as part of internal audit plan – project objectives and scope.
	• information and communications technology (ICT) governance, and • management and governance of the use of data, information and knowledge	• Report/updates on ICT, cyber, data and information management. • GIPA/privacy management and breaches.
	g. FINANCIAL MANAGEMENT FRAMEWORK Section 428A(2)(d) - Council has an effective financial management framework, sustainable financial position and positive financial performance.	
RISK	• Compliance with accounting standards and external accountability requirements. • Appropriateness of Council accounting policies and disclosures.	• Finance and External audit Report/update including progress on preparation of financial statements and external audit thereof.
	• Implications for Council of the findings of external audits and performance audits and Council responses and implementation of recommendations. • Whether the Council financial statement preparation procedures and timelines are sound. • Accuracy of the Council annual financial statements prior to external audit, including: - management compliance/representations - significant accounting and reporting issues - methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements. - appropriate management signoff on the statements. • If effective processes are in place to ensure financial information included in the Council report is consistent with signed financial statements. • If the Council financial management processes are adequate.	• Finance and External audit Report/update including: - engagement plan, - review of financial statements - interim and final management letter, - closing report, and - advice of performance audit program and reports on outcomes.
	• The adequacy of cash management policies and procedures.	• Finance and external audit report/update including:

OPERATIONAL AREA	OBJECTIVES	ACTIONS/REPORTS
RISK		- review of notes to financial statements, - investment policy, and - Long term financial plan revisions.
	• If there are adequate controls over financial processes, for example: - appropriate authorisation and approval of payments and transactions - adequate segregation of duties - timely reconciliation of accounts and balances - review of unusual and high value purchases	• Report/update on risk management, • Reports by finance/external audit - external audit closing report and management letters. - Reports on any relevant exception testing or transaction analysis. • Internal audit reports for annual audits undertaken as part of SIAP.
	• If policies and procedures for management review and consideration of the financial position and performance of the Council are adequate.	• Report by finance - review LTFP and process for developing it.
	• If Council grants and tied funding policies and procedures are sound.	• Review of grant governance policies and processes – consider as part of review of SIAP and risk register updates (annual).

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OPERATIONAL AREA	OBJECTIVES	ACTIONS/REPORTS
IMPROVEMEENT	**h. STRATEGIC PLANNING** Section 428A (2)(f) - Council has an effective framework that ensures it achieves its strategic plans and objectives under the integrated planning and reporting (IP&R framework).	
	Review and advise the Council: • of the adequacy and effectiveness of the Council IP&R (Integrated Planning and Reporting) processes	• Report on IP&R plans (major revisions or significant matters identified through quarterly/annual reviews) - Long term financial planning - Workforce planning - Information on performance indicators setting and measuring performance.
	• if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives,	
	Whether the Council is successfully implementing and achieving its IP&R objectives and strategies.	
	i. SERVICE REVIEWS AND BUSINESS IMPROVEMENT Section 428A(2)(g), 428A(3) - Council has an effective framework to ensure it is delivering services and conducting its business and functions to an expected standard.	
	Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)	• Reports on new/relevant external audit or review for application to Council. (As they arise) • Updates on implementation of any relevant recommended improvements applied to Council (consider including in external/internal audit schedules-quarterly)
	Review and advise the Council: o if Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance	• Report/update on service review framework and planned program of work. (Annual) • Service review terms of reference (As relevant per program) • Reports on outcomes of service reviews. (As relevant per completion of programmed work) •
	If appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and	• Per report on IP&R framework and periodic revisions. • Per Service Review reporting above.
	How the Council can improve its service delivery and the Council performance of its business and functions generally.	
	j. PERFORMANCE DATA AND MANAGEMENT Section 428A(2)(h) - Council's performance management framework ensures council can measure its performance and achievement of its strategic goals.	

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OPERATIONAL AREA	OBJECTIVES	ACTIONS/REPORTS
	Review and advise the Council:	
	If Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives	• Per report on IP&R framework and periodic revisions. • Per Service Review reporting above. • Reports on Internal audits completed as part of the SIAP (Annual Plan) may include review and analysis of performance indicators, and associated data and reporting. (Quarterly on completion of IAs)
	If the performance indicators Council uses are effective, and	
	Adequacy of performance data collection and reporting	

FY24/25

Appendix A: Annual ARIC Work plan – subject to variation as agreed between Council and the ARIC Chair

Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
General Responsibilities of the ARIC				
Members have maintained their independence and eligibility status.	• Member declarations of independence and eligibility • Member annual declarations of interest			
COIs declared.	• COI declarations made as and when required.	• COI declarations made as and when required.	• COI declarations made as and when required.	• COI declarations made as and when required.
Review and update ARIC terms of reference (TOR)				• Report on revision of ARIC TOR

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
Hold at least 4 meetings p.a., at least quarterly – (require a quorum – 2 of 3 independents.	• Attendance noted in minutes.	• Attendance noted in minutes.	• Attendance noted in minutes.	• Attendance noted in minutes.
Annual assessment, and a strategic assessment each council term of ARIC review of the matters listed in section 428A of the Local Government Act 1993 during that term (Core requirement 1 of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW).	• Draft ARIC & IA annual performance report		• Independent external quality assurance (EQA) (Each council term - 4 years).	• Draft attestation on OLG core requirements •
a. Internal Audit Section 428A(2)(i) - Council has an effective internal audit function and receives maximum value from its internal audit activities. Provide overall strategic oversight of internal audit activities				
Coordinate, review and advise as far as is practicable, on the work programs of internal audit and other assurance and review functions.			• Review annual program of work for: - service review program - risk management and - planned governance work.	• Review and endorse strategic and annual internal audit plan. (annual)

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
Review progress against the annual internal audit plan, ensuring that the plan is on track and/or that any emerging risks or concerns are considered for variation of the plan.	• Internal audit progress report (to plan) • Reports on completed IA reviews.	• Internal audit progress report (to plan) • Reports on completed IA reviews.	• Internal audit progress report (to plan) • Reports on completed IA reviews.	• Internal audit progress report (to plan) • Reports on completed IA reviews.
Review and advise the Council if it is complying with internal audit requirements, including conformance with the International Professional Practices Framework (IPPF), LG Regulations 2023, and Risk management and Internal audit guidelines. (Internal Audit Performance Reporting)	• Baseline self-assessment Attestation per the OLG regulation and guidelines (Annual and each council term – 4 years) – due July 2025	• Report on conformance with the new IIA standards.	• Independent external quality assurance (EQA) (Each council term - 4 years)	• Self-assessment against IPPF (IIA standards) (Annual)
Review and advise the Council: • if the Council's Internal Audit Charter is appropriate • whether the internal audit policies and procedures and audit/risk methodologies used by the Council are suitable.	• Internal Audit report – revision of Internal Audit Charter including			

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
	updates recommended as part of prior year assessment against IPPF.			
Review and advise the Council on whether the Council is providing the resources necessary to successfully deliver the internal audit function. Review and advise the Council if Council's internal audit activities are effective, including the performance of the head of the internal audit function and internal audit function. Report the outcome of the review to council once each term. (s216R of LG Regulation 2023) Review and advise the Council if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities.	• Internal Audit update report – Progress to plan. (quarterly)	• Internal Audit update report – Progress to plan. (quarterly)	• Internal Audit update report – Progress to plan. (quarterly)	• Internal Audit update report – Progress to plan. (quarterly) • Annual internal audit performance report. Includes General Manager , Chair of the ARIC, and head of internal audit annual performance appraisal of internal audit (inhouse and external

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
				providers). (draft for ARIC review & feedback)
Review and advise the Council on the appointment of the head of the internal audit function and external providers.	• Consultation with ARIC independent chair in recruitment and/or EOI. (As required for end of term or vacancies).			
Review and advise the Council of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised.	• ARIC agendas and minutes provided to council quarterly.			
Review and advise the Council of the implementation by Council of corrective actions.	• Report on implementation of audit recommendations (Internal and external audit) • ARIC agendas and minutes provided to council quarterly.			
Provide advice, when requested, on the appointment of Internal Audit contractors.	• As arises – included in internal audit update report.	• As arises – included in internal audit update report.	• As arises – included in internal audit update report.	• As arises – included in internal audit update report.
Internal Audit meets at least annually, with the internal audit representative "in-camera" without the presence of management.				
b. External Audit Section 428A(2)(d) - Council receives maximum value from its external audit activities.				

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
Act as a forum for communication between the Council General Manager, senior management, the internal audit function, and external audit	• Attendance by external audit representative and presentation of external audit matters.	• Attendance by external audit representative and presentation of external audit matters.	• Attendance by external audit representative and presentation of external audit matters.	• Attendance by external audit representative and presentation of external audit matters.
Coordinate, the work programs of internal audit and external audit			• Compare external audit engagement plan and IA plan.	
Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.			• Finance and external audit update – review of engagement plan.	
Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations. Provide advice to Council and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides	• Review of draft/ audited financial statements, interim and final management	• Review reports on implementation of recommendations for improvement arising from: - External audit management letters - Performance audit reports relevant to council - Significant changes or issues raised in better practice guides/standards. (quarterly – annually as required)		

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
	letters, and closing report.			
Meet at least annually with the external audit representative, "in-camera", without the presence of management.				
c. Risk Management Section 428A(2)(b) - Council has an effective risk management framework and internal controls that successfully identify and manage the risks it faces.				

Review and advise the Council on risk management matters as follows.	• Risk management update report or specific reports covering:
	  - review of the risk management framework against the Australian risk management framework and OLG guidelines. (Annual)
	  - periodic risk assessment process.
	  - significant/emerging risks.
	  - Project management update and associated risks.
	
	Schedule report content quarterly or otherwise to meet each requirement.			

Whether a risk management framework is established and operating consistent with the Australian risk management standard.	• Report on review of the risk management framework including any updates on: embedded culture,	• Risk management update reports (including WHS as appropriate). • Major Project or	• Risk management update reports (including WHS as appropriate). • Major Project or	• Risk management update reports (including WHS as appropriate). • Major Project or
Whether the Council is providing the resources necessary to successfully implement its risk management framework.				
Whether the Council risk management framework is adequate and effective for identifying and managing the risks the Council faces, including those associated individual projects, programs, WHS and other activities.				

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
If risk management is integrated across all levels of the Council and across all processes, operations, services, decision-making, functions, and reporting. Adequacy of risk reports and documentation, for example, the Council risk register and risk profile Whether a sound approach has been followed in developing risk management plans for major projects or undertakings. Whether appropriate policies and procedures are in place for the management and exercise of delegations. if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour if there is a positive risk culture within the Council and strong leadership that supports effective risk management. of the adequacy of staff training and induction in risk management.	leadership, training and any concerns with operation of the framework. (Once per Council term or in response to significant changes) • Risk management update reports (including WHS as appropriate) • Major Project or undertakings report • Reports on code of conduct, ethics and fraud & corruption control. • Staff survey results.	undertakings report	undertakings report	undertakings report • Reports on code of conduct, ethics, and fraud & corruption control. • Staff survey results.

Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
How the Council risk management approach impacts on the Council insurance arrangements.	• Updates on insurable risk matters.			
Effectiveness of Council management of its assets.	• Asset management updates as relevant in relation to identified risks, internal audit activities or financial statement preparation and audit.			
Effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.	• Updates on BCP arrangements, DCPs and related matters.			
Review and advise the Council: whether Council approach to maintaining an effective internal control framework, including over external	Covered in internal audit update reports, internal audit review reports, risk management, compliance, and finance/external audit reports.			

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
parties such as contractors and advisors, is sound and effective.				
Whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated.		• Policy and procedure update report – management and compliance • Internal audit review reports		• Policy and procedure update report – management and compliance • Internal audit review reports
Whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with.				
Council monitoring and review of controls is sufficient.	• Risk management update reports.	• Risk management update reports.	• Risk management update reports.	• Risk management update reports.
Internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.	• Report on implementation of audit recommendations (Internal and external audit)	• Report on implementation of audit recommendations (Internal and external audit)	• Report on implementation of audit recommendations (Internal and external audit)	• Report on implementation of audit recommendations (Internal and external audit)
d. Compliance				

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
Section 428A(2)(a) - Council has an effective compliance framework that ensures it is complying with its legal obligations and other governance and contractual requirements when undertaking its functions. Review and advise on the adequacy and effectiveness of the Council's compliance framework, including:				
if the Council has appropriately considered legal and compliance risks as part of the Council's risk management framework (Content of compliance register, and risk management)	• Compliance update report: • Internal audit review reports	• Compliance update report: • Internal audit review reports	• Compliance update report: • Internal audit review reports	• Compliance update report: • Internal audit review reports
how the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, (Framework design & operation)				
whether appropriate processes are in place to assess compliance. (Framework policies, operation of register, any breaches and assurance over compliance)				
e. Fraud and corruption Section 428A(2)(c) - Council has an effective fraud and corruption control framework in place that minimises the incidence of fraud and corruption.				

Review and advise the Council of the adequacy and effectiveness of fraud and corruption prevention framework and activities, including whether the Council has appropriate processes and systems in place	• Receive and review update report on:
	  - fraud and corruption prevention framework,
	  - progress on corruption prevention plan/strategies
	  - fraud and corruption risk assessment,
	  - PIDs/investigations and
	  - Other fraud and corruption related matters.			

Review and monitor the Fraud and corruption prevention plan/strategy – progress and appropriateness of.				
Fraud and corruption risk assessments				

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
Management of reports/investigations, risks, and emerging trends.				
f. Governance Section 428A(2)(e) - Council has an effective governance framework to ensure it is appropriately directing and controlling the management of the council. Review and advise the Council regarding its governance framework, including:				
Decision-making processes				• Governance Report/update: - Structural arrangements - Delegations - Council resolutions
Implementation of governance policies and procedures		• Report/update on policy management		
Reporting lines and accountability, assignment of key role and responsibilities and management oversight responsibilities	• Various – including internal audit reviews.			
Committee structure	• Various – including internal audit reviews.			

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
Human resources and performance management activities	• Performance appraisals, performance management • various internal audit reviews.	• various internal audit reviews.	• various internal audit reviews.	• various internal audit reviews.
Reporting and communication activities	• Various – including internal audit reviews.			
Information and communications technology (ICT) governance	• Report on ICT, Cyber security and other ICT governance, control and review matters.	• Report on ICT, Cyber security and other ICT governance, control and review matters.	• Report on ICT, Cyber security and other ICT governance, control and review matters.	• Report on ICT, Cyber security and other ICT governance, control and review matters.
Management and governance of the use of data, information and knowledge	• Data and information management report, including; privacy, GIPA, breaches, etc. (at least annually and as arises)			

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
g. Financial Management Section 428A(2)(d) - Council has an effective financial management framework, sustainable financial position and positive financial performance.				
Regular quarterly report/update on finance and external audit matters or specific reports to consider coverage of the following financial management matters including; - engagement plan, - review of financial statements - interim and final management letter, - closing report - advice of NSW AO performance audit program and reports on outcomes.				
Compliance with accounting standards and external accountability requirements. Appropriateness of Council accounting policies and disclosures	Finance and External audit Report/update including progress on preparation of financial statements and external audit thereof.			
Implications for Council of the findings of external audits and performance audits and Council responses and implementation of recommendations	• Finance and External audit Report/update			
Whether the Council financial statement preparation procedures and timelines are sound				
Accuracy of the Council annual financial statements prior to external audit, including: - management compliance/representations - significant accounting and reporting issues		Report of the annual statements post audit.		

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
- methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements. - appropriate management signoff on the statements				
Effective processes are in place to ensure financial information included in the Council report is consistent with signed financial statements		• Finance/External audit report		
Financial management processes are adequate Adequacy of cash management policies and procedures	• Finance/External audit report • IP&R report – budgets, LTFP as relevant	• Finance/External audit report – including review of financial statements.	• Finance/External audit report • IP&R report – budgets, LTFP as relevant	• Finance/External audit report • IP&R report – budgets, LTFP as relevant
Controls over financial processes, for example: - appropriate authorisation and approval of payments and transactions - adequate segregation of duties - timely reconciliation of accounts and balances - review of unusual and high value purchases	• Finance/External audit report – including exception reporting etc by finance, external audit findings, management letter/s. • Various – including internal audit reviews.			
If policies and procedures for management review and consideration of the financial position and performance of the Council are adequate	• Report by finance - review LTFP			

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
	and process for developing it.			
If Council grants and tied funding policies and procedures are sound.				• Review of grant governance policies and processes – consider as part of review of SIAP and risk register updates (annual)

h. Strategic Planning Section 428A (2)(f) - Council has an effective framework that ensures it achieves its strategic plans and objectives under the integrated planning and reporting (IP&R framework). Review and advise the Council:
Regular report on IP&R or specific reports with coverage of: - plans (major revisions or significant matters identified through quarterly/annual reviews) - Long term financial planning - Workforce planning - Strategic Asset Management Plan (SAMP)

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
- Information on performance indicators setting and measuring performance.				
Adequacy and effectiveness of the Council IP&R (Integrated Planning and Reporting) processes		**Annual Report**		
Appropriate reporting and monitoring mechanisms are in place to measure progress against objectives		**Annual Report**		
Whether Council is successfully implementing and achieving its IP&R objectives and strategies.		**Annual Report**		
i. Service Reviews and Business Improvement Section 428A(2)(g), 428A(3) - Council has an effective framework to ensure it is delivering services and conducting its business and functions to an expected standard.				
Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)	• Reports on external performance audits or reviews, ICAC reports or other for relevance to Council. (As they arise) • Updates on implementation of any relevant recommended improvements			

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
	applied to Council (consider including in external/internal audit schedules-quarterly)			
Review and advise if Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance	• Report/update on service review framework and planned program of work. (Annual) • Service review terms of reference (As relevant per program) • Reports on outcomes of service reviews. (As relevant per completion of			

Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
	programmed work)			
if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance	• Per report on IP&R framework and periodic revisions.			
how the Council can improve its service delivery and the Council performance of its business and functions generally.	• Per Service Review reporting above.			
j. Performance Data and management Section 428A(2)(h) **-** Council's performance management framework ensures council can measure its performance and achievement of its strategic goals.				
Various quarterly update reports and specific reports providing coverage including: • Per report on IP&R framework and periodic revisions. • Per Service Review reporting above. • Reports on Internal audits completed as part of the SIAP (Annual Plan) may include review and analysis of performance indicators, and associated data and reporting. (Quarterly on completion of IAs)				
If Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives				IP&R draft documents

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Elements of ARIC responsibilities/Terms of Reference to be considered.	Q1 Month 2024	Q2 Month 2024	Q3 Month 2025	Q4 Month 2025
If the performance indicators Council uses are effective		Annual Report		IP&R draft documents
Adequacy of performance data collection and reporting		Annual Report		IP&R draft documents

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Oberon Council – Internal Audit Work Plan

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

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and the ARIC about the Council's governance processes, risk management and control frameworks and its external accountability obligations.

Council has developed an Internal Audit Charter which guides the development and delivery of this Internal Audit plan.

Resourcing
The internal audit function for Oberon Council will be outsourced with head of internal audit managing the external procurement contract, budget and deliverables.

The hours for each of the audit will vary depending on the complexity of the scope and information required. Based on budget available it is estimated that each audit would include 60 - 70 hours of scope.

Year 1 - Audit: Plant Utilisation and Renewal

The internal audit on plant utilisation and renewal is to assess how effectively Council manages its physical assets, ensuring they are renewed, maintained, and utilised efficiently to support organisational objectives.

Organisational Risk Register Alignment

- Risk Category: Plant and Fleet
- Risk Description: Risk of plant and fleet downtime or injury due to lack of maintenance.
- Impact: Extreme
- Current Risk: High
- Associated Categories and Impacts – Asset Management, Financial Sustainability, Financial. Effective use and management of plant impacts the entire organisation.

Objective:

The objective of the internal audit on plant renewals and utilisation is to evaluate Council's processes and practices related to:

- Planning and prioritising plant renewals.
- Efficient utilisation of existing plant assets.
- Compliance with regulatory requirements and organisational policies.
- Optimal allocation of resources for plant renewals and maintenance.

Specific Objectives

The proposed scope should include

- **Asset Inventory and Condition Assessment**: Reviewing the completeness and accuracy of the asset inventory. Assessing the condition of plant assets to determine renewal needs.
- **Renewal Planning and Budgeting**: Evaluating the adequacy of long-term planning for plant renewals. Reviewing budgeting processes to ensure funds are allocated based on priority and need.
- **Utilisation and Efficiency**: Assessing how effectively plant assets are utilised to meet operational needs. Examining utilisation rates, occupancy levels, and operational efficiency of plant facilities.
- **Compliance and Risk Management**: Ensuring compliance with regulatory requirements and internal policies related to plant renewals and asset management. Identifying and mitigating risks associated with asset deterioration or underutilisation.

Audit Activities:

1. **Document Review:**
   - Examining policies, procedures, and guidelines related to plant renewals and asset management.
   - Reviewing previous audit reports and management responses to identify recurring issues or areas needing improvement.

2. **Interviews and Discussions:**
   - Interviewing key personnel involved in asset management, facilities management, finance, and planning.
   - Discussing with stakeholders to understand their perspectives on asset utilisation and renewal priorities.

3. **Fieldwork and Data Analysis:**
   - Conducting site visits to selected plant facilities to assess their condition and utilisation rates.
   - Analysing financial records, budget reports, and project documentation related to plant renewals and maintenance activities.

4. **Performance Evaluation:**
   - Assessing the effectiveness of renewal projects in terms of meeting objectives, timelines, and budgetary constraints.
   - Evaluating the efficiency of asset utilisation practices and identifying opportunities for improvement.

5. **Risk Assessment:**
   - Identifying risks associated with inadequate asset renewal and utilisation practices.
   - Evaluating controls in place to mitigate risks and ensure compliance with regulatory requirements.

Year 2 – Audit: IT System Upgrades and Implementation

An internal audit on IT system implementation aims to evaluate the effectiveness, efficiency, and compliance of Council's processes related to planning, acquiring, and deploying IT systems.

Organisational Risk Register Alignment

- Risk Category: IT/GIS
- Risk Description: Council vulnerability to increased risk of Cyber attacks.
- Impact: Major
- Current Risk: High
- Associated Categories and Impacts – Business Continuity, Asset Management, Financial. IT underpins the entire operating environment for Council.

Objective:

The objective of the internal audit on IT system implementation is to assess whether Council's IT projects are planned, managed, and executed in a manner that aligns with organisational goals, meets stakeholder requirements, and adheres to relevant regulations and best practices.

Scope:

The proposed scope should include

- **Planning and Strategy:** Reviewing the strategic planning process for system upgrades and migrations, including needs assessment, risk assessment, and alignment with organisational goals.
- **Project Management:** Evaluating project management practices, including project planning, scheduling, resource allocation, and budget management.
- **Technical Implementation:** Assessing the technical aspects of upgrades and migrations, such as system compatibility testing, data migration processes, and contingency planning for potential disruptions.
- **Change Management:** Reviewing change management strategies, including communication plans, stakeholder engagement, training programs, and support services to facilitate smooth transitions.
- **Security and Compliance:** Ensuring that security measures are maintained or enhanced during and after upgrades or migrations and assessing compliance with data protection regulations and IT security standards.

Audit Activities:

1. **Document Review:**
   - Examining policies, procedures, and guidelines related to system upgrades and migrations.
   - Reviewing project documentation, including upgrade plans, migration strategies, risk assessments, and security protocols.

2. **Interviews and Discussions:**
   - Interviewing key stakeholders involved in planning and executing upgrades and migrations, including IT staff, project managers, system administrators, and end-users.
   - Discussing with stakeholders to understand their roles, responsibilities, challenges, and perceptions of the effectiveness of upgrade and migration processes

3. **Fieldwork and Data Analysis:**
   - Conducting site visits or virtual inspections to observe system operations post-upgrade or migration.
   - Analysing performance metrics, user feedback, and incident reports to assess the impact of upgrades or migrations on system performance and user satisfaction.

4. **Performance Evaluation:**
   - Assessing the effectiveness of system upgrades and migrations against defined objectives, including system performance, reliability, user productivity, and cost-effectiveness.
   - Reviewing post-implementation reviews and lessons learned to identify areas for improvement and best practices

5. **Risk Assessment:**

- Identifying and evaluating risks associated with system upgrades and migrations, including technical risks, operational risks, and compliance risks.
- Assessing controls in place to mitigate identified risks and ensure compliance with regulatory requirements

12.2	Traffic Advisory Local Committee Meeting 08 August 2024
File No:	Governance/Meetings/TALC
Author:	Dr Cornelia Wiebels (Technical Services Director), Donah Foley (Technical Services Administrative Assistant)

Summary

Minutes of the Traffic Advisory Local Committee Meeting held on 08 August 2024 are submitted for Council's information and endorsement.

Recommendation:

That Council receive and note minutes of the Traffic Advisory Local Committee held on 08 August 2024.

List of Attachments

1. 240808 Traffic Advisory Local Committee - 8 August 2024 [**12.2.1** - 9 pages]

Comment

Minutes of the Traffic Advisory Local Committee Meeting held on 08 August 2024 are provided for Council's information.

Items discussed are summarised below and full details are available in the Minutes:

- TfNSW advised that the 50km Road speed sign will not be moved, and the zone is not being extended. Signage will be replaced and actioned as per TfNSW request to Council.

- Further investigation is required for the implementation of a mobile tower at Abercrombie Bridge.

- Edith Village speed zone review is awaiting final approval from TfNSW. Council will be advised of the outcome.

- Ramp improvements – Council will prioritise ramp upgrades as the allocation may not be sufficient to complete all ramp upgrades.

- Oberon Street Pedestrian Crossing – TfNSW have been requested to investigate the upgrades along with additional line marking to highlight crossing.

- Truck Parking Albion Street – Council to review current signage and suggest locations for truck parking and no parking zones.

- Council to review the line marking and signage on Beaconsfield Road. TfNSW to review the speed limit.

- Council to review Oberon Street signage and replace incorrect and missing signs.

- Council to confirm that the sight triangle is in accordance with Australian Standards at the Carlwood Road Intersection.

- Feedback from TALC to TfNSW has been forwarded to improve communication for Hampton Road Closures.

- Directional signage on the Reef Road will be installed to guide campers to the Reef Reserve primitive camping.

- Heavy vehicle signage request for Jenolan Caves Road/Kanangra Walls Road intersection has been referred to TfNSW for the State Road.

- Council to carry out a further assessment of the request to install a new bus stop on Mutton Falls Road and contact the bus company to follow up on Councils request for further information.

- A speed zone review of Bloom Hill Road is currently under review.

- Council to audit speed hump signage on Dart Street.

- Council to investigate and remediate if required signage on Duckmaloi/Ferndale Road intersection.

Next Meeting Date

The next meeting of the Traffic Advisory Local Committee is to be advised.

OBERON COUNCIL

MINUTES

TRAFFIC ADVISORY LOCAL COMMITTEE MEETING

The Meeting was held on Thursday 8 August 2024, in the Council Chambers, 137-139 Oberon Street, Oberon and via Microsoft Teams.

The Meeting commenced at 9:32 am.

Members Jackie Barry, Transport for NSW Sgt Jason Marks, NSW Police Force Tim Charge, Representative for Paul Toole MP Councillor Ian Tucker *Staff Delegates* Dr Cornelia Wiebels, Director Technical Services (Until 10:00am) Sam Golam, Acting Technical Services Manager (Chair) Donah Foley, Technical Services Administration Assistant Geoff Paton, Technical Services Works Engineer (Guest)	

1   APOLOGIES

Gary Wallace, General Manager
Councillor Lauren Trembath

2   DECLARATIONS OF INTEREST

Pecuniary	- Nil
Non-Pecuniary Significant	- Nil
Non-Pecuniary Less than Significant	- Nil

3 CONFIRMATION OF PREVIOUS MINUTES

3.1	Minutes from meeting held on 9 May 2024

Attached is the Minutes of the Traffic Advisory Local Committee Meeting held on 9 May 2024. These Minutes were adopted and the recommendations endorsed at the 18 June 2024 Ordinary Meeting of Council.

Recommendation:

That the Minutes of the Traffic Advisory Local Committee Meeting held on 18 June 2024 be noted.

Confirmed: Clr Tucker
Seconded: Tim Charge

Matters Arising from the Minutes

Nil

4 REPORTS

5 ACTION ITEMS

5.1 Action Items

Author:

Summary
This report item summarises the current status of action items from the TALC Meetings and provides updates for actions taken.

Recommendation:

That the Traffic Advisory Local Committee note the current action updates.

List of Attachments
1. TfNSW Response Letter - Speed Zone Review- Abercrombie Road Black Springs [**5.1.1** - 2 pages]
2. TfNSW Abercrombie Road Black Springs [**5.1.2** - 2 pages]
3. TfNSW Email correspondance Abercrombie Road_ Black Springs Replacing signs [**5.1.3** - 4 pages]
4. Telstra Quotation for the Supply of Io T Data Logger for Water Level Monitoring 15 th April 2024 [**5.1.4** - 7 pages]
5. TfNSW Beaconsfield Rd speed review [**5.1.5** - 3 pages]
6. TfNSW response to advertising Hampton Rd closures [**5.1.6** - 3 pages]

That the Traffic Advisory Local Committee note the current action updates.

No 1. Request to move a 50km road speed sign a further 100 metres on the eastern side from Black Springs village Date opened: 10 Feb 2022	TfNSW Oberon Council	TfNSW advised speed zone review will not be undertaken in accordance with the NSW Road Rules 2014. Signs will be replaced as per TfNSW request to Council. Matter ongoing
No 2. Implementation of a mobile tower for connectivity for images to the website/live traffic at Abercrombie Bridge on Abercrombie Road Date opened: 10 Nov 2022	Oberon Council	Implementation of mobile tower for connectivity implementation quote is $1467.12. Council to confirm quote includes installation. Council to work with Telstra to confirm the location. Matter ongoing
No 3. TfNSW Edith Village speed zone reduction to 50km/h Date opened: 11 May 2023	TfNSW	TfNSW has advised that once final approval has been actioned TfNSW will advise Council of the outcome Matter ongoing
No 4. Audit of ramps Date opened: 09 Nov 2023	Oberon Council	Council investigate the audit previously completed and focus on working from the centre of the CBD out. Matter complete
No 5. Oberon Street Pedestrian Crossing Date opened: 08 Feb 2024	Oberon Council/ TfNSW	TfNSW to investigate and liaise with Council Matter ongoing
No 6. Truck Parking Albion Street Date opened: 09 May 2924	Oberon Council	Council to review current signage. Council to come back to committee with suggestions of where no parking zones and truck parking zones should be placed. Matter ongoing

No 7. Beaconsfield and O'Connell Road speed limit reduction Date opened: 09 May 2024	Oberon Council/TfNSW	TfNSW to review the speed limit. Oberon Council will review the line marking and signage and bring back to the November TALC meeting. Matter ongoing
No 8. Oberon Street sign audit Date opened: 10 Aug 2023	Oberon Council	Council sign installer to review signage on Oberon Street and replace incorrect signage replace missing signs. Matter ongoing
No 9. Carlwood Road intersection Date opened: 09 May 2024	Oberon Council	Council to conduct a review and bring back to the next TALC meeting in November 2024. Matter ongoing
No 10. Vehicle damage to property owner's fences Date opened: 09 May 2024	Oberon Council	Letter to police has been sent and Police are following the requirements for when accidents are reported for vehicle damage to property owners' fences. Matter complete
No 11. Mayfield Road signage Date opened: 09 May 2024	Oberon Council	Give Way signs replaced, and forewarning signs installed 80 metres prior to Give Way signs. Matter complete
No 12. Hampton Road closures Date opened: 09 May 2024	TfNSW	Item requested to be reopened and placed on the agenda. Tim Charge provided an update on what issues the community have been facing with signage closer to town. Issues are still ongoing with erratic communication. Get the sign boards closer to town. Item to remain open due to the length of the closure. **Action item:** TfNSW will forward on the feedback to improve the communication to the group controlling the road closure. Matter ongoing

No 1. Request to move a 50km road speed sign a further 100 metres on the eastern side from Black Springs village. Sam Golam, Oberon Council advised that the replacement signs have been ordered and once received will be replaced. Pavement numerals will be redone when the weather is more favourable within the next month or so. Signs have been ordered and once received will be replaced by Council.

Jackie Barry, TfNSW confirmed that the signs are not being moved and the zone is not being extended. Signs will be replaced and action as per TfNSW request to Council.

Matter ongoing.

No 2. Implementation of a mobile tower for connectivity for images to the website/live traffic at Abercrombie Bridge on Abercrombie Road. Implementation of mobile tower for connectivity implementation quote is $1467.12.

Action items:

Council to confirm quote includes installation.

Council to work with Telstra to confirm the location.

Matter ongoing.

No 3. TfNSW Edith Village speed zone reduction to 50km/h. TfNSW has advised that once final approval has been actioned TfNSW will advise Council of the outcome. Estimated approval time is a few weeks.

Matter ongoing.

No 4. Audit of ramps. Dr Wiebels Oberon Council advised that there was no report for the May meeting. There was an allocation in the July Council meeting of $56,000 in the TI Legacy fund to improve ramps, Council will prioritise some of the ramps as the allocation may not be sufficient to complete all ramp upgrades. Clr Tucker provided an update on the previous actions taken by the Technical Services Manager regarding the audit completed. The focus was on the gradients. Geoff Paton advised that Council investigate the audit previously completed and focus on working from the centre of the CBD out.

Matter complete.

No 5. Oberon Street Pedestrian Crossing TfNSW provided an update and advised that consideration could be given, and it was just a discussion there was no specific funding or specific project. TfNSW could start to see if funding can be secured. Dr Wiebels agreed and requested TfNSW look into it as well as additional line marking to highlight the crossing. Clr Tucker provided some history to the TALC. There are two pedestrian crossings on Oberon Street, one near the Oberon RSL Club and the one located near the IGA. Priority for upgrade would be the crossing located near IGA. Tim Charge commented that if a review is undertaken the street lighting would need to be audited and meet the standard. Tim Charge requested that the overhead street lighting be investigated. Jackie Barry advised that if a review is conducted this would need to be looked at. Sam Golam advised that rumble strips on both sides could act as the main warning for the pedestrian crossing.

Action Item:

TfNSW to investigate and liaise with Council.

Matter ongoing.

No 6. Truck Parking Albion Street. Sam Golam advised that he had investigated the truck parking on Albion Street and there is no truck parking only on the shoulder sections of the road on investigation there is room after the BP Service Station after the fog line that could be used as temporary truck parking. Need to install the No stopping signs up until the BP Service Station. TfNSW advised that TfNSW would provide advice on Truck Parking to assist Council. Tim Charge commented that in the long term we need to address rest areas for overnight truck parking, and they have nowhere else to stop. Clr Tucker commented that Albion Street is a good location for trucks to pull up, Council needs to get the zones adequate and allowing trucks to park in other areas. Geoff Paton commented to extend a bit more past the Depot.

Action item:

Council to review current signage.
Council to come back to committee with suggestions of where no parking zones and truck parking zones should be placed.

Matter ongoing.

No 7. Beaconsfield and O'Connell Road speed limit reduction. TfNSW advised that a request from a member of the public to include Beaconsfield Road has been received and will go through the preliminary review to determine if a full speed zone review is warranted.

Action items:

TfNSW to review the speed limit.

Oberon Council will review the line marking and signage and bring back to the November TALC meeting.

Matter ongoing.

No 8. Oberon Street sign audit. Clr Tucker advised that the Oberon Street sign audit is not complete and needs to be reopened. Clr Tucker provided the below commentary to assist with the audit:

Signs are still missing on Oberon Street from the pedestrian crossing down to the far end, and on corner, just past the chemist. The section near the post office needs to be checked as well as around the corner near Mawhood's car park the section in Dart St in front of the library also needs to be checked.

Action item:

Council sign installer to review signage on Oberon Street and replace incorrect signage replace missing signs.

Matter ongoing.

No 9. Carlwood Road Intersection. Sam Golam provided an update on the Carlwood Road intersection, Clr Tucker commented to leave the stop sign there until the review is completed. Council to confirm if an assessment has been done and confirm if the stop sign is in place. Confirm the sight triangle is in accordance with the Australian Standards.

Action item:

Council to conduct a review and bring back to the next TALC meeting in November 2024.

No 10. Vehicle damage to property owner's fences. Council confirmed that a letter had been sent to the Local Police who responded. Clr Tucker sought confirmation that Clr McCarthy had been contacted requesting further information by the Technical Services Director.

Matter closed.

No 11. Mayfield Road signage. Matter is complete.

Matter closed.

No 12. Hampton Road closure. Item requested to be reopened and placed on the agenda. Tim Charge provided an update on what issues the community have been facing with signage closer to town. Issues are still ongoing with erratic communication. Get the sign boards closer to town. Item to remain open due to the length of the closure.

Action item:

TfNSW will forward on the feedback to improve the communication to the group controlling the road closure.

Matter ongoing

6   GENERAL BUSINESS

REQUEST FOR SPEED LIMIT SIGNAGE – HOMEWARD BOUND AVE OBERON. A complaint has been received from a resident of Homeward Bound Avenue, Mr Justin Yates – 13 Homeward Bound Avenue Oberon.

Mr Yates is requesting speed limit signage for Homeward Bound Avenue due to the below issues raised by Mr Yates:

Mr Yates is constantly telling people to slow down as they create huge amounts of dust and there is no speed limit sign to enforce this. Cars are speeding up and down the road regularly.

There is more frequent traffic than usual due to neighbours and tourism from the Reef Reserve (Some people thinking the reserve is up Homeward Bound Avenue, this happens regularly).

Action items:

1. Council to install directional signage ahead of Homeward Bound Avenue with distance to the Reef Reserve.

2. Council to write to Mr Yates and provide a response to his request detailing installation of signage for the Reef Reserve and advise that no speed sign will be placed on Homeward Bound Ave due to

being an unsealed road (50km/h in 'built-up areas' – areas with streetlights and buildings next to the road less than 100m apart).

JENOLAN CAVES HEAVY VEHICLE SIGNAGE REQUEST. Council has received an email request from Jenolan Caves requesting to reduce environmental impacts from heavy vehicles onsite, Jenolan Caves has ordered some signage on where they can and can't park at the site office (Cottage 20) where contractors sign in/ out of site and complete inductions.

We believe it's best to have them to park their heavy vehicles at the Kanangra Boyd National Park/ Jenolan Caves Road intersection, this is where the signs will be located as mentioned in the attached word document map.
We request your permission for Jenolan Caves Reserve Trust to place these signs at our cost around the intersection please.

Action items:

1. Council to advise Jenolan Caves Trust that Council have referred to TfNSW for the State Road and Council are currently awaiting action on it.

2. Signage that has been recommended for the State Road is to be referred to TfNSW.

NEW BUS STOP – 492 MUTTON FALLS ROAD. Council is currently awaiting the following clarification from Newmans Bus Company:

Council can confirm that the condition of the road is satisfactory for use by the proposed bus.

1.   That the driveway access area is sufficient to turn the bus around and to enable the bus to approach Mutton Falls Road perpendicularly.

2.   That consideration has been given to where parents dropping of children would be able to park safely while waiting for the bus, and whether this would impact on the ability of the bus to turn around.

3.   Whether you have discussed the use of the area to turn around with the neighbours at 490, 492 and 506 Mutton Falls Road, as the area is only a 'natural surface' and not gravelled. Also, the area is not entirely on the Road Reserve and may be crossing into private land (Council is unable to confirm this without undertaking a survey).

4.   Whether you would consider a contribution to council to gravel the area to ensure all weather access and not denigrate the existing accesses.

Tim Charge commented that consideration should be looked at at the intersection of Lowes Mount Road and Mutton Falls Road due to the reserve area located there and it could be a very safe area.

Action item:

1. Council to carry out a further assessment of the route and the bus stop location ensuring sight distances are in accordance with current legislation and a report be written for the November 2024 TALC meeting.

2. Council (Geoff Paton) to contact the Bus Company and follow up on previous questions and provide an update to them.

Moved: Sgt Jason Marks
Seconded: Clr Tucker

SPEED ZONE REVIEW BLOOMHILL ROAD. Jackie Barry advised that TfNSW are currently undergoing a Speed zone review of Bloomhill Road. Geoff Paton advised that Council currently have traffic counters on order, and these should be available shortly to place on the road.

Action item:

Oberon Council to install traffic counters when they arrive and collect Traffic data as requested by TfNSW.

DART STREET RAISED PEDESTRIAN CROSSING. Clr Tucker commented that the raised pedestrian crossing signs located at the primary school on Dart Street are wrong and that it says speed hump with an arrow (meaning there is a speed hump ahead). The signage should say speed hump (meaning the speed hump is right there). On the approach a sign needs to be placed 50 to 100 metres ahead advising of the speed hump. Speed hump signs need to have the speed limit listed on them. The speed hump located near the high school needs to be looked at as well and updated if required.

Action item:

1. Oberon Council to update signage for speed humps and install advance warning signage and speed limit signs if required at the primary school on Dart Street.

2. Oberon Council to investigate the current signage for speed humps and install advance warning signage and speed limit signs if required near the high school on Dart Street if required.

DUCKMALOI AND FERNDALE ROADS INTERSECTION WARNING SIGN. Clr Tucker advised that the Duckmaloi Road and Ferndale Road intersection warning sign is misleading. Clr Tucker requested Council investigate and remediate as discussed during the meeting.

Action item:

Council investigate and remediate signage for Duckmaloi and Ferndale Road intersection and update.

7 NEXT MEETING DATE AND MEETING CLOSE

7.1 Next Meeting Date And Meeting Close

The Meeting closed at 11:20am

The next meeting of the Traffic Advisory Local Committee is to be advised.

12.3	**Oberon Sports Facilities Committee Meeting**
File No:	Governance/Meetings/OSFC
Author:	Dr Cornelia Wiebels (Technical Services Director), Donah Foley (Technical Services Administrative Assistant)

Summary

Minutes of the Oberon Sports Facilities Committee Meeting held on Wednesday, 21 August 2024 are submitted for Council's information and endorsement.

Recommendation:

That Council receive and note minutes of the Oberon Sports Facilities Committee held on Wednesday, 21 August 2024.

List of Attachments

1. 241001 Oberon Sports Facilities Committee Meeting August 24 [**12.3.1** - 6 pages]

Comment

Minutes of the Oberon Sports Facilities Committee Meeting held on 21 August 2024 are provided for Council's information.

Items discussed are summarised below and full details are available in the Minutes:

- Clr Trembath provided an update on the Oberon Sports Facility complex.

- Sporting group updates were provided by Oberon United Football Club, Oberon Junior and Senior Leagues Clubs.

- A request from Clr McCarthy for Council to look into the new fields playing sizes has been added to the next Meeting Agenda with the General Manager.

- Director Technical Services to confirm who the internal project manager for the Oberon Sports Facility complex is.

Next Meeting Date
The next meeting of the Oberon Sports Facilities Committee Meeting is to be advised.

OBERON COUNCIL

MINUTES

OBERON SPORTS FACILITES COMMITTEE MEETING

Members	Staff Delegates
Clr Lauren Trembath (Chair)	Dr Cornelia Wiebels, Director of Technical Services
Clr Clive McCarthy	
Oberon Senior Leagues Club, Ian Christie-Johnston	Geoff Paton, Technical Services Works Engineer
Oberon Junior Leagues Club, Spiro Kavalieros	Donah Foley, Technical Services Administration Assistant
Oberon Hockey Club, Jaclyn Yeo	
Oberon United Football Club, Brett Crichton	
Oberon United Football Club, Michelle Nielson	
Oberon United Football Club, Barry Byrom	
Oberon United Football Club, Kylie Provest	

1 APOLOGIES

Gary Wallace, Oberon Council
Clr Mick McKechnie, Oberon Council
David Sellers, Oberon Council
Andrew Yeo, Oberon Golf Club

2 DECLARATIONS OF INTEREST

A GUIDE TO ETHICAL DECISION-MAKING
(Provided by the Independent Commission Against Corruption)

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and code of conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- Pecuniary – regulated by the Local Government Act and Department of Local Government

- Non-pecuniary – regulated by codes of conduct and policy. ICAC, Ombudsman, Department of Local Government (advice only)

The test for conflict of interest:

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain
- Important to consider public perceptions of whether you have a conflict of interest

Identifying problems

- 1st   Do I have private interests affected by a matter I am officially involved in?
- 2nd   Is my official role one of influence or perceived influence over the matter?
- 3rd   Do my private interest's conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

When making a Declaration of Interest the reason for making the declaration should be clearly stated. Pecuniary and Non-Pecuniary Significant Interests should be managed by leaving the room while the matter is considered.

Pecuniary	-	Nil
Non-Pecuniary Significant	-	Nil
Non-Pecuniary Less than Significant	-	Nil

3   CONFIRMATION OF PREVIOUS MINUTES

3.1   Minutes from meeting held on 15 May 2024

Attached is the Minutes of the Oberon Sports Facilities Committee Meeting held on 15 May 2024. These Minutes were adopted and the recommendations endorsed at the Ordinary Meeting of Council held on 18 June 2024.

Recommendation:

That the Minutes of the Oberon Sports Facilities Committee Meeting held on 15 May 2024 be noted.

Matters Arising from the Minutes

Nil

4   REPORTS

4.1	Investigation of the Recreation Ground lighting emissions
Author:	Councillor Mick McKechnie, Oberon Council

Summary

Following on from the issue raised at the Sports Committee meeting yesterday, I did some investigation on the Rec ground lighting last night. Light levels and light dispersion appears to be very good, with the light intensity even across the grounds and reaching just beyond the circular perimeter of the fields. The even coverage of the fields suggests the beam angles and focus of the lights is acceptable and not an issue (beam angle looks to be approx. 100 deg to 120 deg which is standard).

The Recreation Ground is well screened around the eastern and western boundaries and partially on the southern boundary by mature conifers.

Without knowing the brand /model of the light fittings installed or the spec/data sheets for them the following assumptions were used and based on AS 2560 Sports lighting.

There are 4 light poles around the perimeter of the ground, 4 LED lights per pole, 2 in 2 rows. Assume 1500w fittings that is 6000w per pole and 24000w in total. This is acceptable for outdoor sporting fields used for training and recreational/club activities.

The range of a 1500w LED floodlight is 110 metres to 115 metres depending on efficiency and age of the LEDs. It must be noted that increasing the number of fittings on a pole will not increase the range, it only increases the intensity of the light from that pole. the range will still only be 110 to 115 metres.

I will suggest the setup, installation and specs of the Recreation Ground lights is acceptable and not causing intrusive issues in the near areas.

On further investigation of Scotia Ave and Herborn Streets some minor points observed were; Travelling East on Scotia Ave, approaching North Street the light pole in the north/ east corner of the Rec Ground is visible from the last 60 metres of Scotia Ave.

Given the Scotia Ave/North St intersection is 200 plus metres from the north/east light pole there was no evidence of high light levels in Scotia Ave outside residences in the eastern end of Scotia Ave.

There is no vision of the Recreation Ground light poles from Herborn Street.

At present the Recreation Ground lighting is minimally used on a Thursday and Friday in the early evening.

Recommendation:

That Councillor McKechnie's Report be noted.

List of Attachments
Nil

Comment

5 ACTION ITEMS

5.1 Action Items

Author: Donah Foley (Technical Services Administrative Assistant)

Summary
This report item summarises the current status of action items from the Oberon Sports Facilities Committee Meetings and provides updates for actions taken.

Recommendation:

That the Oberon Sports Facilities Committee note the current action updates.

List of Attachments
Nil

No 1. Garbage bin replacement Oberon Leagues Club. Bin replacements are to be at the Clubs expense. Noting the cost price to replace a bin is $59.47. Bins emptied by Trash Pak as a voluntary contribution to the Leagues Club.

Council confirmed (Michelle Neilson) that the Leagues Club do not pay for garbage services. Ian Christie-Johnson confirmed that the garbage pickup is not part of the Council garbage collection service and is picked up by Oberon Trash Pak as a voluntary service to the League Clubs.

Matter closed.

No 2. Removal of equipment Little Athletics Club. Little Athletics Club have removed club equipment out of the storage area.

Matter closed.

No 3. Grants update Clr Trembath. Clr Trembath advised the Play Our Way grant has moved to the next stage from an expression of interest.

Matter ongoing.

No 4. Recreation Ground lighting. Clr McKechnie investigated the light being emitted from the Recreation Ground lighting structures - Report has been submitted and emailed previously to the Committee and report.

Matter closed.

No 5. Sporting facilities Key audit. Council confirmed and wrote letters to sporting clubs to sign out keys and advised of the issue and return requirements.

Matter closed.

No 6. Council Shipping container. Council confirmed the location of the shipping container which is currently in use by Council.

Matter closed.

6 GENERAL BUSINESS

UPDATE OBERON SPORTS FACILITY COMPLEX AUGUST 2024 – Clr Trembath provided an update on behalf of the General Manager:

A development application has been issued for stage 3 which is the stormwater, upper surface placement, being turf and irrigation works. Currently on track for completion mid 2025.

A Construction Certificate for the new Sports Club has been issued and works on this component is imminent. A number of options are to be considered including:

Movement of the communications box to sit near the sports complex in keeping with the sports complex rather than in between the fields.

A 20ft x10ft shed to accommodate all the required supplies at the end of the overflow parking area is planned.

Fencing will be in keeping with that similar to school fencing.

Action item: Clr Trembath to organise a meeting with the General Manager and key sporting stakeholders. Agenda items to include:

Playing field sizes and double checking the playing field specifications.

SPORTING GROUP UPDATES:

Kylie Provest, Oberon United Football Club commented on the need to apply for any future grants that come up to upgrade the Recreation ground canteen and storage area. Jaclyn Yeo advised that there are two streams for the play your way grant and the canteen could possibly fit the second component of the grant.

Spiro Kavalieros, Oberon Junior League advised that currently the Senior and Junior League are looking for sponsors and they will need to look at how it will fit with the new facility and raised the question raised of fencing around the ground. Spiro commented that this is how they make money from sponsorship.

Clr McCarthy commented that after watching the football on TV it is critical to get the drainage right at the new sports facility.

GENERAL BUSINESS:

Geoff Paton, Technical Services Works Engineer introduced himself and gave an overview of his work history and current role within Oberon Council.

Clr Trembath advised that Clr McKechnie recommended to have a look at the Bush Rangers Club in Bathurst Clr McKechnie thinks it is a good idea for sporting groups have a look around and see how they are running, as there will be changes in the future and looking at other Clubs will assist the sporting groups of Oberon.

Clr McCarthy asked if Council could look at playing field sizes. Clr Trembath advised that Clr McCarthy's request will be added to the meeting Agenda with the General Manager.

Clr McCarthy stipulated that a member of Council should be double checking the specifications for the field sizes and that we get it right now. Item to be added to the meeting Agenda with the General Manager. Agena. Phone call to Levi to confirm everything is being covered.

Action item: Director Technical Service to clarify who the internal project manager for the Oberon Sports Facility is.

Clr Trembath advised that the next meeting will be under a new term of Councillor delegates.

7   NEXT MEETING DATE AND MEETING CLOSE

7.1   Next Meeting Date And Meeting Close

The next meeting of the Oberon Sports Facilites Committee is to be advised.

12.4	**Local Emergency Management Committee Meeting 12 August 2024**
File No:	Governance/Meetings/LEMC
Author:	Donah Foley (Technical Services Administrative Assistant)

Summary

Minutes of the Local Emergency Management Committee Meeting held on 12 August 2024 are submitted for Council's information and endorsement.

Recommendation:

That Council receive and note minutes of the Local Emergency Management Committee held on 12 August 2024.

List of Attachments

1. 240812 Local Emergency Management Committee Meeting [**12.4.1** - 8 pages]

Comment

Minutes of the Local Emergency Management Committee Meeting held on 12 August 2024 are provided for Council's information.

Items discussed are summarised below and full details are available in the Minutes:

A desk top exercise was carried out with an emergency management scenario. All agencies in attendance worked through the desk top exercise.

The NSW SES Oberon Flood Emergency sub plan was endorsed by the Local Emergency Management Committee.

All agencies in attendance provided an update to the Committee.

Next Meeting Date

The next meeting of the Oberon Local Emergency Management Committee Meeting is Monday, 11 November 2024 at 2:00pm at the Oberon Council Chambers.

OBERON COUNCIL

MINUTES

OBERON LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Members
Andrew Elms, NSW Police Force
C/Insp Chris Sammut, NSW Police Force (Deputy LEOCON)
A/Sgt Peta Barton, NSW Police Force (Oberon)
Keven Verhoeven, NSW Fire and Rescue
Chris James, NSW Fire and Rescue
Mick Fletcher, NSW Rural Fire Service
Toby Settree, National Parks and Wildlife Services
Andrew Le Lievre, Jenolan Caves Reserve Trust
Jason Sargent, Essential Energy
Joshua Clark, SES NSW
Andrew Brady, Borg Panels
Peter Hartland, Woodchem
Cecilia Hunt, NSW Reconstruction Authority
Kevin Jenkins, Transport for NSW
David Mineham, Department of Communities
Melissa Manning, Department of Education

Staff Delegates
Dr Cornelia Wiebels, Director Technical Services (Chair)
Donah Foley, Technical Services Administration Assistant

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1 APOLOGIES

Gary Wallace, Oberon Council
Angela Lonegan, National Parks and Wildlife Service
Andrew Sterling, Corrective Services NSW
David Buesnell, Live Better
Craig Gibbons, NSW SES
Sgt Al Johns, NSW Police
John Bennet, Rural Fire Service NSW
Scott Hoy, Rural Fire Service NSW

Chris Freeman, Ambulance NSW
Dane Phillipe, NSW Fire and Rescue
Brett Jackson, NSW Fire and Rescue
Irina Acosta, National Emergency Management Agency

2 DECLARATIONS OF INTEREST

A GUIDE TO ETHICAL DECISION-MAKING
(Provided by the Independent Commission Against Corruption)

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and code of conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- Pecuniary – regulated by the Local Government Act and Department of Local Government
- Non-pecuniary – regulated by codes of conduct and policy. ICAC, Ombudsman, Department of Local Government (advice only)

The test for conflict of interest:

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain
- Important to consider public perceptions of whether you have a conflict of interest

Identifying problems

- 1st   Do I have private interests affected by a matter I am officially involved in?
- 2nd   Is my official role one of influence or perceived influence over the matter?
- 3rd   Do my private interest's conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

When making a Declaration of Interest the reason for making the declaration should be clearly stated. Pecuniary and Non-Pecuniary Significant Interests should be managed by leaving the room while the matter is considered.

Pecuniary   -   Nil

Non-Pecuniary Significant   -   Nil

Non-Pecuniary Less than Significant   -   Nil

3   CONFIRMATION OF PREVIOUS MINUTES

3.1	Minutes from meeting held on 13 May 2024

Attached is the Minutes of the Oberon Local Emergency Management Committee Meeting held on 13 May 2024. These Minutes were adopted, and the recommendations endorsed at the Ordinary Meeting of Council held on 18 June 2024

Recommendation:

That the Minutes of the Oberon Local Emergency Management Committee Meeting held on 13 May 2024 be noted.

Matters Arising from the Minutes

Jenolan Caves House, Andrew Le Lieve confirmed that TfNSW had handed over the 2-mile road contract to McIlwaine

4   REPORTS

4.1	Transport NSW Agency July 2024 Report
Author:	Kevin Jenkins, TfNSW Customer Network Operations Coordinator - West

Summary
The TfNSW Agency Report for July 2024 was submitted to the LEMC Meeting.

Recommendation:

That the TfNSW Agency Report for July 2024 be noted.

List of Attachments
1.   20240726- Tf NSW Agency- Report- Oberon LEMC [**4.1.1** - 2 pages]

Comments

All information has been provided in the report. Nine Traffic liaison officers have been trained and will attend emergency control centres when they are stood up around the western region.

4.2	Department of Education Report - Follow up actions from Extraordinary LEMC Meeting April 2024
Author:	Nick Jennings, Department of Education, Manager, Emergency Response

Summary
The Department of Education Report from the April 2024 Extraordinary LEMC meeting was submitted to the LEMC Meeting.

Recommendation:

That the Department of Education Report be noted.

List of Attachments
1.   Follow up from Extraordinary LEMC and Oberon LEMC - Education Action Items [**4.2.1** - 2 pages]

4.3	Borg update for August 2024 LEMC Meeting
Author:	Andrew Brady, Borg, Environmental and Safety Manager

Summary
The Borg Report for July 2024 was submitted to the LEMC Meeting.

Recommendation:

That the Borg Report be noted.

List of Attachments
1.   R E_ Updated reports from the special meeting [**4.3.1** - 2 pages]

Comment

Borg advised that they are continuing to work through issues with the EPA and will advise if information is received.

4.4	NSW Reconstruction Authority July 2024 Report
Author:	Cecilia hunt, Coordinator, Regional Delivery
	Preparedness & Recovery Group

Summary
The NSW Reconstruction Authority Report for July 2024 was submitted to the LEMC Meeting.

Recommendation:

That the NSW Reconstruction Authority Report for July 2024 be noted.

List of Attachments
1.   LEMC NSWRA - CWOFW Report July 2024 [**4.4.1** - 4 pages]

Comments

Spontaneous volunteers' program has been extended and is open to local councils and not for profit organisations, the grant closes in two weeks.

Community consultation has been completed. Refer any questions to Cecilia Hunt.

4.5	CW REMO August 2024 Report

Author:	Andrew Elms, Region Emergency Management Officer Central West (South) Emergency Management Region Chifley Police District Office

Summary
The Central West (South) REMO Report for July 2024 was submitted to the LEMC Meeting.

Recommendation:

That the Central West (South) REMO Report for July 2024 be noted.

List of Attachments
1. August 2024 CW REMO report [**4.5.1** - 3 pages]

Comment

Online and face-to-face training has been updated and rebranded and is publicly available. Face to face courses have been reviewed, with three face to face courses on offer. Any agency who wants to deliver Emergency Management training can do so with approval. Courses are no longer funded. No requirement to complete online training prior to face-to-face training as it is all incorporated into the face-to-face training.

Hub of knowledge is available for resources to deliver the training. Training is available now.

4.6	**Department of Education Q3 2024 Report**
Author:	Melissa Manning, Leader Emergency Response, Department of Education

Summary
The Department of Education Q3 Report 2024 was submitted to the LEMC Meeting.

Recommendation:

That the Department of Education Q3 Report 2024 be noted.

List of Attachments
1. Oberon LEMC - Q 3 2024 [**4.6.1** - 2 pages]

Comment

Currently in Term 3 of the school calendar and are focusing on preparing our sites to be bushfire ready. Working with alternate vendues for the HSC in the event of floods/fires and will reach out to combat agencies for advice.

Awaiting results from EPA regarding the April 2024 incident.

4.7	**Fire and Rescue NSW Agency Report August 2024**
Author:	Dane Philippe, Duty Commander Central West, Fire and Rescue NSW

Summary
The Fire and Rescue NSW August 2024 Report was submitted to the LEMC Meeting

Recommendation:

That the Fire and Rescue NSW August Report 2024 be noted.

List of Attachments
1.   LEMC Report Oberon 12 8 24 [**4.7.1** - 1 page]

Comment

Fire and Rescue NSW advised in August Fire and Rescue NSW had 3 retirements Trevor Lang 21 years of service, Jeffrey Swannell 11 years of service and Peter Ryan 60 years of service.

4.8	**NSW SES Agency Report August 2024**
Author:	Chief Inspector David Cox, NSW State Emergency Service – Western Zone

Summary
The NSW State Emergency Service Reports for August 2024 were submitted to the LEMC Meeting.

Recommendation:

That the NSW State Emergency Service Reports for August 2024 be noted.

List of Attachments
1.   NSW SES LEMC Agency Report - Oberon August 2024 [**4.8.1** - 2 pages]
2.   NSW SES LRC Agency Report - Oberon - August 2024 [**4.8.2** - 3 pages]

4.9	**NSW SES volume 1 - Oberon Flood Emergency Sub Plan**
Author:	Chief Inspector David Cox, NSW State Emergency Service – Western Zone

Summary
That the NSW SES volume 1 Oberon Flood Emergency Sub Plan was submitted to the LEMC Meeting.

Recommendation:

That the LEMC endorse volume 1 Oberon Flood Emergency Sub Plan.

List of Attachments
1.   Final Draft Oberon Vol 1 LGA FESP January 2024 [**4.9.1** - 31 pages]

Comment

Endorsement volume 1 which outlines agency requirements and responsibilities under the State flood plan.

There was no opposition to the plan and the plan was endorsed.

4.10	Woodchem update for August 2024 LEMC Meeting
Author:	Peter Hartland, Woodchem, Manager

Summary
That the Woodchem Report for July 2024 was submitted to the LEMC Meeting.

Recommendation:

That the Woodchem Report be noted.

List of Attachments
1.   R E_ Updated reports from the special meeting [**4.10.1** - 2 pages]

Comment

Communication has been received via email from the EPA. Woodchem have provided all requested information to EOA and have not had any feedback to date.

Safework has recommended a full investigation, and it is in the process. Once feedback is received the information will be shared with the LEMC.

4.11	National Emergency Management Agency Report August 2024
Author:	Irina Acosta, National Emergency Management Agency

Summary
The National Emergency Management Agency August 2024 Report was submitted to the LEMC Meeting.

Recommendation:

That he National Emergency Management Agency August 2024 Report be noted.

List of Attachments
1.   Oberon- LEMC- NEMA Agency Report 12.08.24 [**4.11.1** - 2 pages]

Comment
Updates listed below:

On 29 July 2024, NEMA had a change of federal ministers. Jenny McAllister is now Federal Minister for Emergency Management and the Minister for Cities while Murray Watt now oversees Employment and Workplace Relations.

The Australian Disaster Resilience Conference returns in 2024 with the latest ideas and innovations in disaster resilience and risk reduction on 4-5 September 2024 at ICC Sydney (International Convention Centre).

On 15 July 2024, Gill Eshman joined our Metro team as Assistant Director. You will see her at LEMCs and REMCs in the Greater Sydney and Newcastle/Hunter regions.

5   GENERAL BUSINESS

Chris Sammut, NSW Police advised nothing significant to report and are conducted general policing duties and not aware of any reports of mass gatherings.

Andrew Elms, NSW Police provided the content for a desk top exercise which was held at the meeting. The scenario for the dest top exercise was the ceiling of the local aged care facility has collapsed and the roof is damaged. All agencies in attendance assisted with the scenario and worked through the desk top exercise.

Andrew Le Lievre, Jenolan Caves Reserve Trust advised they are reviewing their ERP as road works are commencing shortly and will will submit it.

Kevin Jenkins, TfNSW sought confirmation on TfNSW being a voting member the functional area makes TfNSW a voting member. The BMS board which provides updates to the community on the Hampton Road closures has been repositioned near the Albion Street turnoff. Estimation for completion of work is end of September 2024. 5-mile closure is closed for the unforeseeable future and could be up to 18 months for the closure. Target completion is December 2025.

Live Traffic access was not closed. If entries cannot be closed contact the transport managers centre to close the Live Traffic entry.

Andrew Le Lievre, Jenolan Caves Reserve Trust advised the locked gate at the 2-mile has changed back to key lock, emergency service personnel have been provided the combination information.

Dr Cornelia Wiebels, Oberon Council sought confirmation on processes from Emergency Services to notify Council of road incidences to improve road safety within the Local Government Area, Chris Sammut and Andrew Elms NSW Police advised Crash investigation processes each unit has its own process and Council are not on the list, would go to TfNSW for information on local roads with feedback from feedback from police. The Traffic Advisory Local Committee (TALC) would be the forum to engage local police Sgt Johns, or Sgt Marks, high end ones are raised for review (Chris Sammut).

Kevin Jenkins, TfNSW Advised that post accident TfNSW will reach out to Council when an incident has occurred and State Roads, if an incident would be TfNSW advising Council. Cornelia Wiebels at least to have a look at it.

6   NEXT MEETING DATE AND MEETING CLOSE
6.1   Next Meeting Date and Meeting Close

The next meeting of the Oberon Local Emergency Management Committee meeting is Monday, 11 November 2024 at 2:00pm.

The meeting closed at 3:15 pm.

13 REPORTS FOR DECISION

13.1	Oberon Local Government Election Results and Councillor Induction Program
File No:	Governance/Councillors
Author:	Gary Wallace (General Manager)

Summary

The report item provides details of the candidates elected to Oberon Council at the 14 September 2024 Local Government Elections.

The elected Councillors (in alphabetical order) are Clr Anthony Alevras; Clr Katie Graham; Clr Helen Hayden; Clr Clive McCarthy; Clr Andrew McKibbin; Clr Frank O'Connor; Clr Jill O'Grady; Clr Lauren Trembath and Clr Ian Tucker.

The report also provides an overview of the Councillor Induction program.

Recommendation:

That Council note the schedule of training planned for Councillors and the Office of Local Government Councillor Induction program.

List of Attachments
1. 240909 - Councillor Induction Program [**13.1.1** - 3 pages]
2. OLG Circular 24-19 - 2024-25 Hit the Ground Running Webinars [**13.1.2** - 2 pages]

Comment

Under the *Local Government (General) Regulation 2021* (the Regulation), Councils must ensure that induction training is delivered to councillors who have been elected for the first time and refresher training for councillors who are re-elected, within six months of their election. Councils are also required to provide supplementary training to mayors.

Staff have developed a comprehensive Councillor Induction program which will be rolled out over the next three months. This program includes a Councillor WHS Induction and Councillor Handbook which has been presented to Councillors as well as a combination of face to face induction sessions and online training opportunities.

To assist councils in the delivery of their councillor induction and refresher training, the Office of Local Government (OLG) will be holding a series of "Hit the Ground Running" webinars over the next three months. The webinars will be held online once a week on Thursdays over 1-2 hours. Recordings of the webinars will be made available on OLG's website. Councillors will receive a certificate of attendance for each of the webinars they attend. Attendance will also be recorded in Council's electronic document records management system and reported annually in Council's Annual Report. Session details and dates are provided as an attachment to this report.

OLG has issued an updated edition of the Councillor Handbook 2024 which has been published on OLG's website https://www.olg.nsw.gov.au/councils/councillors/councillor-handbook/ A hard copy of

the handbook has been provided to councillors and contains essential information to serve their community and fulfil their civic responsibilities.

Financial Implications
Councillor training is provided for under the Councillor Expenses and Facilities Policy.

Relevance to Oberon Community Strategic Plan

Theme 5: Leadership and Engagement
Action 5.2 Council has sound organisational health, with strong leadership and governance frameworks
5.2.1 Enable Elected Members to better represent community
5.2.3 Effective meeting Structures, policies and procedures

Risk Category
Governance

Risk Severity Ranking
Insignificant - 20%

October

Councillor Induction Program – Oberon Council

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 *Mat & Cornelia AL* Start of progressive declaration of election results	2 *Mat & Cornelia AL* Progressive declaration of election results	3 *Mat & Cornelia AL* Final declaration of election results	4 *Mat & Cornelia AL*	5	6
7 Public Holiday	8 *Cornelia AL* 4.00pm Councillor Welcome, General Manager Overview and Informal Briefing Session	9 *Cornelia AL*	10 *Cornelia AL* 2.00 - 4.00pm Business Paper available. Informal catch up with General Manager for any Councillor queries (call prior)	11 *Cornelia AL*	12	13
14	15 5.30pm Ordinary Council Meeting	16 *Cornelia – LTW Training*	17 *Cornelia – LTW Training* 4pm OLG Hit the Ground Running Roles and Responsibilities	18	19 10.00am NAIDOC Day Celebration and Official Opening of Yarning Circle	20
21	22	23 *Cornelia – LTW Training* 10am – 4pm Councillor Induction Kath Roach Sinc Solutions 6.30pm – 7.30pm Cyber Awareness	24 *Cornelia – LTW Training* 4pm OLG Hit the Ground Running Making the most of meetings	25	26	27
28 *Damian AIBS Conference* 10am – 4pm Director Inductions for Councillors	29 *Damian AIBS Conference* 6.30pm – 7.30pm Cyber Awareness	30 *Damian AL - NZ* 1 – 4pm Mayor & GM Central West & Orana Strategic Regional Integrated Transport Plan 1 – 4pm Councillor Cyber Leadership Workshop	31 *Damian AL* 11.30am – 3.00pm CNSWJO - SSRP Workshop – Blayney 4pm OLG Hit the Ground Running I P & R			

November

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 *Damian AL*	2	3 TBC Opening O'Connell Recreation Ground
4 *Damian AL*	5 *Damian AL* 5.30pm Councillor Informal Briefing Sesson	6 *Damian AL*	7 *Damian AL* 9am – 12noon Councillor Workshop – Policy Lab 4pm OLG Hit the Ground Running - the Governing Body and Financial Management	8 *Damian AL*	9	10
11 *Damian AL*	12 5.30pm Ordinary Council Meeting	13 GM & Mayor away CNSW JO Board Meeting @ LGNSW	14 GM & Mayor away CNSW JO Board Meeting with Ministers –Parliament House Sydney 4.00pm OLG Hit the Ground Running Risk management and internal audit	15 GM & Mayor away Country Mayors Association AGM and Meeting – Parliament House Sydney	16	17 GM & Mayor away LGNSW Annual Conference - Tamworth
18 GM & Mayor away LGNSW Annual Conference - Tamworth	19 GM & Mayor away LGNSW Annual Conference - Tamworth	20	21 1pm - 3pm Paul Crennan Planning Induction 4.00pm OLG Hit the Ground Running Appropriate conduct and ethical decision making	22	23	24
25	26 TBC – Kath Roach Mayoral Induction	27	28 TBC CNSWJO New Councillor Event 4.00pm OLG Hit the Ground Running Corruption risks and prevention	29	30	

December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31					1
2	3	4	5 4.00pm OLG Hit the Ground Running Working together	6	7 End of Year Spectacular Event	8
9	10 5.30pm Councillor Informal Briefing Session	11	12 4.00pm OLG Hit the Ground Running Work Health and Safety (potential webinar)	13	14	15
16	17 5.30pm Ordinary Meeting	18	19 1.00pm Staff Christmas Party	20	21	22
23	24	25 PH Christmas Closure	26 PH Christmas Closure	27 Christmas Closure	28	29
30 Christmas Closure	31 Christmas Closure	1 PH Christmas Closure	2 Christmas Closure	3 Christmas Closure	4	5

Department of Planning, Housing and Infrastructure

Office of Local Government

Circular to Councils

Subject/title	2024/25 "Hit the Ground Running" Webinars
Circular Details	24-19 / 26 September 2024/ Doc ID A925233
Previous Circular	24-16 Councillor Handbook 2024
Who should read this	Councillors / General Managers / Council Governance staff
Contact	Council Governance / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- To assist councils in the delivery of councillor induction and refresher training, the Office of Local Government (OLG) will be holding a series of "Hit the Ground Running" webinars beginning in October 2024 and continuing into early 2025.
- These webinars will provide councillors with essential information to serve their community and fulfil their civic responsibilities.
- "Hit the Ground Running" webinars will be held online once a week on Thursdays from 4.00 – 6.00 pm. The webinar on the Governing Body and Financial Management will start at 4.30 pm.
- Recordings of the webinars will be made available on OLG's website.
- Session details, dates and how to register are provided on the "Hit the Ground Running" webpage in the Council Portal.

What will this mean for council?

- Under the Local Government (General) Regulation 2021 (the Regulation), councils must ensure that induction training is delivered to councillors who have been elected for the first time and refresher training for councillors who are re-elected, within 6 months of their election. Councils are also required to provide supplementary training to mayors.
- Councils are encouraged to incorporate the webinars into the councillor induction and refresher program they are required to deliver to elected members after the September 2024 council elections.

- General managers and council staff should widely promote the webinars and strongly encourage attendance by providing relevant session dates in the council calendar and assisting councillors with their registration.

Key points

- The "Hit the Ground Running" webinars will focus on the key elements of a councillor's role and responsibilities.
- All councillors are strongly encouraged to participate in the "Hit the Ground Running" webinars. They will provide essential information to support councillors in serving their community and fulfilling their responsibilities.
- Councillors will receive a certificate of attendance to provide to their councils for each of the webinars they attend to assist councils to comply with their reporting obligations under the Regulation in relation to councillor participation in training.

Where to go for further information

- Session details, dates and how to register are provided on the "Hit the Ground Running" webpage on the Council Portal.
- To register for the Council Portal, go to Council Portal Registration on OLG's website. Please note that registration must be based upon a government email address (i.e. …@_.nsw.gov.au).
- For more information on inducting new and returning councillors, see OLG's Councillor Induction and Professional Development Guidelines on its website.
- To access the 2024 Councillor Handbook, visit the 'Key Resources' section on OLG's Being a councillor webpage.
- For further information, contact OLG's Council Governance Team on (02) 4428 4100 or by email at olg@olg.nsw.gov.au.

Brett Whitworth
Deputy Secretary, Office of Local Government

13.2	Countback Process for Casual Vacancies
File No:	Governance/Elections Referendums and Polls
Author:	Gary Wallace (General Manager)

Summary

Schedule 9A of the *Local Government (General) Regulation 2021* outlines the process for filling a casual vacancy within 18 months after an ordinary election should Council resolve to utilise this provision.

Recommendation:

That pursuant to section 291A(1)(b) of the *Local Government Act 1993*, Oberon Council declares that casual vacancies occurring in the office of a councillor within 18 months after the last ordinary election of councillors for the Council on 14 September 2024, are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act and directs the General Manager to notify the Electoral Commissioner for NSW of Council's decision within 7 days of this decision.

List of Attachments

1. NSW Electoral Commission Countback Information Fact Sheet [**13.2.1** - 3 pages]

Comment

A countback election is used to elect a councillor to fill a casual vacancy, where the vacating councillor was elected under the proportional representation method (i.e. where two or more candidates were elected at a local government (ordinary) election). If there are multiple vacancies, a separate countback election is held for each vacancy.

A countback election has no impact on sitting councillors.

Potential candidates are those unelected from the ordinary election. The returning officer contacts all unelected candidates who may still be eligible to be elected. Interested candidates must submit a formal application.

Any candidates that do not apply to participate in the countback election (non-participating) cannot be elected.

If there are no eligible candidates, an attendance by-election must be held. If there is only one eligible candidate, that candidate is elected. If there are multiple eligible candidates, a countback election is conducted.

Financial Implications

Utilising the countback provision provides a cost effective method of filling a casual vacancy of Council should this be required.

Relevance to Oberon Community Strategic Plan

Theme 5: Leadership and Engagement

Action 5.2 Council has sound organisational health, with strong leadership and governance frameworks
5.2.1 Enable Elected Members to better represent community

Risk Category

Governance

Risk Severity Ranking

Minor - 32%

NSW Electoral Commission

Countback elections

What is countback?

A quick, cost effective way to fill a casual vacancy.

Countback allows the council to fill a casual vacancy using a recount of the ballot papers from the last ordinary election instead of requiring an attendance by election.

Council must pass a resolution at its first meeting following the ordinary election to use countback to fill a casual vacancy.

Model resolution

That Council, pursuant to section 291A(1)(b) of the *Local Government Act 1993*, declare that casual vacancies occurring in the office of a councillor within 18 months after the last ordinary election of councillors for the Council on 14 September 2024, are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act and directs the General Manager to notify the Electoral Commissioner for NSW of Council's decision within 7 days of this decision.

Why would a Council choose to use countback?

Pros

- Time efficient:
  - Casual vacancy filled within 49 days or less, whereas a by-election can take up to 3 months
- Cost effective:
  - **Small by-election** >$50,000
  - **Metro by-election** >$500,000
  - **Countback election** $6,000 - $10,000
- Electorate not required to vote again
- No penalties for electors not voting
- No impact on sitting councillors
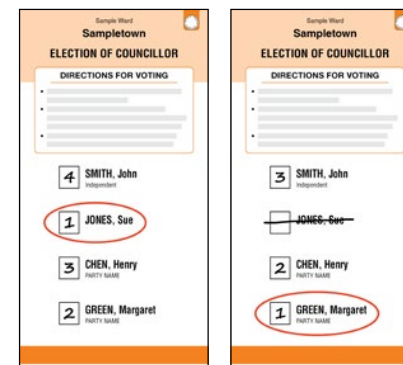- Minimal effort from Council.

Cons

- No new candidates are able to be considered. Only unelected candidates from the previous ordinary election are able to apply
- Unelected candidates from the previous ordinary election cannot campaign to improve their vote.
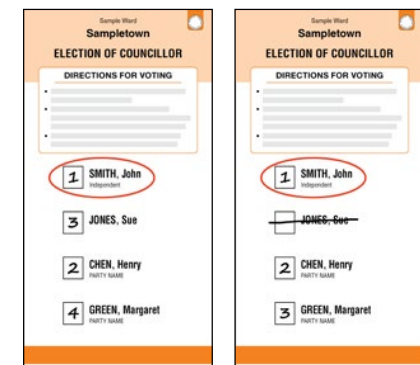
How does a countback election work?

The count is conducted using the same ballot papers from the previous ordinary election which are stored as a data file in our computer count system.

Each ballot paper where the vacating councillor has a preference will be redistributed to the candidate with the next highest preference on that ballot paper by the count system. More examples, including ballot papers with groups, are available on our [website].
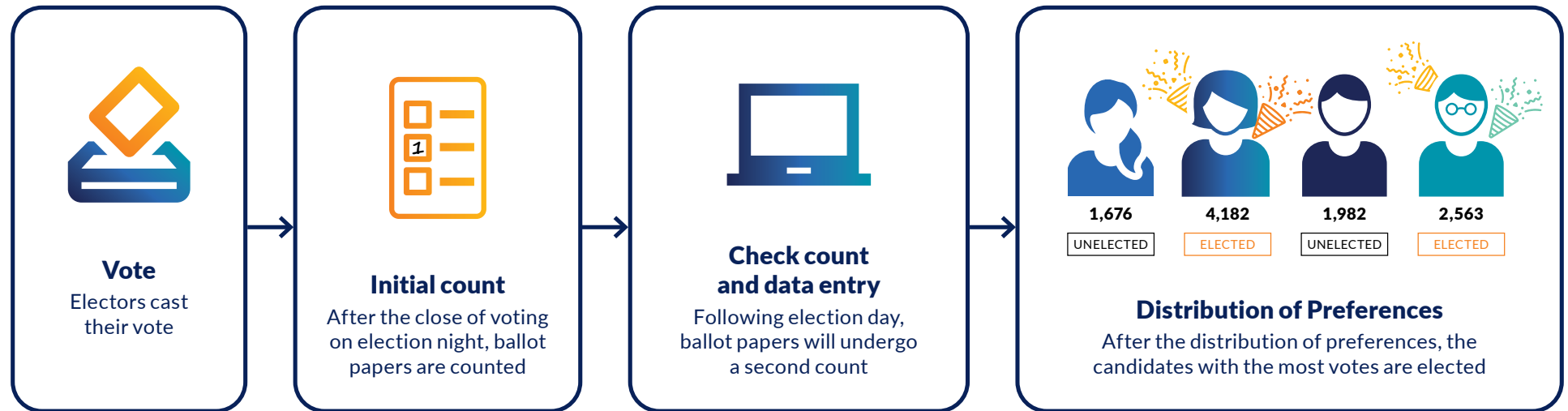
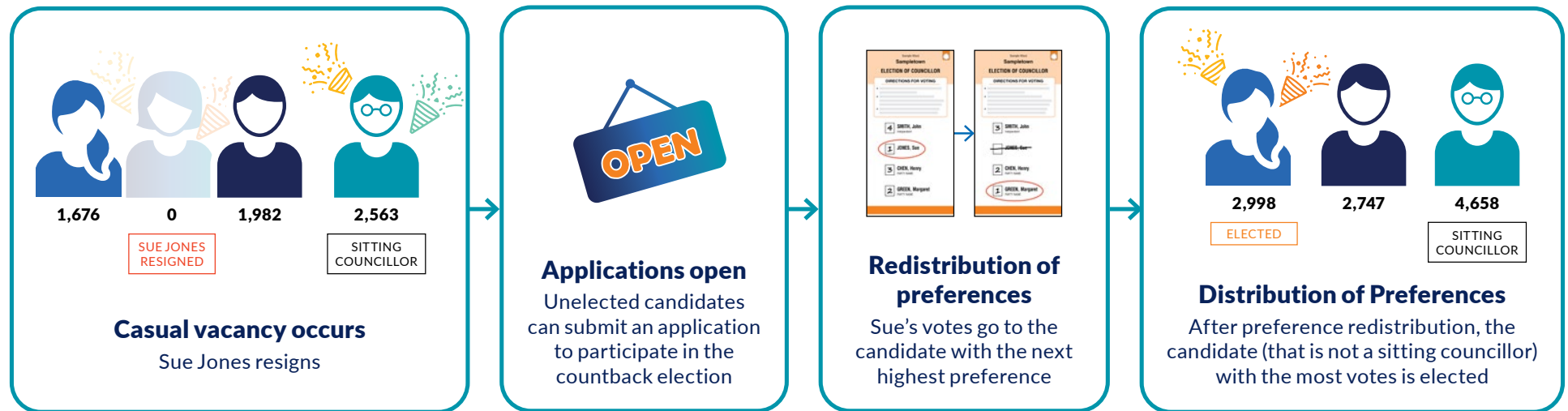*Example 1*: **Councillor Sue Jones resigns**   *Example 2*: **Councillor Sue Jones resigns**

Left: Original ballot paper. Right: Countback preferences

Attachment 13.2.1 NSW Electoral Commission Countback Information Fact Sheet

How countback works in detail

Local Government election process

Vote
Electors cast their vote

Initial count
After the close of voting on election night, ballot papers are counted

Check count and data entry
Following election day, ballot papers will undergo a second count

1,676 UNELECTED
4,182 ELECTED
1,982 UNELECTED
2,563 ELECTED

Distribution of Preferences
After the distribution of preferences, the candidates with the most votes are elected

Countback election process

1,676
0 SUE JONES RESIGNED
1,982
2,563 SITTING COUNCILLOR

Casual vacancy occurs
Sue Jones resigns

Applications open
Unelected candidates can submit an application to participate in the countback election

Redistribution of preferences
Sue's votes go to the candidate with the next highest preference

2,998 ELECTED
2,747
4,658 SITTING COUNCILLOR

Distribution of Preferences
After preference redistribution, the candidate (that is not a sitting councillor) with the most votes is elected
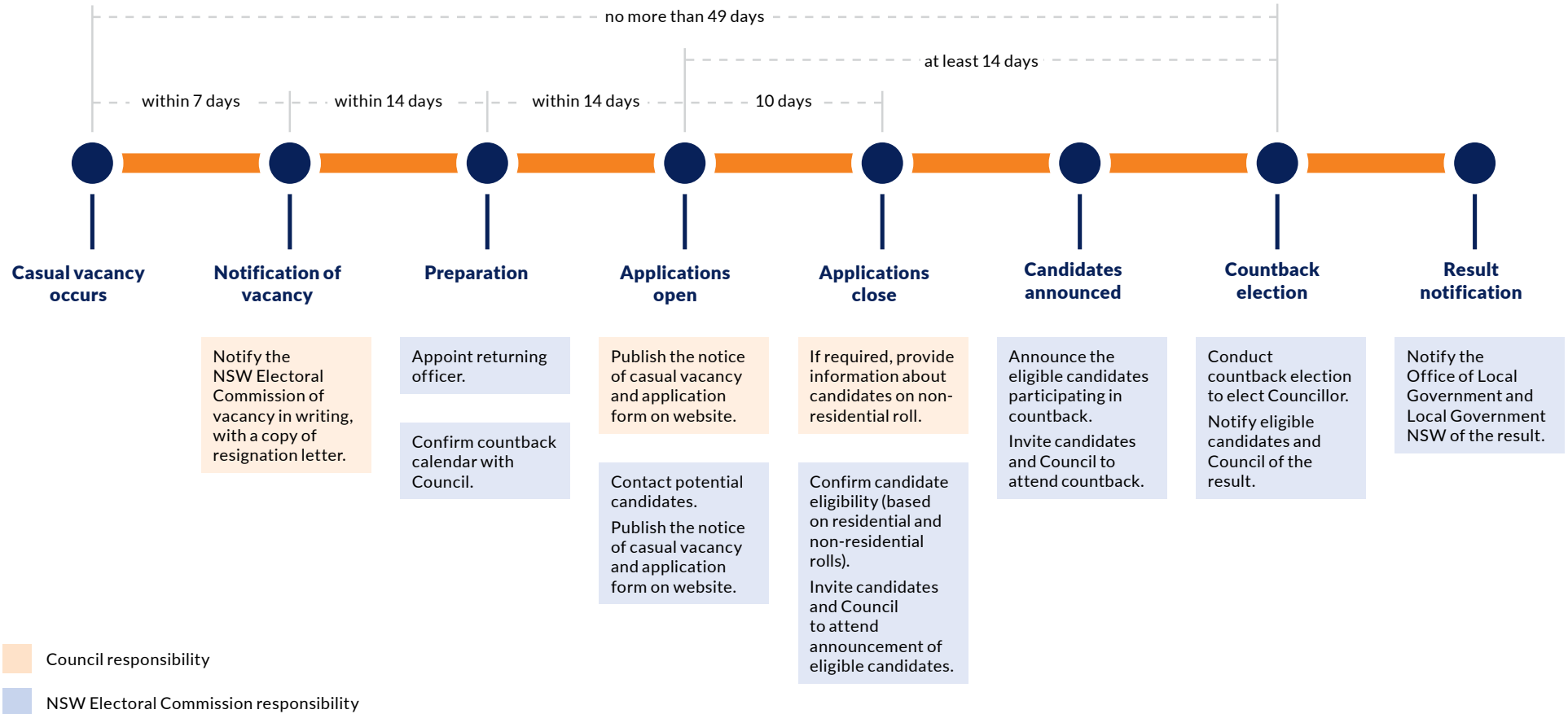
Attachment 13.2.1 NSW Electoral Commission Countback Information Fact Sheet

What is the timeline for a countback election?

Countback elections can only be used for 18 months after the Local Government ordinary elections. In the case of the 2024 local government elections, countback can only be used to fill casual vacancies until 14 March 2026.

The following summarises the steps involved in a countback election.

no more than 49 days

at least 14 days

within 7 days | within 14 days | within 14 days | 10 days

Casual vacancy occurs

Notification of vacancy

Notify the NSW Electoral Commission of vacancy in writing, with a copy of resignation letter.

Preparation

Appoint returning officer.

Confirm countback calendar with Council.

Applications open

Publish the notice of casual vacancy and application form on website.

Contact potential candidates.

Publish the notice of casual vacancy and application form on website.

Applications close

If required, provide information about candidates on non-residential roll.

Confirm candidate eligibility (based on residential and non-residential rolls).

Invite candidates and Council to attend announcement of eligible candidates.

Candidates announced

Announce the eligible candidates participating in countback.

Invite candidates and Council to attend countback.

Countback election

Conduct countback election to elect Councillor.

Notify eligible candidates and Council of the result.

Result notification

Notify the Office of Local Government and Local Government NSW of the result.

Council responsibility

NSW Electoral Commission responsibility

For more information about countback elections visit
elections.nsw.gov.au/elections/how-counting-works/countback-elections

Attachment 13.2.1 NSW Electoral Commission Countback Information Fact Sheet

EL_4693_JUL24_V8

13.3	**Delegates to External Organisations**
File No:	Governance/Councillors/Delegates
Author:	Gary Wallace (General Manager)

Summary

Following the election of the Mayor and Deputy Mayor, Council traditionally reviews its delegates to a number of external organisations. In most cases the Mayor is automatically designated as a delegate representing Council.

Recommendation:

That Council appoint its delegates to external organisations for the following two years.

List of Attachments

Nil

Comment

A summary of each of the external organisations which Council appoints delegates, noting the previous delegate (or delegates) is as follows:

External Organisation	Previous Delegate	Role of Delegate and Organisation
Arts OutWest	Fran Charge, Oberon Arts Council current Chairperson and Deputy Chairperson of Arts OutWest	Arts OutWest is the Regional Arts Development Organisation of Central West NSW servicing the local government areas of Bathurst Region, Blayney, Cabonne, Cowra, Forbes, Lachlan, Lithgow, Mid-Western Regional, Oberon, Orange, Parkes and Weddin. Arts OutWest is supported by the NSW Government through Create NSW, the Australian Government through Indigenous Visual Arts Industry Support and by Charles Sturt University.
Ben Chifley Catchment Management Steering Committee	Deputy Mayor Andrew McKibbin Clr Bruce Watt (alternate delegate)	The Ben Chifley Catchment Management Steering Committee was established in the mid 1990s, to "Care for our Waterways" by a number of land care groups within the Ben Chifley Dam Catchment. Bathurst Regional Council (BRC) undertook to support the group and has continued to support the group financially. The group undertakes activities that improve the quality of water in the waterways in the catchment area. Oberon Council provides a delegate to this organisation.

Black Springs Community Association	Clr Helen Hayden Deputy Mayor Andrew McKibbin (alternate delegate)	The Black Springs Community Association meets on a monthly basis to support and enhance the village of Black Springs.
Burraga and District Community Association	Deputy Mayor Andrew McKibbin Mayor Mark Kellam (alternate delegate) Clr Bruce Watt (alternate delegate)	The Burraga and District Community Association meets on a monthly basis to support and enhance activities for the Burraga district.
Central NSW Joint Organisation	Mayor and General Manager are automatic delegates. The Deputy Mayor is automatically the alternate delegate.	The Central NSW Joint Organisation consists of 10 member Councils – Bathurst, Blayney, Cabonne, Cowra, Forbes, Lachlan, Oberon, Orange, Parkes and Weddin. Central Tablelands Water is an Associate Member. A joint organisation has the following principal functions: • To establish strategic regional priorities for the joint organisation area and to establish strategies and plans for delivering those strategic regional priorities • To provide regional leadership for the joint organisation area and to be an advocate for strategic regional priorities • To identify and take up opportunities for inter-governmental co-operation on matters relating to the joint organisation area
Central West Forestry Hub	Mayor and General Manager	Established by the Federal Government to promote and understand the impacts the Forestry Industry has on the nation. The Mayor and General Manager are delegates for Local Government within the Central West Hub.
Country Mayors Association	Mayor and General Manager are automatic delegates	The Country Mayor's Association is a group of regional and rural Mayors and General Managers formed to advocate for priorities affecting those communities outside the metropolitan areas.
Joint Regional Planning Panel	Clr Clive McCarthy Clr Lauren Trembath	A panel formed to consider regionally significant development applications and other planning matters within the

	Clr Helen Hayden (alternate delegate)	Local Government Area. There are two Councillor delegates and an alternate delegate appointed to the Joint Regional Planning Panel. At least one Council member must have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering, or tourism.
Mining and Energy Related Councils NSW	Mayor and General Manager	Council has previously outlined support for this group however has been deferred until such times as the Mayor has attended a meeting and a report provided back to Council.
NSW Public Libraries Association Authorised Elective Representative	Mayor	NSW PLA is the peak body for public libraries in NSW. The Association holds an annual conference as well as quarterly meetings.
Oberon Arts Council	Clr Katie Grahem	The Oberon Arts Council meets on a monthly basis. The group has coordinated a number of community art projects at the Oberon Common and are involved in Arts projects throughout the Oberon Community including the Arts in Health Program.
Oberon Business and Tourism Association (OBTA)	Clr Helen Hayden Clr Bruce Watt (alternate delegate)	The Oberon Business and Tourism Association (OBTA) meet on a monthly basis. The association promotes the ongoing economic prosperity of the Oberon Local Government Area by offering support to its businesses and community groups. In addition, the organisation supports and promotes activities and events that attract visitors to Oberon and the surrounding villages.
Oberon Quarries Community Consultative Committee	Clr Ian Tucker Clr Lauren Trembath (alternate delegate)	Oberon Quarries Extension Project Community Consultative Committee is to provide a forum for discussion between the proponent and representatives of the community, stakeholder groups and local councils on issues directly relating to the project. The number of meetings will initially focus on issues with the Environmental Impact Statement and thereafter will be held once or twice a year.
Oberon Timber Complex Community Consultative Committee Meeting	Clr Mick McKechnie	The Oberon Timber Complex Community Consultative Committee comprises representatives from Borgs group of businesses and Highland

		Pine Products and meets on a quarterly basis.
O'Connell Valley Community Group	Clr Lauren Trembath Clr Bruce Watt	The O'Connell Valley Community Group meets at the O'Connell Rural Fire Shed on a monthly basis. The group aims to protect, conserve and enhance the natural and cultural landscapes, historical significance and agricultural integrity of the O'Connell Valley. It provides a community forum to identify community needs and aspirations and liaise with relevant bodies.
Pine Hill Quarries Community Consultative	Clr Mick McKechnie Clr Clive McCarthy (alternate delegate)	In accordance with Condition 23 of the Development Consent for the Pine Hill Quarry a community consultative committee has been established and Council is invited to nominate a representative. The Committee meets twice per year.
Rural Fire Service Chifley Zone Liaison Committee	Clr Clive McCarthy Clr Katie Graham	To liaise on matters affecting the volunteers and brigades of the Chifley Zone. The Zone Liaison Committee meets on a quarterly basis.
Upper Macquarie County Council (trading as Central Tablelands Weeds Authority)	Clr Andrew McKibbin Clr Bruce Watt	The Upper Macquarie County Council is a single purpose local government authority, established under the Local Government Act 1993, as the control authority for biosecurity weed threats in the areas of Bathurst Regional Council, Blayney Shire Council, Lithgow City Council and Oberon Council. Each member Council has two voting delegates appointed to the County Council.

There are other associations such as the Local Government NSW Non-rateable Land Working Group and National Timber Council Association which will require participation from Council, which has traditionally been met by the Mayor. Should a Councillor wish to participate in these working parties arrangements can be made to facilitate this request.

Council does not currently have a delegate appointed to the Hawkesbury/Nepean; Lachlan, Sydney or Macquarie Catchment Management Committees. The Planning & Development Director has a watching brief on these Committees and attends meetings as required and will forward relevant information to Council and other staff.

The General Manager will also confirm and appoint staff to attend as delegates to these and other external organisations.

Financial Implications
An allocation is provided in the Operational Plan to facilitate Councillor delegates attendance at nominated external organisation meetings and events.

Relevance to Oberon Community Strategic Plan

Theme 5: Leadership and Engagement
Action 5.2 Council has sound organisational health, with strong leadership and governance frameworks
5.2.1 Enable Elected Members to better represent community
5.2.2 Governance compliance for committees of Council and community committees

Risk Category
Governance

Risk Severity Ranking
Insignificant - 20%

13.4	**Delegations of Authority - General Manager**
File No:	Governance/Delegations/General Manager
Author:	Sharon Swannell (Governance and Executive Manager)

Summary

Under the *Local Government Act 1993* (the Act), Council must review all delegations within 12 months of an election. Council may, by resolution, delegate to the General Manager or any other person or body (but not an employee of the Council other than the General Manager) any of the functions of the Council other than those referred to in section 377 of the Act.

This report is to review the delegations to the General Manager in accordance with section 377 of the Act.

Recommendation:

That Council:

1.   Receive the report by the Governance and Executive Manager on the Review of Delegations to the General Manager;

2.   Grant the General Manager, or the person who acts in that position from time to time, all of the functions, powers, duties and authorities of Council that may lawfully be delegated under the Local Government Act 1993, any other Act, regulation, or the like (including any functions, powers, duties and authorities delegated to Council by any authority, body, person or the like) other than the limitations outlined in the report.

List of Attachments
1.   OBERON COUNCI L_-_ Instrument of Delegations 7 l 4 Upr 0 Rek Gz Gs Jif Y Dda A [**13.4.1 - 2 pages**]

Comment
Section 377 of the Act provides:
1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following—
   a) the appointment of a general manage
   b) the making of a rate
   c) a determination under section 549 as to the levying of a rate
   d) the making of a charge
   e) the fixing of a fee
   f) the borrowing of money
   g) the voting of money for expenditure on its works, services or operations
   h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)
   i) the acceptance of tenders to provide services currently provided by members of staff of the council
   j) the adoption of an operational plan under section 405
   k) the adoption of a financial statement included in an annual financial report
   l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6
   m) the fixing of an amount or rate for the carrying out by the council of work on private land

n)   the decision to carry out work on private land for an amount that is less than the amount
     or rate fixed by the council for the carrying out of any such work

o)   the review of a determination made by the council, and not by a delegate of the council,
     of an application for approval or an application that may be reviewed under section 82A
     of the Environmental Planning and Assessment Act 1979

p)   the power of the council to authorise the use of reasonable force for the purpose of
     gaining entry to premises under section 194

q)   a decision under section 356 to contribute money or otherwise grant financial assistance
     to person

r)   a decision under section 234 to grant leave of absence to the holder of a civic office

s)   the making of an application, or the giving of a notice, to the Governor or Minister

t)   this power of delegation

u)   any function under this or any other Act that is expressly required to be exercised by
     resolution of the council.

1.A)   Despite subsection (1), a council may delegate its functions relating to the granting of
         financial assistance if—
         a) the financial assistance is part of a specified program, and
         b) the program is included in the council's draft operational plan for the year in which the
             financial assistance is proposed to be given, and
         c) the program's proposed budget for that year does not exceed 5 per cent of the
             council's proposed income from the ordinary rates levied for that year, and
         d) the program applies uniformly to all persons within the council's area or to a significant
             proportion of all the persons within the council's area.

2)   A council may, by resolution, sub-delegate to the general manager or any other person or
     body (not including another employee of the council) any function delegated to the council
     by the Departmental Chief Executive except as provided by the instrument of delegation to
     the council.

For Council to operate efficiently, it is recommended that the General Manager continue to be given
all allowable delegations. It is suggested that the General Manager, or the person occupying the
position from time to time, be granted all functions, powers and authorities that Council can legally
delegate under the Act or any other Act, regulation or the like. It should be noted that the General
Manager may sub-delegate a function delegated to the General Manager by Council to any person
or body.

Limitations
- The following limitations are recommended to be applied to the General Managers
  delegation: To authorise any work at a cost not exceeding $250,000, which in the General
  Manager's opinion is necessary to respond to an emergency, community safety issue or
  potential public liability issue. Any such expenditure must be reported immediately to the
  Mayor and to the next ordinary meeting of the Council.
- To authorise any work at a cost not exceeding $250,000, which in the General Manager's
  opinion is necessary to respond to a S44 fire event or a declared natural disaster. Any such
  expenditure must be reported immediately to the Mayor and to the next ordinary meeting of
  the Council.
- To accept Council tenders with a contract value of up to $3,000,000 or a contract entered
  into through a prescribed entity tender, where all other tender requirements of section 55 of
  the *Local Government Act 1993* and Part 7 of the *Local Government Regulation 2005* are
  met
- To determine and write-off rates, fees, charges and other debts up to and including $1,000.00
  per annum per debt

Exclusions

The following exclusions are recommended to be applied to the General Managers delegation:

- Determination of applications under the *Environmental Planning and Assessment Act 1979*, and other relevant Acts, which include:
    a) The determination of a development application where a Senior Staff member of Council or Councillor is the owner or applicant of the subject land (excluding Council owned or managed land).
    b) The determination of a development application where Council is the owner or manager of the land if the development exceeds a construction value of $1,000,000.
    c) The determination of a development application for a subdivision creating more than 20 allotments
    d) The determination of a development application for the erection, alteration and/or additions to buildings exceeding a construction value of $3,000,000
    e) To grant consent to a development application requiring a variation of more than 20% to a condition or standard specified in a Council policy, Development Control Plan (DCP)
    f) To grant consent to a development which receives 2 or more objections during assessment
    g) The determination of a development application which upon the written request of two Councillors is to be reported to Council for consideration

Attached is the delegation for the General Manager recommended for adoption.

Financial Implications

The recommended delegation establishes financial limitations of the General Manager.

Relevance to Oberon Community Strategic Plan

Not Applicable

Risk Category

Governance

Risk Severity Ranking

Moderate - 48%

OBERON COUNCIL

INSTRUMENT OF DELEGATIONS & SUB DELEGATIONS TO GENERAL MANAGER

Section 377 of the Local Government act 1993 empowers a Council, by resolution, to delegate to the General Manager any of the functions of the Council (excluding those functions specified in clauses (a) to (u) in section 377 of the *Local Government Act 1993*).

Oberon Council resolves to delegate to the General Manager all of the delegable functions, powers, duties and authorities of the Council subject to the following limitations:

1. Specific Limitations

1.1a) To authorise any work at a cost exceeding $250,000 which in the General Managers opinion is necessary to respond to an emergency, community safety issue or potential public liability issue. Any such expenditure must be reported immediately to the Mayor and to the next ordinary meeting of the Council

1.1b) To authorise any work at a cost not exceeding $250,000, which in the General Managers opinion is necessary to respond to a s44 fire event or a declared natural disaster. Any such expenditure must be reported immediately to the Mayor and to the next ordinary meeting of the Council

1.2 To accept tenders with a contract value up to $3,000,000 or a contract entered into through a prescribed entity tender, where all other tender requirements of section55 of the Local Government Act 1993 and Part 7 of the Local Government Regulation 2021 are met

1.3 To determine and write off rates, fees, charges and other debts up to and including $1,000 per annum per debt.

2. Specific exclusions

Determination of applications under the *Environmental Planning and Assessment Act 1979* and other relevant Acts, which include:

2.1 The determination of a development application where a Senior Staff member of Council or Councillor is the owner or applicant of the subject land (excluding Council owned or managed land).

2.2   The determination of a development application where Council is the owner or manager of the land if the development exceeds a construction value of $1,000,000.

2.3   The determination of a development application for a subdivision creating more than 20 allotments

2.4   The determination of a development application for the erection, alteration and/or additions to buildings exceeding a construction value of $3,000,000

2.5   To grant consent to a development application requiring a variation of more than 20% to a condition or standard specified in a Council policy, Development Control Plan (DCP)

2.6   To grant consent to a development which receives two or more objections during assessment

2.7   The determination of a development application which upon the written request of two Councillors is to be reported to Council for consideration

General Managers Delegations, Sub-Delegations and Authorisations

Section 378 of *the Local Government Act 1993* empowers the General Manager to delegate any functions of the General Manager and sub delegate the functions of Council which Councils has delegated to the General Manager, to any person or body (including another employee of Council).

In accordance with section 378 of the *Local Government Act 1993*, I, General Manager of Oberon Council hereby:

1. Delegate and sub-delegate (as the case may be) the functions identified in the Register of Sub Delegations to the corresponding Council employment positions being:
   - Technical Services Director
   - Planning and Development Director
   - Corporate Services Director
2. Authorise and appoint (as the case may be) the Council employee to the corresponding appointment and authorisation as identified in the Register of Authorised People.

Any variation to the delegated functions or Register of Authorised People may only be authorised by the General Manager and only takes effect when the General Manager signs an instrument of sub delegation or appointment.

Where a position is referred to in the sub delegation document and the position title changes during the applicable period, then any reference to the former position title shall be read as a reference to the new position title.

General Manager   Signature   Date:

13.5	**Returns Disclosing Interests and Related Parties Disclosures**
File No:	Governance/Meetings/Ordinary
Author:	Gary Wallace (General Manager)

Summary

In accordance with Clause 4.21 of Council's Model Code of Conduct – Policy 1102; a councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to the code, disclosing the councillor's or designated person's interests as specified in schedule 1 to the code within 3 months after:

1. becoming a councillor or designated person, and
2. 30 June of each year, and
3. the councillor or 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).

In accordance with Policy 2220 Related Parties Disclosure, Councillors are required to complete a disclosure identifying any related parties that may present a conflict of interest or require disclosure to ensure transparency and compliance.

Recommendation:

That:

1. Council note the requirement to lodge a return disclosing interests of Councillors and designated persons.

2. Council note the requirement to lodge a Related Parties disclosure for newly elected Councillors.

List of Attachments
1. Disclosures by Councillors and Designated Persons Return Form [**13.5.1** - 4 pages]
2. Related Parties Disclosure Form [**13.5.2** - 1 page]

Comment

A register is required to be kept for all Returns Disclosing Interests of Councillors and Designated persons. Returns are required to be lodged with the General Manager under clause 4.21(a) and (b) of the Model Code of Conduct and must be tabled at the first meeting of the Council after the last day the return is required to be lodged.

A "Disclosures by Councillors and Designated Persons Return" form has been provided to Councillors and is also available via the Councillor portal. All newly elected Councillors are required to complete the return and lodge it within three months of becoming a councillor and additionally a new return is required for re-elected Councillors if there has been a change since the last completed disclosure.

Councillors are requested to complete the form and return as soon as possible to Council's Governance and Executive Manager, Sharon Swannell. It should be noted that returns of interest must be made publicly available free of charge on Councils' website.

Newly elected Councillors are also required to complete a Related Parties Disclosure in accordance with Council's Policy 2220 and lodge it with the Finance Manager, Zoe Marks. A copy of the Related Parties Disclosure Form has also been provided to Councillors.

The objective of the Related Parties Policy is to establish guidelines for an effective internal reporting system which encourages and facilitates the reporting of disclosures regarding corruption, maladministration and serious and substantial waste. This policy applies to all Key Management Personnel of Oberon Council. Including:

- the Mayor
- Councillors
- Administrators
- the General Manager, and
- Directors

A copy of the Related Parties Disclosure form is also attached for Councillors.

Note: These requirements do not negate the requirement for councillors to complete declarations as prescribed by the NSW Electoral Commission.

Financial Implications
Nil

Relevance to Oberon Community Strategic Plan

Theme 5: Leadership and Engagement
Action 5.2 Council has sound organisational health, with strong leadership and governance frameworks
5.2.3 Effective meeting Structures, policies and procedures

Risk Category
Governance

Risk Severity Ranking
Insignificant - 20%

137 Oberon Street
PO Box 84
Oberon NSW 2787

OBERON COUNCIL

Telephone: (02) 6329 8100
Email: council@oberon.nsw.gov.au

OFFICE USE ONLY

Date Received: ....

Received By: ....

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21

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 (the Model Code of Conduct).
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 councillor or 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 4.21 of the Model 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 4.23 of the Model 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 4.21 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.

DISCLOURSE OF PECUNIARY INTERESTS AND OTHER MATTERS

By _____ as at _____

(full name of councilor or designated person)   (return date)

in respect of the period from _____ to _____

_____   _____

(councillors or designated persons signature)   (date)

A. REAL PROPERTY	
Address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. SOURCES OF INCOME

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

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

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

Name and address of settlor	Name and address of trustee

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

(include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

C. GIFTS

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

D. CONTRIBUTION TO TRAVEL

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

E. INTERESTS AND POSITIONS IN CORPORATIONS

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

F. WHERE YOU A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER ON THE RETURN DATE? (Y/N)

Yes		No	

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

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

H. DEBTS

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

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| |
| |

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 DISCLOURES

| |
| |
| |
| |
| |

The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.

PRIVATE & CONFIDENTIAL

RELATED PARTY DECLARATION
BY KEY MANAGEMENT PERSONNEL (KMP)

Name of Key Management Personnel	
Position of KMP	

List details of known close family members, entities that are controlled/jointly controlled by KMP and entities that are controlled/jointly controlled by the close family members of KMP.

Name of Person or entity	**Relationship**

I, _____, declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading Council's Policy 2220 which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

Declared at	
Signature of KMP	
Date	

The information on this form is being collected to allow Oberon Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.

Received by Finance:

13.6	**Car Parking Modification - Child Care Centre - 6-8 Tasman St Oberon**
File No:	DA10.2023.27.3
Author:	Bennett Kennedy (Senior Town Planner), Damian O'Shannassy (Planning and Development Director)

Summary

Council is in receipt of an application to Modify the Conditions of Consent for an approved Seventy-Seven (77) place Child Care Centre located at 6-8 Tasman Street Oberon. The modification (DA10.2023.27.3; PAN-468022) relates to Condition 11 regarding car parking.

The subject application is referred to Council for consideration because Council determined the original application.

Recommendation:

That Council:

1. Support the proposed modification to delete the dimensions from the condition relating to disabled car parking spaces and retain the reference to the Australian Standard 2890.6 for disabled parking.

2. That a division be called in accordance with Section 375A of the Local Government Act 1993.

List of Attachments
Nil

Comment

The original application for a seventy-seven (77) Place Child Care Centre was approved on 21 November 2023. The proposed Modification relates to the requirement to provide a car parking space 3.0 metres wide to serve disabled persons. Condition 11 of the Approved Development reads as follows:

> *11. Number of Car Parking spaces*
>
> *A total of 18 off-street car parking spaces are to be provided to the development in accordance with Calare Civil Job No 2023.0600 drawing number ES01 Issue A. The spaces are to have minimum dimensions of 5.5 m x 2.5 m and be suitably sealed, marked drained and freely accessible at all times. One of the parking spaces is to be set aside for disabled persons. This space will need to be at least 3.0 metres wide, be located as close as possible to the entry and exit points of the building and must be in accordance with Australian Standard 2890.6.*
>
> *Reason: To ensure there is sufficient car parking for the development.*

1.   Assessment

The car parking has been installed in accordance with the approved plan. The requirement for the 3.0 metre width of the car parking space for disabled persons is a dimension included in our standard condition. The approved layout (Calare Civil Job No 2023.0600 drawing number ES01 Issue A) is in accordance with the current Australia Standard 2890.6 providing a reserved vacant space immediately adjacent to a disable parking space provided.

It is therefore recommended that Condition 11 be revised to remove the reference to the 3.0 metre dimension for the disabled car parking space.

2.   Exhibition / Notification

Exhibition or notification of the proposed amendment was not considered necessary.

Financial Implications
Nil

Relevance to Oberon Community Strategic Plan

Theme 4: Infrastructure and Services
Action 4.3 Provide infrastructure which encourages the use of sustainable transport, such as cycle ways and walking tracks
4.3.2 Improve current facilities, cycleways and walking tracks
4.3.3 Pedestrian Access Mobility Plan

Theme 4: Infrastructure and Services
Action 4.4 Plan for infrastructure and land use needs ready for future growth
4.4.3 Development assessment and building approval services

Risk Category
Safety
Assets and Infrastructure

Risk Severity Ranking
Minor - 32%

13.7	**Footpath and access Modification - Child Care Centre - 6-8 Tasman St Oberon**
File No:	DA10.2023.27.5
Author:	Bennett Kennedy (Senior Town Planner), Damian O'Shannassy (Planning and Development Director)

Summary

Council is in receipt of an application to Modify the Conditions of Consent for an approved Seventy-Seven (77) place Child Care Centre located at 6-8 Tasman Street Oberon. The proposed modification (10.2023.27.5; PAN-476504) relates to Condition 31 regarding provision of a footpath along the front boundary of the subject site.

The subject application is referred to Council for consideration because Council determined the original application.

Recommendation:

That Council:

1. Support the proposed modification by endorsing Option 5 by accepting a Contribution in lieu of Condition 31 for Council to install the footpath.

2. Accept a Contribution of $5,000 as costed by Council's Development Engineer in view that a linear footpath may not address the retaining wall at the western end of the nature strip satisfactorily or align with the front boundary of the subject site.

3. That a division be called in accordance with Section 375A of the Local Government Act 1993.

List of Attachments

Builders quote for installation of a linear concrete footpath along the front boundary of subject site.

Comment

The applicant proposes to modify the conditions of consent by replacing the existing condition with a contribution in lieu of constructing the footpath. The reason they propose to modify the consent in this way is because they believe if installed, the footpath would prove to be a danger to the general public rendering it unusable. The proponent believes that the amount quoted to install the footpath of $4,456.71 is an appropriate contribution to Council in lieu of installing an unusable footpath.

While Council staff have no objection to amending the conditions of consent to accept the contribution in lieu, it should be noted that other options are available if Council considers.

Background

The subject application was approved on 21 November 2023. The Builder approached Council on 5 September 2024 to discuss issues regarding compliance with Condition 31 relating for the provision of a Pedestrian footpath. The issues were that there would be a power pole located in the middle where the footpath would be and that there was an existing retaining wall on Council land at the western property boundary perpendicular to the front boundary (see images).

The builder expressed that strict compliance with the condition as worded would present additional costs to the proponent (in relocating the power pole) and safety concerns for pedestrians where the intended footpath met the retaining wall.

Council staff advised that to amend condition 31 of the consent, an application to modify it would be required. Given the circumstances, and in the absence of a site inspection at that time, Council staff agreed that the modification could be lodged under Section 4.55(1) of the Environmental Planning & Assessment (EP&A) Act 1979 *involving minor error, misdescription or miscalculation.*

This section of the EP&A Act was considered appropriate because it had been conveyed that an error may have occurred in application of one of Council's standard conditions.

The condition to be modified reads:

> *31. Pedestrian Walkway*
> *A pedestrian walkway shall be provided along the nature strip 3.5 metres from the property boundary at a grade between 2-4% in accordance with Council Policy 4103 – Driveway Access and Properties Policy.*
>
> *Reason: To allow for suitable pedestrian access to properties.*

To provide context, Figure 1 below shows the nature strip at the front of the subject site (where the footpath would be located). Figures 2 and 3 show the existing retaining wall on Council land.

1.   Location of the Proposal

The following images will give some context to the concerns raised by the builder.

Figure 1 showing nature strip at front boundary of subject site (3 Oct 2024).

The approved 77 place Child Care Centre provides 18 car parking spaces for staff and parents. Parents dropping off children may also use the road reserve. It should be noted that there is currently no separate pedestrian entrance to access the site from the public domain. Entry for pedestrians is via the approved vehicle driveway entrance.

Figure 2: Location of proposed footpath as perceived by applicant

Figure 3 East view showing street alignment and retaining wall (max height 600mm) inset by 1.2 m from the carriageway alignment.

Figure 4 showing street alignment to the west (3 Oct 2024)

The ground is quite rocky and difficult to work but reshaping could achieve a suitable slope and level that would provide a trafficable pathway for pedestrians to the entrance from the west – the location of the recently constructed pathway along Dudley Street.

Figure 5: Tape measure showing 3.5 metres (Condition 31 requirement) from boundary fence to tape measure. Distance from fence to power pole is 3.05 metres. Therefore, clearance to edge of required pathway is 45 centimetres.

Figure 6 A pathway installed parallel to the front boundary would connect with the driveway.

2. Referrals

The issues raised by the builder were referred to Council's Development Engineers on 20 September 2024*.

Council Development Engineers suggested installing the footpath adjacent and parallel to the existing driveway. The proponent did not support this proposal.

The Development Engineers have advised that the cost of installing the footpath would be $5,000.

Parking has been provided in accordance with the Roads and Maritime Services Guide to Traffic Generating Development (1 space per 4 children)

* A previous application regarding the same amendment was withdrawn on 4 October and resubmitted the same day. Although the subject application is essentially a new application, the previous application was referred on 20 Sept 2024.

3. Legislative Context

The proposed modification was lodged under Section 4.55(1) of the EP&A Act, 1979 where the modification is to address a *misdescription, miscalculation or error*. The fee for the subject application was $92 dollars.

4. Assessment

While Council staff accept that the site constraints made it difficult to comply with condition 31 of consent, particularly the existing retaining wall at the western end of the nature strip, the measured distance from the front fence to the power pole is 3.05 metres. This clears the edge of the required

footway by 45 centimetres (twice the existing distance from the pole to the tape measure shown in Figure 6), so these constraints were not insurmountable.

The proponent makes the statement in their application that they believe, if installed the footway crossing would be a danger to the public. Council staff understood that the site constraints and the wording of the condition made it difficult to comply however we have made suggestions in attempts to provide negotiated solution (including but limited to options 3, 4 and 6). The proponent has been reluctant to consider any options provided by staff to address the interface of the site with the surrounding public domain due their cost and time pressures to have the facility up and running.

The applicants preferred option of addressing the issue by making a Contribution in lieu of construction of the footway is acceptable however this is their preferred option due to the time pressure to expedite the solution to the issues, obtain an Occupation Certificate and a license to operate the premises from the Child Car Regulator.

All of the options are summarised below:
1   Delete Condition 31 (original modification).
2   Retain condition as existing (install footpath as required).
3   Provide footpath adjacent (and parallel) to existing driveway.
4   Provide footpath around power pole (variable alignment with front boundary).
5   Provide Contribution in lieu for Council to install footpath (excluding addressing retaining wall) at a later date.

In view that no separate pedestrian access gate has been provided to the site, the applicant has advised that if after inspection by the Child Care Centre Regulator a separate pedestrian entrance is required, they will then install it in their front fence. They assert that Council can then use the funds to construct the footpath. The Council constructed path may then also be able to better align with the newly installed pedestrian entrance.

The origin and installation of the retaining wall is unknown.

5.   Exhibition / Notification

Exhibition or notification of the application was not required.

Financial Implications

Contribution to provide public asset at later date.

Relevance to Oberon Community Strategic Plan

Theme 4: Infrastructure and Services
Action 4.3 Provide infrastructure which encourages the use of sustainable transport, such as cycle ways and walking tracks
4.3.2 Improve current facilities, cycleways and walking tracks

Theme 4: Infrastructure and Services
Action 4.4 Plan for infrastructure and land use needs ready for future growth
4.4.3 Development assessment and building approval services

Risk Category
Safety
Assets and Infrastructure

Risk Severity Ranking

Minor - 32%

Proposal
Reference: Q1401

6-8 Tasman Street Oberon Council Path

26 Sep 2024

Davcon Constructions
Commercial - Residential

Dear Circle Early Learning ,

Thank you for the opportunity to provide a quotation for your new home.

Please feel free to call me if you have any questions or matters you would like to discuss as you review the quote. This quote is based on the plans and documents provided and represent a ballpark figure only.

If you would like to proceed with this quote, we will forward you a final quote including a detailed specifications list, and an 'Authority to proceed' form, which you will need to sign and return to us so we can proceed.

We look forward to hearing from you soon.

Kind Regards,
Davcon Constructions Pty Ltd

Quoted Items

Quoted items represents a break down of the quote for your project. If you have any questions about any item, please feel free to contact us.

Paths $4,456.71

Ref	Description	Quantity	UOM
21.1	Construction of a new 1.5m wide 100mm thick Reinforced Concrete Path across the front of 6-8 Tasman street as per condition 31 in Da Number 10.2023.27.1	34.170	m2
	100mm key joint x 6m	1.709	Ea
	TIES WIRE COIL BLACK	1.025	Roll
	25MPA Concrete	3.759	m2
	Conform Bitumen Emul Expansion Joint2.44m*100mm*9.5mm(03lms)	3.417	Ea
	Concreters Labour	34.170	m2
	Concrete Cutting	11.960	lm
	BAR CHAIRS PLASTIC 50-65MM *EACH*	136.680	Ea
	MESH REINFORCING F82 6.0M*2.4M SQUARE	2.734	Sheet
	Earthworks	34.170	m2

Quote Summary

Quoted items represents a break down of the quote of your project.If you have any questions about any item, please feel free to contact us.

Sub Total:	$4,051.56
GST:	$405.15
Incl. GST:	**$4,456.71**

Terms & Conditions

This Quote is valid for 30 days

Please note that this is an estimate only. Pricing is subject to the results of the Soils Test, Contour Survey, 6 Star Energy Rating, Foundation Design, and BAL Assessment.

Contact Details

Davcon Constructions Pty Ltd
0414014759
david@davcon.info
Po Box 1056 Bathurst Australia 2795

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14 REPORTS FOR INFORMATION

14.1	Monthly Activity Report General Manager - October 2024
File No:	Governance/Meetings/Ordinary
Author:	Gary Wallace (General Manager), Rebecca Burgess (Work Health Safety and Risk Manager), Julie Baker (Library Manager), Hannah Booth (Records and Communications Coordinator), Sharon Swannell (Governance and Executive Manager)

Summary

This report item summarises the main activity by the General Manager since the last report. Items include Human Resources, Workplace Health & Safety, Community Activity, Regional Issues, Executive Management Team Meetings and planned activities.

Recommendation:

That report Item 14.1 is received as information.

List of Attachments
Nil

1. PLANNED ACTIVITY

LOCAL GOVERNMENT ELECTIONS – On 30 September 2024 the results of the 2024 Local Government Election were notified. The new Councillors are:
1,   Councillor Frank OÇonnor
2.   Councillor Clive McCarthy
3.   Councillor Katie Graham
4.   Councillor Andrew McKibbin
5.   Councillor Helen Hayden
6.   Councillor Jill Ogrady
7.   Councillor Ian Tucker
8.   Councillor Athony Alevres
9.   Councillor Lauren Trembath
It is noted that the order is as how each candidate was mentioned on the ballet paper.

Over the caretaker period work has been undertaken in preparing:
- Oberon Council WHS Induction and Councillor Handbook
- Councillor and Staff Interaction Policy
- Development of the new Councillor Portal
- Overview of s355 Manual

OBERON SPORTSGROUND – Work continues on the development of this once-in-a-generation development. A report to the August Meeting provided an overview of progression and proposed next steps for the project. Spring will see the transformation of the site into something that will be the final landform for the development.

Work will continue to seek funding for the next stages of the development that include the Hockey Field and the progressive onsite infrastructure such as site sheds communications box and landscaping.

2. WHS/RISK COORDINATOR

	August 2024
Incidents/Accidents/Hazards Reported	4
Hazards Reported	1
Near Miss	1
No Injury, Damage to Assets	1
First Aid Injuries	0
Medical Treatment Injuries	1
Lost Time Injuries	0
Restricted Duty Injuries	0
Incident Reported to Regulator	0
Toolbox/Safety Meetings	193
Plant Pre-Start Inspections	97

	September 2024
Incidents/Accidents/Hazards Reported	2
Hazards Reported	0
Near Miss	0
No Injury, Damage to Assets	2
First Aid Injuries	0
Medical Treatment Injuries	0
Lost Time Injuries	0
Restricted Duty Injuries	0
Incident Reported to Regulator	0
Toolbox/Safety Meetings	187
Plant Pre-Start Inspections	108

a. Work Health Safety and Risk Activities
 ➢ A near miss occurred at the Oberon Cemetery in August. The side of a grave caved in, this occurred overnight, and no one was injured. Council's crew worked carefully to remedy the cave in and ensured the plot and surrounding area were made safe so that the scheduled funeral could go ahead.

A risk assessment identified the requirement for safer grave shoring. Purpose built grave shoring, and a grave cover arrived to Council in September and are now in use, providing a significant safety improvement for Council staff.

➢ Council's Confined Spaces Register was updated in consultation with staff. The Confined Space Entry Permit and Confined Spaces Risk Assessment and Emergency Plan were also updated and redistributed to staff. Working in a confined space can present numerous hazards and adherence to safety protocols is essential.

➢ AusHealth attended Council for two consecutive days in August and undertook random drug and alcohol testing of staff. Nil not-negatives were recorded.

➢ A hire ute was arranged via Councils' insurer to replace a vehicle which was damaged in a collision in July which was not the fault of Council. Long wait times for repair works would have meant a shortage of operational utes, so the hire was a handy addition until the Council ute is repaired.

➢ WHSR assisted in submitting risk assessments for upcoming Council events to Council's insurer. Upcoming events are the Redfin RoundUp which will be held on 30 November and 1 December; the Teddy Bears Picnic which will be held on 17 November; and NAIDOC Day which will be held on 19 October.

➢ WHSR assisted in progressing the inductions of workers who will be engaged with the installation of a Yarning Circle at the Oberon Common.

➢ At the request of the Facilities Manager the Emergency Plans for the Aquatic Centre and the Fitness Centre were amended. Regular review of emergency plans are important to ensure that details remain current and correct.

➢ Kindly run by HR this year, R U OK? Day in September was another great wellbeing highlight for staff. The R U OK? Day choc chip muffins were popular and Sonia Cox from Rural Adversity Mental Health Program (RAMHP) spent time with staff at both the Administration Centre and Depot, chatting about all things mental health.

> ➢ The Tabacco Compliance Team from Western NSW Health visited the Administration Centre to undertake a review of Council's smoke-free laws compliance, and to share some smoke-free promotional strategies and signage.

> ➢ Council staff were offered Quit Smoking assistance. The program is run through the Oberon Pharmacy and the Oberon Medical Centre.

> ➢ Lifeline Central West delivered a session for staff which was tailored to provide training, skills and strategies around responding to challenging interactions whether through email/ social media or face to face, and to provide some tools for self-regulation of emotional responses and how best to manage increased levels of stress.

> ➢ A joint HR on-boarding/WHS Induction session was held for pool staff. With the upcoming pool season (commencing 7 October 2024) new starters and returning staff were refreshed on safe work practices, Council policies and procedures and various compliance obligations such as working with children checks.

> ➢ WHS Inductions were completed for a new starter and a Works Experience student.

3. HUMAN RESOURCES

a. Employee Statistics

Staff Movements							
2024	Employee Separation	New employee	Casual	Part-time	Full Time	Senior Officer (GM)	Total Staff
August	0	1	15	4	72	1	92
September	1	1	15	4	72	1	92

- Oberon Council hosted two work experience students. One student from MacKillop College with an interest in mechanical and plant maintenance and one student from Oberon High School reporting to the Tourism and Economic Development Manager. Feedback from students and staff was very positive.
- Labourer – Cleaner commenced 12 August 2024.
- Library Manager commenced 23 September 2024.

b. Consultative Committee

- The consulutive committee met on Thursday 29 August 2024. The next meeting is scheduled for November 2024.

c. Training
- Good ideas put to good use: Two staff attended a 4-day program that provided new ways of thinking to help develop and realise the potential of women's ideas and projects.
- Social media training: Three staff attended training in Orange with a focus on strategic use of media and social media including social media resilience.
- Cert III Water treatment: two staff attended workshops as part of ongoing training in water treatment.
- Cert III Business administration: the customer service trainee successfully completed the term of the traineeship in August 2024.
- TPR/IMP refresher training: all staff with TPR/IMP tickets issued more than 2 years ago have undertaken refresher training. Feedback on the provider was excellent.

d. Recruitment
- Interviews for Labourer: town maintenance and traffic control.

- Casual Swim Staff – Customer Service Operators, Junior and Senior Lifeguards and Learn to Swim Instructors advertised for the upcoming swim season. Interviews conducted and onboarding completed.
- Recruitment for Facility Manager: The facility manager position was formliased in the structure and appointed through an internal recruitment process.
- EOI for maternity relief Community and Youth Services: relief position to cover maternity leave, a suitably qualified applicant was appointed through an internal EOI.
- EOI for term contract – Visitor Information Assistant: to backfill a secondment, the position was advertised internally and externally. Interviews were conducted with successful applicant starting early October.
- Administration/Customer Service Trainee: advertised externally on Councils website, facebook, LinkedIn and Western Advocate.

e. **General HR Matters**
- The HR manager attended the CWNSWJSO HR Managers meeting. The focus of the meeting was AI applications in HR.
- The HR Manager and Payroll Officer attended the LGNSW HR Network meeting. Superannuation and traineeship funding were the main topics of discussion.
- Visit from United Services Union Representative in August: discussed apprentice training funding and staff engagement sessions.

4.   GOVERNANCE AND ADMINISTRATION

Council Page in the Oberon Review was prepared on 1, 8, 15 and 22 August 2024 with advertising and information. Notices included:

- Weekly Mayor's Column
- Council Meetings – August2024
- Public Notice – Council Newsletter call for submissions
- Public Exhibition – Records & Information Management Policy
- Public Exhibition – Section 356 Financial Assistance
- Public Exhibition – DA 10.2024.28.1 (PAN-445404)
- Waste Voucher 2024/2025 - Correction
- Request for Quotations – Oberon Council Fleet Vehicles
- Water Filling Stations Black Springs & O'Connell - Out of Order
- 2024 Local Government Elections – Key Dates

In July, Australian Community Media announced significant changes to their printing and distribution arrangements for publications in the Central-West. As a result, the weekly Oberon Review and Blayney Chronicle ceased print in August and transitioned to a condensed, digital only format. In response, staff have taken this as an opportunity to reassess the current advertising and communication strategies. This review includes exploring alternative options for local print media and considers enhancements to how our community receives local news and communications. A report outlining potential alternatives will be presented to Council for consideration at the November meeting.

Good News Week newsletter was issued to Councillors and staff on 2, 9, 16, 23 and 30 August 2024, and to staff on 6, 13, 20 and 27 October 2024.

Oberon Council continues to engage with the community through a variety of platforms, including updates on Council's website (www.oberon.nsw.gov.au), the Oberon Council Facebook page (https://www.facebook.com/oberoncouncil), the *Have Your Say Oberon* community engagement

platform and Council's LinkedIn page. These channels are used to share media releases, public notices, position vacancies, public exhibitions, events and other relevant information.

5. COMMUNITY ACTIVITY, REGIONAL ISSUES and OTHER MEETINGS

20 August 2024	Meeting with Bob Wilson and Marg Armstrong
21 August 2024	CNSWJO Board Meeting – Canberra
22 August 2024	CNSWJO Federal Meeting with Ministers – Canberra
26 August 2024	PCG Meeting – Oberon Sportsground
26 August 2024	Central West Forestry Hub Meeting
27 August 2024	Paul Crennan Visit and Meeting
29 August 2024	Consultative Committee Meeting
5 September 2024	Councillor Works Workshop
6 September 2024	Inception Meeting CLUS
10 September 2024	JRPP Determination Meeting – Modification to Quarry
11 September 2024	ARIC Meeting
12 September 2024	Auditor Close Out Meeting
13 September 2024	RFS Pre Fire Session Briefing
16 September 2024	Fish River-Wywandy Regional Plan Meeting
17 September 2024	Update MOU Meeting with O'Çonnell Cricket Club
19 September 2024	Inspection – wet area
20 September 2024	Final Inspection – Dwelling
23 September 2024	PCG Meeting Oberon Sports Complex
24 September 2024	Jenolan Cirularity Action Plan Meeting
25 September 2024	LifeLine Staff Session
26 September 2024	Frank O'Çonnor Meeting
26 September 2024	Ian Evans Meeting
30 September 2024	Election Outcomes Meeting – Bathurst
1 October 2024	Chifley/Lithgow BFMC Meeting
2 October 2024	Meeting Corey Demarko – Planning Matter

14.2	**Monthly Activity Report - Planning & Development - August 2024 & September 2024**
File No:	Governance/Meetings/Ordinary
Author:	Damian O'Shannassy (Planning and Development Director), Kirsty Hanrahan (Building Surveyor), Janet Bailey (Development Control Administration Officer), Lyn Hancox (Planning and Development Administration Assistant), David Sellers (Facilities Manager)

Summary

This report item summarises the main activity in the Planning and Development Department since the August 2024 Council Meeting.

Recommendation:

That report item 14.2 is received as information.

List of Attachments

Nil

Comment

1. PLANNED ACTIVITY FOR AUGUST & SEPTEMBER 2024

Development Applications

The number of applications submitted to Council during August and September 2024 has decreased compared with previous months, however, applications being assessed remains high, with some complex applications continuing to be assessed. Council continues to utilise on a part time basis, a Planning Consultant to assist in reducing the backlog of Development Applications and other Planning related matters.

Comprehensive Land Use Strategy (CLUS)

The contract was signed by the Consultant and the General Manager at the inception meeting held on 6 September 2024. A progress report with timeline and engagement strategy will be provided at the November Council meeting.

Black Springs Recreation Ground Landscape Masterplan

Following on from the community engagement inception meeting held earlier in the year, the landscape consultant requested a land survey be undertaken of the recreation ground. This Survey has recently been received and a draft masterplan is being prepared and will be brought back to the community for further consultation prior to a final masterplan being considered by Council.

Compliance

Council has recently taken action regarding the installation of real estate and other signage on Road Reserves within the LGA that does not comply with Exempt Development Standards. A reminder that election signage should be removed one (1) week following conclusion of the election.

PROJECTS

Oberon Gym Complex (enclosure of the rear area)

Attached is September monthly report from Councils Project Managers – CWPM.

These works are the result of Council receiving a Stronger Country Community Fund Round 5 grant for $585,362.00. The project remains on track to be completed within the grant timeframe.

Solar to the Oberon Pool, Gym and Library/Community Centre
A Local electrical contractor has been engaged to install additional solar to the Oberon Pool and new solar to the gym and Library/community centre. Additional solar panels have been installed to the Oberon Pool roof. The total panels are now offsetting 30% of consumption on a sunny day, therefore reducing overall cost to Council to run the facility. Library works are programmed to commence in mid-October followed by the gym once the rear works are completed.

The solar installations are the result of Council receiving a Stronger Country Community Fund Round 5 grant for $100,000.00. The project remains on track to be completed within the grant timeframe.

O'Connell Recreation Ground amenities, changerooms and storage facility
Internal plumbing and concrete slab for the new amenities was completed in August by local contractors.

Engineering details for the remainder of the building structure were recently received and forwarded onto local builders for a request for quotation before engaging a preferred contractors to undertake the remainder of the works. As at the time of writing the quotes had not been received by Council.

28 Tasman Street (Council owned vacant allotment)
A Local Real Estate agent has been engaged to market the sale of the vacant land at 28 Tasman Street Oberon and a contract of sale is currently being finalised in accordance with Councils resolution to sell the vacant land as it currently stands. It is anticipated the sale will become live in late October or early November 2024.

OBERON
FITNESS & LEISURE CENTRE

Summary - August 2024

The Oberon Fitness and Leisure Centre (OFLC) is pleased to submit the report for August 2024.

The major focus for August was on maintenance works for the pool and the expansion of the back area of the gym.

Community Initiatives

- Weekly Personal training sessions.
- Small group training sessions run for teacher groups from Oberon High School and St Josephs aimed at improving teacher wellbeing and reducing stress.

- Oberon U3a fitness sessions for senior community members.
- New fitness membership special.

Pool Report

The Pool silicon work has been completed and pools refilled. This allowed the pump house to be restarted and the heaters to be switched on. The pool mats have been mended and refixed for the upcoming season. Plans are in place to begin a recruitment drive for the new Lifeguard staff required.

Fitness Centre Report

August is still very much a slower month in fitness with retention again the major focus. We have rejigged the class timetable and removed underperforming classes. August seen the continuation of the current fitness timetable. The mums and Bubs and Toddler gym classes continued to be a success, with numbers strong across the board. The center is transitioning to a new software system. 12 Training days have been undertaken by Dave with host company Xplor Recreation. These changes will take place over the next few months with a go live date set of Oct 18.

Centre visits	August
Memberships	1059
Visit passes	11
Personal training	9
Total Attendance	1075

Membership Type	August
Concession Fitness DD	40
Adult Fitness DD	145
1 Month Upfront	23
1 Week	1
Pt DD	12
Student 16-18	11
Teen Under 16	16
Fitness Passport	40
Council Staff Reduced Rate	12

Total Members – August	300

Membership Movement	August
New Fitness Sales	26
Cancellations	18
Loss	+8

Summary - September 2024

The Oberon Fitness and Leisure Centre (OFLC) is pleased to submit the report for September 2024.

The major focus for September was in pool readiness for the upcoming season. A recruitment drive occurred with subsequent new staff on boarding. This recruitment resulted in 6 staff returning from last season and 8 new staff.

Community Initatives
- Weekly Personal training sessions.
- Small group training sessions run for teacher groups from Oberon High School and St Josephs aimed at improving teacher wellbeing and reducing stress.
- Oberon U3a fitness sessions for senior community members.
- New fitness membership special.

Pool Report
Lifeguard and Learn to Swim pool training was undertaken to ensure we begin the season with qualified and compliant staff. The physical start up of the pool was complete with the water at a lovely 29 degrees to begin the season. Many hours of cleaning and stock preparation will allow us to open seamlessly on October 8th.

Fitness Centre Report
September saw the beginning of our in house retention challenge "Spring in to spring". This challenge set out to increase engagement in the existing clientele whilst also serving as promotion for new member. The challenge ran over four weeks and included quest speakers from differing areas of expertise with in fitness. The numbers were a huge success with 40 participants and class numbers on the Monday night going from 3 to an average of 21.

Centre visits	September
Memberships	1129
Visit passes	5
Personal training	8
Total Attendance	1137

Membership Type	September
Concession Fitness DD	39
Adult Fitness DD	144
1 Month Upfront	23
1 Week	1
Pt DD	12
Student 16-18	10
Teen Under 16	16
Fitness Passport	40
Council Staff Reduced Rate	12
Total members – September	297

Membership Movement	August
New Fitness Sales	7
Cancellations	10
Loss	-3

2. PLANNING AND DEVELOPMENT MATTERS

DETERMINATIONS – August 2024

CC2024.012	Alterations and Additions to Residential	475 Bloom Hill Road O'CONNELL NSW 2787
10.2023.44.2	Modification to existing DA 10.2023.44.1 - Remove condition 12	1040 The Glen Road JERRONG NSW 2580
11.2023.15.1	Construction Certificate -New Multi-Purpose Child Care Centre	6 King Street OBERON NSW 2787
10.2024.27.1 11.2024.27.1	New 2x3 bedrooms attached single storey Dwellings & 2 Lot Strata Subdivision	13 Ellis Drive OBERON NSW 2787
10.2023.60.3 11.2023.60.2	Mod S.455(1A) 10.2023.60.2 Mod CC 11.2023.60.1 - Remove Retaining Wall	1443 Sewells Creek Road ESSINGTON NSW 2787
10.2023.65.1 11.2023.65.1	Alterations & Additions to Residential Dwelling	1789 O'Connell Road O'CONNELL NSW 2795
S682024.004	Install OSWW New Kitchen Sink & reconfigure bathroom	1789 O'Connell Road O'CONNELL NSW 2795
S682024.002	Install On-site Wastewater System - New Dwelling	485 Faugha Ballaugha Road OBERON NSW 2787
10.2024.29.1 11.2024.29.1 20.2024.7.1	New Garage, Studio/Office, Bathroom, Retaining Walls & connection to Sewer	55 Scotia Avenue OBERON NSW 2787
15.2016.37.5	Subdivision Certificate -release 20 Residential Lots	99 Springfield Street OBERON NSW 2787
15.2022.57.1	Subdivision Certificate -release 6 Residential Lots	99A Springfield Street OBERON NSW 2787
SC2024.022	Subdivision Certificate- release 2 lots	200 Mount Norway Road NORWAY NSW 2787

DETERMINATIONS – September 2024

CDC2024.042 S682024.006	New Dwelling & On-Site Wastewater	28 Scott Close OBERON NSW 2787
S682024.005	Install On-site Wastewater System	688 Baldridge Road BALD RIDGE NSW 2795
DA2024.045	MOD S4.55(1A) to DA 08/09 driveway & carpark + new retaining wall	8 Sirius Street OBERON NSW 2787
19.2021.51.1	Modify existing On-site Wastewater System	40 The Reef Road OBERON NSW 2787
10.2024.5.1	Light Industrial Units	25 Hawken Street OBERON NSW 2787
S682024.011	Connection to Water & Sewer	31 O'Connell Road OBERON NSW 2787
10.2016.38.2	Modification to DA 10.2016.38.1- Increase extraction and production Rates, add new waste materials and processes	50 Sewells Creek Road OBERON NSW 2787
DA2024.037	New Shed	1021 Duckmaloi Road OBERON NSW 2787

DEVELOPMENT APPLICATIONS IN PROGRESS – August 2024 - September 2024

No.	Date sub Portal	Lodgement Date	Commencement Date	Stop the Clock Date	Information Received Date	Determination date
10.2021.72.1	22.09.2021	06.10.2021	10.11.2021	10.11.2021		
10.2022.8.1	16.12.2022	25.01.2023	21.02.2023	14.03.2023		
10.2023.16.1	13.03.2023	29.03.2023	18.07.2023	18.07.2023		
10.2023.30.1	08.05.2023	09.06.2023	26.06.2023	14.07.2023		
10.2023.35.1	11.06.2023	27.06.2023	03.08.2023	03.08.2023		
10.2023.63.1	26.10.2023	14.11.2023	20.12.2023	03.01.2024		26.08.2024
10.2023.65.1	14.11.2023	28.11.2023	20.12.2023	16.02.2024		19.08.2024
10.2024.2.1	02.01.2024	15.01.2024	18.01.2024	24.04.2024	24.04.2024	
10.2024.3.1	19.12.2024	15.01.2024	18.01.2024	26.02.2024	24.04.2024	
10.2024.5.1	13.01.2024	02.02.2024	26.03.2024	09.05.2024		19.09.2024
10.2024.19.1	23.04.2024	29.04.2024	29.04.2024	20.05.2024		
10.2024.26.1	20.05.2024	03.06.2024	26.06.2024	28.06.2024		
10.2024.27.1	01.06.2024	14.06.2024	26.06.2024	28.06.2024	29.06.2024	19.08.2024
10.2024.29.1	20.06.2024	02.07.2024	03.07.2024			19.08.2024
10.2024.28.1	19.06.2024	02.07.2024	03.07.2024	12.07.2024		
DA2024.035	09.07.2024	15.07.2024	19.07.2024			
DA2024.037	05.07.2024	16.07.2024	19.07.2024	19.07.2024		03.09.2024
DA2024.034	04.07.2024	16.07.2024	19.07.2024			
10.2024.28.1	19.06.2024	17.07.2024	17.07.2024			
DA2024.038	09.07.2024	24.07.2024	30.07.2024			
10.2023.60.3	23.07.2024	30.07.2024	14.08.2024			19.08.2024
10.2021.49.2	24.07.2024	07.08.2024	25.08.2024			
DA2024.040	06.08.2024	09.08.2024	28.08.2024	28.08.2024		
DA2024.043	07.08.2024	23.08.2024	29.08.2024			
DA2024.045	15.08.2024	27.08.2024	28.08.2024			17.09.2024
DA2024.049	05.09.2024	06.09.2024	24.09.2024			
DA2024.048	04.09.2024	09.09.2024	24.09.2024			
10.2023.27.3	06.09.2024	10.09.2024	24.09.2024			
10.2023.54.2	05.09.2024	11.09.2024	03.10.2024			
DA2024.054	10.09.2024	19.09.2024	03.10.2024			
DA2024.053	30.08.2024	19.09.2024	03.10.2024			
DA2024.056	10.09.2024	23.09.2024	02.10.2024	02.10.2024		
DA2024.052	16.09.2024	26.09.2024	02.10.2024	02.10.2024		

Total fees for Applications during August 2024 and September 2024 were $40,743.88.

The income from applications year to date is $221,655.22.

Copies of determinations are available for inspection at Council's Administration Centre. Applications for the calendar year are being provided in a table form to give an outline of applications being lodged against those of the previous year.

Number of Applications Lodged
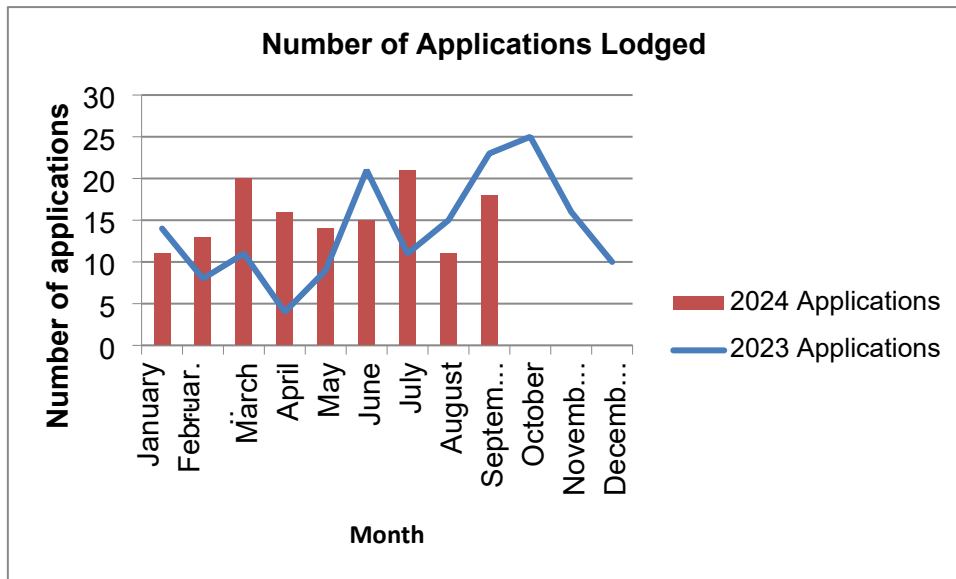
CERTIFICATES ISSUED

During the Conveyancing process and normally as part of the sale of a property, various Certificates are applied for by Solicitors, Real Estate Agents or by the public. In August 2024 and September 2024 the following Certificates were issued:

CERTIFICATES	August 2024	September 2024
SECTION 10.7 PLANNING CERTIFICATES Environmental Planning and Assessment Act, 1979	27	32
SECTION 735A CERTIFICATES AS TO NOTICES Local Government Act, 1993.	3	2
CERTIFICATES AS TO ORDERS SCHEDULE 5 Environmental Planning and Assessment Act, 1979	1	2
SECTION 6.26 BUILDING INFORMATION CERTIFICATES Environmental Planning and Assessment Act, 1979	2	0
CONSTRUCTION CERTIFICATES	1	3
COMPLYING DEVELOPMENT	1	2
SECTION 68 APPLICATIONS Local Government Act 1993	3	6

Certificates for the calendar year are being provided in a table form to give an outline of certificates being lodged against those of the previous year.

Certificates for 2024
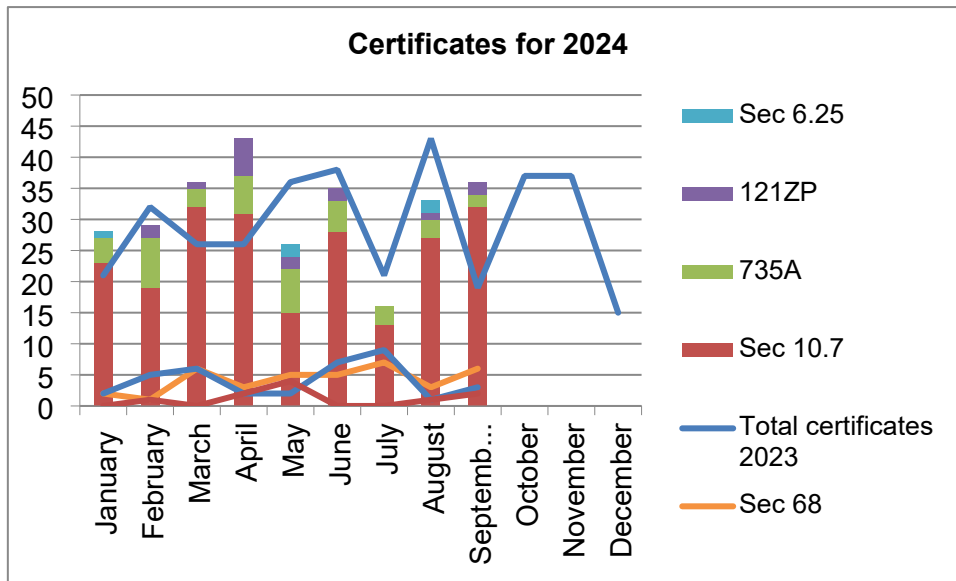
OBERON ANIMAL POUND

The following are details of activity at the Animal Pound in August 2024 and September 2024

Number of Cats and Dogs impounded 2024
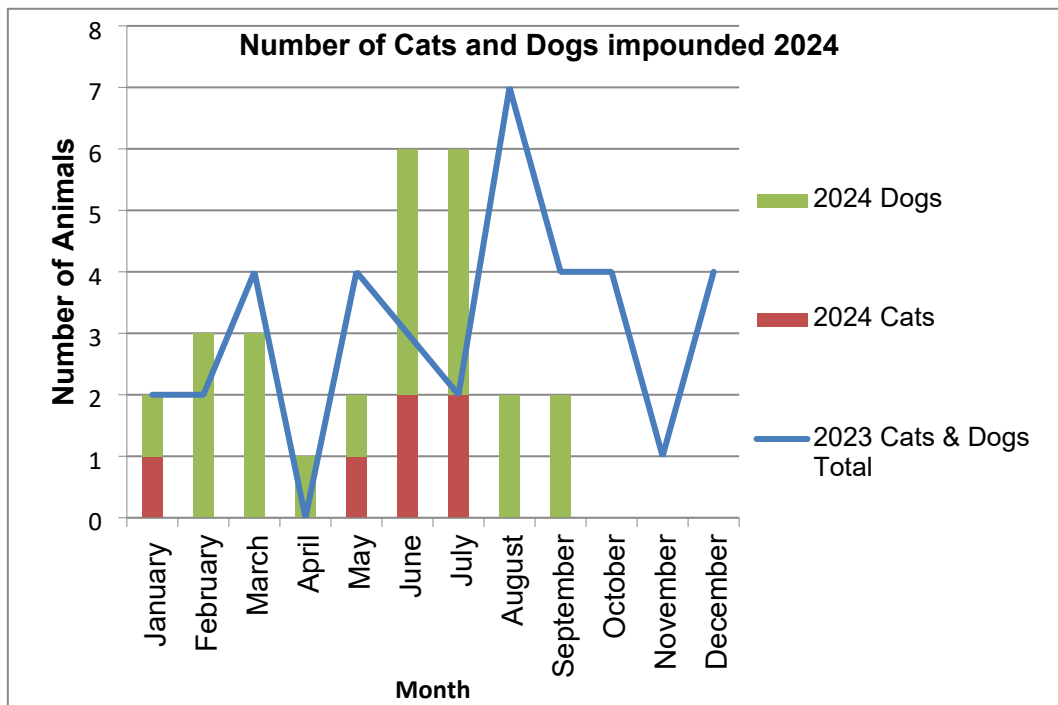
DOG DECLARATIONS	August 2024	September 2024
Notice of Intention to Declare a Dog Dangerous	0	0
Notice to Declare a Dog Dangerous	0	0
Notice of Intention to Declare a Dog Menacing	1	2
Notice to Declare a Dog Menacing	1	0
Notice of Intention to Declare a Dog Nuisance	0	0

Notice to Declare a Dog Nuisance	0	0

MISCELLANEOUS MATTERS

Various inspections, including building inspections, health inspections, environmental inspections and complaints were conducted during August 2024 and September 2024.

TYPE OF INSPECTIONS	August 2024	September 2024
Building Inspections	30	31
Food Inspections	0	0
Environmental Inspections (Air, Noise and Water Pollution)	0	1
Subdivisions Certificate Inspections	3	0
Complaints (Including Animal Control & Livestock)	43	30
Building Maintenance Inspections	6	7

Oberon Fitness Centre
Project Report
September 2024

Project: Oberon Fitness Centre

Reporting Date: 30 September 2024

Current Key Activities

Construction Contractor

- The contractor has substantially completed the project works.
- Activities planned for the next period:
  - Installation of Stainless Steel handrails to new ramped area within Pool enclosure
  - Final Inspections and handover
  - Issue of Occupation Certificate
  - Removal and replacement of roof sheeting to allow foil backed sarking to be installed, subject to funding constraints
  - Finalisation of the delivery and installation of Gym equipment and other FF&E
  - Some minor completion tasks
- Contractual Matters
  - Finalise Contractors contract responsibilities
  - Certify costs
  - Prepare completion Report
  - Final sign off of accounts

Client

- Final inspection and handover acceptance
- Delivery of training equipment has commenced, with items stored in the pool area
- Put the area into operation

Communications

- Completion and handover celebration

Authorities

- Completion documentation to be compiled and issued to Council for handover

Design and Variations

Oberon Fitness Centre
Project Report
September 2024

Project: Oberon Fitness Centre

Reporting Date: 30 September 2024

- There were a number of design and operational enhancements considered and highlighted. Those seen as beneficial have been undertaken within budget

- Matters for further clarification
  - The condensation issue has been considered and advice and consideration has determined that the best approach is to install insulated sarking to break the connection between the internal space from the roof.

Key Risks & Mitigation		Risk Rating
Unidentified Scope	• Matters closed out	Low
	•	

Project Status				Red	R	Amber	A	Green	G

Scope	Status %	Planned	Actual/Forecast
Site Establishment	100	03 June 24	03 June 24
Completion	100	03 September 24	Gym critical items tracking well
Council Fit Out	100	03 Sept – 03 Oct 24	
Project Complete	99.9	03 October 24	

Budget Summary		
The Project is forecast to be delivered within the allocated budget. Variations and Provisional sums remain within forecasts.		
	Total	Comments
Original Budget	$585,362.00	
Budget Adjustment	$0.00	

Oberon Fitness Centre
Project Report
September 2024

Revised Budget	**$585,362.00**	
Commitments to Date[1]	$563,227.57	……are where a contract or order has been placed
Uncommitted Funds[2]	$52,237.00	……where there is an allowance within the approved budget, but an order is yet to be finalised
Total	**$585,362.00**	

14.3	Monthly Activity Report Technical Services - October 2024
File No:	Governance/Meetings/Ordinary
Author:	Dr Cornelia Wiebels (Technical Services Director), Paul Robinson (Plant Manager), Donah Foley (Technical Services Administrative Assistant), Sam Golam (Project Engineer), Geoff Paton (Works Engineer), Dani Bradshaw (Change Management Analyst), Lauren Dukes (Trainee Civil Engineer), Andrew Krol (Water and Sewer Officer in Charge)

Summary

This report item summarises the main activity in the Technical Services Department since the last Meeting.

Recommendation:

That report 14.3 is received as information.

List of Attachments
Nil

Comment

1. **Roads – Regional and Local**

Tree Pruning on Regional Roads and Town Streets
Tree cutting activities were undertaken on both local and regional roads. This was necessary to maintain road safety and ensure clear visibility for drivers. These roads included the lengths where issues were identified, however not limited to:
- Mt David Road
- Murray's Lane
- Lowes Mount Road

Gravel Road Maintenance & Re-sheeting
Gravel maintenance and gravel re-sheeting has occurred across areas of concern on the following roads during the August and September months. They include:
- Keith Armstrong Road
- Todds Road
- Solder Hill Road
- Langs Road
- Swallows Nest Road
- Sloggetts Road
- Gradys Lane
- Gingkin Valley Road
- Jerula Road

Figure 1: Keith Armstrong Road gravel re-sheeting and maintenance grading

Figure 2: Sewells Creek Gravel re-sheeting works, approximately 1.3 km

Drainage and Culvert Maintenance, Replacement & Repair Works

Councils pre-emptive Drainage team has been busy during August and September on the following Roads in the lead up to maintenance gravelling.

- Todds Road
- Springmount Road
- Gradys Lane
- Jerula Road
- Abercombie Road

Regional Emergency Road Repair Fund (RERRF) Potholes

The total number of potholes repaired for August 2024 is shown in Table 1.

Table 1: Regional and Local roads pothole repair numbers 2024/25

REGIONAL ROADS		
Abercombie Rd	700	
Titania	100	
Edith Rd	200	
Sub totals		**1000**
LOCAL ROADS		
Lowes mount rd	200	
Muttons Falls Rd	300	
Shooters Hill Rd	200	
Beaconsfield Rd Rd	300	
The O'Connell Plains Rd	500	
Carwood Rd	200	
Sub total		**1700**
TOTAL		**2700**

Regional Emergency Road Repair Fund (RERRF) Potholes

The total number of potholes repaired for September 2024 is shown in Table 2.

Table 2: Regional and Local roads pothole repair numbers 2024/25

REGIONAL ROADS		
Abercombie Rd	800	
Albion st	200	
Edith Rd	100	
Sub totals	**1100**	
LOCAL ROADS		
Blooms Hill Rd	40	
Gingkin Rd	200	
Mt David Rd	300	
Beaconsfield Rd Rd	200	
The O'Connell Plains Rd	70	
Carwood Rd	200	
Sub total	**1010**	
TOTAL	**2110**	

2. RMCC (Road Maintenance Council Contract) Works for Transport for New South Wales (TfNSW)

Routine Maintenance

Routine road maintenance work and condition monitoring are ongoing on both O'Connell and Duckmaloi Roads, in accordance with the Council's TfNSW Roads Maintenance Contract.

R2 Prequalification Contractor Renewal
Council has applied for the renewal of their R2 pre-qualified contractor status with TfNSW for the next three years. Awaiting approval from TfNSW.

Heavy Patching and Resealing On Duckmaloi Rd and Oconnell Rd
Oberon Council and Transport for NSW (TfNSW) have jointly investigated and scoped the areas requiring heavy patching on state roads, totalling approximately 4500 m² for 2024-2025.

Additionally, resealing works are planned for Duckmaloi Road and O'Connell Road, covering a combined area of 43,154 m² for 2024-2025.

3. Water & Wastewater

Weekly Oberon Dam Levels

Table 2: Weekly dam level recordings for Oberon Dam, supplied by Water NSW

August 2024
01-08-24 –100%
10-08-24 –100%
17-08-24 –100%
24-08-24 –100%
31-08-24 –100%

September 2024
01-09-24 –100%
14-09-24 –100%
21-09-24 –100%
30-09-24 –100%

Water Consumption from WaterNSW Oberon Dam

August 2024
01-08-24 -- 10-08-24 =20.588 ML
11-08-24 -- 17-08-24 =13.464 ML
18-08-24 – 24-08-24 = 20.804 ML
25-08-24 – 31-08-24 = 12.821 ML

September 2024
01-09-24 – 07-09-24 = 12.625 ML
08-09-24 – 14-09-24 = 13.125 ML
15-09-24 – 21-09-24 = 14.540 ML
22-09-24 – 30-09-24 = 17.270 ML

The total raw water consumption during August 2024 was 67.68 ML.
The daily average consumption was 2.183 ML.

The total raw water consumption during September 2024 was 57.56 ML.

The daily average consumption was 1.918 ML.
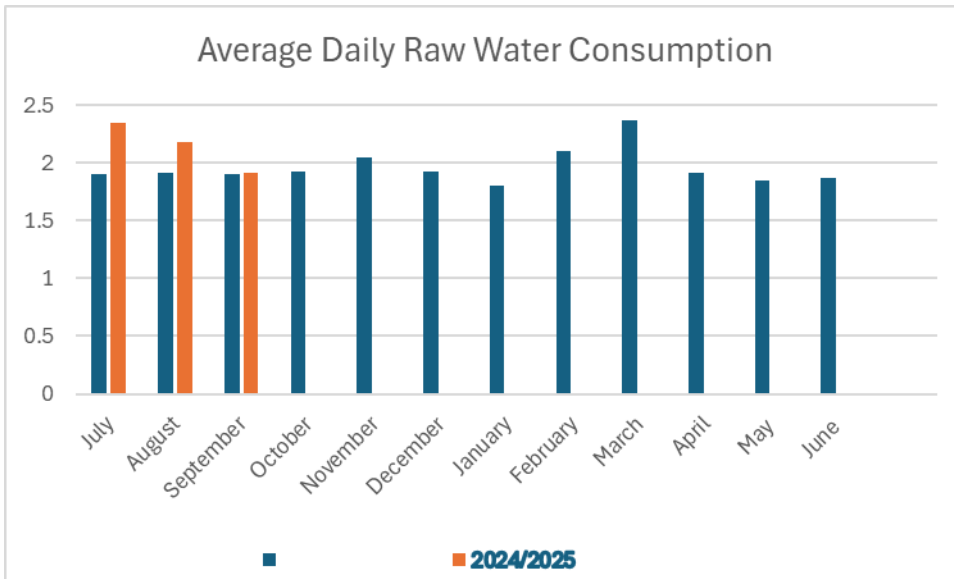
Figure 3: Oberon average daily consumption in ML

Sewage Treatment Plant – Weekly kL Intake for Treatment of Wastewater

August 2024
01.08.2024 - 10.08.2024 = 19,754 kL
11.08.2024 - 17.08.2024 = 16,666 kL
18.08.2024 - 24.08.2024 = 18,203 kL
25.08.2024 - 31.08.2024 = 12,821 kL

The daily average wastewater flow into Oberon Sewerage Treatment Plant was 2,175.612 kL.
The total wastewater volume into Oberon Sewer Treatment Plant August 2024 was 67,444 kL.

September 2024
01.09.2024 - 07.09.2024 = 10,816 kL
08.09.2024 - 14.09.2024 =   9,555 kL
15.09.2024 - 21.09.2024 =   9,362 kL
22.09.2024 - 30.09.2024 = 12,575 kL

The daily average wastewater flow into Oberon Sewerage Treatment Plant was 1,410.266 kL.
The total wastewater volume into Oberon Sewer Treatment Plant August 2024 was 42,308 kL.

Smoke Testing
Commenced on 10 and 11 September, however, this has been postponed due to a number of Fire and Rescue call-outs. Testing will re-commence once issues have been identified and resolved, in collaboration with Council's contractor Interflow.

4. Parks and Gardens
Tree and Garden Maintenance
Council staff have undertaken general garden and verge maintenance across the LGA, including Cemeteries, Parks, The Common, and at Burraga in time for the Annual Sheep show. Staff have also completed tree planting as part of this season's implementation of the Street Tree Master Plan. Staff have moved into maintenance mode for Spring, with regular mowing, whipper snipping, and watering of the newly planted trees.

Staff have also undertaken Garden maintenance work including mulching and seasonal plantings in the main street garden beds and in Apex Park. Some of the good work of staff has been compromised with the theft of Daffodils in Oberon Street.

Figure 4: Some of the beautiful colour around town

Playgrounds
Council has received a detailed assessment of the compliance and condition of all Playground areas across the LGA. Staff are currently working on costing upgrade works for individual playgrounds, with a report to be prepared for the November Ordinary Meeting of Council.

The Reef Toilet Block
Unfortunately, there have been a number of break-ins at the Reef Toilet Block, with the Solar Batteries and associated equipment being stolen and some vandalism of the toilets themselves. This is disappointing for the staff and contractors who spent significant time and effort in bringing this project to fruition.

The damaged remains of the Solar System Cabinet at the Reef Toilet Block. Batteries assisting the operation of the amenities block were also stolen during the vandalism and robbery. Oberon police have been advised and Councils insurer are assisting in this matter.

The Yarning Circle
Council staff removed the old wishing well at the Common to allow for the installation of the Yarning Circle by contractors in time for NAIDOC week celebrations.

From Wishing Well   ... to Yarning Circle

5. Waste Depot

Works on site have now commenced for the installation of the weighbridge, the first step being moving of the drainage pipe to allow for construction of the bypass road.

6. Director Technical Services Meetings August/September 2024

August 2024

01/08/2024	O'Connell Water Standpipe site visit
02/08/2024	Water Treatment Plant site visit with Department of Climate Change, Energy, the Environment of Water (DCCEEW) representatives of the Advanced Operational Support (AOS) Team
05/08/2024	Meeting with WaterNSW re Oberon Intake Tower Valve Replacement Project
06/08/2024	CNSWJO Meetings on Roads Prioritisation Matrix and Planwisely Tool
07/08/2024	Oberon Waste Facility Weighbridge external Project Management Inception Meeting
08/08/2024	TALC Meeting
08/08/2024	Water Utilities Alliance Meeting
08/08/2024	Fish River JOG Meeting
12/08/2024	LEMC Meeting
13/08/2024	Roads Strategic Planning Meetings
13/08/2024	STP Working Party Meeting
13/08/2024	Ordinary Council Meeting
14/08/2024	Asset Management – Transport Revaluation Meeting
21/08/2024	Oberon Sports Facility Committee Meeting

September 2024

05/09/2024	Councillor Works Workshop
12/09/2024	Asset Management Strategy Working Group Meeting
13/09/2024	RFS Pre Fire Briefing Meeting, Kelso
17/09/2024	CNSWJO Transportation Priority Matrix Development Workshop, Forbes
19/09/2024	Roadside Weed Spraying Contractor Meeting
24/09/2024	Jenolan Circular Action Plan Meeting
25/09/2024	TfNSW Incident Response Plans Review
26/09/2024	Macquarie Civil Services Meeting
27/09/2024	The Reef Amenities – Way forward Meeting

14.4	Monthly Activity Report Corporate Services - October 2024
File No:	Governance/Meetings/Ordinary
Author:	Mathew Webb (Corporate Services Director), Zoe Marks (Finance Manager), AJ Jack (IT and GIS Co-ordinator), Victoria Bewley (Acting Community Services Coordinator), Debra Keane (Tourism and Economic Development Manager)

Summary

This report provides an update on the activities of the Corporate Services Directorate from August to September and forward plans.

Recommendation:

That report item 14.4 is received as information.

List of Attachments
Nil

1. Information Technology

Upgrade to Fitness Centre Software
When Oberon Council took over the Fitness Centre from the YMCA, it was operating a program called Links which was dated and approaching end of life. This month the Fitness Centre will migrate to Xplor Recreation. It is a more modern, cloud-based program from the same vendor and gives extra functionality for both staff and customers. It includes a phone app that allows users to book sessions, change membership details and pay online.

2. Finance

End of Financial Year
The external auditor (Intentus) was onsite from Monday 2nd until Thursday 5th September. Following the visit the audit file has been sent through to the Audit Office for final review.
Matters which are being audited include:
- 2023/24 General Purpose Financial Statements
- 2023/24 Special Purpose Financial Statements
- 2023/24 Special Schedules, including
    - Permissible Income
    - Report on Infrastructure
- 2023/24 Roads to Recovery Grant
- 2023/24 LRCI Phase 3 and Phase 4 Grant
- 2024/25 Pensioner Concession Claim
At this stage there are no known matters which will prevent the audit from being completed ahead of schedule.

Staff Training
Staff members have undertaken the following training.
- Payroll, Long Service Leave for Casuals
- Microsoft Power BI, data sanitising and report creation
- Lifeline Skills and Strategy Session

3. Community Services

Independent Living Units

Inspections of the Independent Living Units (ILU) were undertaken in August. The inspections gather data for the ongoing maintenance plan with items deemed for repair and or renewal over the short to longer term. Some of the recurring items include gutter cleaning, lawn maintenance, painting and kitchen upgrades.

Youth Information Evening

Community Services held an information evening in September seeking input and feedback from Youth in relation to ongoing Council activities and events. 8 local youth attended and gave some interesting feedback and ideas for Council to consider as part of the new Council term. General feedback indicated the existing Youth Council structure may need review in preference for a more flexible Youth Action Working group.

End of Year Spectacular 2024

Plans are progressing well for the event to be held Saturday December 7th. Initial EOIs for stallholders have been well received with a range of local artisans and producers securing spaces.

This year the event will offer an expanded entertainment offering, with roving entertainers moving across the site. This will include bubble artists, caricatures and acrobat style performances.

Pink Up Oberon – October 2024

Oberon Council will be fundraising for the McGrath Foundation throughout the month of October. Currently, the following events are scheduled:

- Lolly Guessing Competitions – working with the Student Representative Councils (SRC) and/or Leadership Teams of the schools within the Oberon LGA
- Pink Skies of Oberon – this year's Pink Up Oberon photo competition is social media based and aimed at capturing the best sunrise and sunsets throughout the Oberon LGA.
- Window Displays – the Oberon business community has banded together to dress up their shop fronts in pink for the month of October. Council will be supplying posters and some decorations to aid in the pink up. This event focuses on raising awareness with an opportunity to scan a QR code to donate, with a strong emphasis on the message "if you grow them, know them"
- Paint it Pink for Breast Cancer – a ticketed event will be held on 30th October between 4-6pm for $50 a ticket. Local artist Madison Ryan will be running the participants through creating a canvas with nibbles and will be a great afternoon
- Women's Wellbeing Workshop – in conjunction with the Oberon Fitness and Leisure Centre on Saturday 26th October between 10am and 11.30am a $10 ticketed event will be held at the Gym to promote women's wellbeing. There will be two guest speakers and four stations of activities.

4. Oberon Library & Community Centre

Month	Visits	Loan	New Members	New items	Program attendance	eLoans
July 2024	3,882	585	14	19	13	274
August 2024	3,588	578	17	42		300
September 2024	6,643	700	14	74		314
Total 2024/2025	**14,113**	**1,863**	**45**	**135**	**13**	**888**
Total 2023/2024	*-*	*8,484*	*213*	*993*	*659*	*2,752*
Total 2022/2023	*-*	*6,122*	*56*	*769*	*677*	*2,132*

New Library Manager
Rhiannon Mijovic started on Monday 23 September as the new library manager. Rhiannon is a qualified librarian with extensive experience in a variety of library roles.

5. Tourism and Economic Development

Work Experience

In September the Visitor Information Centre welcomed local student, Liam McLeod, for work experience. Liam was a great asset to the service of visitors with a pleasant manner and great transaction skills along with his good eye for merchandising.

Tourism Brochure
The tourism brochure has been well received and campaigning for the next advertising round will commence in June 2025 to recognise the 18-month period promised to our current advertisers.

Small Business Month – Digital & Social Media Workshop
This workshop is being offered in October as part of Small Business Month, to assist with Digital literacy on social platforms. This is being undertaken with Business Connect and Regional Development Australia, Central West.

NAIDOC Family Fun Day & Cultural Burning Workshop
The Yarning circle has been completed and will be opened as part of the NAIDOC celebrations this year. The site will host the cultural burning workshop and dance circle for our local dance troupe performance on the day.

Oberon Outdoor Festival
Events have been finalised with experiences ranging from film screenings, hiking, 4WD tours, Teddy Bears Picnic and the popular Redfin Roundup fishing competition. Final rounds of promotion are underway with experiences available for all the family.

14.5	Investments - September 2024
File No:	Financial Management/Investments/Register
Author:	Lisa Koleda (Management Accountant), Zoe Marks (Finance Manager)

Summary

This report provides Council with the Statement of Investments as of 15 October 2024.

Recommendation:

That report item 14.5 is received as information.

List of Attachments

Nil

Comment

The Reserve Bank of Australia (RBA) held their last meeting on September 23-24, 2024. The cash rate remained unchanged at 4.35%

In August 2024, Australia's CPI decreased to 2.7%, down from 3.5% in July, marking the lowest rate since August 2021 and within the RBA's target range of 2-3% for the first time in three years. This drop was driven by a 17.9% fall in electricity prices due to the Energy Bill Relief Fund and a 7.6% decrease in fuel prices. Underlying inflation, excluding volatile items (such as food and beverages, transport, and energy prices) - was 3%, the lowest since December 2021, indicating a broader disinflation trend (meaning slower prices increases). The RBA remains cautious, expecting inflation to rise above target in 2025 as energy subsidies end. Governor Bullock noted ongoing and underlying price pressures.

First quarter results for the new fiscal year of 2024/25 have highlighted the appeal of term deposits as a stable investment option amid economic fluctuations. Economic uncertainties and cost of living pressures have driven more Australians to opt for the security of term deposits.
In anticipation of the forecasted future interest rate cuts by the RBA, banks such as the Commonwealth Bank of Australia (CBA) have adjusted their term deposit rates, with CBA reducing many rates by 25 basis points, though some terms saw increases.

As of 30 September 2024, Council had $25,250,000 invested with term deposits. Total cash and cash equivalents were $28,796,408.41. Below is a breakup of Council's Cash and Cash Equivalents:

Cash at bank

Institution	*Value*
CBA Business - General Funds	1,411,701.87
CBA Business - Online Saver	2,030,463.73
NAB Business - Cheque	104,242.81
	3,546,408.41

Acitve Term Deposits:

Institution	Date Invested	Rate	Maturity Date	Amount
Commonwealth Bank	16/08/2023	5.13%	8/10/2024	500,000.00
Commonwealth Bank	18/10/2023	5.02%	22/10/2024	500,000.00
Bank Of Queensland.	18/10/2023	5.10%	23/10/2024	500,000.00
Commonwealth Bank	8/11/2023	5.17%	5/11/2024	500,000.00
Judo Bank - STP	12/10/2022	4.45%	6/11/2024	500,000.00
Judo Bank - STP	12/10/2022	4.45%	6/11/2024	500,000.00
Defence Bank - STP	12/10/2022	4.70%	6/11/2024	500,000.00
Commonwealth Bank	22/11/2023	5.11%	19/11/2024	500,000.00
Macquarie Bank - STP	9/11/2023	5.09%	20/11/2024	500,000.00
AMP Bank	9/11/2023	5.10%	4/12/2024	500,000.00
Defence Bank - STP	8/11/2023	5.15%	18/12/2024	500,000.00
Judo Bank	8/11/2023	5.40%	18/12/2024	250,000.00
National Australia Bank	17/01/2024	5.05%	15/01/2025	500,000.00
Australian Unity Bank	6/12/2023	5.25%	15/01/2025	500,000.00
Illawarra Credit Union	31/01/2024	5.10%	29/01/2025	500,000.00
Australian Unity Bank	20/12/2023	5.20%	29/01/2025	500,000.00
Commonwealth Bank	31/01/2024	4.97%	12/02/2025	500,000.00
Australian Unity Bank	21/12/2023	5.10%	26/02/2025	500,000.00
National Australia Bank	28/02/2024	5.00%	26/02/2025	500,000.00
National Australia Bank	28/02/2024	5.00%	26/02/2025	500,000.00
Bank of Queensland	11/09/2024	4.97%	11/03/2025	500,000.00
Australian Unity Bank	20/12/2023	5.10%	12/03/2025	500,000.00
National Australia Bank	13/03/2024	4.95%	12/03/2025	500,000.00
Australian Unity Bank	20/12/2023	5.10%	26/03/2025	500,000.00
National Australia Bank - (Sewer)	28/06/2024	5.32%	9/04/2025	500,000.00
AMP Bank - (Sewer)	24/04/2024	5.05%	23/04/2025	500,000.00
G&C Mutual Bank	21/12/2023	5.10%	7/05/2025	500,000.00
G&C Mutual Bank	21/12/2023	5.10%	21/05/2025	500,000.00
Bank Of Queensland - STP	14/08/2024	4.80%	4/06/2025	500,000.00
Commonwealth Bank	14/08/2024	4.63%	18/06/2025	500,000.00
National Australia Bank	03/07/2024	5.42%	03/07/2025	500,000.00
National Australia Bank	03/07/2024	5.39%	17/07/2025	500,000.00
National Australia Bank	03/07/2024	5.38%	31/07/2025	500,000.00
Bank Australia - (Sewer)	03/07/2024	5.10%	13/08/2025	500,000.00
Bank Of Queensland.	03/07/2024	5.20%	27/08/2025	500,000.00
Defence Bank	04/07/2024	5.30%	27/08/2025	500,000.00
Bank Of Queensland.	03/07/2024	5.20%	10/09/2025	500,000.00
Defence Bank	04/07/2024	5.30%	10/09/2025	500,000.00
Defence Bank	04/07/2024	5.30%	24/09/2025	500,000.00
National Australia Bank	17/07/2024	5.16%	08/10/2025	500,000.00
Bank Of Queensland.	17/07/2024	4.95%	22/10/2025	500,000.00
National Australia Bank	17/07/2024	5.13%	05/11/2025	500,000.00
Commonwealth Bank	28/08/2024	4.60%	19/11/2025	500,000.00
Rabobank Australia	04/09/2024	4.90%	03/12/2025	500,000.00
Rabobank Australia	04/09/2024	4.90%	17/12/2025	500,000.00
Rabobank Australia	04/09/2024	4.90%	14/01/2026	500,000.00
Rabobank Australia	04/09/2024	4.90%	28/01/2026	500,000.00
Rabobank Australia	04/09/2024	4.90%	11/02/2026	500,000.00
Family First Credit Union	11/09/2024	4.90%	25/02/2026	500,000.00
G&C Mutual Bank	25/09/2024	4.30%	11/03/2026	500,000.00
Rabobank Australia	25/09/2024	4.78%	25/03/2026	500,000.00
				25,250,000.00

 * Externally Restricted presented as at 30 September 2024
** Internal Restricted approximate as at 30 September 2024

Summary of Interest earned for QTR1 - 2024

Interest received on matured investments for the month	127,042.19
Year to Date interest received on matured investments	407,600.42
Monthly accrued interest on active investments	98,920.56
Average interest rate achieved	5.03%
90-day BBSW	4.43%
CBA Business - General Funds Acc (YTD Interest received)	23,241.64
CBA Business - Online Saver Acc (YTD Interest received)	18,362.79

Definitions:

Interest received for the month and YTD (year to date) represent the actual payments received into Council's general fund bank account.

Monthly accrued interest on active investments is accumulated interest that has yet to be paid – at time of reporting.

Average interest rate achieved is the sum of all interest dividends, divided by the length of time investments are held – at time of reporting.

90 days BBSW is a benchmark interest rate at the time of reporting.

Biz Saver Online Acc, interest received is the accumulated interest earned on fund held in the Biz Saver available for use.

I certify that the investments have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulations 2005, and Council's Investments Policy.

Zoe Marks
Responsible Accounts Officer

- 14.6	**Grants Update - September 2024**
File No:	Governance/Grants 2024
Author:	Toni Dwyer (Grants Co-ordinator), Mathew Webb (Corporate Services Director)

Summary

This report provides a summary of grant funding applications submitted and funding notifications received during August and September 2024.

Recommendation:

That report item 14.6 is received as information.

List of Attachments

Nil

Comment

GRANT NOTIFICATIONS

a. **Drive electric NSW EV destination charging grants, Office of Energy and Climate**

Oberon Council was notified that it was successful in its application submitted on 18 July 2024 to fund 75% of the cost of 2 ports, software and installation at the Oberon Visitor Information Centre. The grant offered was $6,688.64, which is 75% of their proposed total cost of installation. Consequently, to accept this offer Oberon Council would need to contribute $2,229.54

b. **Expression of Interest – Play our Way Grant Program – Australian Government, Department of Health and Aged Care**

Council was notified that the Expression of Interest application for grant funding of $2,000,000 for the Oberon Hockey Pitch and Facilities was assessed and recommended to move to the next phase, (Stage 2). Stage 2 is a full application that must be submitted by Monday 23 September 2024. It has been advised that to make the best possible case for the application the following key elements need to be addressed.

• Demonstration of a clear link between the proposal and the retention of growth in participation of women and girls in sport or physical activity,
• Value for money,
• Equitable access policy,
• Mandatory documentation,
• Clear information on any co-funding and
• Community support.

c. **NSW Government Local small Commitments Allocation Program, $14,000**

An application was made in July,2024. Oberon Council was advised on 1 October,2024 that it was successful in its application for $14,000 towards soft fall in playgrounds.

d. **Get NSW Active FY 2025- 2026, Transport for NSW**

Grant Applications are expected to open in October this year for the Get NSW Active Program for the financial year beginning 1 July 2025. Oberon Councill currently has 2 separate strategies, O'Connell Active Transport Strategy and Oberon Active Transport Strategy. The strategies were prepared in 2015 and dated 9th June 2016. As Council is currently working through a comprehensive land use strategy this is timely to request funding to review these plans into a strategy that connects all new growth areas and projects that will come out of the housing strategy, employment lands strategy and open spaces strategy. Oberon Council staff will consult with staff from Transport for NSW to discuss the best options for grant submission.

GRANT APPLICATIONS

a. **Housing Support Program – Community Enabling Infrastructure Stream (HSP-CEI), Australian Government**

A grant application was submitted on 15 August 2024 under this program for the shortfall funding for the construction of the Sewerage Treatment Plant Upgrade. An application was made for $11,250,000 to meet 50% of the estimated construction costs that have been escalating since the project was initiated.

If successful, the full scope of the project within the application must be able to be completed on or before 30 June 2026. The guidelines state that the assessment of applications will be between 6-8 weeks from the closing date (i.e., by mid-October 2024). Approval and announcement of successful applicants and notification to unsuccessful applicants will be approximately 4 weeks from completion of the application assessment. (by mid-November 2024).

b. **2025 Women's Week EOI, NSW Government, Women NSW The Cabinet Office**

An Expression of Interest (EOI) was submitted on 30 August 2024 to conduct financial literacy workshops to empower women and girls during 2025 NSW Women's Week (2 March 2025 to 8 March 2025). The expression of interest was made for $20,000 to meet 90% of the estimated costs. Applicants are required to meet at least 10% of the costs. Council will recall an unsuccessful application last year. A similar application has been resubmitted considering feedback received from that process.

Oberon Council was notified on 25 September that they were unsuccessful and advised *"Women NSW received an overwhelming response from organisations to the request including a diverse range of applications representing focus communities across various regional and metropolitan areas.*

Due to the competitive nature of the 2025 Women's Week Grant round, a small selection of successful EOI applicants will be invited to the next stage of the application process".

c. **2025 Seniors Week Festival NSW, NSW Department of Communities and Justice**

An application was submitted for a 6-week program, including free membership to the Fitness Centre and Pool for that period, a personal assessment, and a coffee afterwards. Oberon Council has applied for $8,510.

d. **Holiday Break Program Summer 2024/25 Autumn 2025, Department of Regional NSW-Office for Youth**

An application was submitted for the Holiday Break program Summer 2024/25 and Autumn 2025. This program is intended to provide young people in regional NSW with opportunities to connect, socialise, learn new skills, and have fun during the school holidays. It supports the delivery of free activities, including sport and recreation, camps, creative, artistic, or scientific activities, and more. The application was to allow the pool to be free of charge for youth during the summer holiday break (21 December 2024 to 30 January 2025) along with some free Personal Training, Aqua Aerobics, and Fun Inflatables. For the Autumn Holidays (9 April 2025 to 27 April 2025, free membership to the Gym, Personal Training and Assessment and information session was proposed. Oberon Council was a successful recipient of a grant under this program last Summer 2023/2024.

e. **Play Our Way Program – Stage 2, Stream 1 Facilities, Australian Government, Department of Health and Aged Care**

After being successful in the Expression of Interest (EOI) stage a full application was submitted on 23 September 2024 for the Play Our Way Program. The Play Our Way program will provide funding to create greater opportunities for women and girls to access, participate in and remain involved in sport and physical activity. Oberon Council has applied for the maximum funding of $2,000,000. The application made is to design and build the first Hockey pitch in Oberon Council's new Sports Centre Complex encompassing facilities that are safe, modern, and tailored and follow best practice design principles including inclusivity and accessibility for women and girls. It has been advised that assessment of stage 2 applications (invited applicants only) will take an estimated 5 weeks, approval of outcomes of selection process a further 4 weeks, negotiations and award of grant agreements a further 4-8 weeks and notification to unsuccessful applicants another 2 weeks. "*Absolute timeframes are dependent on the quality of applications received". The* anticipated start date of grant activity is January 2025.

GRANT APPLICATION PROGRESS

Grant Progress Table				
Submitted	**Details/Description of Project**	**Grant Program**	**Grant Amount**	**Status**
23 September 2024	Oberon Hockey Pitch & Facilities	Australian Government Play Our Way Program	$2,000,000	Pending – expected mid-December
22 September 2024	Free Fitness Centre & Pool for Youth	NSW Government Holiday Break Program Summer 2024/25 Autumn 2025	$10,000	Pending – expected 11/11/2024
6 September 2024	A Synergising Seniors Shindig	NSW Government 2025 Seniors Week Festival	$8,510	Pending
30 August 2024	Empowerment of Women & Girls through Financial	NSW Government	$20,000	Unsuccessful

	Literacy Workshops	2025 Women's Week		
18 July 2024	Construction Sewerage Treatment Plant Upgrade	Housing Support Program – Community Enabling Infrastructure Stream	$11,250,000	Pending – Expected mid-October 2024
18 July 2024	2 x EV Ports, Oberon Visitors Centre	NSW Government Drive electric NSW EV destination charging grants	$6,688.54	Successful
17 July 2024	The Common, Soft fall Upgrades	NSW Government Local small Commitments Allocation Program	$14,000	Successful
11 June 2024	Cyber Security Training	Australian Government, Cyber Security Awareness Support for Vulnerable Groups	3 x $15,000	Pending
10 May 2024	Abercrombie Road- Raised Pavement Markers	Road Safety Program (Federal & State) and (State) Towards Zero Program	$118,000	Pending
10 May 2024	Lowes Mt Road – Guard Railing	Road Safety Program (Federal & State) and (State) Towards Zero Program	$334,000	Pending
10 May 2024	Dudley Dart Street footpath and pedestrian refuge	Road Safety Program – Sub School Zone Infrastructure	$54,000	Pending

14.7	**Status of Council Resolutions - October 2024**
File No:	Governance/Meetings/Ordinary
Author:	Gary Wallace (General Manager), Dr Cornelia Wiebels (Technical Services Director), Mathew Webb (Corporate Services Director), Damian O'Shannassy (Planning and Development Director)

Summary

This report item summarises the current status of Council resolutions and provides updates for actions taken.

Recommendation:

That report 14.7 is received as information.

List of Attachments

1. 241008 Status Update Report October 2024 Ordinary Meeting [**14.7.1** - 20 pages]

Comment

Following each Council Meeting the General Manager and Directors review the decisions and agree on a priority for actioning these decisions. Each Director will provide an update to the Council Action Checklist, as well as reporting on actions to the General Manager.

With respect to outstanding actions from previous Council Meetings the General Manager will review these with the Mayor and the Directors on at least a monthly basis.

If any Councillor requires an update on a specific item, they should contact the General Manager or the relevant Director or submit a Councillor Request Form to the Governance and Executive Manager.

Document	Item	Action Required	Assignee	Action Taken	Status
Ordinary Meeting - Carried over actions from status report	15 210921 Business Case - Land at 34 Glyndwr Avenue, Oberon	That Council provide up to $20,000 from the Land Bank to prepare documentation in preparation of a development application for a dual occupancy on land known as Lot 10 DP 245689 being known as 34 Glyndwr Avenue.	Gary Wallace	**02/02/2023 Gary Wallace** Developing project scope for consultant services. Advice received for grant opportunities relating to residential and industrial developments to be considered from Regional Infrastructure Fund expected in October. **03/02/2023 Gary Wallace** No information has been forthcoming regarding the Regional Infrastructure Fund. Progression of plans and engineering for the site continue given the site constraints. **14/06/2023 Gary Wallace** Currently awaiting outcome of the Housing Australia Fund Bill and opportunities that may exist for Council to utilise this for subsidized housing. **09/08/2023 Gary Wallace** No further understanding of bill status. Options for medium density being considered given site constraints. **13/09/2023 Gary Wallace** The Australian Housing Bill has seen support at a Federal level between the Greens and Labour. Awaiting the detail to see if opportunities for Council exist. **13/12/2023 Gary Wallace** No additional advice received as yet, however substantial housing packages are earmarked for 2024 from both Federal and State Governments.	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
				14/02/2024 Gary Wallace Council is undertaking an assessment of the requirements for the Housing Australia Grant funding opportunity, applications open until 22 March 2024. **15/05/2024 Gary Wallace** Opportunities have potentially arisen from the Federal Budget and will look to progress when and if opportunities present. **10/07/2024 Gary Wallace** New grant opportunities have presented and looking at options to best fit Council's needs. Applications open until late August. **9/10/2024 Gary Wallace** A number of grant opportunities have presented and looking at options to best fit Council's needs.	
Ordinary Meeting - Carried over actions from status report	33 150322 Humphries Road Oberon - Partial Road Reconstruction	A report be prepared detailing guidelines for developers in the construction of roads for future consideration by Council.	Damian O'Shannassy	**02/02/2023 Gary Wallace** To be included in an update to the DCP as part of our strategic planning review. **10/10/2023 Gary Wallace** Strategic process to commence in November. Scope complete. **14/02/2024 Gary Wallace** Tender for comprehensive Land Use Strategy to be advertised in February. **14/03/2024 Gary Wallace** Request for Tender uploaded on the e-Tendering Portal with closing date 4 April 2024	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
				10/04/2024 Gary Wallace Request for Tender to May 2024 Ordinary Meeting. **10/07/2024 Damian O'Shannassy** Tender for CLUS adopted at June Ordinary Meeting. Contract being prepared for signing with the preferred Town Planning consultant. **03/10/2024 Damian O'Shannassy** Contract for the Comprehensive Land Use Strategy review signed on 6 September 2024.	
Ordinary Meeting - Carried over actions from status report	35 190422 Residential Land Development	1. Nominate the Open Tendering method as prescribed in accordance with Clause 166(b) of the Local Government Regulation 2005 seeking interest in the development of residential land. 2. Upon completion of the mandatory 21-day tender period, assessment by a panel will provide a further report to Council for consideration and determination.	Gary Wallace	**02/02/2023 Gary Wallace** Noted – Design Specification and construction plans to supplement the Tender documentation is complete. Advice received for grant opportunities relating to residential and industrial developments to be considered from Regional Infrastructure Fund expected in November/December. Should no additional advice be received Tender will be sent out for costs. **03/02/2023 Gary Wallace** No further progress on the Regional Infrastructure Fund. Given the proximity of the NSW State election it is considered that this fund will be activated after the NSW State election in March. Council will progress to tender. **14/03/2023 Gary Wallace** Tender documents currently being prepared to be exhibited in March 2023.	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
				10/05/2023 Gary Wallace Current opportunities re being considered for further options for construction. A report is provided to the May 2023 meeting. **14/06/2023 Gary Wallace** Reported to May 2023 Meeting. **08/08/2023 Gary Wallace** DA being prepared for Council consideration. **13/09/2023 Gary Wallace** The Australian Housing Bill has seen support at a Federal level between the Greens and Labour. Awaiting the detail to see if opportunities for Council exist. **10/10/2023 Gary Wallace** Scope finalised in October, will be uploaded to portal in December. **14/02/2024 Gary Wallace** Council undertaking an assessment of the requirements for the Housing Australia Grant funding opportunity, applications open until 22 March 2024. **15/05/2024 Gary Wallace** Opportunities have potentially arisen from the Federal Budget and will look to progress when and if opportunities present. **10/07/2024 Gary Wallace** New grant opportunities have presented and looking at options to best fit Council's needs. Applications open until late August.	

Document	Item	Action Required	Assignee	Action Taken	Status
				9/10/2024 Gary Wallace A number of grant opportunities have presented and looking at options to best fit Council's needs.	
230418 Ordinary Meeting 18 April 2023	22 - 18/04/2023 Policy 2123 Anti Bullying Positive Working Relationships Policy	That Workplace Behavioural Standards and Expectations Policy 2123 be further reviewed to ensure it is consistent with Policy 2101, and that Complaints Handling Policy 2101 also be reviewed.	Gary Wallace, Mathew Webb	**09/05/2023 Mathew Webb** Review underway **08/08/2023 Gary Wallace** Working group established to critique current policy. **13/12/2023 Gary Wallace** Values and Commitments phase complete. Will be reported to March 2024. **14/03/2024 Gary Wallace** Resourcing (sickness) has delayed this. The finalisation of this action requires melding of two existing policies. **13/06/2024 Mathew Webb** This will be updated in conjunction with the new Council and other relevant policies such as the Code of Conduct, Complaints Handling and Internal Reporting. **9/10/2024 Gary Wallace** A review of policies will be provided to Councillors in workshop form to provide an understanding of the revised policies so as they align to others within the register. This will mean transitioning from some policies to others. A comprehensive report will be provided to the December Ordinary Meeting.	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
230516 Ordinary Meeting 16 May 2023	9 - 16/05/2023 Tender 2023-09 Oberon Kerbside Garbage Collection	That Council: 1. Nominate the Open Tendering method as prescribed in accordance with Clause 166(a) of the Local Government Regulation 2005 for the provision of Kerbside Garbage Collection services for the next three (3) year period with an option for a further extension of 2-years (T2023-09). 2. At the conclusion of the Tender period all information will be assessed by a panel and a report will be put to the next available Ordinary Meeting of Council seeking endorsement of a suitable provider for the new Oberon Kerbside Garbage Collection Contract.	Dr Cornelia Wiebels	**14/06/2023 Chris Schumacher** Tender documents currently being prepared. **13/09/2023 Chris Schumacher** Kerbside Waste Tender held over until following Councillor Waste Workshop. **10/10/2023 Chris Schumacher** Waste Workshop held in September. Progress report presented to October Ordinary Meeting. **14/12/2023 Gary Wallace** Council utilising options for 2023/24 and the development of a tender in the last quarter of 2023/24. **13/06/2024 Dr Cornelia Wiebels** Tender documents drafted for review and finalisation; TRP being formed **9/10/2024 Gary Wallace** Tender for the collection closed on 8 October 2024. A report will be provided to the next available meeting once the team has assessed the tenders lodged.	In Progress
230919 Ordinary Meeting 19 September 2023	15 - 19/09/2023 Delegates to Council Committees	That Council endorse in principle the proposed alternative facility management options for the administration of the independent living units to reduce the associated psychosocial risks to staff with the General Manager to provide a variety of options including indicative costings to fund the options.	Mathew Webb	**12/10/2023 Mathew Webb** Various scenarios and costings still being gathered. **14/02/2024 Mathew Webb** Discussions continue with Columbia regarding a community outreach program. Units management model unchanged at this time **15/05/2024 Mathew Webb** Columbia in conjunction with Council submitted a grant application under Innovative	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
				Models of Care, Funding Community Supported Rural Primary Care Trials - Federal Government. The application would provide seed funding to kickstart a community outreach program at the ILU. Unfortunately this grant application was not successful. Investigations still underway regarding another appropriate model for the management of the ILUs. **08/10/2024 Mathew Webb** Staff are currently updating the maintenance plans for the units over the short, medium and longer term. No alternative management models have been identified at this stage. Work progresses on identifying how risks to staff can be mitigated.	
231219 Ordinary Meeting 19 December 2023	4 - 19/12/2023 Black Springs Land	That: 1. Oberon Council explore compulsory acquisition of the land situation at 67 Dog Rocks Road, Black Springs, (Lot 174, DP757072) being the Black Springs Transfer Station utilising their powers as outlined in the *Land Acquisition (Just Terms Compensation) Act 1991* or other acquisition methods. 2. Provide to Council at its February or March Meeting a further report on the acquisition of the subject land at 67 Dog Rocks Road, Black Springs.	Gary Wallace	**14/02/2024 Gary Wallace** Noted, Telco informed that they are currently in negotiations with private landholder. No further action at this time. **14/03/2024 Gary Wallace** No further information provided by Telco at this stage. **10/04/2024 Gary Wallace** Request for meeting with Telco has been requested to update the current situation. Additional information is provided below outlining the process Councill will be required to undertaken prior to acquisition being considered by the Crown. When Crown land is needed for a specific	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
				public purpose, authorities notify the department that they plan to compulsorily acquire any interest in land as defined by the *Crown Land Management Act 2016.* This can include any Crown reserves, travelling stock reserves, Crown roads and unidentified Crown land, waterways, substratum and stratum lots, easements and commercial leases. The Just Terms Act requires that acquiring authority to be satisfied that it has identified all interests in the land. Before acquiring land, the authority must consider the rights and interests of Aboriginal people and communities. Compulsory acquisition cannot go ahead where there is an undetermined Aboriginal claim over the land. Native title applies to all Crown land unless the Federal Court has made a native title determination. From initial searches no Federal Court determination exists for the subject land. **10/07/2024 Gary Wallace** Meeting held with Federal Member to look at acceleration options for tower. Telco has considered the project 'frustrated' and Federal Member to chase with Federal Communications Minister. **9/10/2024 Gary Wallace** No further information has been provided by Federal Member. All information has been forwarded to Telco to assist in the finalisation of this matter.	

Document	Item	Action Required	Assignee	Action Taken	Status
231219 Ordinary Meeting 19 December 2023	21 - 19/12/2023 Late Report - Oberon Sewerage Treatment Plant Replacement Project - Tender	That: 1. Council acknowledge the changes to the closing of the new Sewerage Treatment Plant tender from 29 January 2024 to 16 February 2024. 2. The Managing Director/CEO of Public Works Advisory be directed to attend the next Ordinary Council Meeting to explain the significant delay in providing detailed design documents for the Oberon Sewerage Treatment Plant project. 3. Correspondence be forwarded to the Minister responsible for the portfolio outlining the Council's concerns regarding delays to this project.	Gary Wallace	**14/02/2024 Gary Wallace** 1. Noted 2. Correspondence forwarded to Public Works in line with Council resolution, awaiting response. 3. Correspondence forwarded to Ministers office awaiting response. **14/03/2024 Gary Wallace** No response received at this time. **13/06/2024 Gary Wallace** Initial response received asking Council to work with PWA to minimise concerns. A further response is being prepared. **9/10/2024 Gary Wallace** Initial response to PWA provided. Deed requirements from grants may condition further engagement with PWA.	In Progress
240319 Ordinary Meeting - 19 March 2024	15 - 19/03/2024 Central Tablelands Weeds Authority Request for Additional Funds	That Council: 1. Request for detailed project forecasts and risk mitigation information in relation to the delivery of Roadside Weed Control program. 2. Do not commit additional funding until further review and information has been provided.	Gary Wallace	**15/05/2024 Gary Wallace** Met with Tim Johnston, awaiting final report from Central Tablelands Weeds Authority. **13/06/2024 Gary Wallace** Further meeting with Tim Johnston held in early June. Awaiting final report from Central Tablelands Weeds Authority.	In Progress
240319 Ordinary Meeting - 19 March 2024	21 - 19/03/2024 Grants Update and Contribution	That Council: 1. Commit $21,000 for a Consultant to undertake a thorough review and determine which is the best project	Mathew Webb	**15/05/2024 Mathew Webb** Consultant appointed and work underway on the development of the plan and grant application documentation	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
		in our Renewable Energy Action Plan and work towards a January 2025 submission under the Community Energy Upgrades Fund. 2. That Council consider as part of its ongoing Operational Plan a reserve fund to support energy initiatives as identified from our Renewable Energy Action Plan analysis to help ongoing support for grant funding. 3. Note other grant updates and activities have been included in the report.		**08/10/2024 Mathew Webb** Consultant has completed site visits and including this data in compilation of the report and application.	
240416 Ordinary Meeting - 16 April 2024	30 - 16/04/2024 STP Construction Tender Update	That Council; 1. Note the Sewerage Treatment Plant Tender Update Report 2. Enter negotiations for the supply of the construction of the Sewerage Treatment Plant with the lowest two (2) compliant Tenderers, given the closeness in the price of the Tenders and Council's wish to achieve the most advantageous supply of the project.	Gary Wallace	**15/05/2024 Gary Wallace** Await advice on outcome of grant application. **13/06/2024 Gary Wallace** Grant application unsuccessful. STP Steering Committee met to discuss options to move the project forward. **10/07/2024 Gary Wallace** Council has engaged consultants to look at options for the project to proceed. A report to August is expected. **9/10/2024 Gary Wallace** A number of grant opportunities have presented and looking at options to best fit Council's needs. Once outcomes of current grants have been presented a report to Council outlining a proposed way forward will be provided.	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
240521 Ordinary Meeting - 21 May 2024	4 - 21/05/2024 Extension of Herborn Street	That Oberon Council support consideration of the extension of Herborn Street in the new land use study.	Damian O'Shannassy	**13/06/2024 Damian O'Shannassy** To be considered as part of the Comprehensive Land Use Study. **03/10/2024 Damian O'Shannassy** Contract for the Comprehensive Land Use Strategy review signed on 6 September 2024	In Progress
240521 Ordinary Meeting - 21 May 2024	13 - 21/05/2024 Kerb and Gutter Capital Works Allocations for 2024 - 2025	That Council: 1. Allocate $155,000 from the Legacy Town Improvement (TI) unallocated 'Drainage, Kerb & Gutter' allocation to start implementing part of Council's seven-year Kerb & Gutter Capital Works Program in Financial Year (FY) 2024/25 with the project of Edith Road – Canterwell Lane to Ross Street (southern side only, 160m) and investigation, design and installation of drainage in Dudley Street between Dillon Street and the unnamed road to the south. 2. Review its Kerb & Gutter program under consideration of required road widening and requirements for significant additional drainage installations including associated costs and alignment with Council's sealed town roads program. 3. Further investigate the reported sewer-overflow issue at East Dillon Street through its Technical Services Department and that a report is provided back to Council	Dr Cornelia Wiebels	**13/06/2024 Dr Cornelia Wiebels** 1. Noted 2. Noted 3. JO's Smoke Testing contractor Interflow being consulted, smoke testing being scoped within available budget with the aim to commence this in July/August 2024 **09/07/2024 Dr Cornelia Wiebels** 3. Meeting with Interflow held; smoke testing of around 200 properties intended as well as cleaning and CCTV inspection of identified sewer mains; on-site works forecast for September 2024 **07/08/2024 Dr Cornelia Wiebels** 3. Smoke testing of 179 properties as well as cleaning and CCTV inspections of selected sewer mains forecast to commence in Sept 2024	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
		with findings, recommendations and estimated costings once the investigation has progressed.			
240521 Ordinary Meeting - 21 May 2024	15 - 21/05/2024 Playground Risk Assessment Report	That Council: 1. Prioritise its resourcing on maintaining and improving its 10 identified playgrounds. 2. Explore funding opportunities, or other funding sources to allocate ~$300,000 for playground refurbishments and renewals (Common Upper & Middle, Cunningham Oval) over the FYs 2025/26 to 2027/28. 3. A further report be provided on the feasibility and costs involved in upgrading the current 6 non-complying playgrounds equipment to comply with current day standards as outlined in the report.	Dr Cornelia Wiebels	**13/06/2024 Dr Cornelia Wiebels** 1. Noted. 2. To commence during FY24/25 for funds from FY25/26. Considerations also given in TI report within June 2024 Business Paper. 3. Quotes being sought for assessments incl. costing - Parks and Gardens Update in Technical Services Monthly Activity Report, June 2024; matter referred to ARIC **09/07/2024 Dr Cornelia Wiebels** 2. $232,930 allocated for Playgrounds Upgrades and Make Safe as per Resolution to Item 13.1 in June 2024 Ordinary Council Meeting. **07/08/2024 Dr Cornelia Wiebels** 3. KidSafe on site first week of August, awaiting report **8/10/2024 Gary Wallace** Report received and a report will be tabled to the next available meeting once staff have reviewed.	In Progress
240521 Ordinary Meeting - 21 May 2024	16 - 21/05/2024 Oberon Common Footpath Extension	That: 1. Council commence construction of the footpath identified on the Common Master Plan from Curtis Street to the link path at the Common. 2. The funding be provided from the	Dr Cornelia Wiebels	**13/06/2024 Dr Cornelia Wiebels** Design work is required for the footpath so as to meet the requirements of Council's DIAP. The grades of the path will require design for contractors to appropriately quote. Design consultant engaged - Parks and Gardens update in Technical Services Monthly Activity Report, June 2024	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
		internal reserve for railway crossings and unallocated Town Improvement Fund.		**07/08/2024 Dr Cornelia Wiebels** Detailed design completed to Australian Accessibility Standards. Consultant engaged to undertake sampling & testing along the planned path for (naturally occurring) asbestos. An open tender is being considered in conjunction with the O'Connell Rec Ground Shared Path (report to August 2024 Ordinary Meeting). **03/10/2024 Damian O'Shannassy** Common footpath extension currently delayed with small traces of asbestos found in core sampling. Advise being sought as to appropriate methods to mitigate staff and public risk (if any).	
240611 - Extraordinary Council Meeting - 11 June 2024	4 - 11/06/2024 Proposed Heritage Listing of The O'Connell Avenue of Trees	That Council, 1. Update the draft State Heritage Inventory Sheet for the Avenue of Trees at O'Connell (ref 2210207) . 2. Prepare a Planning Proposal for the individual listing of the Avenue of Trees at O'Connell as a local item for inclusion in *Schedule 5 of the Oberon LEP 2013* 3. Advise the local community in O'Connell to consider liaising with Heritage NSW, based on the State level assessment of the 1998 CMP, with a longer-term view of nominating the Avenue of Trees for inclusion separately on the State Heritage Register.	Damian O'Shannassy	**13/06/2024 Damian O'Shannassy** Staff have contacted State Heritage who have requested some information of Council. Council's Heritage Advisor has been engaged to update the State Heritage Inventory Sheet. **01/10/2024 Damian O'Shannassy** Work is progressing on the Planning Proposal including but not limited to mapping of the item.	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
240618 Ordinary Meeting - 18 June 2024	34 - 18/06/2024 Tender Comprehensive Land Use Strategy 2041	That Council endorse the project in accordance with the Mayoral Minute presented to the General Manager.	Damian O'Shannassy	**10/07/2024 Damian O'Shannassy** Notification of successful Tenderer advised. Contract being developed. **26/09/2024 Damian O'Shannassy** Contract signed with the Consultant and General Manager on 6 September 2024.	Matter closed
240618 Ordinary Meeting - 18 June 2024	36 - 18/06/2024 Industrial Subdivision Stage 2	That Council proceed with the recommendations outlined within the report.	Dr Cornelia Wiebels, Gary Wallace	**10/07/2024 Gary Wallace** Notification of successful Tenderer advised. Contract being developed **8/10/2024 Gary Wallace** Project management for the development is being put together in house in conjunction with the approved Tenderer.	In Progress
240716 Ordinary Meeting - 16 July 2024	4 – 16/07/2024 Landscaping at Hughes Pit	That Council: 1. Investigate the original terms in which this pit was purchased/operated with the Hughes family 2. If Council did purchase the land, that Council ascertain if the Hughes family are interested in taking back ownership of this land and on what terms. 3. Provide remediation activities required for the Hughes Pit. 4. Seek advice on whether the pit contains any usable material.	Dr Cornelia Wiebels	**10/07/2024 Gary Wallace** Land is currently owned by Crown Lands. Restoration work in accordance with the development consent is limited given the age of the approval and work is continuing to resolve and finalise the matter. A report will be submitted to the December ordinary Meeting.	In Progress
240716	5 – 16/07/2024	That Council:	Gary	**08/10/2024 Gary Wallace**	In Progress

Document	Item	Action Required	Assignee	Action Taken	Status
Ordinary Meeting - 16 July 2024	Tree Planting	1. Investigate the feasibility of Community involvement in progressing the Streetscape Tree planting program noting the program is currently in significant delay 2. The General Manager report back to Council as soon as feasibly possible on the practicality of accelerating the program utilising community involvement	Wallace	A report will be tabled to the November Meeting outlining all associated benefits and risks.	
240716 Ordinary Meeting - 16 July 2024	13 – 16/07/2024 Oberon Electric Vehicle Charging Strategy	1. Prioritise the Visitor Information Centre and Oberon Library as suitable locations for an application under the NSW Government Electric Vehicle destination charging grant scheme 2. Continue to investigate the viability of the Tally's Lane and Dart Street Carpark sites and a report be provided to Council prior to any project progression in these locations	Mathew Webb	**08/10/2024 Mathew Webb** Grant secured for upgrade of charging stations at the Visitor Information Centre. Further, interest from outside companies to undertake works has been expressed for the dart Street carpark development.	In Progress
240716 Ordinary Meeting - 16 July 2024	14 – 16/07/2024 MOU with O'Connell Cricket Club re O'Connell Recreation Ground	That Council: 1. Receive and note the report 2. Applaud the intention of O'Connell Cricket Club to enter into a MOU with Council 3. Delegate the GM to negotiate the MOU with the O'Connell Cricket	Gary Wallace	**08/10/2024 Gary Wallace** Meeting with O'Connell Cricket Club undertaken in September 2024. Awaiting final information prior to finalising the MOU in draft form.	In progress

Document	Item	Action Required	Assignee	Action Taken	Status
		Club and gather more details and outline responsibilities 4. The finalised MOU to come back to August 2024 Ordinary Meeting, if possible, for approval			
240716 Ordinary Meeting - 16 July 2024	15 – 16/07/2024 Records and Information Management Policy	Place the Draft Records and Information Management Policy on public exhibition for 28 days and submissions be invited to Council during that period.	Gary Wallace	**08/10/2024 Gary Wallace** Policy placed on public exhibition, no submissions received. Policy circulated to staff and placed on Council's website.	Matter closed
240716 Ordinary Meeting - 16 July 2024	18 – 16/07/2024 Request to Rename a Section of Road Burraga	1. Place the request on public exhibition and provide the community with an opportunity to comment 2. Upon completion of the public exhibition period and providing there is no objection to the request, provide an application to the Geographical Names Board for consideration	Dr Cornelia Wiebels	**8/10/2024 Gary Wallace** Report provided to October Ordinary Meeting.	Matter closed
240813 Ordinary Meeting - 13 August 2024	3 - 13/08/2024 Late Report - Record of Thanks and Acknowledgement	That Council acknowledge and thank Mayor Mark Kellam for his service to the Oberon Community during his two terms on Council and in the last term as Mayor.	Gary Wallace	**08/10/2024 Gary Wallace** Report tabled and written correspondence has been prepared for Councils new mayor to sign after October election process.	Matter closed
240813 Ordinary Meeting - 13 August 2024	6 - 13/08/2024 Hazelgrove Public School Reserve Committee Meeting - 22	That: 1. Council receive and note minutes of the Hazelgrove School Reserve Committee held on 22 July 2024.	Gary Wallace, Mathew Webb	**08/10/2024 Gary Wallace** Allocation made available.	Matter closed

Document	Item	Action Required	Assignee	Action Taken	Status
	July 2024	2. Council allocate $5,000 from the building maintenance fund to assist in maintenance as per the recommendations in the building inspection report and the committee members utilise the funds with a volunteer working bee as a short-term solution. 3. Elaine Boxer be appointed as a member of the Hazelgrove Public School Reserve Committee.			
240813 Ordinary Meeting - 13 August 2024	7 - 13/08/2024 Black Springs Community Hall Committee Meeting 1 August 2024	That Council: 1. Receive and note the minutes of the Black Springs Community Hall Committee Meeting held on 1 August 2024. 2. Prioritise and seek grant funding opportunities for the installation of blackout blinds at the Black Springs Community Hall. 3. Undertake a structural assessment on the concrete tank and if deemed unsafe undertake removal activities.	Mathew Webb	**08/10/2024 Mathew Webb** Project entered into the Grants projects register. Structural assessment of concrete tank scheduled for 9 October 2024.	In Progress
240813 Ordinary Meeting - 13 August 2024	8 - 13/08/2024 Review of Roadside Weed Control Services Program	That: 1. Council note the information provided by Central Tablelands Weeds Authority (CWTA). 2. Seek a meeting with CTWA and all General Managers and Delegates from constituent Councils to be	Gary Wallace	**08/10/2024 Gary Wallace** With the election process being undertaken, representatives for external organisations will only be verified at the October Meeting. Once verified action pertaining to the current recommendation will ensue.	In progress

Document	Item	Action Required	Assignee	Action Taken	Status
		included in that meeting. 3. Determine how the increased kilometre cost of spraying occurred and resulted in Oberon Council's sector one not being completed. 4. A review of the service level agreement be undertaken. 5. A report be provided to the October Ordinary Council Meeting.			
240813 Ordinary Meeting - 13 August 2024	11 - 13/08/2024 O'Connell Shared Pathway - Open Tender Request	That Council: 1. Nominate the Open Tendering method as prescribed in accordance with Clause 166(b) of the Local Government Regulation 2021 for the O'Connell Shared Pathways to Fish River Bridge construction. 2. Approve the inclusion of the Oberon Common Curtis Street link footpath in the open tender as an additional option for quoting.	Dr Cornelia Wiebels	**8/10/2024 Gary Wallace** With the detection of small amounts of asbestos in The Common the projects are unlikely to be able to be linked. Awaiting signoff from Transport for NSW to allow the O'Connell development to occur.	In progress
240813 Ordinary Meeting - 13 August 2024	12 - 13/08/2024 Oberon Multi-Purpose Sports Complex - Progress Report	That Council: 1. Note the progress in the report, 2. Endorse the consideration of the Stage 3 Development Application for stormwater, upper surface placement, turf and irrigation works under staff delegation within the caretaker period as outlined in the report.	Gary Wallace	**08/10/2024 Gary Wallace** Noted	Matter closed
240813	13 - 13/08/2024	That Council note the requirement to	Gary	**08/10/2024 Gary Wallace**	Matter closed

Document	Item	Action Required	Assignee	Action Taken	Status
Ordinary Meeting - 13 August 2024	Returns Disclosing Interests	lodge a return disclosing interests of Councillors and designated persons.	Wallace	Requirements noted	
240813 Ordinary Meeting - 13 August 2024	14 - 13/08/2024 End of Term Report 2021 - 2024	That Council endorse the End of Term Report for the 2021-24 reporting period.	Gary Wallace	**08/10/2024 Gary Wallace** Report endorsed	Matter closed
240813 Ordinary Meeting - 13 August 2024	15 - 13/08/2024 Development Application 2024.037 – Shed at 1021 Duckmaloi Road, Oberon	That Council vary Part A.4.3 – "Building Setback from Roads" of its current DCP 2001 in relation to Development Application DA2024.037 for construction of a shed at Lot 2 in DP 1013687 being known as 1021 Duckmaloi Road, Oberon.	Damian O'Shannassy	**26/09/2024 Damian O'Shannassy** Consent issued	Matter closed
240813 Ordinary Meeting - 13 August 2024	25 - 13/08/2024 Oberon Sewerage Treatment Plant - Update	That Council acknowledge the updated report on the preparation for negotiations for the construction contract for the replacement Sewerage Treatment Plant.	Dr Cornelia Wiebels, Gary Wallace	**23/09/2024 Dr Cornelia Wiebels** Noted	Matter closed
240813 Ordinary Meeting - 13 August 2024	26 - 13/08/2024Net Waste Tender for Collection and Recycling of Used Mattresses	That Council: 1. Endorse NetWaste Tender F4121 for the collection and recycling of used mattresses be awarded to JLW Pty Ltd for the tender price set out int he report for an initial two year term with the option of two twelve month extensions. 2. Delegate authority to the General Manager to execute this contract.	Dr Cornelia Wiebels	**8/10/2024 Gary Wallace** Noted. Contract being executed.	In progress
240813 Ordinary Meeting - 13 August 2024	29 - 13/08/2024 General Manager Performance	That Council offer the General Manager on the existing terms of employment and remuneration, a new Contract of Employment consistent	Gary Wallace	**08/10/2024 Gary Wallace** Contract signed	Matter closed

Document	Item	Action Required	Assignee	Action Taken	Status
	Review	with the Standard Contact of Employment for General Managers issued by the Office of Local Government, for a period of five (5) years, effective from 14 August 2024.			
240813 Ordinary Meeting - 13 August 2024	30 - 13/08/2024 General Manager Performance Review	That Council receive and note the Performance Agreement for 2024/25 period.	Gary Wallace	**08/10/2024 Gary Wallace** Noted	Matter closed
240813 Ordinary Meeting - 13 August 2024	28 - 13/08/2024 General Manager Performance Review	That Council notes the General Manager's performance for the review period as determined by the Performance Review Panel was to a 'highly effective' standard for four (4) Key Result Areas and to an 'effective' standard for three (3) Key Result Areas resulting in a 'better than satisfactory' performance outcome and also notes the differing views among some other Councillors who were not on the Performance Review Panel.	Gary Wallace	**08/10/2024 Gary Wallace** Noted	Matter closed
240813 Ordinary Meeting - 13 August 2024	27 - 13/08/2024 General Manager Performance Review	That Council receive and note the SINC Solutions Confidential General Manager Performance Review's Panels Report for 2023/24.	Gary Wallace	**08/10/2024 Gary Wallace** Noted	Matter closed
240813 Ordinary Meeting - 13 August 2024	31 - 13/08/2024 General Manager Performance Review	That Council delegate the Mayor the authority to finalise and sign all relevant documentation, as required.	Gary Wallace	**08/10/2024 Gary Wallace** Noted	Matter closed

14.8	**Road Name Proposal Activity: 15 Aug 2024 Bill Klower Drive - Rejection notification**
File No:	14.6
Author:	Donah Foley (Technical Services Administrative Assistant)

Summary

Council previously resolved to make a request to the Geographical Names Board (GNB) seeking to rename a section of road in the Burraga village to 'Bill Klower Drive'. Council is now in receipt of correspondence from the GNB rejecting the proposed name. This report seeks direction from Council as to possible ways forward.

Recommendation:

That report Item 14.8 is received as information.

List of Attachments

1. R E_ Road Name Proposal Activity_ 15 Aug 2024 Bill Klower Drive - Rejection notification [**14.8.1** - 3 pages]
2. NSW Address Policy and User Manual 2021-3 [**14.8.2** - 180 pages]

Comment

On 18 August 2024 Council received correspondence from the Geographical Names Board indicating the request made by Council relating to the possible renaming of road Bill Klower Drive had been rejected on the following basis:

- both given and surname being used and
- at the time the person was not deceased.

NOTE: It is advised that since the time of the initial correspondence Mr Klower did pass. Upon advising the GNB of this, they indicated that their opinion had not changed as there was more than one reason for the rejection.

Information obtained from Geographical Names Board advised the below:

Following are elements of the NSW Address Policy and User Manual to be aware of relating to the name request of Bill Klower Drive:

- *6.7.5 Acceptable Road Names - Only one name shall be used for commemorative naming e.g. a given name or surname.*

- *6.7.9 Amending Road Names - Road names are intended to be enduring, and the renaming of roads is discouraged unless there are compelling reasons for a change. Issues that can prompt renaming include the redesign of a road, changed traffic flow, mail or service delivery problems, duplication issues and addressing problems. Where there are significant reasons for a change the road naming authority is encouraged to undertake renaming action in conformity with these principles.*
- *6.7.7 Road Extents - A road name shall apply from one end of the road to the other i.e. the point where the road finishes or intersects with another road or roads*

Information regarding the submission of proposals and responding to change requests is located in Chapter 7 - Addressing Procedures.

As a result of the information received, it is evident that the current naming proposal will not be accepted in its existing form. As an alternative, Council may consider naming another piece of infrastructure around Burraga after Mr Klower.

NSW Address Policy and User Manual 2021-3 is attached within the report.

From:	Cornelia Wiebels
Sent:	Fri, 16 Aug 2024 01:53:41 +0000
To:	Donah Foley
Subject:	RE: Road Name Proposal Activity: 15 Aug 2024 Bill Klower Drive - Rejection notification

Thank you Donah

Kind regards,
Cornelia

Dr Cornelia Wiebels
Director Technical Services
Oberon Council

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+61 407 214 534
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www.oberon.nsw.gov.au

From: Donah Foley <Donah.Foley@oberon.nsw.gov.au>
Sent: Friday, August 16, 2024 10:34 AM
To: Gary Wallace <Gary.Wallace@oberon.nsw.gov.au>; Cornelia Wiebels <Cornelia.Wiebels@oberon.nsw.gov.au>
Subject: FW: Road Name Proposal Activity: 15 Aug 2024 Bill Klower Drive - Rejection notification

Hi Gary and Cornelia,

The Road Name request has been rejected for Bill Klower Drive.

Reason for rejection is that first and surname have been used and that the person is not deceased.

NSW GOVERNMENT | Geographical Names Board

Q Search for proposals...

Technical Services Administration Assistant

Oberon Council

Donah Foley

Manage Proposals

Create Road Name Proposal

My RNA

Bulk Gazette

Manage My Profile

Road Name Proposal Summary

Road Name Search Report

← **Appeal Road Na**

PUB   Bill Klower Drive

Reason for Rejectio

Submitted 15 Aug 2024 05:50:0(

The proposal has been rejected

* **Reason for Appeal**

Attach supporting documentati

Regards,

Donah Foley, JP
Technical Services
Administration Assistant
Oberon Council

+612 63298141
donah.foley@oberon.nsw.gov.au
www.oberon.nsw.gov.au

Oberon Council would like to acknowledge the Wiradjuri, Gundungurra, and Dharug nations as the traditional Custodians of the land on which we live and work and we pay our respect to Elders past, present, and future**.**

From: Geographical Names Board <ss-gnb@customerservice.nsw.gov.au>
Sent: Thursday, August 15, 2024 6:01 PM
To: Donah Foley <Donah.Foley@oberon.nsw.gov.au>
Subject: Road Name Proposal Activity: 15 Aug 2024

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

NSW Address Policy and User Manual

May 2021

Title: NSW Address Policy and User Manual / Geographical Names Board of
                                New South Wales.

Subjects: Addresses (NSW) - Address Localities.
                                Names, Geographical (NSW)

Other Authors/Contributors: Geographical Names Board (NSW)

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P21/10/007

Foreword

Addresses connect people to a place and Place Names constitute the most commonly used spatial reference. There has been exponential growth in the demand for relevant, accurate and authoritative address information to support community, government and business.

Many web and database applications rely on addresses as the central reference point to connect services and integrate data. As a result, addresses must adhere to the basic principles that they are simple, singular (i.e. not-duplicated), intuitively understood and relevant to place.

These addressing principles are important for both government and the community. The community depends on the use of consistent addresses for service delivery and public safety, particularly when it comes to emergency response times. Government depends on it to deliver infrastructure and policies that make a difference to the economy and people's lives.

Address is also the under-appreciated third component of Identity Management – Name, Address and Date of Birth. Reliable and accurate address information is fundamental to identity management in a digital economy and society.

However, when it comes to the management of addresses, there are numerous related Acts and Regulations. The aim of this manual is to provide a common approach which is based on legislative obligations and addressing standards. The manual is a consolidated reference providing clear guidelines for the creation of accurate, consistent and logical address information which meets the needs of the community, government and business.

The NSW Address Policy and User Manual, is intended to apply to all address data produced in NSW.

Since its initial release in 2014 this Address Policy and User Manual has been successful in improving compliance and streamlining the process for address approval and management. This revision provides updates and clarification on a number of matters that will continue to drive improvements for the benefit of both the Government and public of NSW.

Narelle Underwood

Surveyor-General of NSW

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Document Control

Approval

Name and Position	Signature	Date
Des Mooney, Chair of the GNB, General Manager LPI		March 2015
Narelle Underwood, Surveyor-General of NSW		October 2019
Narelle Underwood, Surveyor-General of NSW		May 2021

Version	Status	Date	Prepared by	Comments
1	Final	October 2014	CPAS	First release
2	Final	February 2015	CPAS	Second Release
3	Final	April 2015	CPAS	Third Release
4	Final	September 2016	NAC	Fourth Release
5	Final	October 2019	Spatial Services	Fifth Release
6	Final	May 2021	Spatial Services	Sixth Release

Review

This document is to be reviewed annually or as required. Where minor changes are required Spatial Services must ensure the version number is updated. However, where changes in legislation or operating environment result in substantive rewriting of the document, the sponsor must create a new document and ensure it is entered into TRIM. This will ensure the integrity of the original document.

Glossary of Terms

Address	For the purposes of developing and maintaining a comprehensive NSW Address Database an address is defined as a: • string of data which contains minimum components as defined in APUM Chapter 4 - Section 4.5 - Core Address Components • a location referencing tool that describes a geographical point accessed via the road network of NSW (including pathways and waterways). Refer to APUM Chapter 2 - Section 2.5.4 - Address Database.
Address Locality	An address locality is a named geographical area with defined boundaries which represents a community or area of interest and may be rural or urban in character (where urban it is usually defined as a suburb).
Alias Address	Assigned to any address which contains attributes which are known to Spatial Services to be erroneous and an authoritative or non-authoritative address must exist.
Alternative Address	Where a primary site has more than one access point, it may be assigned one or more alternative addresses.
ANZLIC	Australia New Zealand Land Information Council develops agreed policies and guidelines for both Australia and New Zealand aimed at achieving best practice in spatial data management.
Approve	Final authorisation of an address component. This includes verification of the number and geocode conformance to requirements of the NSW Address Policy and User Manual (APUM). This also includes verification of the road name/type and address locality name/boundary conformance for gazettal purposes.
AS/NZS 4819	*AS/NZS 4819:2011 Rural and Urban Addressing* defines specific aspects of address production.
APUM	Refer to *NSW Address Policy and User Manual*
Authoritative Address	These types of addresses can be considered 'official' or 'gazetted' and can be assessed by users to be the best defined location reference for gaining access to a site from the NSW road network. Refer to APUM Chapter 4 - Section 4.1 - Address Grading.
AVWS	Address Verification Web Service
CGNA	Committee for Geographic Names Australasia, now known as the Permanent Committee on Place Names (PCPN)
Cluster Boxes	A grouping of mail boxes usually located at the entrance of a gated community or at an entrance point to a rural road.
Complex Site	Generally large sites comprising of multiple owners, tenants or access points and which contains multiple sub addresses e.g. university, retirement village, shopping centre.
Core Address Component	An essential component of an address, including house number, street name, road type and address locality, and a reference to the physical location of the address (XY coordinate or other). Refer to APUM Chapter 4 - Section 4.5 - Core Address Components.

Core Address String	A Core Address String consists of Core Address Components arranged in appropriate order and will be maintained by Spatial Services for each address in NSW in conformance with requirements of AS/NZS 4819 and AS 4590.
Council	NSW Local Council, Municipal Council, City Council, Shire Council or Local Government
CRM	Client Relationship Management System
Custodian	The organisation that maintains the official address database for a defined physical extent, e.g., Councils for the extent of each Local Government Area (LGA), Spatial Services for NSW Address Database and Geoscape Australia for Australian Address Database.
Endorse	Agreement to proceed to the next level of authorisation for an address component.
e-Plan	An electronic plan lodgment and validation system developed by LRS.
FP	Field Plan
FSDF	Foundation Spatial Data Framework
Fuzzy Boundaries	A GIS term for administrative or other bounding areas which are not able to be clearly defined.
Gazetting/Gazetted	Gazetteer - Gazetteers are collections of names or identifiers which are compiled, maintained and published under the jurisdiction of a government authority.
Geoscape Australia (formerly known as PSMA)	Official provider of GNAF.
G-NAF	*Geocoded National Address File* - produced by Geoscape Australia
GNB/The Board	Geographical Names Board of New South Wales
GPN	Gazetteer of Place Names Refer to APUM Chapter 4 - Section 4.2.3 – Gazetteer of Place Names.
Greenfield Development Site	An area of agricultural or forest land, or some other undeveloped site earmarked for commercial development or industrial projects.
GRN	Gazetteer of Road Names Refer to APUM Chapter 4 - Section 4.2.1 – Gazetteer of Road Names.
LIIAC	The Location Intelligence Industry Advisory Committee
LLG	Location Leadership Group
LRS	Land Registry Services NSW
Mesh Blocks	Mesh Blocks are the building blocks for all the larger regions of the Australian Statistical Geography Standard and they broadly identify land use such as residential, commercial, agricultural and parks etc.
NAMF	National Address Management Framework
Neighbourhood	A named geographical area which has unofficial or fuzzy boundaries and cannot be used for addressing purposes.
NES	Notification and Edit Service

Non-Authoritative Address	These types of addresses can be considered 'unofficial' or 'ungazetted' and can be assessed by users to be an approximated location reference for gaining access to a site from the NSW road network.
	These addresses are usually good descriptions of a location but they lack the authoritativeness of a gazetted road name or address locality name to define them as approved by their Local Government and/or endorsed by the GNB.
	Refer to APUM Chapter 4 - Section 4.1 - Address Grading.
NSW Address Database	The official database repository for addresses in NSW maintained by Spatial Services.
NSW Point	An address validation service maintained by Spatial Services and used by NSW Government agencies to validate addresses at the time entry into online forms
Penalty Unit	As at 1 July 2014, under the provisions of s17 of the *Crimes (Sentencing Procedure) Act (1999)*, one Penalty Unit is equivalent to $110.
PCPN	Permanent Committee on Place Names
Point of Interest (POI)	Points of Interest provide the identification and location of a feature, service or activity that people may want to know about or visit.
Primary Address	An address site that is not contained within another address site (as per definition in AS/NZS4819)
PSMA	*Refer Geoscape*
The Regulations	*Roads Regulation (2018)*
RMS	Roads and Maritime Services
Roads Act	*Roads Act 1993*
ROW	Right of Way
Single Source of Truth	In the context of the custodian of the NSW Address Database, Spatial Services aggregate and apply quality assurance mechanisms to address data from data producers in NSW and provision this as a single source of truth.
Spatial Services (SS), DCS	Spatial Services, Department of Customer Service
Suburb	*Refer Address Locality*
The Secretariat	The Secretariat of the Geographical Names Board
Site (Address)	Refers to the object being assigned an address. Can be a property, building, feature, point of interest etc.
Site Centroid	Point of centre of a site and lying within its boundaries (e.g. for L-shaped site). This is the default geocode for the NSW Address Database as described in APUM Chapter 4 - Section 4.7 - Geocode Types.
Sub Address	An address site that is contained within a primary address site (e.g. an apartment within a building) (definition from AS/NZS 4819)
Unique Address ID	A code which identifies an address instance. At present the reference code is to be the G-NAF ID, based on provisions of the *NSW Government Standard for Geospatially Enabling Information*[1].
	Note: Analysis of requirements to support the functionality of the NSW Address Database will determine any future requirements for a NSW-specific code to identify address data maintained by Spatial Services, as custodians of the NSW Address Database.
VAR	A value-added reseller is a company that adds features or services to an existing product, then resells it (usually to end-users) as an integrated product or complete solution.

[1] https://www.spatial.nsw.gov.au/__data/assets/pdf_file/0005/219281/NSW_Standard_for_Spatially_Enabling_Information.pdf

Chapter 1

Introduction

1   Introduction

This manual is a key step in developing the framework for implementing the vision of an improved addressing system for New South Wales (NSW).

The NSW Address Policy and User Manual outlines the Geographical Names Board (GNB) and NSW Spatial Services policy, principles, processes and procedures for addressing in NSW.

This manual repeals all existing GNB policies and guidelines in respect to addressing in NSW. The policy contained in chapter 2 does not apply retrospectively. Retrospective Addresses are dealt with in Chapter 9: Retrospective Address Policy.

1.1   Addressing Vision

The vision is to implement the 2011 revised AS/NZS 4819: Rural and Urban Addressing standard for Australia in NSW and apply this to all forms of addressing within the state. The intention is to provide confidence in usage of address data within NSW for all stakeholders. This will be achieved by establishing policies and processes that address producers, aggregators, distributors and users can utilise in order to deliver NSW address useability, quality and completeness. The outcome will provide an address for all properties as well as sites requiring an address location to be established including individual buildings, units, businesses and location features.

Property-based addressing has typically focused on assigning an address to just properties whereas site based addressing assigns an address to the location of an identified site. For example, a house, carpark or building will be assigned an address based on primary and alternative access for visitors (refer to APUM- Chapter 6 – Principle 6.1.1).
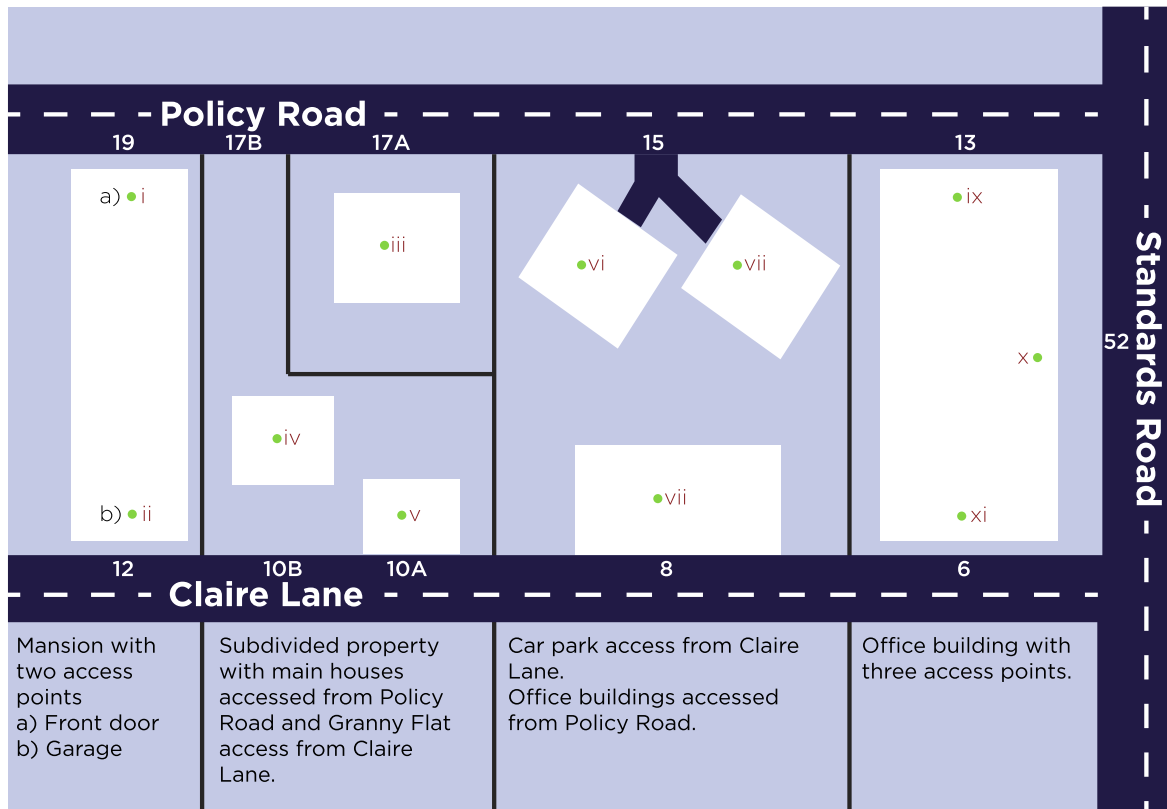
i   **19 Policy Road (Primary)**

ii   **12 Claire Lane (Alternative)**

iii   **17A Policy Road (Primary)**

iv   **17B Policy Road (Primary) 10B Claite Lane (Alternative)**

v   **10A Claire Lane (Primary)**

vi   **2/15 Policy Road (Primary)**

vii   **1/15 Policy Road (Primary)**

viii   **8 Claire Lane (Alternative)**

ix   **13 Policy Road (Alternative)**

x   **52 Standards Road (Primary)**

xi   **6 Claire Lane (Alternative)**

1.2   Objectives

The GNB is responsible for maintaining the state gazetteer for place names and road names, and therefore uniquely positioned to provide support for the production, aggregation, publication and usage of standardised address data across NSW. The contents of this manual are aligned with AS/ NZS 4819 and replace or supplement the documents as listed in APUM Chapter 1 - Section 1.6 - Related Policies and Documents.

This APUM was developed by the Geographical Names Board and Spatial Services to outline principles, procedures and processes which can be implemented to standardise the production, aggregation, publication and usage of address data in an open and timely manner.

This manual is based on the following principles for addressing in NSW including:

1. All address sites will have a logical, unique, authoritative, geocoded, property address.

2. All new addresses will comply with the Australian/ New Zealand Geographic Information – *AS/NZS 4819:2011 Rural and Urban Addressing.*

3. There will be an official repository for NSW property addresses which will be deemed the 'source of truth' for all Government agencies.

4. Processes to formalise address components will minimise duplicated effort, ensure rapid approval and feed the official repository for NSW property addresses.

5. An efficient governance framework will allow for mediation and directions to resolve risks and issues.

6. It is expected that government agencies will use authoritative property addresses.

7. Communication mechanisms will be put in place to promote the use of authoritative property addresses.

8. Where changes to longstanding address components are required to minimise confusion, strategies will be developed to reduce disruption and distress for the affected local community.

9. An address shall be correctly and appropriately sign posted or marked.

10. The powers relating to the creation and change of address components should remain with the currently nominated level of government.

11. Services should be available for address users to validate and download authoritative property addresses.

1.3   Background

Spatial Services designed, developed and initiated the implementation of a comprehensive system of addressing to enable the efficient production, aggregation, publication and usage of address information in a consistent manner in NSW. This was an improvement on the existing system which gave rise to a number of costs and risks for the NSW community and Government, including:

- non-compliance with existing standards (e.g. Australian Standards and National Address Management Framework)

- lost revenue

- compromises service delivery and negatively impacts on customer relationships

- duplication of services and effort

- potential death and serious injury due to difficulty and delays in locating addresses for emergency services.

These risks and costs were derived from detected deficiencies in the NSW addressing system, which were summarised into three key areas:

1. Legislation: need to legislate the functions and roles for the production, aggregation, publication and usage of address data

2. Addressing Systems: need to ensure addressing systems are integrated to enable aggregation, verification and distribution of address data in a timely manner - from the point of production to the point of usage - and can be managed and can be audited.

3. Address Data: need to enable improved address data management including collection of all address types and application of quality assurance regimes.

The implementation of these improvements to the NSW addressing system has been in order to minimise the known costs and risks. The adoption of this user manual including the NSW Address Policy has ensured that addressing guidelines in NSW are consistent with the Australian Standards.

Spatial Services has delivered various projects including the NSW Address Database, NSW Point, Service Point and the establishment of the NAC during the implementation phase (note: the NAC has since been replaced by the NSW Addressing review process). This manual was introduced as part of the policy improvement initiatives and is now held in the custodianship of the GNB. Since the first introduction of this manual in November 2014 the objective has been to ensure that addressing procedures across the state are standardised and unambiguous.

1.4 Scope

The contents of the APUM apply to the production, aggregation, publication and usage of all new addresses (and components) in NSW including:

- road names (private and public)

- assignment of address numbers

- development and subdivision address processes

- complex site addressing (caravan parks, retirement villages, Educational facilities etc.)

- creation of new or amended address locality boundaries.

When creating new addresses in established areas it is intended that the new addresses fit as best to this policy as possible. However in some circumstances due consideration must be given to the existing addresses in the area. For further information see section 7.3.3 - Suitability Advice.

The policy, principles, procedures and processes contained herein are in place to meet the objectives of the Digital NSW Delivery Blueprint and to compliment the work being undertaken at a national and international level through the NSW Location Leadership Group (LLG), Location Intelligence Industry Advisory Committee (LIIAC), ANZLIC and the Permanent Committee on Place Names (PCPN).

Some of the key objectives of the Digital NSW Delivery Blueprint to which this manual responds include:

- transforming the experience of interacting with NSW government

- providing better security, transparency and trust in government

- supporting a competitive digital NSW economy

- improving the performance of government

The scope of the contents for this manual have been defined through consultation with Spatial Services, the GNB and the LGAWG through various iterations which have taken into account:

- GNB Strategic Plan and Action Items

- current legislative framework for addressing in NSW

- status of Spatial Services systems developments which will enable capture of address data

- state and national policies for addressing

- requirements for a best-practice addressing standard for application across the state.

1.5   Contents

The NSW Address Policy and User Manual (APUM) contains a set of chapters which define different elements of address data production, aggregation, maintenance, distribution and usage. Each chapter has been designed to cross-reference and draw upon the information contained throughout the manual, to ensure consistency and a standardised approach to address data management in NSW. For example, the processes explicitly cross-reference various principles and procedures which apply during various tasks of producing address data. The contents of the manual include:

Chapter 2   **NSW Address Policy**

A set of information regarding the objectives, scope, legislation, governance, metadata and components, verification and usage of NSW address data.

Chapter 3   **Address Data Governance and Custodianship**

A description of the functions and roles expected to be performed by address data producers, aggregators, distributors and users.

Chapter 4   **NSW Address Database, Metadata and Components**

Details the metadata and component requirements for the NSW Address Database and Core Address Strings.

Chapter 5   **Address Data Verification and Usage**

Provides information regarding provision of an address verification service and requirements for address data users.

Chapter 6   **Addressing Principles**

A set of principles which explain how to assign numbers to address sites, determine road names, delineate address locality boundaries and define geocodes.

Chapter 7   **Addressing Procedures**

Explains the various requirements of submitting proposals, stakeholder engagement, issuing of gazette notices and how to reserve road names.

Chapter 8   **Addressing Processes**

A series of processes for producing address data and informing Spatial Services of new, changed or deprecated data to ensure the NSW Address Database remains current, consistent and complete.

Chapter 9   **Retrospective Address Policy**

A policy to assist stakeholders, including Local Government and State Government agencies, to resolve problematic address issues that existed prior to the first publication of the APUM.

1.6   Related policies and documents

The NSW Address Policy and User Manual replaces the following the documents previously issued by the GNB.

Issuer	Reference	Document Name
Geographical Names Board of NSW	October 2013	NSW Road Naming Policy
Geographical Names Board of NSW	October 2013	NSW Road Naming Procedure and Processes
Land and Property Information	Draft	Proposed NSW Address Policy in Respect of Address Management and Use
Geographical Names Board of NSW	March 2013	Guidelines for the Naming of Roads (2013)
Geographical Names Board of NSW	March 2013	The Naming and Addressing of Private Roads and Roads in Community Subdivisions (2013)
Geographical Names Board of NSW	March 2013	Road Naming in NSW (2013).
Geographical Names Board of NSW	March 2013	Determining Suburbs and Address Localities in NSW (2013)
Geographical Names Board of NSW	March 2013	Rural Addressing for NSW (2013)
Geographical Names Board of NSW	March 2013	Retrospective Address Policy
Geographical Names Board of NSW	September 2014	NSW Address Policy

The NSW Address Policy and User Manual is a supplement to the following documents.

Issuer	Reference	Document Name
Geographical Names Board of NSW	March 2013	Glossary of designation values in the Geographic Names Register
Geographical Names Board of NSW	March 2013	Glossary of status values in the Geographic Names Register

The NSW Address Policy and User Manual is related to the following documents.

Issuer	Reference	Document Name
NSW Government	December 2013	NSW Government Standard for Spatially Enabling Information
NSW Addressing Working Group	November 2010	The NSW Address Vision
NSW Addressing Working Group	November 2010	The NSW Addressing Working Group's Gap Analysis and Recommendations
NSW Addressing Working Group	December 2010	Addressing Workshop Final Report
Surveyor General of NSW	September 2017	Surveyor General's Direction No.7
Standards Australia	2011 & 2017	4590 - Interchange of Client Information & 4819 - Rural & Urban Addressing

Chapter 2

New South Wales Address Policy

2   New South Wales Address Policy

This chapter contains the NSW Address Policy and supplements the following chapters of the NSW Addressing Policy and User Manual (APUM). The policy and manual are first steps in the implementation of a site-based addressing system for New South Wales.

2.1   Policy Statement

This document outlines policies which should be implemented to standardise the production, aggregation, publication and usage of address data across New South Wales (NSW) in an open and timely manner.

2.1.1   Objectives

The Geographical Names Board (GNB) of NSW is responsible for maintaining the state gazetteer for place names and road names, and therefore uniquely positioned to provide support for the production, aggregation, publication and usage of standardised address data across NSW.

This document is aligned with AS/NZS 4819 and replaces the documents listed in APUM Chapter 1 - Section 1.6 - Related Policies and Documents as previously issued by the GNB.

This policy was developed by the Geographical Names Board and Spatial Services to outline principles, procedures and processes which can be implemented to standardise the production, aggregation, publication and usage of address data in an open and timely manner.

2.1.2   Scope

This policy applies to the production, aggregation, publication and usage of all new addresses (and components) in NSW, including:

- road names (private and public)
- assignment of address numbers
- development and subdivision address processes
- complex site addressing (caravan parks, retirement villages, Educational facilities etc.)
- creation of new or amended address locality boundaries.

This policy meets the objectives of the Digital NSW Delivery Blueprint and complements the work being undertaken at a national and international level through the NSW Location Leadership Group (LLG), Location Intelligence Industry Advisory Committee (LIIAC), ICSM, ANZLIC and the Permanent Committee on Place Names (PCPN).

The scope of the contents for this manual have been defined through consultation with Spatial Services and the GNB through various iterations which have taken into account:

- GNB Strategic Plan and Action Items
- current legislative framework for addressing in NSW
- status of Spatial Services systems developments which will enable capture of address data
- state and national policies for addressing
- requirements for a best-practice addressing standard for application across the state.

2.2 Policy Components

2.2.1 Responsibilities

Geographical Names Board

The GNB is responsible for the governance of this policy.

Spatial Services

Spatial Services is responsible for the administrative management (including the currency of information in the APUM), technical support and promotion of the policy under the auspices of the GNB.

2.2.2 NSW Address Policy Review Process

All specific NSW address issues and enquiries are to be submitted to Spatial Services (ss-addressing@customerservice.nsw.gov.au). Each issue or enquiry will be logged and triaged in accordance with the following escalation process:

1. Enquiries that can be managed in accordance with the NSW Address Policy and User Manual (APUM) shall be resolved by Addressing staff.

2. Issues relating to geographical names will be referred to the Geographical Names Board Secretariat and dealt with in accordance with its documented procedures.

3. Enquiries that cannot be resolved by reference to the NSW Address Policy and User Manual shall be referred to the Addressing Review Group who shall review the enquiry and make a determination that is consistent with the principles of the NSW Address Policy.

4. The Addressing Policy Review Group shall comprise: an Addressing specialist, the Addressing Supervisor, the Manager Administrative Spatial Programs (ASP) and such other member of staff as the Manager ASP may determine on a case by case basis.

5. If the Addressing Policy Review Group is unable to make a determination in relation to an enquiry, the issue will be jointly referred by the Manager, ASP and the Secretary, GNB (via a briefing note) to the NSW Surveyor General and Director, Spatial Operations for consideration and determination .

6. Determinations made by the NSW Surveyor General and Director, Spatial Operations shall be final.

7. All addressing review determinations shall be recorded in the Client Relationship Management System (CRM) and affected parties advised of the outcome.

2.3 Policy Introduction

This document outlines the GNB policy for addressing in NSW. While the GNB are not explicitly responsible for all the components of an address, under the *Geographical Names Act 1966* they have responsibility for naming and defining address localities and are provided with the powers to compile a list of roads.

The intention is to take the state from a focus of applying addresses to properties solely for rating and valuation purposes, towards an addressing system which caters for sites including properties, buildings, individual units or businesses and features or Points of Interest (PoI). This document is the first step in developing the framework for implementing the vision of a site-based addressing system for NSW.

This policy repeals all existing GNB policies and guidelines in respect to addressing in NSW - refer to APUM Chapter 1 - Section 1.6 - Related Policies and Documents. This policy does not apply retrospectively, refer to Chapter 9 - Retrospective Address Policy for policy that applies to retrospective addressing. Arrangements that pre-date this policy are not necessarily subject to its terms.

Chapter 2 - Policy forms part of the Address Policy and User Manual (APUM), which has been created as a complete guide to Addressing in NSW and is issued by the GNB. The APUM as a whole is intended to be used in conjunction with this policy chapter and includes:

- **Principles** - descriptions of how address numbers, road names and address locality boundaries shall be defined.

- **Procedures** - definitions of various procedures to be followed for proposing addresses, engaging with the community, issuing gazette notices and reserving road names during the development process.

- **Processes** - workflows with tasks outlined for developing address proposals and submitting them for approval through mechanisms provided by the NSW Address Database custodian, Spatial Services, and the GNB.

2.4 Legislation and Authority

The GNB is governed by the *Geographical Names Act 1966* which provides the power to assign names to places; to investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name; and to determine the application of each name with regard to position, extent or other reference. The Board ensures its practices; guidelines and policies adhere to international standards in this domain.

The GNB is committed to providing NSW with the best possible service in relation to location information, thereby demonstrating its commitment to public safety.

The role of the Board in the road naming process is to set policy and processes for all road naming proposals in NSW, and to compile, maintain and publish a list of road names as per s.5(2) of the *Geographical Names Act 1966.* The Board offers guidelines and advice for the selection of names for roads.

The Board is responsible for the naming of address localities and defining their extent as provided under s.2 and s.5 of the *Geographical Names Act 1966*.

Further information on the Board is available from the GNB website www.gnb.nsw.gov.au.

2.4.1 Authority for Numbering

Spatial Services expects Local Governments to pursue conformant numbering and enforce the principles which support the practice of standardised addressing. This can be enforced through the provisions of the *Local Government Act 1993.*

Under the provisions of the *Local Government Act 1993*, s.124, Order 8, a council may order a person to 'identify premises with such numbers or other identification in such manner as is specified in the order'. Failure to comply with this order is an offence, as described under s.628, for which the maximum penalty is 50 penalty units for an individual and 100 penalty units for a corporation.

Street numbering must be included on all deposited plans as detailed in the Surveyor General Directions No.7, section 3.25 clause 60.

2.4.2 Authority for Road Naming

This policy applies to all roads in NSW, regardless of custodianship and maintenance agreements. Importantly, under this policy, all roads in NSW shall be authoritatively named and the names gazetted, where possible.

For the purposes of this policy a road is considered to be an area that is open to and/or used by the public and is navigable by vehicle or foot and can be used for assigning addresses or allowing access between points or to a feature.

Road naming is legislated under the *Roads Act 1993*. This Act empowers the authority in charge of the road with the rights to name it.

Responsibilities for naming and gazetting road names

Road Class	Road Naming Authority
State Roads, including National Routes and Highways	Roads and Maritime Services (RMS) are responsible only for the purposes of administrative and wayfaring road naming.
	For the purposes of road naming for addressing the Local Government are responsible for endorsing the official road name and ensuring it is approved by the GNB and gazetted.
Regional roads and local roads	Local Government *(Roads Act 1993, Roads Regulation 2018)*
Roads over rail bridges on most State, regional and local roads	Rail Access Corporation, RMS or Local Government *(Roads Act 1993, Roads Regulation 2018)*
	For the purposes of road naming for addressing the Local Government are responsible for endorsing the official road name and ensuring it is approved by the GNB and gazetted.
Private roads, right of ways, easements (however, this should only be for easements intended as roads not for easements intended solely as driveways or utility access points).	For the purposes of this policy, the GNB advises that Local Government (with jurisdiction over the area in which the road is located) is responsible for endorsing the authoritative road name and ensuring it is endorsed by the GNB.
Crown Roads	For the purpose of this policy, the GNB advises that Local Government (with jurisdiction over the area in which the road is located) is responsible for endorsing the authoritative road name and ensuring it is approved by the GNB and gazetted.
Other roads	Other bodies such as State Forests, Federal Airports Corporation, Sydney Ports, National Parks and Wildlife Service or Private Sector Tollway Operators.
	For the purposes of road naming for addressing purposes, the GNB encourages these agencies to work collaboratively with Local Government to ensure the road names are endorsed, addresses applied and the name is approved by the GNB and gazetted.

2.4.3 Authority for Address Locality Names and Boundaries

Under s.2 and s.5 of the *Geographical Names Act 1966*, the GNB have responsibility for assigning names to address localities, determining their extent and publishing their details in the Gazetteer of Place Names. Refer to APUM Chapter 4 - Section 4.2.3 - Gazetteer of Place Names for more details.

The Act provides that any geographical publication shall use the official name of a address locality, unless the publication explicitly states that the name is not considered official for the purposes of the Act. Failure to comply with directions of the Act can be liable to a penalty of up to 5 penalty units.
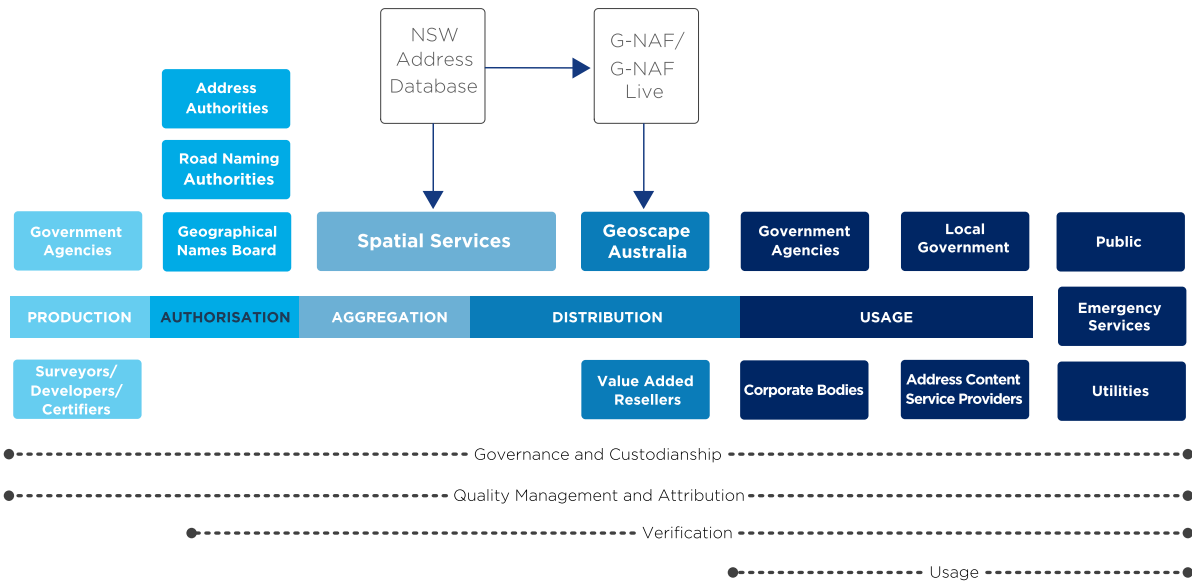
2.5 Policy

2.5.1 Address Supply Chain

This policy covers the following broad areas of the address data lifecycle:

- Governance and custodianship functions and roles for address data production, aggregation, distribution and usage in NSW.

- Quality management and component requirements, including details of the business arrangements relevant to management of addresses at the aggregation, distribution and usage stages of the address supply and use chain - refer to Figure 2.1

- Verification requirements, and management of address data associated with customer and service information by service delivery entities.

- Guidelines for optimal usage of NSW addresses.

Figure 2.1

2.5.2 Assumptions

This policy assumes:

- The continued carriage of existing address production and aggregation responsibilities in NSW.

- Local Government being custodians of addresses in their domains for the foreseeable future.

- Spatial Services being custodian of the NSW Address Database for the foreseeable future.

- Geoscape Australia being custodian of the Geocoded National Address File (G-NAF) for the foreseeable future.

- Roles and responsibilities as detailed in this policy are consistent with the legislatively established roles and responsibilities for governance and custodianship.

2.5.3 Governance and Custodianship

Custodianship for spatial data is defined within Australia and New South Wales (particularly under the provisions of the *NSW Custodianship Guidelines for Spatial Data*[2]). For the purposes of this policy custodianship is further defined as:

- Local Governments are recognised as address custodians for all address sites within their Local Government Area.

- Spatial Services is recognised as the custodian of the NSW Address Database.

- Geoscape Australia is recognised as custodian of the Geocoded National Address File database (G-NAF).

This policy provides for ongoing governance of address data production, aggregation, and distribution and usage functions in NSW and promotes the roles of each custodianship group these are summarised below and defined in APUM Chapter 3 - Address Data Governance and Custodianship.

Data Producers

There are four types of road naming and Data Producers in NSW: Local Government; State Government agencies; those involved in the development domain i.e. planners, developers and surveyors; and the GNB.

Data Aggregators

The GNB and Spatial Services work in partnership to aggregate and administer address data. Data Aggregators are required to access data supplied from Data Producers on a regular basis and to reference the source (custodian) of address data within an aggregated system. Data Aggregators are required to supply Data Distributors with regular, consistent and verifiable address data.

Data Distributors

The main stakeholders involved in address data distribution are Spatial Services, Geoscape Australia and Value Added Resellers (VARs). Data Distributors are encouraged to access data supplied from the NSW Address Database on a regular basis and to reference the source data when supplying to Data Users. Minimum attribution, metadata statements and quality assurance metrics should be identified and made available to Data Users so that they may easily understand custodianship, quality, accuracy and currency of data.

Data Users

Data Users will be provided access to the NSW Address Database from a variety of Data Distributors. In all instances minimum attribution, metadata statements and quality assurance metrics should be identified and provided to Data Users so that they may easily understand custodianship, quality, accuracy and currency of data. Data Users are encouraged to inform the custodians of the NSW Address Database, Spatial Services, of errors or omissions in the data so that they may inform the Data Producers to resolve the issue and subsequently inform the Data Distributors.

[2]Currently published at https://www.spatial.nsw.gov.au/__data/assets/pdf_file/0003/219279/NSW_Custodianship_Guidelines_for_Spatial_Data.pdf

2.5.4 Address Database

Spatial Services will generate and maintain a NSW address database that can be used as the single source of truth for producers, aggregators, distributors and users of address data.

Given the unlimited scope of individual user requirements for address data the NSW Address Database will maintain Core Address Metadata and Core Address Components, to which users can ascribe business-case specific information within their own systems. The database will contain authoritative and non-authoritative addresses. Refer to APUM Chapter 4 - Section 4.1 - Address Grading for more details.

Spatial Services will support the ongoing improvement of the NSW Address Database with a view to standardising address data quality and maintenance regimes for the state.

For the purposes of this policy, an addressable site is defined as a location which can be accessed via the road network (including pathways and waterways defined in the 'road types' list provided in the APUM Chapter 6 - Section 6.10 - Road Types). An addressable site can be:

- a place of habitation, or

- a location to which services may be delivered (excluding post office boxes or cluster boxes), or

- a place where people can congregate, visit or reference for location purposes, and

- can be described as primary or alternative.

Any location which fulfils these definitions of an addressable site should be assigned an address and the data must be maintained in the NSW Address Database.

For the purposes of developing and maintaining a comprehensive NSW Address Database, an address is defined as:

- a string of data which contains minimum components as defined in APUM Chapter 4 - Section 4.5 - Core Address Components

- a tool to reference a location which describes a geographical point accessed via the road network of NSW (including pathways and waterways).

The components of the NSW Address Database, types of Core Address Strings, Metadata and Component information are defined in APUM Chapter 4 - NSW Address Database Metadata and Components.

2.5.5 Address Data Verification and Usage

Spatial Services shall provision access to Core Address Metadata and Core Address Strings from the NSW Address Database.

For the purposes of provisioning service delivery information for NSW Government agencies, Spatial Services will adopt the principles outlined in the *NSW Government Standard for Spatially Enabling Information*. This Standard recognises G-NAF as the national address file, directs agencies to use G-NAF IDs for address management purposes, and provides an overview of key requirements for exchange of address data.

Users of address data are encouraged to utilise and reference authoritative address data as published in the NSW Address Database maintained by Spatial Services.

Spatial Services will ensure that access to the NSW Address Database is available through multiple channels. In order to support the use and verification of authoritative address data, Spatial Services should provision a facility to verify an authoritative address, where one exists, for an address site.

Spatial Services shall be responsible for recording data verification transactions and utilising this information to update, improve or amend existing records in consultation with Address Producers.

Details regarding provision of verification services and requirements for Data Users are provided in APUM Chapter 5 - Address Data Verification and Usage.

Chapter 3

Address Data Governance and Custodianship

Oberon Council - Agenda - Ordinary Meeting - 15 October 2024

3   Address Data Governance and Custodianship

This chapter contains the Governance and Custodianship roles and functions that support the NSW Address Policy.

Governance - outlines a set of functions for address data producers, aggregators, distributors and users.

Custodianship - defines a set of roles for address data producers, aggregators, distributors and users.

Address Data Roles

Role	Stakeholders	Description
Data Producers	Surveyors, Planners, Developers Local Government GNB	Have various responsibilities associated with defining numbers, names and boundaries associated with core address components.
Data Aggregators	GNB Spatial Services Geoscape Australia	Are responsible for collating information contained within, or provided from, the NSW Address Database.
Data Distributors	Spatial Services Geoscape Australia Value Added Resellers (VARs)	The functions and roles described apply only to those who distribute data directly sourced from NSW Address Database.
Data Users	Government Agencies Commercial Entities Members of the Public	Details the functions and roles of users who access data sourced from the NSW Address Database.

3.1   Governance - Data Producers

There are four types of road naming and Data Producers in NSW: Local Government; State Government Agencies; those involved in the development domain; and the GNB.

Governance functions for Data Producers

Agency	Functions	Rationale
Planners Developers Surveyors Private Certifiers	Surveyors, Developers and Planners are responsible for proposing core address components for new developments. This information is then required to be provided to Local Government through the Development Approval process, or another approved process which ensures the data is eventually maintained by Local Government and Spatial Services. Determination of relevant address sites should be undertaken as per the requirements outlined in APUM Chapter 2 - Section 2.5.4. The functions that these stakeholders can perform to support comprehensive and standardised addressing are: • maintain awareness of applicable standards, policies, procedures and guidelines which can guide their work in addressing • to propose new address information at the earliest practical time during the development cycle - refer to APUM Chapter 8 - AP5 - Addressing - Development and Subdivision • to record address data and provide access to address information to Local Government • to support Spatial Services in maintaining a single source of truth address database • to consult with individuals, stakeholders and special interest groups on road naming proposals to facilitate community consensus Refer to APUM Chapter 7 - Section 7.1.5 - Submissions.	These stakeholders must adhere to the requirements of the: • *Conveyancing (General) Regulation* 2008 [2008-375], Part 3 Register of plans, Division 1 General • *Surveying and Spatial Information Act 2002* No 83, Section 36 Regulations • *Surveying and Spatial Information Regulation 2012*, 31 August 2012, Section 60.

Agency	Functions	Rationale
Local Government	Local Government are responsible for administration of core address components within their Local Government Area and the implementation of address through the installation of road and address locality signage and ensuring the appropriate display of house numbers. Their on-ground presence and local knowledge make their administrative roles of producing road names, maintaining address records, endorsing new address components and resolving anomalies vital for establishing a quality address system for NSW. Determination of relevant address sites should be undertaken as per the requirements outlined in APUM Chapter 2 - Section 2.5.4. Production of addresses should be undertaken as per the policy requirements outlined in the APUM. Functions that Local Government can perform to support comprehensive and standardised addressing are: • maintain awareness of applicable standards, policies, procedures and guidelines which can guide their work in addressing • to ensure names for roads are approved by the GNB and gazetted for addressing purposes • as the authority, produce and apply addresses within their boundaries • produce new addresses at the earliest practical time during the development cycle - refer to APUM Chapter 8 - AP5 - Addressing - Development and Subdivision • to consult and notify authorities of proposed, amended and new address data as required by legislation and outlined in the APUM • record address data and provide access to Spatial Services and the GNB to this information • cooperatively work with Spatial Services to maintain a single source of truth NSW address database • as the authority, formulate road naming and address policies for application specifically within that LGA, under the guidance of this policy • ability to issue orders for the 'display of a complying address and removal of a non-complying address' on owners or occupiers of a premises whereby failure to comply is an offence and a penalty is applied – refer to APUM - Chapter 2 - Section 2.4.2 - Authority for Numbering • consult with individuals, stakeholders and special interest groups on road naming proposals to facilitate community consensus Refer to APUM Chapter 7 - Section 7.1.5 - Submissions.	Local Government must adhere to the requirements of the: • *Local Government Act 1993* • *Roads Act 1993 (No 33)*

Agency	Functions	Rationale
State Government Agencies	State Government Agencies with oversight of residential, commercial or public land which contain addressable sites are responsible for proposing core address components within the area they govern. This information is then required to be provided to Spatial Services, through Local Government, on a regular basis. Production of addresses should be undertaken as outlined in the APUM. Functions that State Government Agencies can perform to support comprehensive and standardised addressing are: • maintain awareness of applicable standards, policies, procedures and guidelines which can guide their work in addressing • name all roads in their area of governance that are generally open to the public or to services - refer to APUM Chapter 8 - AP6 and AP7 • to propose addresses within their area of governance including for named private roads, with reference to Local Government • produce new addresses at the earliest practical time during the development cycle • record address data and provide access to Local Governments, Spatial Services and the GNB to address information within their area of governance • cooperatively work with Local Governments and Spatial Services to maintain a single source of truth address database • as the authority, formulate road naming and street address policies for that government agency, under the guidance of this policy • consult with individuals, stakeholders and special interest groups on road naming proposals to reach community consensus (where relevant).	Government Agencies must adhere to the requirements of the: • *Roads Act 1993* (No 33) • State Environmental Planning Policy No 70 SEPP (Affordable Rental Housing) 2009 • *Conveyancing Act 1919* No 6 • *Environmental Planning and Assessment Act 1979* (No 203) • *Housing Act 2001* No 52 • Development Assessment Guidelines • *Community Land Development Regulation 2018* [2018-497] • *Conveyancing (General) Regulation 2018*. • Part 3 of the *Residential (Land Lease) Communities Act 2013* No 97

Agency	Functions	Rationale
Geographical Names Board of NSW	The GNB is responsible under the *Geographical Names Act 1966* for investigating and determining the form, spelling, meaning, pronunciation, origin and history of any geographical name and determine the application of each name with regard to position or extent. This includes the definition of address localities for addressing purposes. Functions that the GNB can perform to support comprehensive and standardised addressing are: • to provide support to Address Producers on address component issues and facilitate queries or dispute resolution through the NSW Address Policy Review Process (refer to APUM - chapter 2-2.2.2) • maintain awareness of applicable standards, policies, and legislation developments within other Australian and International jurisdictions and introduce innovative practices in NSW as required • to maintain and publish policy, principles, process, procedure and guideline documentation to inform other stakeholders in production, management and use of address data.	The GNB must adhere to and enforce the requirements of the *Geographical Names Act 1966*.

3.2 Governance - Data Aggregators

There are three types of road naming and Data Aggregators in NSW: the GNB; Spatial Services and Geoscape Australia.

Governance functions for Data Aggregators

Agency	Functions	Rationale
The Geographical Names Board of NSW	The GNB comprises representatives from Government Agencies and peak bodies. It also includes persons with subject matter expertise. Together they form an authoritative body under the *Geographical Names Act 1966*. Under this Act, the GNB is responsible for investigating and determining the form, spelling, meaning, pronunciation, origin and history of any geographical name and determining the application of each name with regard to position or extent. The GNB supports road and address locality naming, defining address locality boundaries and setting standards for naming with the aim of eliminating ambiguity. The primary role of the GNB is to develop guidelines and regulate the creation, maintenance and distribution of address data in NSW. The GNB is also responsible for maintenance of the Gazetteer of Place Names, and have delegated maintenance responsibilities to Spatial Services.	The GNB must adhere to and enforce the requirements of the *Geographical Names Act 1966*.
Spatial Services	As the authority for land information, Spatial Services is responsible for the aggregation of address information it receives from Data Producers and supports the GNB in its role as custodian for the road name and address localities data. Spatial Services should: • maintain awareness of applicable standards, policies, and legislation developments within other Australian and International jurisdictions • apply due diligence in maintenance of the NSW Address Database in accordance with the requirements of the Addressing User Manual • identify and refer for GNB consideration instances of addressing which do not conform to the requirements of this policy. 'Spatial Services' main task is to ensure the quality of address data and to increase database utility and interoperability.	Spatial Services has the infrastructure and technological expertise to administer the NSW Address Database in an efficient and effective manner. For further information see www.spatial.nsw.gov.au

Agency	Functions	Rationale
Geoscape Australia	Geoscape Australia Australia Limited is an unlisted public company limited by shares and owned by the state, territory and Australian governments. They offer a national asset of quality spatial information derived from authoritative data sources. Its databases are used in both the government and private sectors, helping customers meet a diverse set of needs and ultimately deliver a wide range of benefits. Its principal objective is to facilitate broad, yet sustainable, access to data. Partnerships with the private sector are encouraged, and data distribution is facilitated through Geoscape Australia Distribution, which holds licence arrangements with value-added resellers. As a Data Aggregator Geoscape Australia is responsible for accessing address data for NSW from the NSW Address Database maintained by Spatial Services and aggregating this into the National Address Database (referred to as the Geocoded National Address File - G-NAF). When data is aggregated Geoscape Australia should: • include reference to the Unique Address ID • capture the NSW assigned geocode(s) • reference the NSW assigned quality-designation for each address string. Geoscape Australia will collaborate with the NSW Address Database custodian to provide an exchange of information regarding quality, including missing or erroneous data.	Geoscape Australia Australia Limited is a company owned by state, territory and Australian governments, established to coordinate the collection and maintenance of fundamental national geospatial databases and to facilitate access to this data. For further information see www.Geoscape Australia.com.au The National Address Management Framework provides for the role of Geoscape Australia in the aggregation and distribution of address data at a national level in Australia.

3.3 Governance - Data Distributors

The main stakeholders involved in address data distribution are: Spatial Services; Geoscape Australia; and Value Added Resellers.

Governance functions for Data Distributors

Agency	Functions	Rationale
Spatial Services	Spatial Services is responsible for distributing data from the NSW Address Database, and for the maintenance of access and delivery arrangements for NSW address data. Spatial Services is responsible for ensuring the quality and timeliness of data as per the requirements of this policy. Spatial Services should make available guidelines which assist in effective management of address records, services and service delivery channels which effectively and efficiently provide for address verification and management practices. For details refer to APUM Chapter 2 - Section 2.5.5 - Address Data Verification and Usage and Chapter 5 - Section 5.1 - Address Data Verification.	Spatial Services maintains the NSW address database from land information regulated by Real Property, Valuation of Land and associated legislation. Spatial Services is guided by the protocols outlined in relevant Australian and International Standards for address data management. For further information see www.spatial.nsw.gov.au
Public Sector Mapping Agency (Geoscape Australia)	Geoscape Australia, owned by the states and territories, is responsible for aggregating NSW Address Data into the Geocoded National Address File (G-NAF). G-NAF includes: • location information, through the provision of a geocode that places each address at either the land parcel, the street or address locality particular to each address • confidence level, providing an insight into whether one, two or three of the authoritative contributors have provided the address • an extensive range of alias address information, covering information such as duplicate addresses, commonly known names and vanity addresses • ABS Mesh Block codes for each address, simplifying analysis against ABS statistical information and similarly aligned data. Address data contributed to G-NAF from the NSW Address Database should, where practical and required by users: • include reference to the Unique Address ID • identify the NSW assigned geocode(s) • reference the NSW assigned quality-designation for each address string.	Geoscape Australia Australia Limited is a company owned by state, territory and Australian governments, established to coordinate the collection and maintenance of fundamental national geospatial databases and to facilitate access to this data. For further information see www.Geoscape Australia. com.au Under the NSW Government Standard for Spatially Enabling Information the G-NAF ID is referenced as the key identifier for exchange of address data. The National Address Management Framework (NAMF) provides for the role of Geoscape Australia in the aggregation and distribution of address data at a national level in Australia.

Agency	Functions	Rationale
Value Added Resellers	Value Added Resellers are encouraged to source address data from the NSW Address Database and provide this data to users. Methods for accessing data from Spatial Services are described in APUM Chapter 2 - Section 2.5.5 - Address Data Verification and Usage and Chapter 5 - Section 5.1 - Address Data Verification. Address data sourced from the NSW Address Database and supplied to users should, where practical and required by users: • include reference to the Unique Address ID • identify the NSW assigned geocode(s) • reference the NSW assigned quality-designation for each address string • provide other value-add services associated with service delivery related to address, as required by NSW Government agencies to effectively and efficiently deliver services.	Value Added Resellers typically consume raw data from government agencies, then apply a set of quality assurance metrics and other metadata or attributes before on-selling the data to end-users. This policy recommends these functions for VARs to facilitate and support the maintenance of a single-source of truth address database for NSW containing quality information which can be accessed by all Data Users. The objective is to minimise data degradation and to provide an auditable trail for the life-cycle of an address.

3.4 Governance - Data Users

All members of the public are beneficiaries of consistent and appropriate use of the NSW Address Database as a single-source-of-truth for address information across the state. There is a strong imperative for government agencies and corporations, who utilise address information for delivery of services, to access and reference the NSW Address Database as the authoritative source of information.

Data Users can be provided access to the NSW Address Database from a variety of Distributors. NSW Point has been developed as the NSW Government standard for access to NSW address data. In all instances minimum attribution, metadata statements and quality assurance metrics should be identified and provided to Data Users so that they may easily understand custodianship, quality, accuracy and currency of data. Data Users are encouraged to inform the custodians of the NSW Address Database, Spatial Services, of errors or omissions in the data so that they may inform the Data Producers to resolve the issue and subsequently inform the Data Distributors.

Governance functions for Data Users

Agency	Functions	Rationale
Government Agencies	Government Agencies should ensure they provision access to the NSW Address Database and associated Core Address Data and Core Components within their systems. Agencies may develop in-house systems for attributing business-specific details to the data, but there is no requirement for Spatial Services to aggregate, maintain or distribute this information. Agencies should maintain awareness of NSW Government Information Framework relevant to capture and management of address data[3].	These functions for Government Agencies facilitate and support the maintenance of a single-source of truth address database for NSW containing quality information which can be accessed and exchanged with confidence by all end users.
Corporate Bodies	Corporate Bodies are encouraged to access authoritative data from the NSW Address Database through Spatial Services, Geoscape Australia or VARs. Use of this data as a source-of-truth for address information in NSW will ensure consistency and reliability of address data usage.	These functions for Corporate Bodies facilitate and support the maintenance of a single-source of truth address database for NSW containing quality information which can be accessed and exchanged with confidence by all end users.
Public	Members of the public are encouraged to utilise and reference authoritative addresses produced and endorsed by Local Government and approved by the GNB and to make use of products and services providing access to authoritative NSW Address Database. Where a member of the public becomes aware that an address they are utilising or have made reference to, does not adequately represent, identify or locate a property, feature or point of interest, they should advise the Local Government responsible for the address in that particular area.	These functions for the public facilitate and support the maintenance of a single-source of truth address database for NSW containing quality information which can be accessed and exchanged with confidence by all end users. Regular and consistent use of authoritative data, and notification of erroneous data, will assist in improving the quality, reliability and timeliness of information in the NSW Address Database, and assist provision of services to address sites for the public.

[3] https://www.digital.nsw.gov.au/sites/default/files/IM%20Framework%20infographic_0.pdf

3.5 Custodianship - Data Producers

Data Producers, identified as Local Government, State Government Agencies, Surveyors, Developers, Planners and the GNB are encouraged to adopt the following roles in fulfillment of their obligations as custodians of Core Address Metadata and Core Address Component data - refer to APUM Chapter 4.

Custodianship roles for Data Producers

Custodians	Roles	Rationale
Local Government State Government Agencies Surveyors Developers Planners Private Certifiers Geographical Names Board of NSW	1. All addresses established in NSW must be defined with the minimum Core Address Components - refer to APUM Chapter 4 - Section 4.5 - Core Address Components. 2. Custodians can associate non-Core Address Data with data within their own systems. 3. Custodians must record all the addresses for which they are custodian, and wherever feasible provide effective maintenance arrangements. 4. New, revised or deprecated Core Address Data must be advised to Spatial Services as per established Data Supply Contracts and/or timeframes required in the APUM Chapter 8. 5. Core Address Data components must conform to the requirements of the NSW Address Policy and User Manual (APUM). 6. All addresses proposed in NSW by Developers, Planners or Surveyors must be provided to Local Government within the timeframes outlined in APUM Chapter 8 - AP5 - Development and Subdivision. 7. All addresses produced in NSW by private entities, including corporate bodies, must be provided to Local Government as outlined in APUM Chapter 8. 8. All addresses proposed in NSW by State Government Agencies must provide to Local Government within the timefranes as outlined in APUM Chapter 8. 9. Where revisions are required for existing Core Address Components, Unique Address IDs should be referenced by Local Government in data exchanges with Spatial Services to ensure consistency of data maintenance. 10. Data Producers are strongly encouraged to utilise address data from the NSW Address Database within their systems.	Addresses must be properly and unambiguously produced to allow for accurate and reliable site identification to support timely and efficient emergency service and other service delivery. Consistency of data is required and minimum components must be provided to ensure quality and accuracy of address data. Derivation and production of address data components is governed by the NSW Address Policy and User Manual to ensure consistency of application.

3.6 Custodianship - Data Aggregators

Maintenance of the NSW Address Database is performed by Spatial Services; however the GNB and Geoscape Australia also play a role in custodianship of NSW Address Data.

Custodianship roles for Data Aggregators

Custodians	Roles	Rationale
Geographical Names Board of NSW Spatial Services Geoscape Australia	1. Core Address Components must be quality assured and attributed - refer to APUM Chapter 4 - Section 4.5 - Core Address Components for management in the NSW Address Database. 2. Core Address Components must be maintained with a standardised geocode. Where a geocode supplied by a Data Producer does not conform to policy requirements, Spatial Services will assign a suitable default geocode for maintenance purposes in the NSW Address Database - refer to APUM Chapter 4 - Section 4.5 - Core Address Components. 3. Core Address Data must be maintained as per requirements of Australian and International Data Maintenance Standards.[4] 4. Core Address Components must be assigned and maintained with Unique Address IDs - refer to APUM Chapter 4 - Section 4.5 - Core Address Components. 5. Custodians can maintain non-Core Address Data where a case is established for this requirement by other Address Data Custodians.	Quality Assurance and attribution, and provision of access to quality and attribution information relevant to individual address records, for aggregators and users, is necessary to allow determination by address aggregators and users of the fitness for purpose of an address or set of addresses for a specific purpose. Provision of accurate geocode information is required to support site identification and service delivery. Geocode allocation is most effectively performed and maintained where assigned to an aggregating authority, in the case of NSW, Spatial Services is identified as such an authority. Geocode data should also be appropriately attributed so that end-users can determine and understand with confidence the type of geocode/s provided for each address.

[4]AS/NZS 4819: Rural and Urban Addressing, AS4590: Interchange of Client Information.

3.7 Custodianship - Data Distributors

Core Address Data held in the NSW Address Database must be distributed for the benefit of all end-users. Access to the data must be facilitated either through:

- Direct access through the NSW Address Database Custodian, Spatial Services.

- Provisioned access through Geoscape Australia.

- Value-Added access through VARs.

Responsibility for distribution of the data are assigned to Spatial Services, Geoscape Australia and VARs, as per requirements defined below.

Custodianship roles for Data Distributors

Custodians	Roles	Rationale
Spatial Services Geoscape Australia VARs	1. Where data is distributed from the NSW Address Database it should be identified as such. 2. It is recommended that provision be made in data distribution systems for the collection of feedback related to Core Address Data including mechanisms for data error, anomalies or issues. This information should be provided back to the custodian of the NSW Address Database, Spatial Services, so that they may inform Data Producers to resolve the issue and subsequently inform the Data Distributors. 3. Core Address Data for NSW should be distributed and attributed with supporting information as maintained by the NSW Address Database to enable aggregator and user determination of fitness for purpose. 4. Recognised Australian Standards related to the exchange of data and the National Address Management Framework (NAMF) have been developed with wide industry participation and are targeted specifically at Australian addresses and should be adopted as the underlying rules for data sharing. 5. Distributors should utilise Unique Address IDs within their systems to facilitate standardised practice for maintaining address data consistency for end-users.	The NSW Address Database is the single source of truth for address data in NSW. Any data that does not match the requirements of the Address Policy and User Manual should be identified for resolution. Feedback from users of the address data is vital to assisting in quality management of data held in the NSW Address Database. Users require information about the metadata to ensure address data can be assessed for fitness of purpose.

3.8   Custodianship - Data Users

Maintenance of the NSW Address Database is performed by Spatial Services, however the users also play a role in custodianship of the data.

Custodianship roles for Data Users

Custodians	Roles	Rationale
Government Agencies Corporate Bodies Public	1. NSW Government agencies can access NSW Point Address Verification Web Services (AVWS) for this purpose. For more information on NSW Point please contact Spatial Services. 2. Users are encouraged to utilise Unique Address IDs within their systems to facilitate standardised practice for reporting errors, omissions, redundancies and issues with data maintained in the NSW Address Database. 3. Government Agencies should refer to the *NSW Government Standard for Spatially Enabling Information* for guidance on exchange mechanisms and address data management within their systems.	Maintenance of address data accuracy is an integral component of maintaining data quality within organisations. The AVWS will provide a link between address users and the NSW Address Database to ensure address data can be efficiently maintained by the user. Unique Address IDs are the link between user systems and the NSW Address Database to ensure data integrity.

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Chapter 4

NSW Address Database, Metadata and Components

4   NSW Address Data, Metadata and Components

This chapter contains:

Address Grading   Outlines a set of address grades which should be included in the NSW Address Database.

NSW Address Database Components   Defines the roles and components of the Gazetteer of Road Names and the Gazetteer of Place Names, particularly with reference to the types and status of roads, road types and address locality data contained therein.

NSW Address Database Metadata   A description of the metadata which will be supplied with every transaction on the NSW Address Database.

Core Address String Metadata   A description of the metadata which will be supplied with every address string held in the NSW Address Database.

Core Address Components   A description of the components of each address string held within the NSW Address Database, this includes reference to additional attributes and geocode types.

Additional Address Components   Outlines potential address components that may need to be considered.

Geocode Types   A list of geocode types that have been derived from the AS/NZS 4819:2011

4.1   Address Grading

The terms defined in the table which starts on the following page are used to define grades of authoritativeness for Core Address Strings.

For examples of primary and alternative address sites refer to Figure 4.1.

Figure 4.1
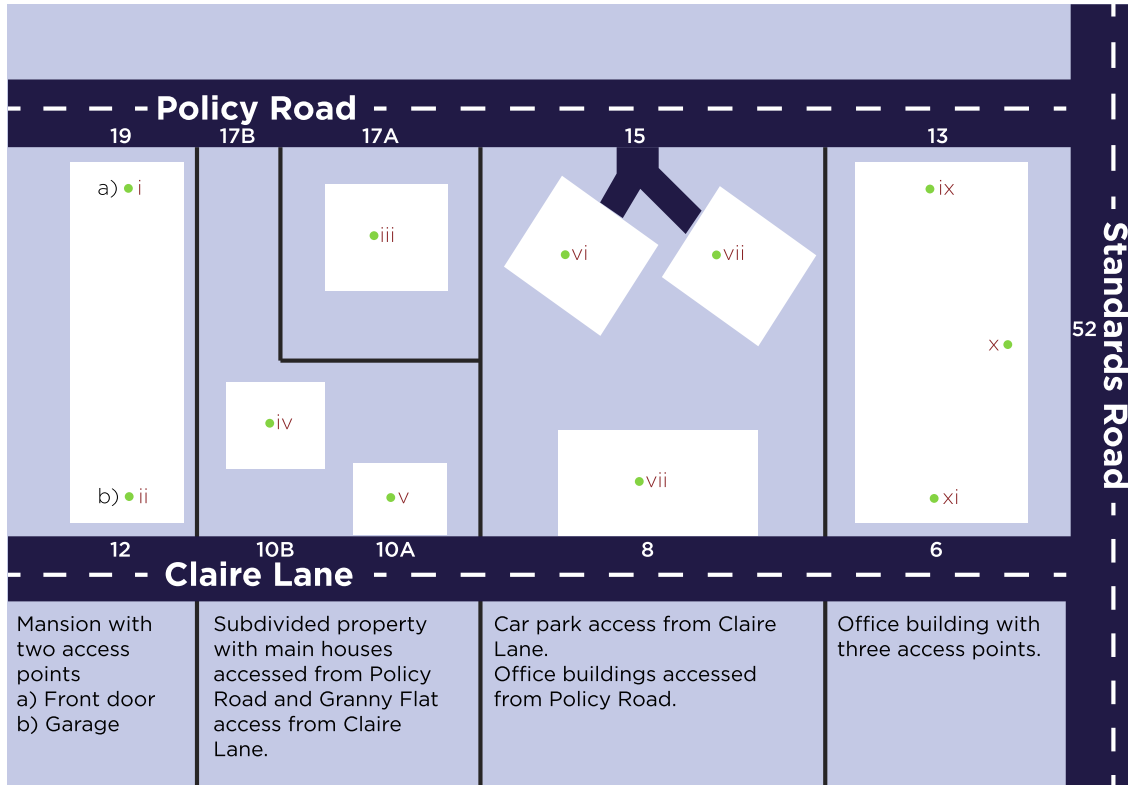
i   **19 Policy Road (Primary)**

ii   **12 Claire Lane (Alternative)**

iii **17A Policy Road (Primary)**

iv   **17B Policy Road (Primary) 10B Claite Lane (Alternative)**

v   **10A Claire Lane (Primary)**

vi   **2/15 Policy Road (Primary)**

vii **1/15 Policy Road (Primary)**

viii **8 Claire Lane (Alternative)**

ix   **13 Policy Road (Alternative)**

x   **52 Standards Road (Primary)**

xi   **6 Claire Lane (Alternative)**

NSW Address Database Address Grades

Grades	Definition	Description
Authoritative Primary Address	The Address String comprises components wherein: • All attributes are present - refer to APUM Chapter 4 - Section 4.5 - Core Address Components. • Number conforms to Principles at time of assignment - refer APUM Chapter 6. • Road Name is Gazetted or was assigned prior to the commencement of the Roads Act 1993 and meets the requirements of APUM Chapter 6 - Section 6.7 - Principles of Road Naming. • Address Locality Name is Gazetted. • Geocode(s) falls within appropriate accuracy levels as per Metadata requirement outlined in APUM Chapter 4 - Section 4.4 - Core Address String Metadata. The address is assigned to the primary point of access to the site - see APUM - Chapter 6 - Principle 6.1.1.	These types of addresses can be considered 'official' or 'gazetted' and can be assessed by users to be the best defined location reference for gaining access to a site from the NSW road network - refer APUM Chapter 2 - Section 2.5.4 - Address Database.
Authoritative Alternative Address	The Address String comprises components wherein: • All attributes are present and fulfil the Metadata requirement for 'completeness' - refer to APUM Chapter 4 - Section 4.4 - Core Address String Metadata. • Number conforms to Principles - refer APUM Chapter 6. • Road Name is Gazetted or was assigned prior to the commencement of the Roads Act 1993 and meets the requirements of APUM Chapter 6 - Section 6.7 - Principles of Road Naming.. • Address Locality Name is Gazetted. • Geocode(s) falls within appropriate accuracy levels as per Metadata requirement outlined in APUM Chapter 4 - Section 4.4 - Core Address String Metadata. The address is assigned to an alternative point of access to the site - see Addressing User Manual - Chapter 6 - Principle 6.1.1.	These types of addresses can be considered 'official' or 'gazetted' alternatives to the primary addresses and can be assessed by users to be the best defined location reference for gaining secondary access to a site (i.e. the side entrance to a building or the location of a secondary gate to a school). Refer APUM Chapter 2 - Section 2.5.4 - Address Database. In G-NAF these addresses are defined as 'Secondary'.

Grades	Definition	Description
Non-Authoritative Primary Address	In the Address String one of the following is present: • One component might be missing and therefore the address does not fulfil the Metadata requirement for 'completeness' - refer to APUM Chapter 4 - Section 4.4 - Core Address String Metadata. • Number does not conform to Principles (refer APUM Chapter 6). • Road Name was assigned subsequent to the commencement of the *Roads Act 1993* and has not been Gazetted. • Address Locality Name has not been Gazetted. • Geocode(s) does not fall within appropriate accuracy levels as per Metadata requirement outlined in Address Policy Appendix B - Core Address String Metadata. The address is assigned to the primary point of access to the site - see APUM - Chapter 6 - Principle 6.1.1.	These types of addresses can be considered 'unofficial' or 'ungazetted' and can be assessed by users to be an approximated location reference for gaining access to a site from the NSW road network. These addresses are usually good descriptions of a location but they lack the authoritativeness of a gazetted road name or address locality name to define them as endorsed by their Local Government and/or approved by the GNB.
Non-Authoritative Alternative Address	Where one or more of the following is present: • One component might be missing and therefore the address does not fulfil the Metadata requirement for 'completeness' - refer to APUM Chapter 4 - Section 4.4 - Core Address String Metadata. • Number does not conform to Principles - refer to APUM Chapter 6. • Road Name was assigned subsequent to the commencement of the *Roads Act 1993* and has not been Gazetted. • Address Locality Name has not been Gazetted. • Geocode(s) does not fall within appropriate accuracy levels (as per Metadata requirement outlined in APUM Chapter 4 - Section 4.4 - Core Address String Metadata). The address is assigned to the alternative point of access to the site - see APUM - Chapter 6 - Principle 6.1.1.	These types of addresses can be considered 'unofficial' or 'ungazetted' and can be assessed by users to be an approximated location reference for gaining secondary access to a site from the NSW road network. These addresses are usually good descriptions of secondary access to a location but they lack the authoritativeness of a gazetted road name or address locality name to define them as endorsed by the Local Government and/or approved by the GNB or Spatial Services.

4.2 NSW Address Database Components

The essential components of the NSW Address Database are the Gazetteer of Road Names and the Gazetteer of Place Names. Gazetteers are collections of names or identifiers which are compiled, maintained and published under the jurisdiction of a government authority. In NSW the authority for place naming is the GNB, as provided for under the *Geographical Names Act 1966*.

There are two gazetteers in use in NSW relating to addresses:

1. Gazetteer of Road Names (provided for as a list of road names under s.5(2) of the Act)

2. Gazetteer of Place Names (provided for under s.5(1)(i) of the Act).

Each of these gazetteers is described below.

4.2.1 Gazetteer of Road Names

Under s.5(2) of the Geographical Names Act the GNB may 'compile, maintain and publish a list of roads'. The GNB refer to this list as the 'Gazetteer of Road Names'.

The Gazetteer of Road Names is accessed via the NSW Place and Road Naming Proposal System (Proposal System).

Road Name Status

The list of road names accessed via the NSW Place and Road Naming Proposal System (Proposal System) can have one of the following status types: gazetted, endorsed or name in use.

Road status value	Description
Gazetted	Road names published in the NSW Government Gazette under the *Roads Act 1993*. This can include: • roads that have been proposed through the NSW Place and Road Naming Proposal System (Proposal System), evaluated and found to have met road naming guidelines by GNB; and • road names gazetted outside of the NSW Place and Road Naming Proposal System (Proposal System)
Endorsed	Names for roads which have not been opened, declared or dedicated as a public road but have been proposed through the NSW Place and Road Naming Proposal System (Proposal System), evaluated and found to have met road naming guidelines by the GNB Secretariat. This includes formed roads, such as private roads and pedestrian only road types (refer to Section 6.10) that are generally open to the public or services.
Name in Use	These are long established road names that have been in-use for a long time and were named prior to the *Road Act 1993*.

4.2.2 Road Types

Road types to be used in NSW are limited to those listed in APUM Chapter 6 - Section 6.10 - Road Types.

Various statuses can be applied to road types, as described in the table below.

Road Types with Grade Status and Descriptions

Grade Status	Sub-Grade	Description
Authoritative	Conforming	Road Type conforms with requirements of AS/NZS4819 and GNB Addressing Policy
	Legacy	Non-Conforming road type which has been in use for many years and is deemed acceptable for inclusion in the Gazetteer of Road Names. Addresses containing a legacy road type can be considered authoritative.
Non-Authoritative	Non-Conforming	As all new road names must use approved road types, non-conforming types are deemed unacceptable for use. Addresses containing an unofficial road type will not be graded as authoritative.

4.2.3 Gazetteer of Place Names

The NSW Gazetteer of Place Names is provided for under Section 5(1) of the Geographical Names Act and is the official register of place names for the State. Under s.2 or the Act:

> 'Place' means any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the *Local Government Act 1993*) or area of operations of a county council (within the meaning of that Act), any electoral district under the *Parliamentary Electorates and Elections Act 1912*, any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations.'

The Gazetter of Place Names is accessed via the Geographical Names Register on the Geographical Names Board of NSW website.

4.2.4 Address Localities

A address locality is a named geographical area with defined boundaries which represents a community or area of interest, and may be rural or urban in character (where urban it is usually defined as a 'suburb'). Address Localities enable addresses to be uniquely identified. Without clearly defined address localities there can be uncertainty in an address. In order to achieve comprehensive addressing objectives it is vital that address locality names and boundaries are clear and unambiguous.

Address Localities are distinguishable from neighbourhoods which are considered to be named geographical areas which have unofficial or fuzzy boundaries: for this reason a neighbourhood name cannot be used for addressing purposes (e.g. Kings Cross is a neighbourhood, it forms part of the Potts Point, Darlinghurst, Rushcutters Bay and Elizabeth Bay address localities in Sydney). Similarly, estate names are considered to be branding for particular development areas or gated communities, and as such are not address locality names and cannot be used for addressing purposes. Should a development or gated community wish to use an estate name for the purpose of branding its development then the name chosen must comply with APUM section 6.8.3 Acceptable Address Locality Names.

4.3 NSW Address Database Metadata

As per *ISO 19113- Geographic Information*, to consistently manage the NSW Address Database, ensure the quality of the data contained therein and to facilitate end user determination of fitness-for-purpose, a minimum set of metadata attributes should be provided, where known, with each extract of Address Data distributed to End-Users.

Metadata to define the NSW Address Database

Attribute	Description	Rationale
Purpose	This field should be completed by the NSW Address Database custodian, Spatial Services, and detail the governance and custodianship arrangements for the database.	ISO 19157 Requirement - This is the rationale for the creation of the database and contains information about its intended use.
Usage	This field should be completed by the NSW Address Database custodian, Spatial Services, and define its intended application for Data Users. Limitations of the data quality should be outlined with reference to any legislation which limits the NSW Address Database custodian responsibility for use of the data and restricts data string quality attribution - refer to APUM Chapter 4 - Section 4.4 - Core Address String Metadata, to the specific time in which the data was extracted.	ISO 19113 Requirement - This should describe the application(s) for which database can be used. This attribute describes uses of the database by the Data Producer or by other, distinct, data users.
Completeness	This field should be completed by the NSW Address Database custodian, Spatial Services, and indicate the known representative completeness of the database. Reference should be made to whether all address types are included, or whether specific types (i.e. mail-only or water-based) have been omitted.	This will assist users in identifying the types of addresses available in the database.

4.4 Core Address String Metadata

Quality management attribute information which may be associated with each Core Address Data string should include, where known, the following metadata in the NSW Address Database.

NSW Address String Metadata

Attribute	Description	Rationale
Lineage	This field should include reference to the Data Producer custodian who was responsible for providing the Core Address Data contained within that string.	ISO 19157:2013 requirement states: Lineage may contain two unique components: • source information shall provide the parentage of the database • process step or history information shall describe a record of events or transformations in the life of a database, including the process used to maintain the database whether continuous or periodic, and the lead time.'
Completeness	This should identify if Core Address Data is missing or non-Core Data is present. Conversely it should identify if the string is complete by having all components available - refer to APUM Chapter 4 - Section 4.5 - Core Address Components.	ISO 19113 requirement states: • 'Commission: excess data present in a database • Omission: data absent from a database'.
Compliance	This should indicate whether the road name and address locality name correlate with official, gazetted names in the Road Name or Place Name Gazetteers.	Quality Management requirements to determine if the components are officially designated and recognised: • Where the names correlate (i.e. they are the same spelling and refer to the same geospatial location) they are defined as 'authoritative'. • Where the names do not correlate, or they do not refer to the same geospatial location, they are defined as 'non-authoritative'. • Where the names are identified as a type of alias, they are defined as 'alias'. These definitions correlate to those applied to the whole address. Refer to APUM Chapter 4 - Section 4.1 - Address Grades for description.

Attribute	Description	Rationale
Positional Accuracy	This should identify the accuracy of the geocoded point assigned by the NSW Address Database custodian, Spatial Services. The accuracy should be defined as per the levels defined in G-NAF, as shown in the table below.	In addition to the definitions provided by Geoscape Australia, ISO19113 defines three types of accuracy which can also be applied: 1. Absolute or external accuracy: closeness of reported coordinate values to values accepted as or being true. 2. Relative or internal accuracy: closeness of the relative positions of features in a database to their respective relative positions accepted as or being true. 3. Gridded data position accuracy: closeness of gridded data position values to values accepted as or being true.

Reliability Level	Description	Example
1	Geocode resolution recorded to appropriate surveying standard.	Address level geocode was manually geocoded with a GPS.
2	Geocode resolution sufficient to place centroid within address site boundary.	Address level geocode was automatically calculated by centroiding the cadastre property it correlated to.
3	Geocode resolution sufficient to place centroid near (or possibly within) address site boundary.	Address level geocode was automatically calculated by calculating where on the road the address was likely to appear based upon other bounding geocoded addresses.
4	Geocode resolution sufficient to associate address site with a unique road feature.	Street level geocode automatically calculated by using the road centreline reference data.
5	Geocode resolution sufficient to associate address site with a unique address locality or neighbourhood.	Address locality level geocode automatically calculated by centroiding the gazetted address locality for this address.
6	Geocode resolution sufficient to associate address site with a unique region.	Address locality level geocode derived from topographic feature.

Attribute	Description	Rationale
Status	This should define the status of an Address String supplied to Spatial Services by a Data Producer. The following Status Values can be attributed to each Address String: • Authoritative Primary Address • Authoritative Alternative Address • Non-Authoritative Primary Address • Non-Authoritative Alternative Address • Alias Address	This is required to assist users in determining the authoritativeness or accuracy of an address. Refer to APUM Chapter 4 - Section 4.1 - Address Grades.
Lifecycle Stage	This should define the point at which an address has been included in the NSW Address Database by a Data Producer. The Lifecycle Stages are: • Proposed • Provisional • Current • Historical	This is required to assist users in determining the currency of an address.
Unique Address Identifier	The Unique Address ID is a code that can be allocated by the NSW Address Database custodian, Spatial Services, when the address is first produced.	This is required to facilitate the exchange and management of address data in NSW.
Type of Address	This should include: • Water-Based • Not-Connected • Mail-Only • Habitable • Commercial	This is required to define whether the address site is habitable, commercial, water-based or mail-only location or a location which is not linked to the address network.
Timestamp	This should include: • Date of Establishment as a Core Address String • Date of Quality Checks by Spatial Services • Date last updated	Timestamps are required to determine the relevance and reliability of an address string.
Contributor Database Name	This should include: • Name of Data Production Database • Location of Data Production Database	This is required for the purposes of lineage.
Contributor Details	This should include: • Name of Data Production Contributor • Location of Data Production Contributor	This is required for the purposes of lineage.

4.5 Core Address Components

These are the minimum components which Spatial Services as custodian of the NSW Address Database will maintain for each address.

Component	Description
Address Number	This is the identifying characteristic which delineates the address from those on the same road and within the same address locality. This can include sub address numbering elements.
Road Name and Road Type	Road Names and Types are defined in APUM Chapter 2 - Section 2.4.3 and Chapter 6 - Section 6.7 Authority for Road Naming. Road Name and Type information is derived from Gazetteer of Road Names.
Address Locality Name	Address Locality Names and Boundaries are defined in APUM Chapter 2 - Section 2.4.4 and Chapter 6 - Section 6.8 Authority for Address Locality Names and Boundaries. Address Locality Name and Boundary information is derived from the Gazetteer of Place Names.
State Name	This identifies the Australian State in which the address is located. Field attributed within the NSW Address Database.
Geocode	Each Authoritative Address must contain a geocode. The geocode must be described in the NSW Address Database with a minimum of one of the Officially Preferred types provided in APUM Chapter 4 - Section 4.7 - Geocode Types. Where Core Address Data is provided by a Data Producer to Spatial Services without an Officially Preferred type of geocode, one shall be assigned by Spatial Services. Multiple geocodes can be ascribed for each address. One default geocode will be assigned by Spatial Services to all authoritative address instances held in the NSW Address Database and this geocode should be the Site Centroid.

4.6 Additional Address Components

Where applicable and available the following information shall be stored by the NSW Address Database custodian, Spatial Services, and can be provided to users where appropriate:

- Change-Log History (including address status changes).

- Alias road name, address locality name and road type.

- For sub addressing purposes a building or site name can be considered part of the address.

4.7 Geocode Types

Geocode types have been derived from AS/NZS 4819, and are described in following table.

The default geocode type to be assigned in all instances of address strings maintained in the NSW Address Database is the *Site Centroid*.

Geocode feature type	Description
Building access point	Point of access to the building.
Building centroid	Point as centre of building and lying within its bounds (e.g. for U-shaped building).
Centre-line dropped frontage	A point on the road centre-line opposite the centre of the road frontage of an address site.
Driveway frontage	Centre of driveway on address site frontage.
Emergency access	Specific building or property access point for emergency services.
Emergency access secondary	Specific building or property secondary access point for emergency services.
Front door access	Front door of building.
Frontage centre	Point on the centre of the address site frontage
Frontage centre setback	A point set back from the centre of the road frontage within an address site.
Letterbox	Place where mail is deposited.
Property access point	Access point (centre of) at the road frontage of the property.
Property access point setback	A point set back from the (centre of the) access point at the road frontage of the property.
Property centroid	Point of centre of parcels making up a property and lying within its boundaries (e.g. for L-shaped property).
[service type] connection point	The utility connection point (e.g. box or underground chamber). 'Service type' to be specified (e.g. water, electricity, gas, telephone).
[service type] meter	The utility meter (e.g. box or underground chamber). 'Service type' to be specified (e.g. water, electricity, gas, telephone).
Unit centroid	Point at centre of unit and lying within its bounds (e.g. for U-shaped unit).
Site centroid*	*Point of centre of site and lying within its boundaries (e.g. for L-shaped site)* *For a property-based address site the geocode will be the Property Centroid (as described above). For a non-property-based address site the geocode will be centre of the feature.*

* Not catered for in AS/NZS 4819 - developed exclusively for the purposes of the NSW Address Policy

Chapter 5

Address Data Verification and Usage

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5   Address Data Verification and Usage

</div>

This chapter contains the Address Data Verification requirements and Address Data Usage functions that support the NSW Address Policy.

Verification - outlines details of data verification service delivery provisions for NSW Address

Usage - defines a set of roles and responsibilities for Data Users and provides for a confirmation of address service.

5.1   Address Data Verification

This section defines requirements for Spatial Services, as custodian of the NSW Address Database, to provide mechanisms which enable users to verify address data.

Policy	Specifics
Provision of data from the NSW Address Database will be facilitated in multiple formats which will allow users to access the information as per agency-specific business rules	Various service delivery mechanisms will be maintained by Spatial Services for provisioning access to the NSW Address Database. These include: 1. Web services. 2. Batch validation services. 3. Instance based, manual online queries. 4. Offline media delivery services. 5. NSW Point
Address Verification Web Services (AVWS) will be provisioned by Spatial Services to supply Whole of Government access to the NSW Address Database. The supply of these services is being carried out using NSW Point.	1. Ability for approved users to identify the authoritative primary or alternative address via a search and validation service should be provisioned to support queries pertaining to alias address functionality and spatial checks to resolve alias usage, along with other functionality as required. 2. Data interaction and exchange services should be provisioned to allow for: • custodian editable business rules to support predictive text, corrective actions, alternate suggestions and/or error messages • pre-approved, reserved and provisional address data supply functionality to support real-time transactions for early-captured address data • approved users to access validation services for the purposes of address management, including address database maintenance, updating, anomaly resolution, imports, integrity reporting and database scrubbing to identify candidate alias naming.
Access to address data should include provision of a mechanism which can record errors or omissions detected by users	The NSW Address Database custodian, Spatial Services, should consider mechanisms to: • find efficient opportunity to monitor use of non-authoritative address data • inform maintenance of effective capacity for address searching and matching, and • inform advice to address custodians of areas of address or location uncertainty.

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5.2 Address Data Usage

This section describes requirements for usage of address data in NSW. The purpose is to outline responsibilities and requirements for address data usage and reporting of issues.

5.2.1 Usage of Address Data

Users of address data are encouraged to utilise and reference authoritative address data produced, endorsed by Local Government and approved by the GNB, as contained in the NSW Address Database maintained by Spatial Services.

Where a user becomes aware that an address does not adequately represent, identify or locate a site they should advise Spatial Services and/or the relevant Local Government.

A mechanism should be provided to allow communication channels throughout the address supply chain, and also between Data Users and Data Aggregators. This will facilitate the reporting of any errors or omissions in the data. In instances where advice contradicts authoritative information in either the Gazetteer of Road Names or the Gazetteer of Place Names and corrective action is not required, the reported issue could be used to derive alias address information.

5.2.2 Confirmation of Address

In order to facilitate the use and verification of authoritative address data, a service should be provided by Spatial Services to enable Data Producers, Data Aggregators, Data Distributors and Data Users to confirm an address(es) for a site.

This service will facilitate the requirement to exchange address information for the purposes of business transactions.

This supports the NSW Address Policy objective of increasing the use of authoritative address information.

Data to be provided through an address confirmation service may include:

- Name of Property or Point of Interest - Site Description (either a title number or textual description).

- Textual Address String for each Address

- Map of spatial address.

- Spatial Coordinates - longitude and latitude - for Address String geocode.

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Chapter 6

Addressing Principles

6   Addressing Principles

This chapter contains a set of principles which shall apply to all instances of address numbering, road naming and locality definition in NSW.
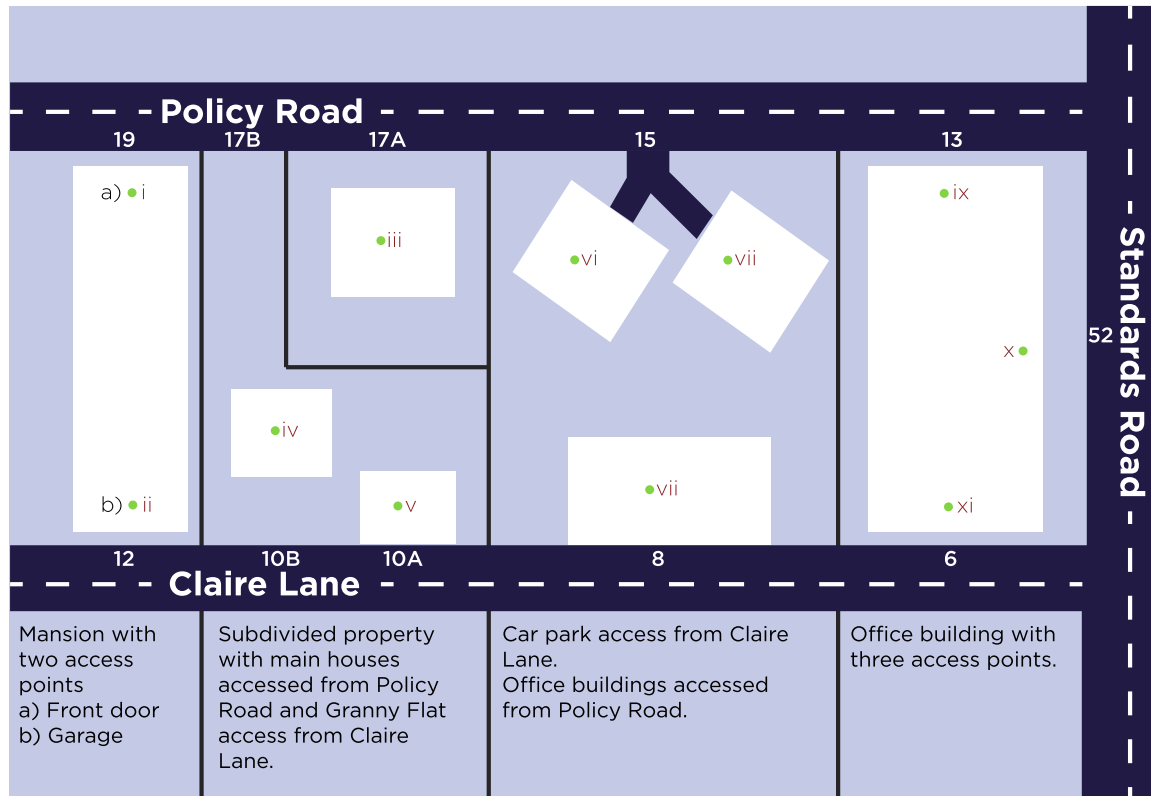
The contents include:

6.1   General Principles of Addressing

Description

The following general principles apply for all addressing in both urban and rural environments (see also Figure 6.1). Description of an address site is available in APUM Chapter 2 - Section 2.5.4 - NSW Address Database.

Figure 6.1 - Site Based Addressing

Principles

6.1.1   Determination of Address Number

The main access, or where access is most likely to occur for a visitor, from a road to an address site (e.g. front door) determines the primary address. Sometimes there might be separate vehicular and pedestrian access to a site. The primary address should be allocated to the pedestrian access point; the alternative address should be allocated to the vehicular access point. Where pedestrian access is provided via a pathway, not a named road, the pathway shall be named in accordance with Principle 6.7.3 - Roads to be Named.

Figure 6.2 - Numbers based on access
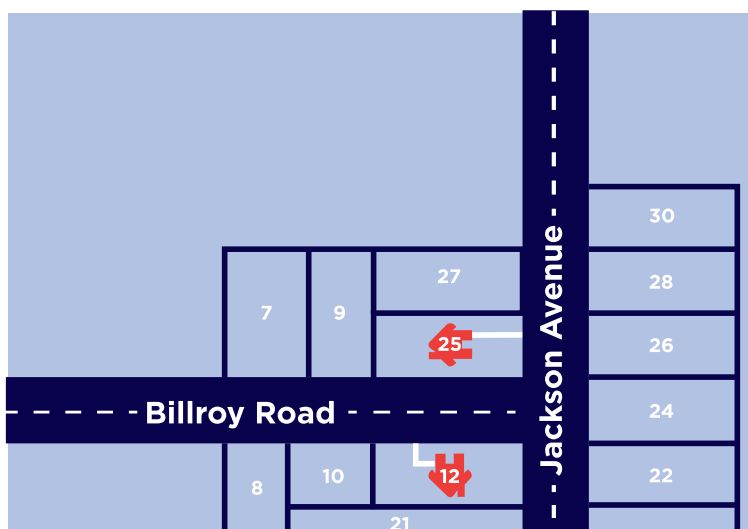
See example in Figure 6.2 - Numbers based on access which details how access points should be chosen for corner sites. Also refer to Principle 6.2.4 - Renumbering due to Redevelopment for details on determining an address for sites under development or Principle 6.1.4 - Alternative Addresses for details of alternative address allocation.

The access point to a property should reflect the locality of that property. If this is unable to be determined then an amendment should be made to the locality boundary.

## 6.1.2 Building identifier and/or site name

A building identifier and/or site name may be used as part of an address, but should always be used in conjunction with the address number and never as an alternative to an address number.

Names of a sensitive nature (eg: Women's Refuge) must not be included for privacy reasons.

6.1.3 One Road Name

Each address shall have only one road name. Where there are private roads within a complex site, the names of those roads shall be used for addressing purposes. See example in Figure 6.3 for details of a private road with multiple address sites.

*Figure 6.3 - One road name for all addresses*
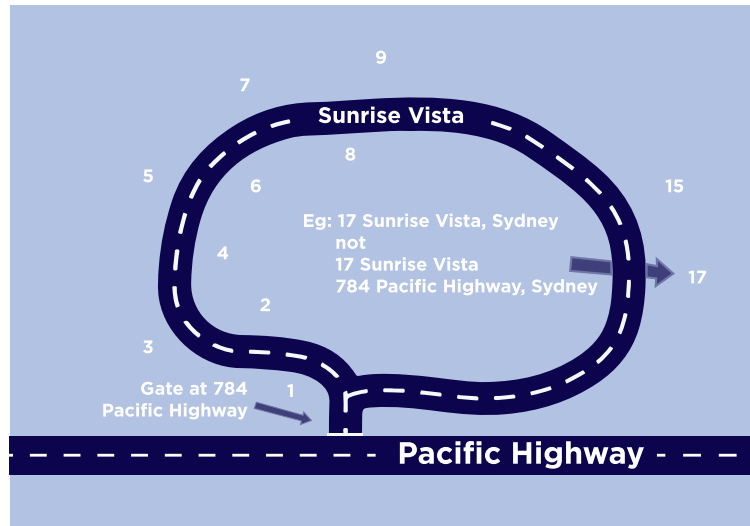
6.1.4 Sub-addressing

Sub-address numbering shall be used for address sites that are contained within a primary address site e.g. an apartment building, block of flats or marina.

Generally, sub addresses are defined because there is one main access point from the road to the property from which many locations can then be accessed.

Specific principles which apply to sub-addressing can be found in Section 6.5 - Principles for Sub-Address Numbering and an example is shown in Figure 6.4.

Figure 6.4 Sub-address numbering
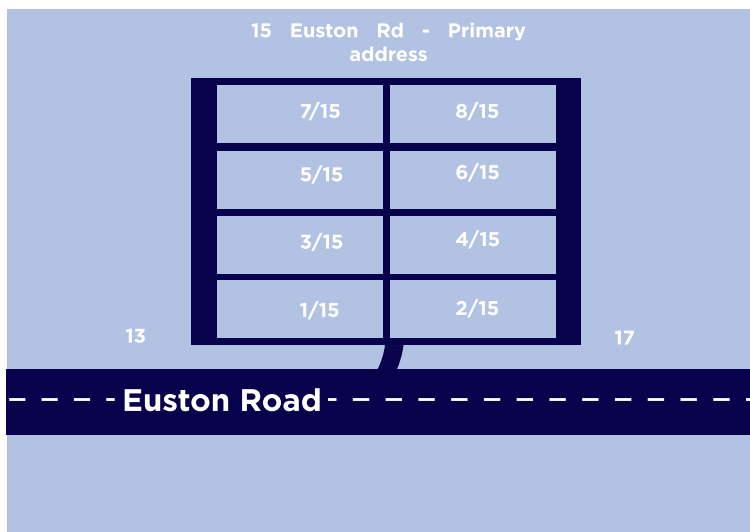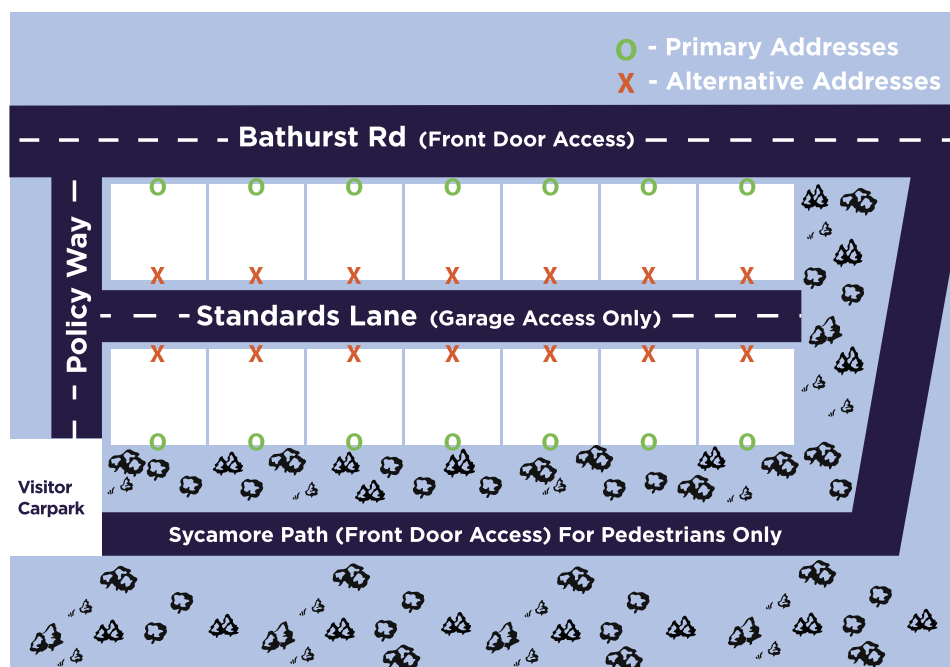
6.1.5 Alternative Addresses

Where a primary address site has more than one access point, it may be assigned one or more alternative addresses. Examples include:

a. A corner site that has developed access from two roads.

b. A site that has multiple access points from dual frontage or a separate access lane.

c. A large site that has multiple developed access points on the same road.

d. A large complex that occupies an entire block with multiple developed access points.

Corner sites with only one access point shall have only one address - on the road that the site is accessed from.

Refer to Figure 6.5 for details of allocation of Primary and Alternative Addresses.

Figure 6.5 - Allocation of Primary and Alternative Addresses

6.1.6 Alternative Addresses on Sub-address Sites

Sub-address sites may be assigned an alternative address. The assigned address/es shall be based on the access to the site, as per Principle 6.1.1 - Determination of Address Number.

6.1.7 Naming and Numbering across Boundaries

As per Principle 6.7.7 - Road Extents and Principle 6.2.1 - Address Numbers, addresses on a road which crosses Locality and/or LGA and/or State boundaries shall continue in sequential order for its entire length. This also applies where a road is being extended and new addresses are required for the new section - the numbering shall maintain the integrity of the existing numbering sequence. Discussion and agreement between the authorities responsible will be required to ensure that naming and numbering is applied consistently.

6.2 General Principles of Numbering

Description

Address numbering shall be unambiguous and applied in a logical manner. Address numbers shall be applied to all sites which require unique identification to facilitate access, delivery of services or maintenance of records e.g. asset management.

Principles

6.2.1 Address Numbers

Address numbers shall be:

a. Unique, clear, logical and unambiguous.

b. Sequential positive integers commencing from the datum point.

c. Odd numbers on the left side of the road (from the datum point) and even on the right side - see examples in Figure 6.6 and Figure 6.7. An exception to this principle is where the existing numbering pattern of an area runs opposite to this instruction - in which case numbering shall continue as per existing layout.

d. Created without prefixes, in the form of preceding alphabetical characters.

e. Singular, i.e. no number ranging shall be used.

f. Distinct from Lot Numbers i.e. lot numbers shall not be used in place of an assigned rural or urban address number.

g. Numbering shall adhere to these principles, regardless of individual preferences regarding number or naming types.

h. Assigned in a manner taking into account possible future development and reserving numbers as appropriate.

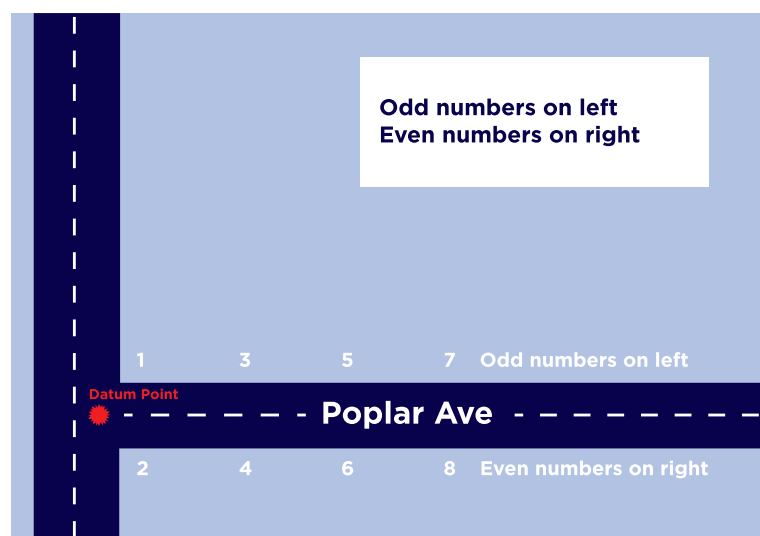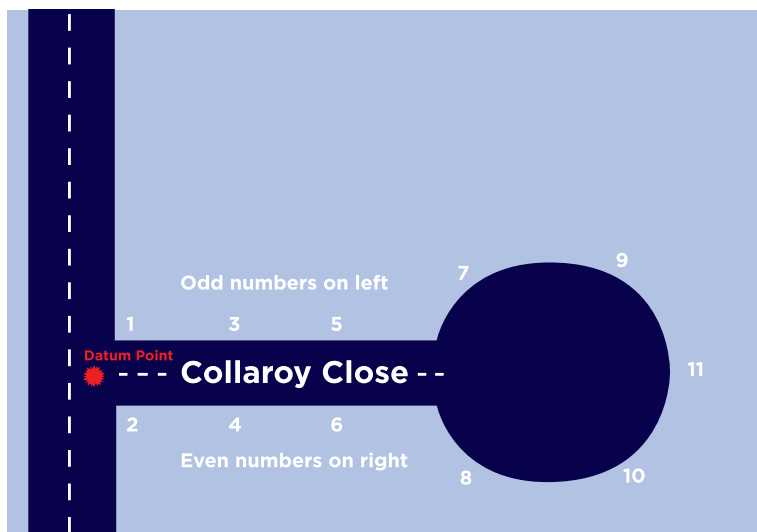***Figure 6.6 - Address Numbers - Odd numbers and even numbers***

Figure 6.7 - Address numbers - Odd numbers and Even numbers

6.2.2 Datum Point

A datum point for the start of each road name shall be defined in order to determine address numbering for the road.

A road should start (and the datum point therefore be placed) at the end of the road likely to be accessed on the most frequent basis. Where this is unable to be determined, the datum point should be placed at the end of the road closest to the centre of the locality/town. Where this is unable to be determined, the datum point should be located at the end of the road which is most southern or easterly. Refer to Figure 6.8 and Figure 6.9 for examples.

In the case of staged developments, datum points should be determined based on the complete development plan for the area. Numbers must be estimated and reserved where a road is to be developed in stages. Refer to Principle 6.3.1 - Reserving Numbers for details.

Address numbering shall continue from the datum point for the entire length of a named road, except in rural situations where the numbers become too high. Refer to Principle 6.4.4 - Very Long Roads for more details.

The datum point and existing numbering need not be changed if access to the road is changed. e.g. a road is cul-de-saced at a major intersection. Refer to Figure 6.10.

Refer to Principle 6.2.4 - Renumbering due to Redevelopment in cases where renumbering and reallocation of a datum point is required.
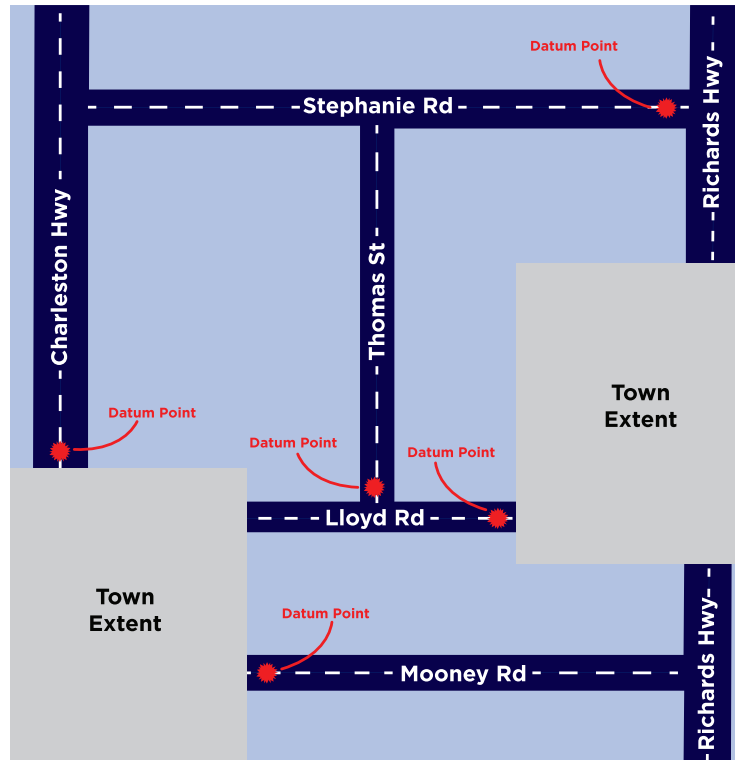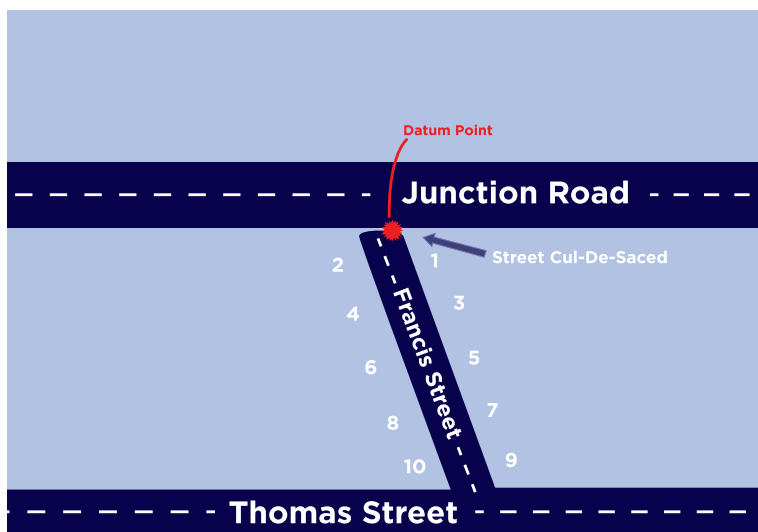
Figure 6.8 - Datum Point

Figure 6.9 - Datum Point - staged development

Figure 6.10 - Datum Point and Existing numbers retained when access changed

6.2.3 Use of Suffixes

Urban infill frequently results in situations where there are no address numbers available for a new address site due to existing numbering on the road. In these situations alpha suffixes shall be assigned for the existing and the new address sites.

Note: Address sites that share access should be treated as sub-address sites and numbering assigned accordingly Refer to Principles Section 6.5 - Sub-Address Numbering. Shared access could be through common property or easements (except where the common property or easement is a private road, in which case it should be named). Refer to Figure 6.11 for example.

Where address sites do not share access but have individual access to the road, alpha suffixes shall be assigned. Alpha suffixes shall start at A, be assigned incrementally, and shall not extend beyond E. Where more than five sites need to be addressed using suffixes, consideration should be given to renumbering surrounding properties. Suffixes may be applied to adjacent address sites to help minimize the extent of the renumbering. The order of suffixes should be in the same direction as the numbering of addresses on the road, as shown in Figure 6.12.

Suffixes shall be assigned to every address site that uses the primary number. Under AS/NZS4819 an address site that is already using the primary number on its own may retain the number provided it is in sequence, as shown in Figure 6.13. However, the preferred method is to assign a suffix to all addresses which utilise the same numeral, as shown in Figure 6.14. Refer to Figures 6.15 and 6.16 for additional advice on number sequencing.

An address that includes a suffix should be recorded with the following details:

- Address number: 18C
- Road name: Campbell
- Road Type: Street
- Locality name: Surry Hills
- State name: New South Wales

Figure 6.11 - Sub-addressing where access point is shared from road in an urban area
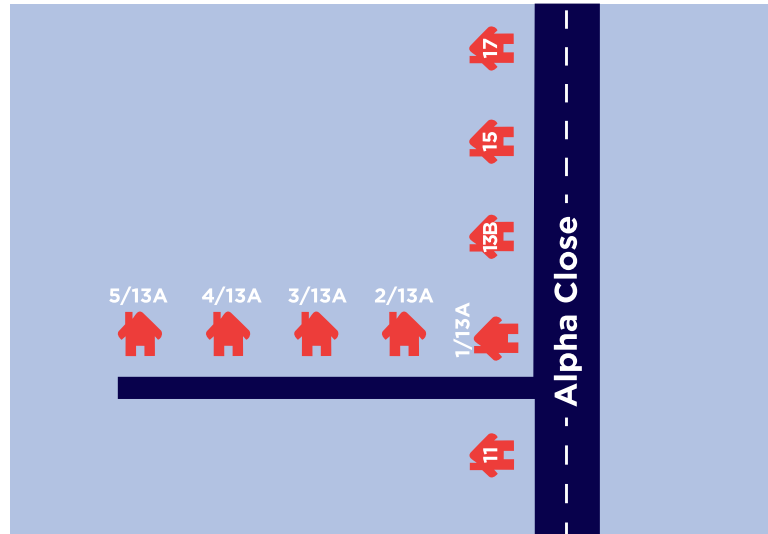

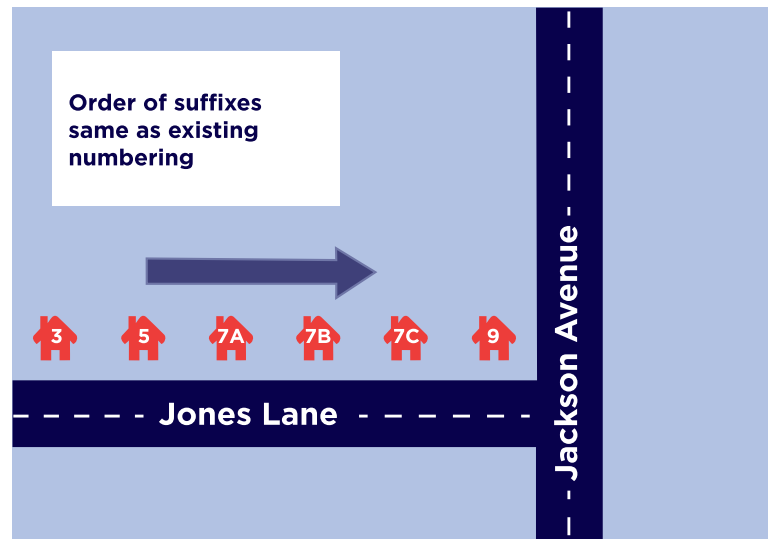*Figure 6.12 - Order of suffixes same as existing numbering*

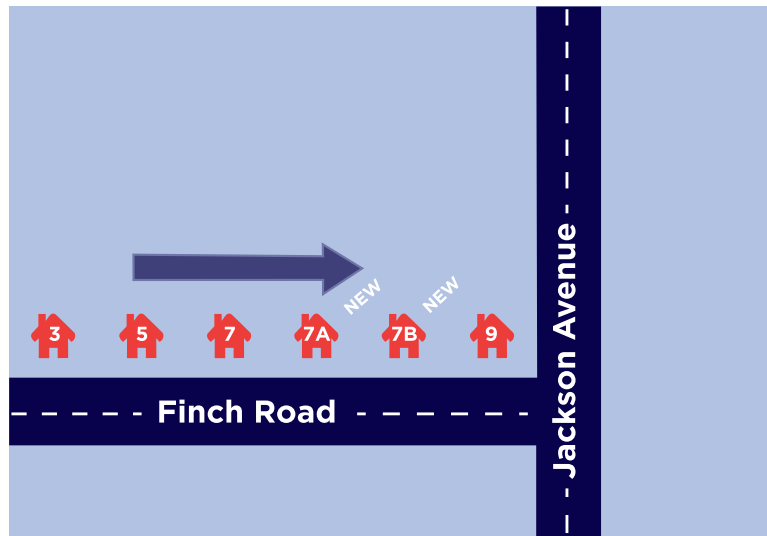***Figure 6.13 - Base number retained when suffixes are in order (order of suffixes same as existing numbering)***

Figure 6.14 - Suffix applied where existing number is now out of order
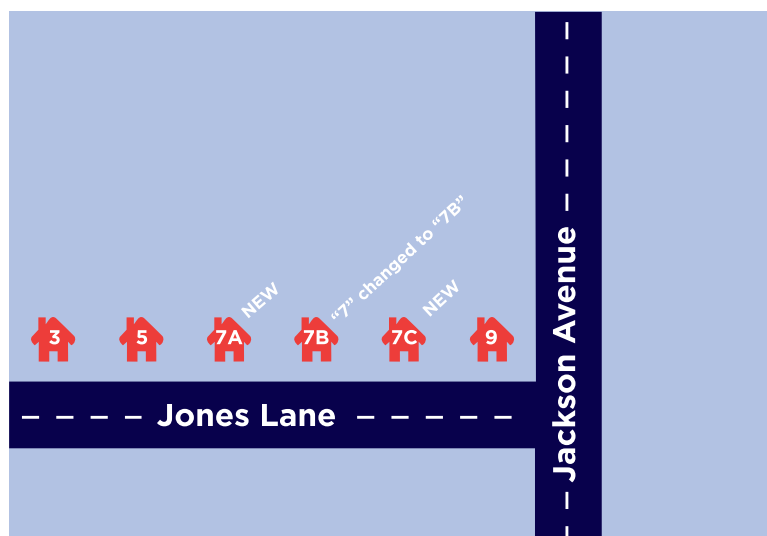
Figure 6.15 - Use of suffixes for corner sites
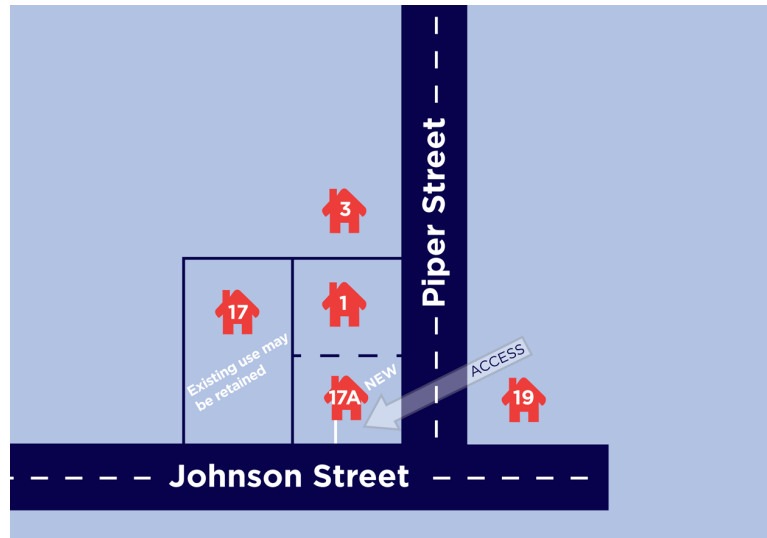
Figure 6.16 - Use of suffixes for corner sites
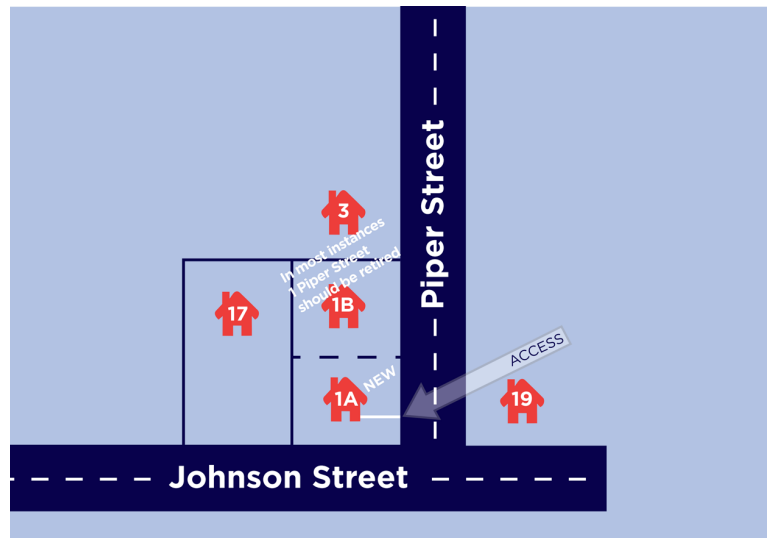
6.2.4 Renumbering due to Redevelopment

When a portion of a road is renamed as a result of redesign or redevelopment and the integrity of the existing numbering cannot be maintained, address sites shall be renumbered as part of the process of renaming the road section. For this, a datum point shall be selected for the amended road section and numbering applied as per these principles. Refer to example in Figure 6.17.

Figure 6.17 - Road renamed and renumbered following development
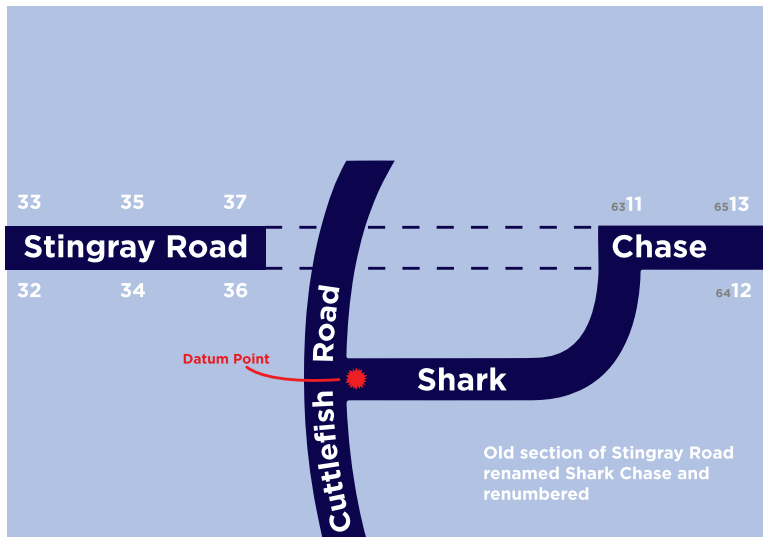
6.2.5 Renumbering due to Highway Declassification

Use of a prefix to rename roads is unacceptable ie: 'Old Marque Highway' as that portion of road is no longer classified as a highway and therefore the road type of "Highway" is incorrect. This also poses duplication issues. Whilst few address sites exist on controlled access roads such as highways and freeways, depending on the length of the deviation consideration may need to be given to renumbering existing address sites on the main thoroughfare. In cases where the deviation or existing road crosses an LGA boundary, where possible, common datum points should be adopted for the length of the road. Refer to example in Figure 6.18.

Figure 6.18 - Road renamed and renumbered after highway bypass and declassification
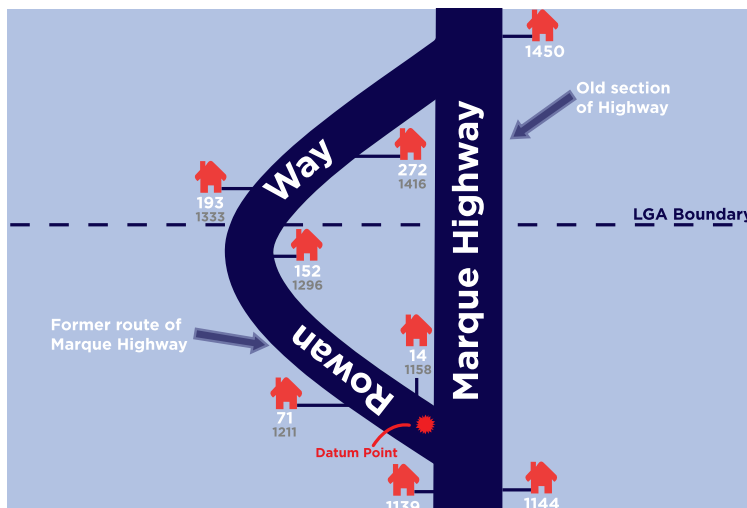
6.3   Principles for Urban Numbering

Description

Urban numbering shall meet all the requirements of the general principles of numbering such that all addresses will be intuitively clear to all who need to locate an address.

Principles

6.3.1   Reserving Numbers

Additional numbers should be reserved for address sites with abnormally wide frontages or where there is potential for urban infill due to complying developments or subdivision. This will mean there are potentially 'gaps' in the number sequence - this will not be an issue as long as Principle 6.2.1 - Address Numbers is applied and ranging is avoided. Reserving numbers means sufficient numbers should be available for any possible future development design. Refer to Figure 6.19 for details.

Figure 6.19 - Numbers reserved for future urban infill
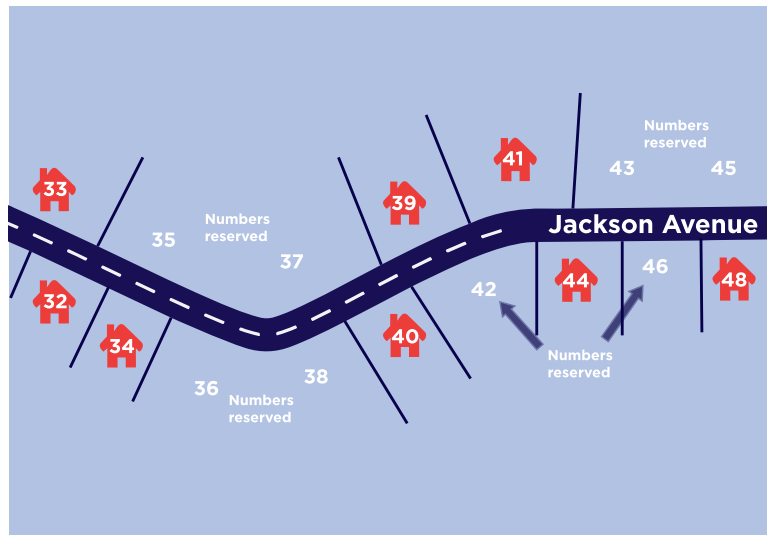
6.3.2 Numbering a Corner Site

An address site on a corner shall be given an address number on the road from which access is provided. An address number shall be reserved on the other road to allow for future development, unless it is assigned as an alternative address (if access can also be gained from that road).

When an address number is assigned to a corner site before any development takes place, the number shall be on the road with the narrowest frontage to the site, as this best accommodates potential future redevelopment of the site. If access is subsequently created from the other road, the address shall be numbered to that road. Refer to Figure 6.20 for an example.

Figure 6.20 - Numbering a corner site and reserving numbers for future use
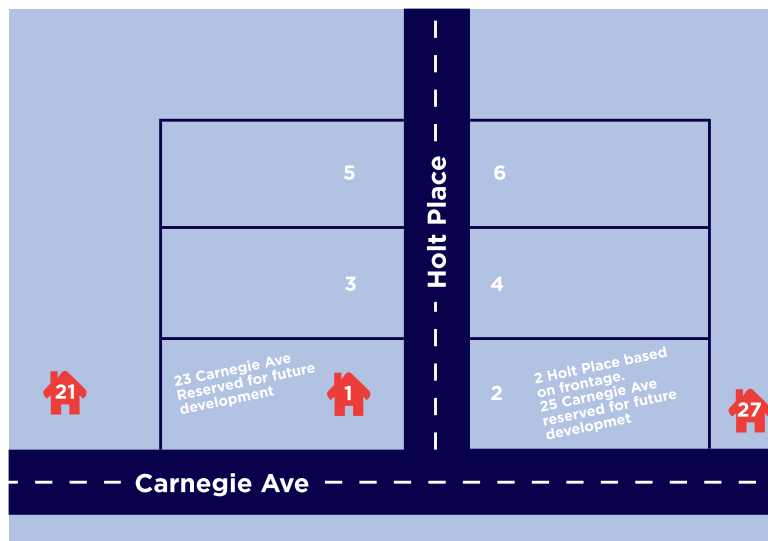
6.4   Principles for Rural Numbering

Description

Rural numbering, when applied according to these principles will result in any rural location/site being easily located.

Principles

6.4.1 Distance Based Numbering System

The system for determining address numbers in rural and semi-rural areas is based on the distance of the access point from the road datum point (refer to Principle 6.2.2 - Datum Point). This distance is measured in metres and then divided by 10 - after which the number is then rounded to the nearest odd number (for points on the left side of the road from the datum point), or nearest even number (for points on the right side of the road). Refer to Figure 6.21 for example.

Figure 6.21 - Distance based numbering method
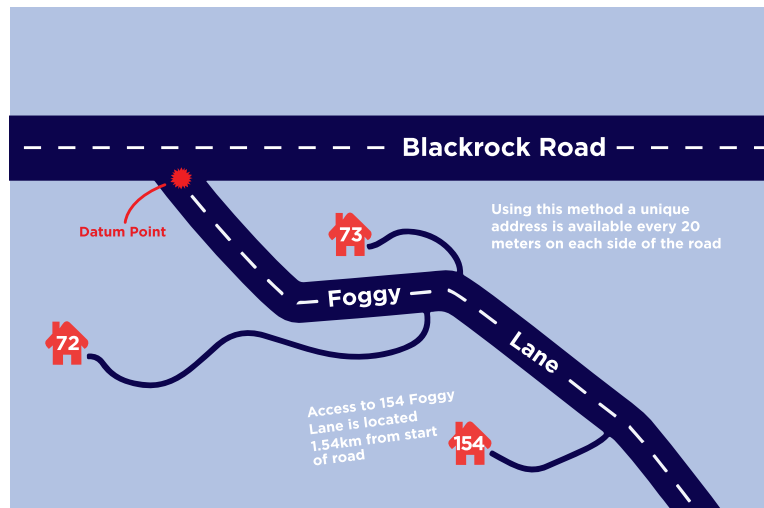
6.4.2 No Access Point to a Road

Where a rural address site is missing an access point (e.g. the site is a paddock with access only granted through an internal gate network) a rural number may be assigned based on the central point of the road frontage for the land parcel. If an access point is subsequently created, a new rural number should be assigned to replace the previous number.

6.4.3 Close Address Sites

Where the access points for multiple address sites are within or across the minimum step intervals of 20 metres, the distance criteria may be varied subject to maintaining the overall integrity of the rural numbering system. If it is not possible to determine a separate number for the site, suffixes may be added in accordance with Principle 6.2.3 - Use of Suffixes. Refer to Figure 6.22 for an example.

Figure 6.22 - Rural addressing for narrow frontage
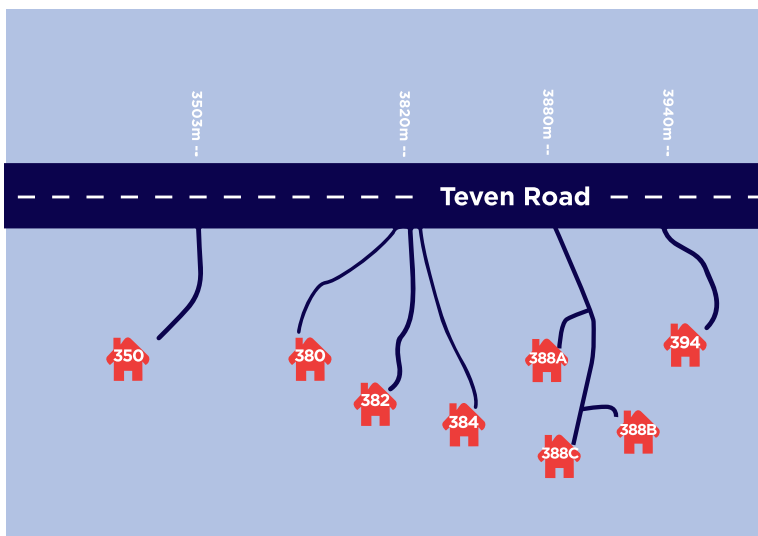
6.4.4 Very Long Roads

If rural address numbers are likely to exceed 5 digits as a result of length of the road being more than 1,000 km, then an additional datum point shall be established at a major town or intersection and the numbering restarted. The direction of numbering shall continue in the same order as the previous section.

6.4.5 Rural Areas Affected by Development

Where a rural area becomes more urban, any previously assigned rural numbers should be retained if the integrity of the numbering sequence and logic can be maintained. New numbers may be assigned between the previously assigned rural numbers. Refer to Figure 6.23 for example. If the access points are located at a distance shorter than 20 metres apart and unambiguous numbering cannot be assured, alpha suffixes should then be applied.

Figure 6.23 - Infill numbering in areas affected by urban development
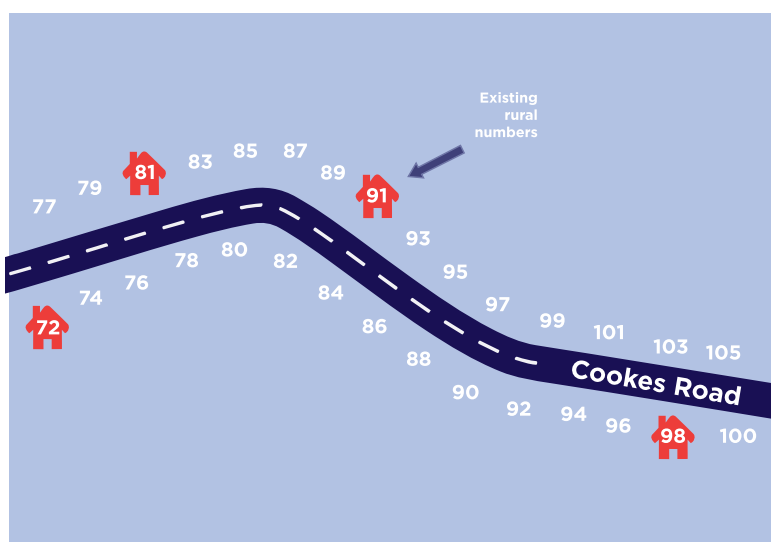
6.4.6 Rural/Urban Fringe Areas

The following apply to all roads that cross between, over or through a combination of rural and urban areas:

a. If the road name is the same in both rural and urban areas the rural numbering method shall continue through the town.

b. If a section of a road is assigned a separate name in an urban area or town, the urban numbering method shall apply to the extent of that separate name. The rural numbering shall continue beyond the section but shall include the distance through the town.

Figure 6.24 - Section of a road broken by a road of a different name
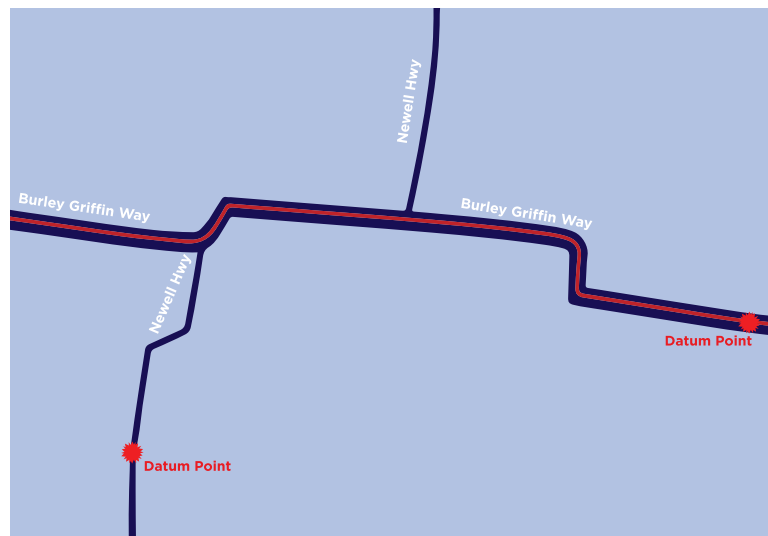
c. Outside of an urban area or town, if a section of road is coincident with another road then the rural numbering should continue and be assigned to the major road. The minor road rural numbering shall continue beyond the coincident section taking into account the distance of that conincident section. Refer to figure 6.24B for example.

Figure 6.24B - Numbering on a rural road with a local road name through a town
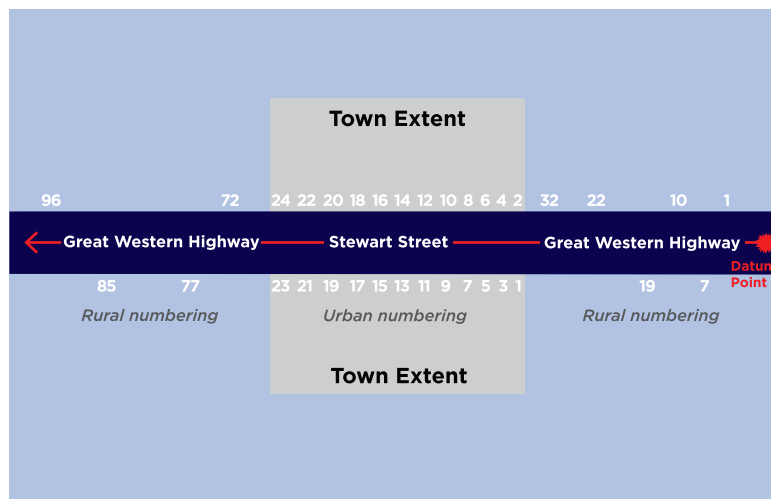
6.5   Principles for Sub-Address Numbering

Description

Numbering principles enable multiple address sites within an existing address site to be clearly and logically addressed. For example, offices in a multistorey building, apartments in a complex, strata titles or an industrial site with a common shared driveway (which does not act as a roadway). Where complex sites have internal roads, the internal roads should be used for addressing accordingly. See Section 6.1.2 One Road Name.

Principles

6.5.1   Primary Address Site Numbering

In addition to assigning sub-address numbers for all sites, an address number shall be assigned uniquely to the primary address site that contains the sub-address sites e.g. 15 Euston Road. (Also refer to section 6.2.1 - Address Numbers)

6.5.2   Sub-Address Numbering

The address number for a sub-address site shall consist of the sub-address number followed by the number of the primary address site or, in some cases, the alternative address number. See Figure 6.25 for example.

The address number for a sub-address site shall not consist of the primary number on its own e.g. 15 Euston Road. See Figures 6.26 and 6.27 for examples.

Examples of correct sub-address numbering

Figure 6.25 - Sub-address number structure

3/15 Euston Road

3/15

Sub-address number '3'   Primary address number '15'
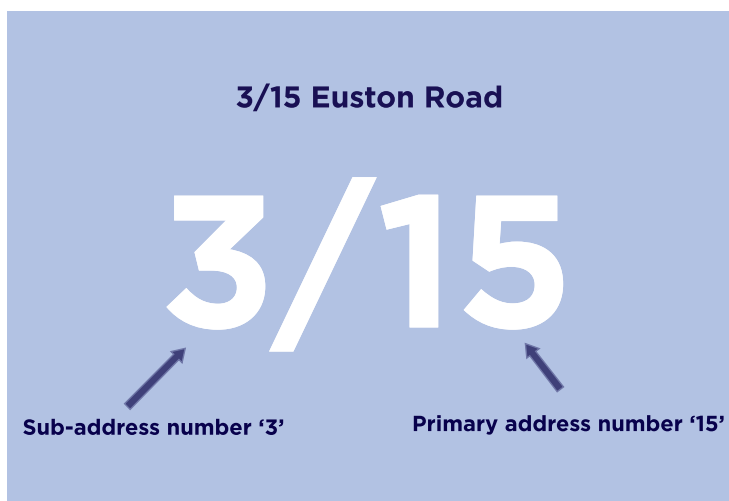
Figure 6.26 - Example of sub-address numbering
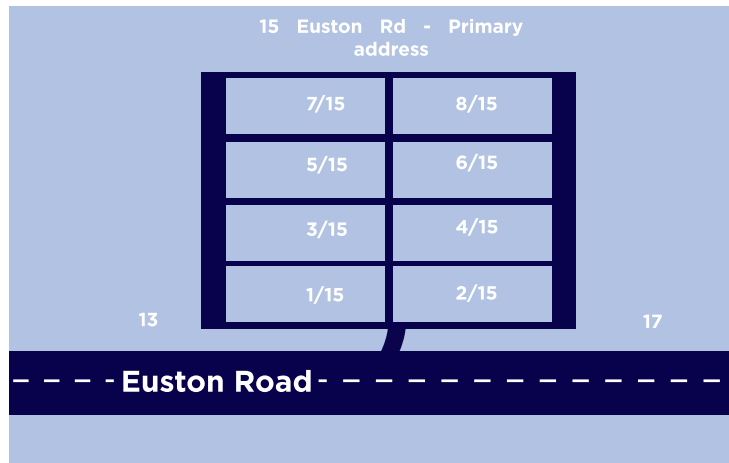
Figure 6.27 - Sub-address must include sub-address number
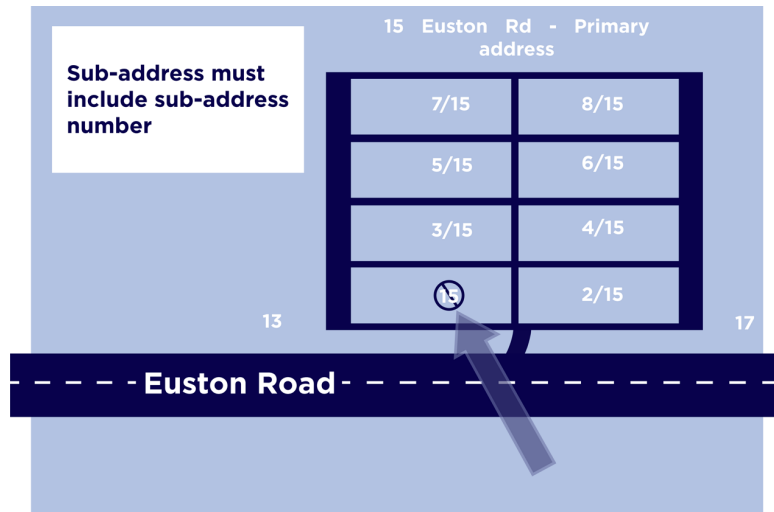
6.5.3 Uniqueness

Sub-address numbers shall be applied in a logical sequence and within a primary address site shall be unique, regardless of the type of the address site. Refer to Figure 6.28.

Figure 6.28 - Sub-address numbers to be unique regardless of type
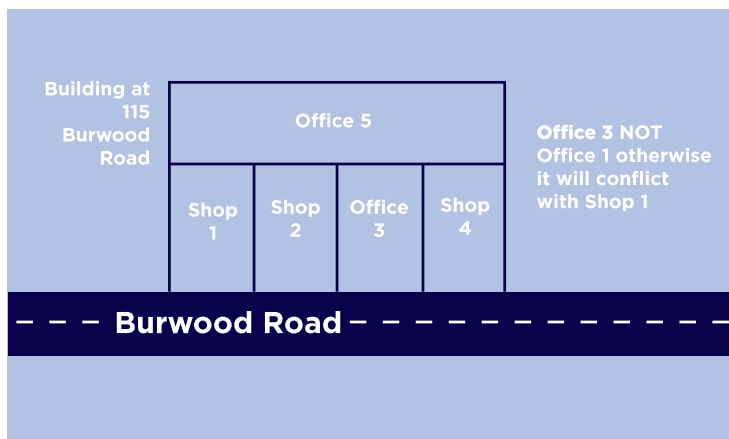
6.5.4 Types of Sub-Addresses

A type may be assigned to a sub-address number as appropriate e.g. unit, flat, shop, however this is not a mandatory address element. Refer to the AS 4590:2017 for the list of available types.

When the unit type is recorded, it should be done as follows:

Sub-address type	Shop
Sub-address number	1
Primary address number	115
Road name	Burwood
Road Type	Road
Locality name	Burwood
Text string example	Shop 1/115 Burwood Road Burwood

When the building identifier and/or name is recorded, it should be done as follows:

Building Identifier and/or site name	Loxley House
Sub-address number	1
Primary address number	115
Road name	Burwood
Road Type	Road
Locality name	Burwood
Text string example	Loxley House Shop 1/115 Burwood Road Burwood

When a building identifier or name and/or unit type is recorded, it should be done as follows:

Building Identifier and/or site name	Loxley House
sub-address type	Shop
Sub-address number	1
Primary address number	115
Road name	Burwood
Road Type	Road
Locality name	Burwood
Text string example	Loxley House Shop 1/115 Burwood Road Burwood

6.5.5 Multi-level Sub-Address Allocation

A multi-level site is a building with more than a single level. Except where an address site covers one or more levels, sub-address numbers in multi-level buildings shall consist of two parts.

The first part shall be one or more alphanumeric characters which represent the level and room. The last two digits shall be the address number for the site (this is commonly referred to as 'hotel-style numbering'). Refer to Figure 6.29.

The last two digits in the sub-address number shall be unique on that level. Those digits shall be allocated in a logical sequence to each address site.

A zero shall be interposed in the numbering of the first nine address sites on each level for clarity e.g. for level 3 unit 9, the number shall be 309, not 39.

The first part of the sub-address number will normally refer to the level number e.g. 309 is on level 3. A level type code may be used in appropriate cases, such as 'ground', 'mezzanine', or 'basement' level. The appropriate level type shall be selected from those provided in the Table of Level Types and Codes. Refer to Figure 6.30.

A sub-address number which includes a level type code should be recorded as follows:

Level Type	B
Sub-address number	02
Primary address number	53
Road Name	Sussex
Road Type	Street
Locality	Newtown
B02/53	Sussex Street Newtown

Where there are multiple levels with the same level type (eg: two basement levels), the level type code and a number may be used in combination. See Figure 6.31.

Level numbers shall increase with height unless the levels are below ground, in which case they shall increase with depth (e.g. level B3 is below level B2). The ground floor should be assigned 'G', and should not be assigned '0' or '1'.

An address site that occupies an entire level should be assigned a sub-address number as if it is the first address site on that level e.g. for level 4, the sub-address number would be 401. Similarly, an address site that occupies multiple levels should be assigned a sub-address number based on the level used to access the site e.g. for a site occupying levels 5 and 6 and accessed from level 5, the sub-address number would be 501.

A sub-address that is an entire level should be recorded as follows:

Sub-address number	401
Primary address number	24
Road name	Castlereagh
Road Type	Street
Locality	Sydney
Text string example	401/24 Castlereagh Street Sydney

Where there are insufficient numbers available for all of the address sites on a level e.g. for car park sites in a large car park building, alternative logical numbering methods may be applied provided the sub-address numbers are unique and unambiguous. A potential option is the use of suffixes (as described in Principle 6.2.3 - Use of Suffixes).

Figure 6.29 - Sub-address numbering method for multi-level building

Figure 6.30 - Level codes in sub-address number

Figure 6.31 - Sub-address level numbering where level type repeated

Level Types and Codes

Level Type	Code	Description
Basement	B	The lowest habitable storey of a building, usually below ground level. The substructure or foundation of a building.
Ground	G	The floor of a building at or nearest ground level.
Lower Ground	LG	The lower entrance level where a building has entrances on two different ground levels, or a level that is below ground level.
Upper Ground	UG	The higher entrance level where a building has entrances on two different ground levels.

6.5.6 Carspace Addressing

In some scenarios (particularly in large residential developments) carspaces may have separate title. In these cases carspaces should be assigned an appropriate address. There is no requirement to assign addresses to other carspaces such as those that are assigned for visitors, or those that are associated with another title (ie: part of the entitlement of a unit). See figure 6.32.

Addresses should be assigned in a logical manner and based on access; ensuring address numbers are reserved for future scenarios where other carspaces may need addressing.

Figure 6.32 - Numbering car spaces with separate title
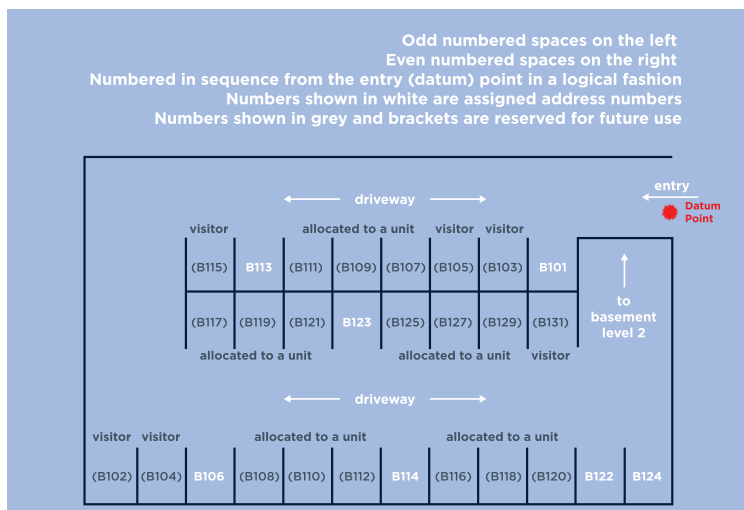
6.5.7 Multiple towers on the same site

Where there is a building with multiple towers a single primary address should be assigned for the whole site.

     ie: 55 Jules Street

Each tower within the development should then be assigned a unique alphanumeric suffix. Refer to figure 6.32 and section 6.2.3 - Suffixes.

     ie: 55A Jules Street

                 55B Jules Street

                 55C Jules Street

Figure 6.33 - Multiple Towers on a site

Within the whole site, the apartments/units/retail units should all be allocated a unique sub-address number. The sub-address numbers should be as per the following examples.

Ground level

Building	Up to 99 units across the level	Over 99 units across the level
55A Jules Street	G01/55A Jules Street G02/55A Jules Street ... G14/55A Jules Street	G001/55A Jules Street G002/55A Jules Street ... G052/55A Jules Street
55B Jules Street	G15/55B Jules Street G16/55B Jules Street ... G28/55B Jules Street	G053/55B Jules Street G054/55B Jules Street ... G078/55B Jules Street
55C Jules Street	G29/55C Jules Street G30/55C Jules Street ... G52/55C Jules Street	G079/55C Jules Street G080/55C Jules Street ... G121/55C Jules Street

Level 1

Building	Up to 99 units across the level	Over 99 units across the level
55A Jules Street	101/55A Jules Street 102/55A Jules Street ... 114/55A Jules Street	1001/55A Jules Street 1002/55A Jules Street ... 1052/55A Jules Street
55B Jules Street	115/55B Jules Street 116/55B Jules Street ... 128/55B Jules Street	1053/55B Jules Street 1054/55B Jules Street ... 1078/55B Jules Street
55C Jules Street	129/55C Jules Street 130/55C Jules Street ... 152/55C Jules Street	1079/55C Jules Street 1080/55C Jules Street ... 1121/55C Jules Street

Level 14

Building	Up to 99 units across the level	Over 99 units across the level
55A Jules Street	1401/55A Jules Street	14001/55A Jules Street
	1402/55A Jules Street	14002/55A Jules Street
	...	...
	1414/55A Jules Street	14052/55A Jules Street
55B Jules Street	1415/55B Jules Street	14053/55B Jules Street
	1416/55B Jules Street	14054/55B Jules Street
	...	...
	1428/55B Jules Street	14078/55B Jules Street
55C Jules Street	1429/55C Jules Street	14079/55C Jules Street
	1430/55C Jules Street	14080/55C Jules Street
	...	...
	1452/55C Jules Street	14121/55C Jules Street

Addresses should be assigned in this manner to avoid any duplication of unit numbers between the buildings.

In the case where the site is accessed from more than one street there should be no duplication of suffixes:

Building	Primary	Alternative
A	22A John Street	46A Barry Road
B	22B John Street	46B Barry Road
C	46C Barry Road	22C John Street

Refer to figure 6.34

Figure 6.34 - Multiple Towers on a corner site
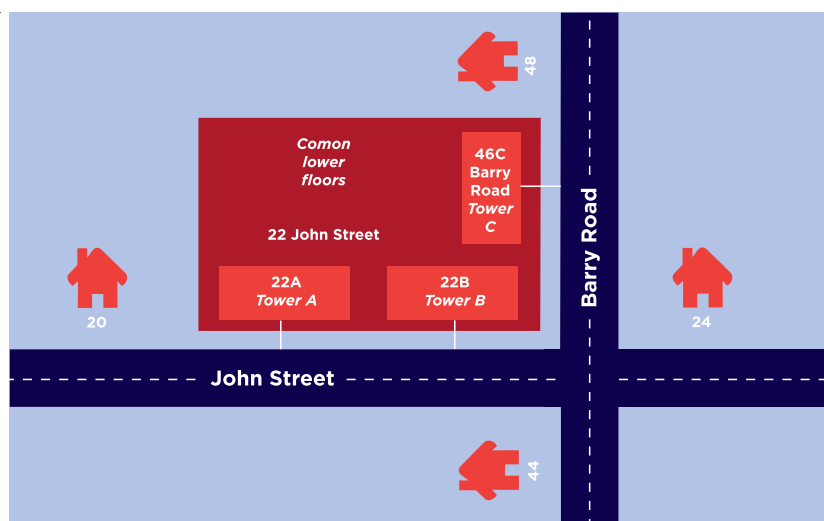
6.6   Principles of Water Access Addressing

Description

Water access addressing principles have been developed to enable addresses to be applied to any site that can only be accessed by water.

Principles

6.6.1   Water Access

Water access address numbering shall be applied to those sites that are only accessible by water. Sites that are accessible by both water and a named road shall be addressed to the named road - this includes sites accessed by a named road on an island.

A pier or wharf may also be assigned a water access address number if it meets the above criteria.

6.6.2   Use of Water Name

In lieu of a road name, the name of the river or water-feature shall be used. A river-based address should be recorded as follows:

Address number	1015
Water Name	Hawkesbury River
Locality	Little Wobby

6.6.3   Sequence

Numbering for water-based sites shall be assigned using a distance based method. Odd numbers shall be on the left side and even numbers on the right, and the number is determined by dividing the distance (in metres) from the datum point by 10 and then rounding to the nearest even or odd number.

6.6.4   Datum Point for Waterways

A datum point shall be established and then numbers allocated according to the distance along the shoreline from that datum point.

For rivers and creeks, the datum point shall be at the mouth or confluence of the feature, with numbering increasing upstream from that point. Refer to figure 6.35.

Figure 6.35 - Datum point for waterways (where one side of water course is only accessible by water)
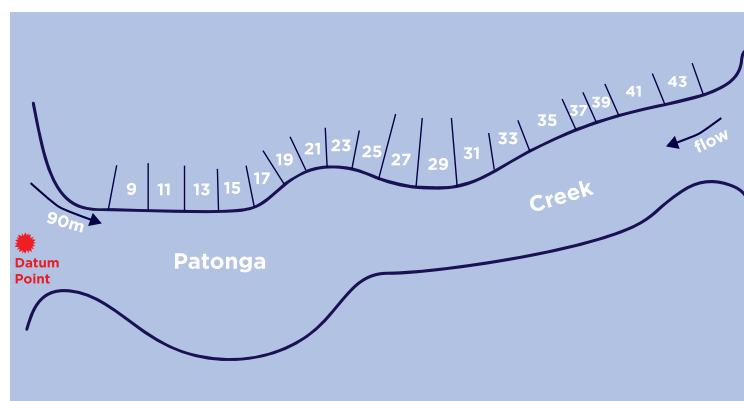
6.6.5 Datum Point for Islands, Inlets, Bays

For islands, a landmark or other feature should be selected and numbering commence from that point. Numbering is applied in a sequential clockwise pattern. If numbering completely encircles an island, then the highest number will be adjacent to the lowest, and the numbering pattern, being the distance divided by 10. This will result in some odd and even numbers being adjacent. This can only happen on an island or in a bay or inlet.

An island-based address (where no internal road network exists) should be recorded as follows:

Address number	32
Water name	David Island
Locality	David Island

For an inlet or bay the datum point will usually be placed at the end from which boat access usually occurs. Numbering shall be the distance from the datum point divided by 10. This will result in some odd and even numbers being adjacent.

Refer to figure 6.36.

Figure 6.36 - Numbering on an island
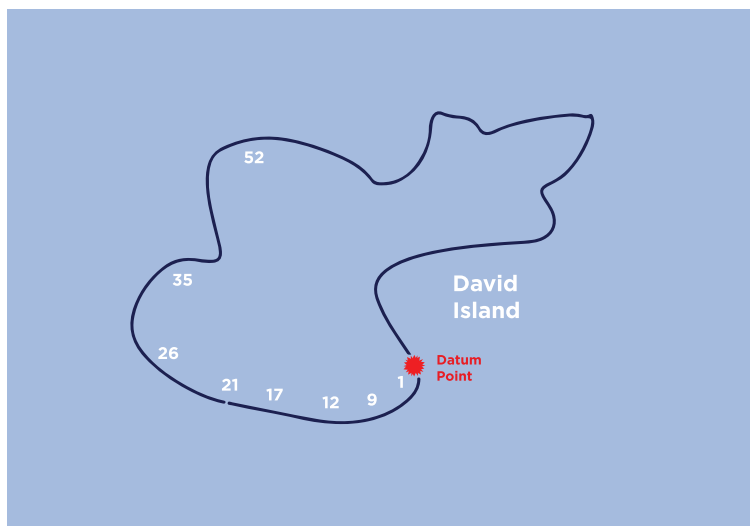
A bay-based address should be recorded as follows:

Address number	81
Water name	Morning Bay
Locality	Morning Bay

Refer to figure 6.37.

Figure 6.37 - Numbering a bay
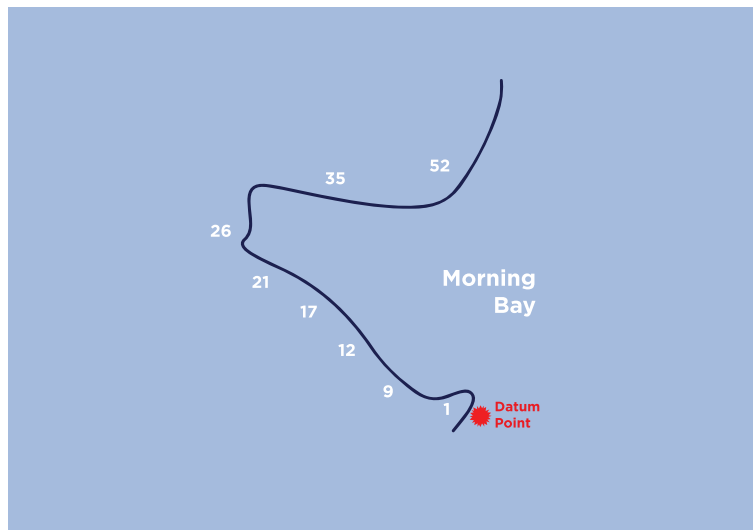
6.6.6 Waterways with Islands, Inlets and Bays

If a section of waterway intersects with a named island, inlet or bay, the island, inlet or bay numbering method, Principle 6.6.5 - Datum Point for Island, Inlets and Bays, shall apply to the extent of the feature. The waterway numbering shall continue beyond the section but shall include the distance through or around that feature.

6.7 Principles of Road naming

Description

The following principles for the naming of roads conform to the principles outlined in various sections of *AS/NZS 4819:2011 Rural and Urban Addressing*. They are designed to ensure that naming practices in NSW will be of the highest possible standard and will result in intuitively clear road names for all, minimising confusion, errors and omissions.

Road naming proposals that do not conform to the following principles will be objected to.

Principles

6.7.1 Ensuring Public Safety and Service Delivery

Road names shall not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services. Many emergency responses and other public services (such as mail) are determined by the clarity of road names and road extents, and all road name proposals shall ensure that operations will not be adversely affected. Emergency and other public services shall also actively discourage the use of road names which are known to be unofficial.

For example, a road naming authority may redesign the traffic flow for a road that results in portions of a road no longer being connected. In such instances Principle 6.7.9 - Amending Road Names states that renaming action shall occur and defines the time periods that apply. This is particularly important to ensure public and operational safety is prioritised.

With the centralisation of emergency service operational dispatch centres in NSW, uniqueness is the most essential quality when proposing a new road name. Duplication of similar and like sounding road names should be avoided as these names can cause confusion for operational dispatch and delay emergency response times.

For example, names that sound the same such as Paice, Payce or Pace are unacceptable. Similarly, names that rhyme such as Hilton and Milton should not be used. These names add ambiguity as an emergency call taker will need to make many decisions to refine a call to the correct location.

6.7.2 Language

a. Road names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the road.

b. Road names shall be easy to pronounce, spell and write, and preferably not exceed three words (including the road type) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.

c. Diacritical marks (symbols such as ´ in é, ¸ in ç or : in ö) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.

d. The following types of punctuation as used in Australian English shall not be included as part of a road name: period (.), comma (,), colon (:), semi-colon (;), quotation marks (""), exclamation mark (!), question mark (?), ellipsis (...), hyphen (-), dash (/), ampersand (&) and parenthesis (()). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a road name.

e. An apostrophe mark shall not be included in road names written with a final 's', and the possessive 's shall not be included e.g. *St Georges Terrace not St George's Terrace*. Apostrophes forming part of an eponymous name shall be included (e.g. *O'Connor Road*).

f. A road name shall not include a preposition e.g. *Avenue of the Allies*.

g. Road names shall not include the definite article (The) as the first or sole name element of a road name e.g. *The Esplanade* or *The Northern Road* is not acceptable.

h. A road name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. Mount, not Mt) except that St shall be used for Saint.

i. For the purposes of consistency, names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.

j. A road name shall not include Arabic numerals e.g. 3 or 4th or Roman numerals e.g. IV or X. Where numbers are included in a road name they shall be written in full e.g. Fifth Avenue, Ten Mile Road.

k. A road name shall have the same spelling as any name from which it is derived.

i. A road name shall not include initials e.g. J Jones Road is not acceptable.

6.7.3 Roads to be Named

All formed roads, including private roads (roads for which the care and maintenance is not the responsibility of a Local Government) that are generally open to the public or to services shall be named in accordance with these principles. This includes, but is not limited to, highways, motorways and freeways; bike paths, bridle paths or walking tracks; roads within complexes such as universities, hospitals and retirement villages; roads within national parks and pedestrian only roads, such as malls.

Roads covered in this policy, and the responsible naming authorities are discussed in more detail in APUM Chapter 2 - Section 2.4.2 - Authority for Road Naming.

The delivery of emergency and other services are often impeded for residents and businesses when private road names are not officially recorded. In order to minimise confusion, to standardise address assignment and support emergency services, all road naming principles, procedures and processes shall be applied to private roads in NSW. Driveways providing access to a small amount of dwellings are not automatically considered to be private roads, and owner/ occupiers have no authority to install signs for such driveways, unless given consent from Local Government. This same principle applies to pathways, in cases where naming is not considered necessary for addressing purposes.

Unformed roads (usually surveyed but unconstructed) should not be named unless a name is, or will be, required for addressing purposes.

Roads with five or less address sites need not be named if the address sites within the road can be assigned numbers within the adjoining road. See example in Figure 6.38.

Naming conventions should take into consideration cartographic requirements i.e. a considerably long name is difficult to represent on a short road line.

The use of an unofficial road name (a name that has not been endorsed by a naming authority) for addressing purposes is not acceptable. Such a road shall be assigned an official name (a name that has been endorsed by Local Government, approved by the GNB and gazetted). Each road shall have only one official name for addressing purposes.

As shown in the example in Figure 6.39 a classified highway may include a section that is also assigned a local name where it passes through a town or suburb. Nonetheless, each section of road shall have only one official name for addressing purposes. In this example, within the town the official name for addressing purposes is Brooke Street.

Figure 6.38 - Short road with just 3 address sites named as part of Beauford Street
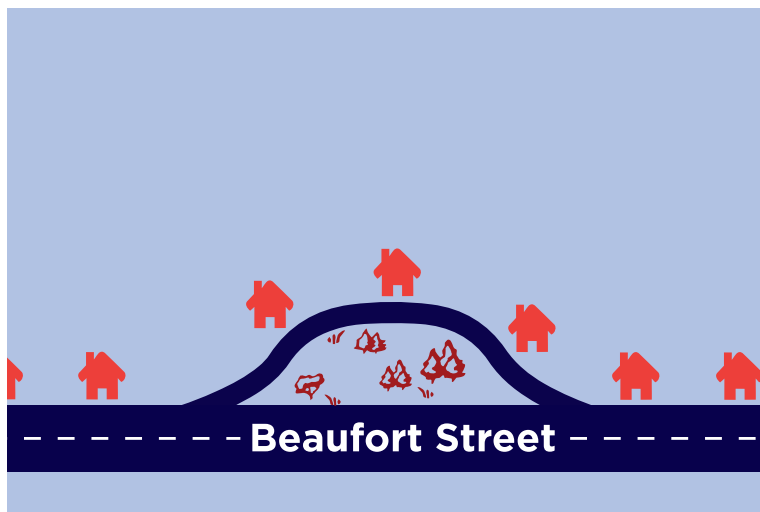
Figure 6.39 - Local road naming through a town
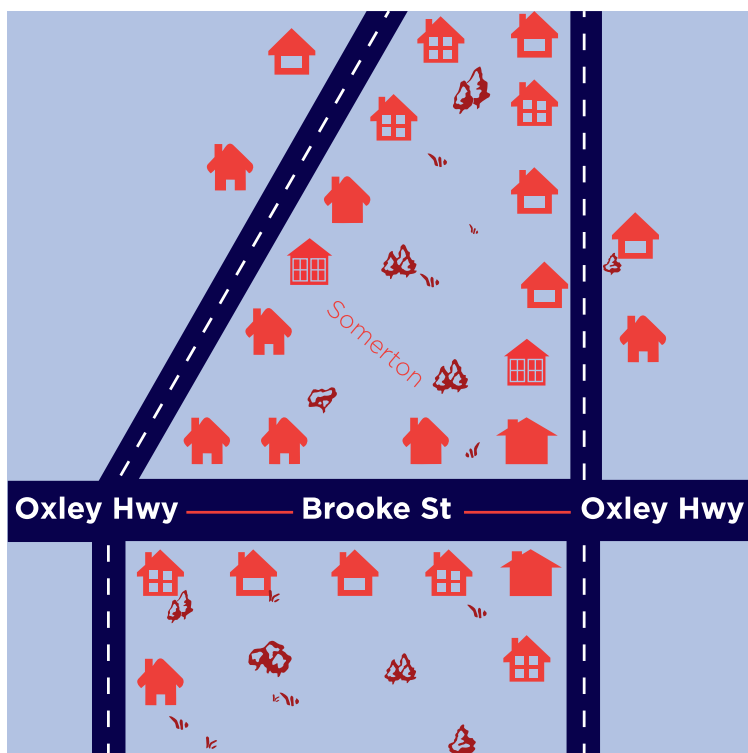
6.7.4 Uniqueness Duplication

Uniqueness is the most essential quality to be sought in proposing a new road name. A road name will be regarded as a duplicate if it is the same or similar in spelling or sound to an existing name, regardless of the road type.

Road names shall not be duplicated:

- Within the same address locality
- Within the adjoining locality
- Within a duplicated locality anywhere in NSW
- Within the following proximity radius:
  - 10km in a Metropolitan Urban Area
  - 20km in a Regional Urban Area
  - 30km in a Rural Area

The proximity radius provides the minimum required distance between duplications.

The NSW LGA Road Name Proximities map along with land use zones, as defined by the *Standard Instrument – Principal Local Environment Plan* (Part 2.1), will determine which proximity radius will be applied when evaluating road names.

Land zones applied to road name evaluation can be accessed via the Planning Portal https://www.planningportal.nsw.gov.au/spatialviewer/#/find-a-property/address

Proximity Radius Areas

10 km - Metropolitan Urban Area

- All roads within Metropolitan Urban Area, as defined by the NSW Road Name Duplication Proximities map, will be evaluated for duplication within a 10km radius.

10km or 20km - Metropolitan Urban Area or Regional Urban Area

- Land use zones that are Residential Zones R1-R4, Business Zones B1-B8 and Industrial Zones IN1-IN3, within the Metropolitan or Regional Urban Proximity Area, will be evaluated as a 10km proximity radius.

- All other roads will be considered as a Regional Urban Area and a 20km proximity radius applied.

20km-30km Regional Urban Area or Rural Area

- Cities, towns and villages that are outside of the Metropolitan Urban LGA area will be evaluated as a Regional Urban Area, and a 20km radius applied. Examples include Orange, Dubbo, Wagga Wagga and Bathurst.

- If the land use zone is 'Rural Zones RU1-RU6', it will be evaluated as a Rural Area proximity and a 30km radius applied.

- Environmental Protection Zones E1-E4, outside of the Metropolitan Urban Areas, will be considered a Rural Area.

Notes:

- There may be occasions when a different radius is applied, however this will be determined on a case by case basis in consultation with the affected Council.

- Measurements are to be taken from the closest extent of the existing road.

- The proximity radius zone is to be applied to the proposed road, not the zone the existing road is in. e.g. if the proposed road is outside of Bathurst, and it is an area classified as a Rural Area then the rural radius is applied.

Map 1 - NSW LGA Road Name Proximities

NSW LGA ROAD NAME PROXIMITIES
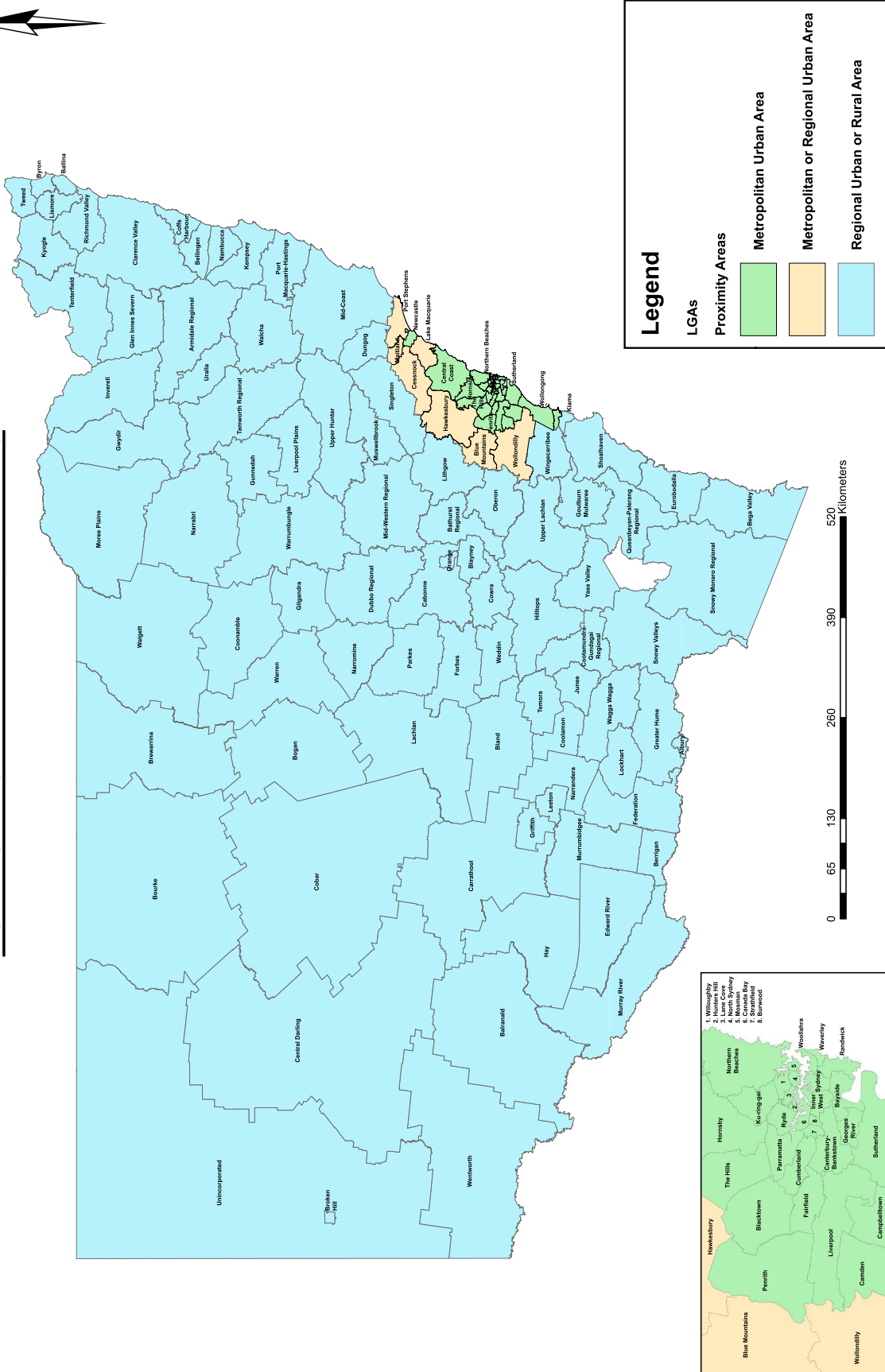
6.7.5 Acceptable Road Names

Names of early settlers, war servicemen and women and other persons who have contributed to the heritage of an area, local history themes, flora, fauna, ships etc. are usually most suitable for applying to roads.

Gender diversity in the selection of names is encouraged, as are names reflecting NSW multicultural heritage. Aboriginal names are also supported and shall be in a local language chosen in consultation with the Local Aboriginal Land Council and/or relevant Aboriginal community.

Local interest groups, developers or individuals are encouraged to work with the Local Government to locate/define new names according to these suggestions.

When selecting road names, all of the following shall be considered and must be adhered to:

- Road names shall not be offensive, racist, derogatory or demeaning (refer to NSW Anti-Discrimination legislation).

- Road names shall not be misspelt. In particular, the spelling of personal names shall be able to be validated by reference to primary sources.

- Commercial and business names shall not be used, particularly where the name can be construed to be promoting the business. However, business names no longer in use and which promote the heritage of an area are acceptable.

- Road types shall not be used in the formation of a road name, for example Promenade Road, Court Street etc. even if the road type is also a surname.

- Only one name shall be used for commemorative naming e.g. a given name or surname.

6.7.6 Commemorative Road Names

Naming often commemorates an event, person or place. The names of people who are still alive shall not be used because community attitudes and opinions can change over time. It is not appropriate to use nicknames as an alternative to an official name for the purposes of road naming.

Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names. The person commemorated should have contributed significantly to the area.

Ownership of land that has been developed is not considered as a significant reason for naming purposes.

The initials of a given name are not to be used in any instances.

Local Government shall make every effort to gain consent from family members of the person who is being commemorated. Supporting evidence that shows attempts by a Local Government to consult with family members should be provided during the lodgment of the proposal, but it is acknowledged that some names may be from an era for which this is not possible.

It is a requirement that a person is to have been deceased for at least 12 months before an application to commemoratively name a road after them is deemed acceptable.

6.7.7 Road Extents

A road name shall apply from one end of the road to the other i.e. the point where the road finishes or intersects with another road or roads.

The extent of a named road shall be defined by the formed road, and shall include only one section navigable by vehicles or foot. Unconnected navigable sections, such as where separated by an unbridged stream or a physical barrier, shall be assigned separate names. Refer to Figure 6.40 for an example.

When a road extent is broken into separate sections by redevelopment or redesign, the name shall only be retained on one section and the other section(s) renamed as part of the development process. Refer to Figure 6.41 for an example.

A classified highway may be split by a section that is assigned a local name where it passes through a town. Each section of road shall have only one official name for addressing purposes. Refer to Figure 6.42 for an example.

Figure 6.40 - One section of road to be renamed
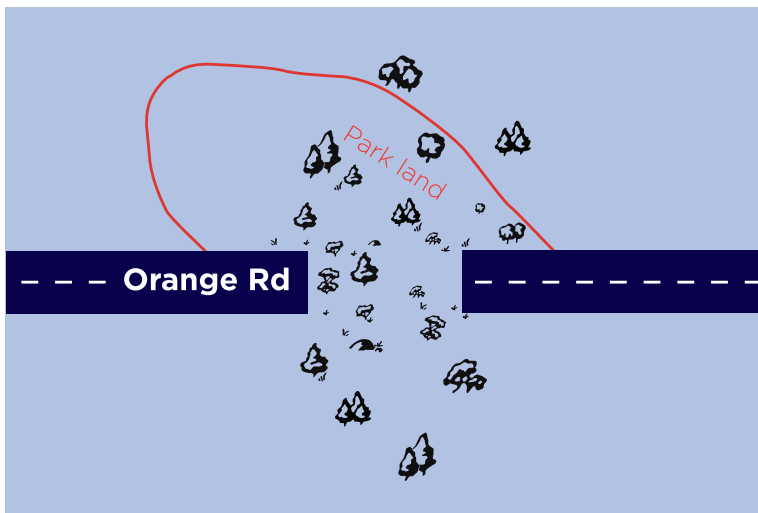
Figure 6.41 - Road naming in a staged development
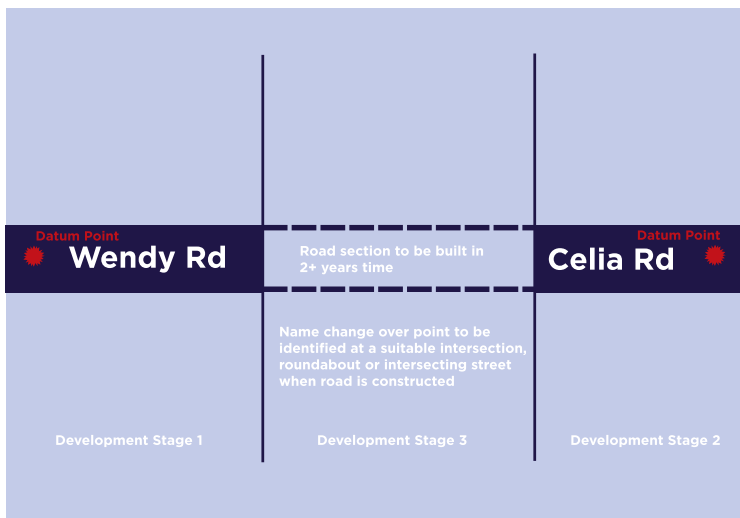
Figure 6.42 - One section of Bexley Street to be renamed
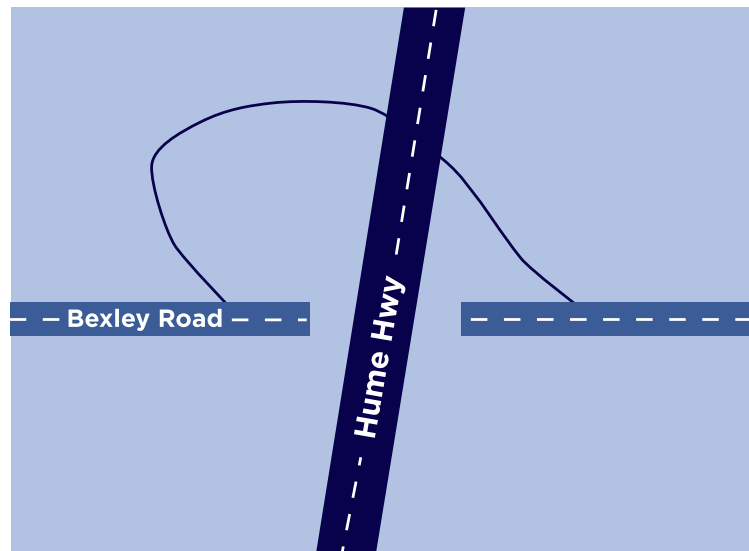
6.7.8 Suffixes, Prefixes and Directional Indicators

A road name shall not include qualifying terminology, a cardinal indicator or a similar prefix (e.g. Upper, lower, Old, New, East, West) unless the road name is derived from the name of a geographical feature (or existing on ground feature near the location of the road) that includes it.

A directional or similar device shall not be used as a suffix to uniquely define road extremities e.g. *Boundary Road East* and *Boundary Road West.*

Origin to destination names, such as *Bathurst-Oberon Road* shall not be used. It is too easy for such names to be confusing as there are too many aliases. Further to this, road name signs for origin-destination names can create confusion when the respective names are opposite in direction to the actual location of the places as indicate by their order on the sign e.g. *Bathurst Road, Oberon Road, Oberon-Bathurst Road.*

6.7.9 Amending Road Names

Road names are intended to be enduring, and the renaming of roads is discouraged unless there are compelling reasons for a change. Issues that can prompt renaming include the redesign of a road, changed traffic flow, mail or service delivery problems, duplication issues and addressing problems. Where there are significant reasons for a change the road naming authority is encouraged to undertake renaming action in conformity with these principles. Information regarding submitting proposals and responding to change requests can be located in Chapter 7 - Addressing Procedures.

6.7.10 Road Types

All road names shall include a road type selected from the list of acceptable road types in Section 6.10 - Road Types. The road types available are distinguished between those for open-ended roads, culs-de-sac and pedestrian ways.

An exception to this mandatory assignation of road types only occurs on pre-approval of names for planning purposes or reserving of names, in which case the type might not yet be known. Refer to Chapter 7- Procedures - Section 7.3 Reservations and Pre-Approvals for details of this process.

Descriptions of the road types assist in the selection of types that suitably describe a road's characteristics, and they should be chosen with the ultimate configuration of the road in mind.

Road types shall not be used to distinguish different roads of the same name or similarly sounding or spelt names. For example, the roads *Lambert Street, Lambert Close* and *Lambert Lane* are considered to be duplicates, which are not acceptable under Principle 6.7.4 - Uniqueness, Duplication. The same applies to *Brown Street, Broun Crescent* and *Browne Lane* (or similar combinations).

6.7.11 Cross-Jurisdictional Naming or Renaming

Where naming or amendments to an existing road are required, and the extent crosses Local Government or State boundaries the Local Government with the most residents affected by any naming or proposed change shall take the lead in these negotiations. Where unanimous decision is unable to be achieved, the matter shall be referred to the GNB for its advice.

Where a road is named the whole road shall be named (as per Principle 6.7.7 Road Extents) and therefore a road spanning one or many Local Government areas shall have the approval of affected Local Governments prior to being considered for gazettal.

6.7.12 Name of Water Feature or Island

For water based addressing the name of the water feature or island replaces the name of a road. For sites facing a watercourse or bay, that name of that feature replaces the road name, and in the case of islands, the island name replaces the road name. In every instance, the name shall be a name approved by the GNB and recorded in the NSW Gazetteer of Place Names e.g. 29 Patonga Creek, Patonga, NSW.

6.8 Principles of Address Locality Naming and Boundaries

Description

An address locality is a named geographical area with defined boundaries which represents a community or area of interest, and may be rural or urban in character (where urban it is usually defined as a 'suburb'). Address localities enable addresses to be uniquely identified. Without clearly defined address localities there can be uncertainty in an address. To achieve comprehensive addressing objectives it is vital that address locality names and boundaries are clear and unambiguous.

Address localities are distinguishable from urban and rural places which are considered to be named geographical areas which have no official boundaries: for this reason an urban place name cannot be used for addressing purposes (e.g. Kings Cross is an urban place, it forms part of the Potts Point, Darlinghurst, Rushcutters Bay and Elizabeth Bay localities in Sydney). Similarly, estate names are considered to be branding for particular development areas or gated communities, and as such are not address locality names and cannot be used for addressing purposes.

Submissions seeking changes to address locality boundaries for reasons of perceived status or financial benefit will not be supported. Additionally, address locality name changes will have no bearing or impact on a *Contract for sale and purchase of land in NSW*.

Principles

6.8.1 Uniqueness, Duplication

No new name shall be duplicated within NSW or any other state or territory in Australia. Duplication includes being replicated in spelling or similar in sound. A check for duplication can be undertaken by searching the Gazetteer of Place Names www.gnb.nsw.gov.au and the Australian Gazetteer www.ga.gov.au/place-names/. Where a new address locality name is being considered, the GNB shall make contact with the PCPN - Permanent Committee on Place Names to determine whether other jurisdictions are concurrently considering a similar name, there are no existing duplications and to reserve the name for potential future use in NSW.

6.8.2 Official Use

Each address locality has one officially gazetted name. Alternative, promotional or dual names are not accepted for addressing purposes. Urban and rural place names shall not be used in place of an official name. Promotion or use of an unofficial, urban place or name other than the officially gazetted address locality name in an address (particularly in real estate marketing), is considered to be misleading or deceptive practice as defined under the *Australian Competition and Consumer Act 2010*.

6.8.3 Acceptable Address Locality Names

Address locality names shall conform with the general naming principles for roads and to the *GNB Place Naming Policy*. Refer to Principle 6.7.2 - Language and the following specific principles:

 a. Short, easily pronounced names are preferred.

 b. Names shall have the same spelling as any associated feature from which the name is derived.

 c. The names of people who are still alive are not acceptable, because community attitudes and opinions can change over time, as per Principle 6.7.5 - Acceptable Road Names and Principle 6.7.6 - Commemorative Road Names.

d. In remote areas the names of Aboriginal communities should be adopted as a locality name.

e. Names which are relevant to the local area are preferred, particularly if they relate to the history or geography of the area. The previous use of a name as an estate, subdivisional or promotional name does not give the name any priority to be accepted as an address locality name. Names for new address localities shall have a New South Wales emphasis, and preferably have a direct association with the area.

f. As per Principle 6.7.8 - Suffixes, Prefixes and Directional Indicators names should not include qualifying terminology, a cardinal indicator or a similar suffix or prefix e.g. Upper, New, North and South etc.

g. For new address localities, it is not permissible to add a word to an existing NSW address locality. Eg, Hotham Heights would not be acceptable if there is an existing locality of Hotham.

h. In the case of already duplicated existing address localities, the addition of a word to the locality name in order to decrease duplication is acceptable. Eg, if there are two address localities named Mayfield, one locality may be renamed Mount Mayfield provided this does not cause another duplication.

6.8.4 Boundary Definition

a. Address locality boundaries should be easy to identify and readily interpreted by the community. Address locality boundaries shall be determined based on good planning principles and define areas with common community interests.

b. Address locality boundaries shall be of a reasonable size for practical purposes, such as including a shopping precinct or community school. Within urban areas an ideal size is around 500ha, with a preferred minimum area of 100ha.

c. Address locality boundaries shall be contiguous and may not overlap another address locality boundary.

d. An address locality cannot be an island within another locality. All address localities should have boundaries that run alongside two or more other localities, the seashore or state boundary.

e. Address locality boundaries shall not extend beyond local government, state or territory boundaries.

6.8.5 Boundary Determination

a. Address locality boundaries should be determined as early in the planning process as possible.

b. Address locality boundaries shall follow clear and easily distinguishable lines such as rivers, railways, major road centrelines.

c. Address locality boundaries shall not bisect properties in common ownership and shall not bisect individual land parcels.

d. Boundaries should be regularly reviewed, especially in areas subject to urban development. The review process should take into primary consideration impacts on community interests. Following this, consideration can be given to the likely impact on government and commercial interests.

e. Address localities should be reflected in the address of any given site. A boundary adjustment may be required if the address locality of the access point to a site is not concurrent with the address locality for the site being addressed.

6.9 Principles of Geocoding

Description

Geocoding enables every address to be identified through a spatial search and every textual address to be spatially located.

Responsibility for maintaining geocodes in the NSW Address Database is described in APUM Chapter 3 - Address Data Governance and Custodianship.

Quality management parameters for maintaining geocodes in the NSW Address Database are described in APUM Chapter 4 - Address Database, Metadata and Components.

Principles

6.9.1 Geocode Location

All primary addresses, including those with sub-addresses, shall be given individual geocodes. An address may have more than one geocode assigned. Refer to APUM Chapter 4 - Address Database, Metadata and Components for details

Figure 6.43 - Single address with multiple geocodes
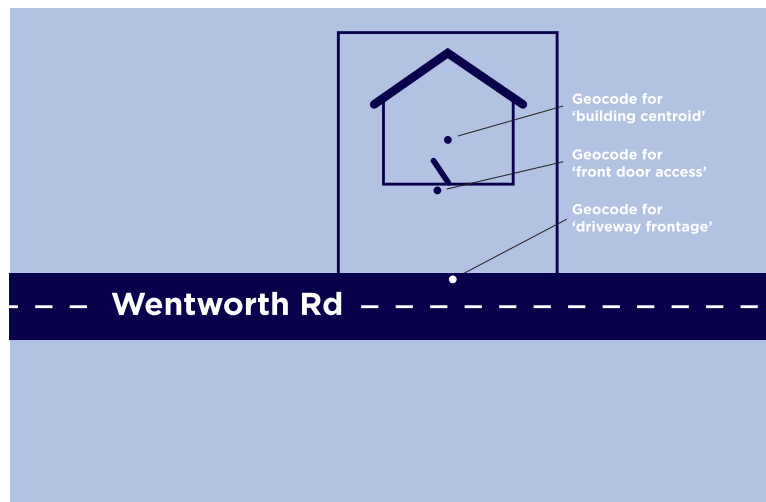
6.9.2 Geocode Coordinates

The coordinates of a geocode shall represent the physical location of the address site.

The geocode types specified for the NSW Address Database are set out APUM Chapter 4 - Address Database, Metadata and Components. This chapter details the official geocode which will be recorded for all address instances in the NSW Address Database.

6.9.3 Geocode Accuracy

The accuracy of geocodes specified for the NSW Address Database are set out APUM Chapter 4 - Address Database, Metadata and Components.

6.9.4 Mapping Projection and Datum

All coordinates for geocodes shall be expressed in terms of the current recognised datum, which from 1 January 2020 is GDA2020.

6.10 Road Types

The following road types, derived from AS/NZS 4819:2011, shall be selected as applicable to open ended roads, cul-de-sac or pedestrian only roads. Refer to AP1 for the processes to formalise road names with these road types..

Road Type	Abbrev -iation	Description	Open ended	Cul-de- sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city blocks or squares.	✔	✔	
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✔		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.			✔
Avenue	Av	Broad roadway, usually planted on each side with trees.	✔		
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			✔
Boulevard	Bvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✔		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✔		
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	✔		
Carpark	Crpk	An area or building where cars or other vehicles may be left temporarily. Shops or residence may also be fronting the carpark.	✔		
Chase	Ch	Roadway leading down to a valley.	✔	✔	
Circuit	Cct	Roadway enclosing an area.	✔		
Close	Cl	Short, enclosed roadway.		✔	
Concourse	Con	A roadway or pedestrian access that runs through or around a central area (e.g. public open space, commercial area or railway station).	✔	✔	✔
Court	Ct	Short, enclosed roadway.		✔	
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.	✔		

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Road Type	Abbrev -iation	Description	Open ended	Cul-de-sac	Pedestrian only
Crest	Crst	Roadway running along the top or summit of a hill.	✓	✓	
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross-streets.	✓		
Entrance	Ent	Roadway connecting other roads.	✓		
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	✓		
Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Glde	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psge	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		

Road Type	Abbrev -iation	Description	Open ended	Cul-de- sac	Pedestrian only
Quay	Qy	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open way or public passage primarily for vehicles.	✓		
Steps	Stps	Route consisting mainly of steps.			✓
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓		
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	✓	
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.	✓		
Trail	Trl	See 'Track'.	✓		
View	View	Roadway commanding a wide panoramic view across surrounding areas.	✓	✓	
Vista	Vsta	Roadway with a view or outlook.	✓	✓	
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			✓
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.	✓		
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

Chapter 7

Addressing Procedures

7 Addressing Procedures

This chapter contains procedures which shall be followed for all instances of numbering, road naming/renaming and address locality boundary definition.

The procedures apply mainly to Data Producers and Data Aggregators.

The procedures include:

7.1 Consultation

7.1.1 Submitting a Request

7.1.2 Responding to a Request

7.1.3 Consulting on a Proposal

7.1.4 Advertising and Public Notices

7.1.5 Submissions

7.2 Notifications

7.2.1 Notification of Approved Road Names

7.2.2 Gazettal of Road Names and Address Locality Boundaries

7.2.3 Road Closure

7.2.4 Ungazetted Road Names

7.3 Pre-Approvals

7.3.1 Authorisation of Proposals

7.3.2 Pre-Approval

7.3.3 Suitability Advice

7.4 Signage

7.1   Consultation

Description

Developing a proposal for a new, amended or deprecated address can require many tasks to be undertaken. Each of these procedures provides Data Producers and Aggregators with guidance on steps which should be undertaken for developing an addressing proposal.

Procedures

7.1.1   Submitting a Request

Members of the public and organisations that deal with the provision of emergency or other services (such as postal or telecommunications) can submit a suggestion or proposal to create or change an address (or address component) to the Local Government responsible for the area in which the address, number, road or address locality is situated.

A request can be to:

- create a new address, number, road or address locality

- change an address completely

- change an address number, road name, road type or address locality name/boundary.

The proposal shall include sufficient information to demonstrate that:

- it is in the long-term interests of the community (the proposed address or address component must be logical, sequential and conform with NSW Address Policy and it must not pose a safety issue or be likely to be a safety issue for emergency services to locate), and (where relevant)

- should include information that indicates that an overwhelming majority of the community who will be affected by the proposal are in support of the change.

Proposals to Local Government should include:

- the location of the address(es) (if relevant)

- the location and extent of the road (and, if relevant, its current name)

- background detail on why the Local Government shall consider changing an address component(s) or registering a new address component(s)

- details on why the change is considered to be appropriate, and

- copies of petitions, surveys etc.

Upon receiving the proposal the Local Government should initiate the formal proposal process. If a proposal affects addresses located across two or more Local Government areas, the staff of the respective areas need to coordinate the proposal's processing as per Chapter 6 - Principle 6.1.6 - Naming and Numbering Across Boundaries.

When a proposal has been submitted from an emergency service organisation, minimum response times apply as per Procedure 7.1.2 - Responding to a Request.

Where a proposal is related to a address locality and Local Government ultimately reject the proposal, this decision can be appealed to the GNB as per Procedure 7.1.5 - Submissions.

7.1.2   Responding to a Request

Emergency Services

When a request for naming or changing an address component is proposed by an emergency service organisation and submitted to a Local Government, receipt of the request shall be acknowledged, by written letter or email to the proposer, within a total of 10 business days.

Once the response is sent an action plan shall be implemented by the Local Government within 30 business days. From then, the Local Government shall action the request and outline a proposal for resolving the issue within a total of 20 business days.

If the issue is unable to be resolved to all parties' satisfaction within a total of 60 business days of the initial request being received, the matter may be referred to Spatial Services for its advice.

General Public

When a request for naming or changing an existing name or address is proposed by a member of the public, an organisation or business and submitted to a Local Government, receipt of the request shall be acknowledged, by written letter or email to the proposer, within a total of 20 business days.

Once the response is sent, the Local Government shall implement an action plan within a total of 30 business days. A proposal for resolving the issue must be completed within a total of 60 business days.

If the issue is unable to be resolved to all parties' satisfaction within a total of 110 business days of the initial request being received, the matter may be referred to Spatial Services for its advice.

Where amendments to an existing address(es) are required and the extent(s) crosses Local Government boundaries the above timeframes do not apply because of the need for inter-council negotiations. For these purposes, an additional 10 to 15 business days is applied to each of the timeframes outlined above. Refer to APUM Chapter 6 - Principle 6.1.6 - Naming and Numbering Across Boundaries for details of jurisdiction in these instances.

7.1.3   Consulting on a Proposal

In addition to complying with the legislative requirements for advertising a naming proposal (refer to Procedure 7.1.4 Advertising and Public Notices), it is recommended that Local Government should also consult with those communities who are directly affected by naming proposals.

Roads

The level and form of consultation will vary depending on the type of site for the naming proposal.

For 'greenfield development sites' - where there are no residents affected by the new road names - it is adequate to restrict consultation to be solely between the Local Government and the Data Producer.

For endorsement of the names of private roads, it is only necessary for the Local Government to consult with the owners of the development (usually the body corporate).

Local Government should consult with the immediate community who directly utilise the road names assigned to sites affected by a name change or addition. This includes, but is not limited to, residents, ratepayers and businesses. Consultation should only occur after the Local Government is certain that the proposed name conforms to the road naming requirements in APUM Chapter 6 - Principles.

Address Localities

Under the provisions of the *Geographical Names Act 1966*, the GNB is responsible for address locality name and boundary determination.

Principles outlined in Chapter 6 - Section 6.8 - Principles of Address Locality Naming shall be followed when creating new or amending existing address locality names/boundaries.

It is recommended that Local Government consult with the immediate community who directly utilise the addresses assigned to sites affected by a boundary change. This includes, but is not limited to, residents, ratepayers and businesses.

The level and form of consultation by the GNB can vary depending on the proposal, as follows:

- Where a boundary amendment proposal will affect less than 10 parcels or owners/occupiers, no advertising is required (but can be undertaken). This proposal must have full support of property owners affected by the proposal and Local Government.

- Where a boundary amendment proposal will affect between 10 to 20 parcels or owners/occupiers, the GNB Secretariat can seek permission from the GNB to alter the boundaries without advertising.

- Where a proposal will affect more than 20 parcels or owners/occupiers and/or includes a name change or creation of a new address locality, the proposal must be advertised by the GNB.

7.1.4 Advertising and Public Notices

As per Procedure 7.1.3 - Consulting on a Proposal there are different procedures required for advertising and public notices regarding address locality and road naming proposals.

Roads

As per the *Roads Regulation 2018* when a Local Government is required to name or rename a road that will affect the addresses of owner/occupiers - the proposal must be advertised in local papers or on the road authority's website. The Local Government may also wish to promote the proposal via electronic media and/or on the council website.

Local Government should consult with the immediate community who directly utilise an address(es) which will be affected by a change to the road name or type. The immediate community includes, but is not limited to, residents, ratepayers and businesses. They must be notified in writing of the proposed change, and a minimum period of 15 working days allowed for feedback to the Local Government.

Following an endorsement by the Local Government, those affected by the proposal must be notified by writing within 10 working days, and the community notified in newspapers and/or electronic media, informing them that the submission is being sent to the GNB for its approval.

As per the Roads Regulation 2018 the Local Government is required to:

(a) publish notice of the new name in the Gazette and in a local newspaper or on the roads authority's website, giving (in the case of a road that is being named for the first time) a brief description of the location of the road, and

(b) notify the relevant parties of the new name, giving sufficient particulars to enable the road to be identified.

The list of relevant parties includes:

(a) Australia Post,

(b) the Registrar-General,

(c) the Surveyor-General,

(d) the chief executive of the Ambulance Service of NSW,

(e) Fire and Rescue NSW,

(f) the NSW Rural Fire Service,

(g) the NSW Police Force,

(h) the NSW State Emergency Service,

(i) the NSW Volunteer Rescue Association,

(j) in relation to a classified road—RMS.

As per the Regulation, the notice must state that written submissions on the proposed name may be made to the Local Government and must specify how, and the date by which, submissions are to be made.

If a Local Government is unsure of the level of community consultation required for a road naming proposal the Secretariat of the GNB is able to offer advice - refer to Procedure 7.3.3 – Suitability Advice for details.

Address Localities

S.8 of the Geographical Names Act states that:

'Whenever the board proposes to assign a geographical name to any place or to alter a recorded name or a geographical name it shall cause to be published in the Gazette and in a newspaper circulating in the neighbourhood of such place a notice of the proposal specifying the proposed name or alteration.'

The GNB is responsible for placing these advertisements and gazette notices.

The notice and advertisement will allow for members of the public to submit feedback to the GNB within 30 days of the advertisement or gazette notice being published (whichever is the latter).

7.1.5 Submissions

From time to time members of the public or organisations might wish to comment on, support or object to an addressing proposal, be it for numbering, road naming or address locality name/boundary definition.

Objections submitted:

• For road names - must be made directly to the Local Government during the public consultation period.

• For address localities - must be made directly to the GNB during the consultation period.

All objections must identify where or how the proposal does not conform to the Principles

outlined APUM Chapter 6, if they are to be considered and responded to by Local Government in the decision making process. In addition to this, the following procedures apply.

Numbers

Requests for details of address numbers can be referred to Spatial Services for its review and feedback.

Roads

Upon receiving objections the Local Government can abandon a proposal or proceed to endorse it.

Should the Local Government uphold any objections received during the consultation period, they shall proceed to amend the proposal so that it is suitable.

Should the GNB in its consideration of approval reject a proposal, the Local Government may appeal to the Board if it can be demonstrated that the principles have been incorrectly interpreted. Objections may then be lodged with the Minister responsible for the Roads Act.

Address Localities

The GNB will summarise any objections received and forward them to Local Government (and potentially any other interested parties) for review.

Should the Local Government uphold any objections they can suggest amendments to the proposal and submit these to the GNB.

Upon receiving comments from Local Government (and any sought from interested parties) then the GNB will consider the public submissions before reaching a final recommendation.

Should the GNB proceed to endorse a suggested amendment to the proposal then they will undertake further consultation.

Should the GNB in its consideration reject a proposal, the Local Government may appeal to the Board if it can be demonstrated that the principles have been incorrectly interpreted.

7.2   Notifications

Description

Various methods of notification and gazettal are required to ensure a naming or boundary proposal conforms to legislative requirements. Notices required during the consultation period are outlined in Section 7.1 - Consultation. The procedures in this section detail notification requirements once a proposal has been endorsed by the Local Government and/or approved by the GNB.

Procedures

7.2.1   Notification of Approved Road Names

The *Roads Regulation 2018* requires a Local Government to publish notice of a new name in a local newspaper or on the road authority's website and serve notice to relevant parties. Refer to list in Procedure 7.1.3 - Consulting on a Proposal.

7.2.2   Gazettal of Road Names and Address Localities

Once a road name has been registered by the GNB, under the *Roads Regulation 2018* a Local Government is required to publish notice of the new name in the *NSW Government Gazette*.

The Gazette notice will include the following details as a minimum:

- road Name and Type Approved by GNB/ Address Locality Name Approved by the GNB

- road name as previously known by (if any)/ Address Locality name previously known by

- address locality and/or Local Government Area

- extent/Boundaries (in written or graphic form as appropriate)

- date approved by GNB.

Address Localities

Under the provisions of the *Geographical Names Act 1966* the GNB must issue a notice for a new or changed address locality name or boundary (if it affects more than 20 lots and/or owners) in the *Government Gazette*.

In addition to the requirements of the Act, any change to the name or extent of a address locality will be notified by the GNB Secretariat to relevant government agencies and authorities who require this information.

7.2.3 Road Closure

Closing of public roads is covered under Part 4 of the *Roads Act 1993*.

When a road is to be closed, except in the case where the thoroughfare is unaffected, it is important that the road name status is updated in the Gazetteer of Road Names, or, in the case of the closure of part of that named road, that the extent of the named road be updated.

Under section 162 of the Road Act a roads authority may name and number all public roads for which it is the roads authority and under section 163 of the Act that roads authority must keep a record of those roads for which it is an authority including its location and extent.

For the Gazetteer of Road Names to be kept relevant and up to date, Local Government shall advise the GNB Secretariat when a road has been amended or discontinued. The GNB Secretariat will then update the details in the Gazetteer of Road Names.

7.2.4 Ungazetted Road Names

Any pre - 1993 roads (i.e. prior to the establishment of the *Roads Act 1993*) which are named, but where the names have not been gazetted, should be officially gazetted by Local Government outside of the NSW Place and Road Naming Proposal System (Proposal System).

7.3   Pre-Approvals

Description

To facilitate the early capture of address information, and reduce the risk of road name duplication for development sites in close proximity, it is possible for Local Government to have road names pre-approved by the GNB Secretariat.

Procedures

7.3.1   Authorisation of Proposals

Pre-Approvals Submission

Submissions for consideration of road names for pre-approval must originate from an authorised officer of a Local Government.

An authorised officer is a person(s) who is recognised by the Local Government for liaising with the GNB.

Final Proposals

Final road naming proposals or address boundary/naming feedback (where applicable - refer Procedure 7.1.5 - Submissions) must be submitted to the GNB by a delegated officer or be supported by a resolution of Local Government prior to submission.

7.3.2   Pre-Approval

Local Government can seek to have road names pre-approved for future use within their LGA. This can be done for the purposes of reserving names for potential future development or urban infill sites. Recording pre-approved names within the Gazetteer of Road Names means that the name will be included for consideration in any future duplication checks which might be undertaken within the area - and reduce the likelihood of an issue occurring in the future when the name is finally designated to a road extent.

Local Government will check to determine if a name has already been approved for an adjoining area or is duplicated elsewhere or does not conform to the Principles outlined in APUM Chapter 6. If duplication or non-conformance are detected the Local Government will amend the proposal, or request that the Data Producer amend the proposal.

The maximum number of names that can be pre-approved for a LGA is 50, however in areas undergoing substantial development Local Government can seek GNB consideration for pre-approval of more than this amount (up to 200 names).

Where the final extent and final location might not be known for a road to which the pre-approved name will be applied, the names do not require road types to be allocated during the pre-approval process.

Where names have been screened by the GNB and pre-approved, they are recorded in the Gazetteer of Road Names with a status of 'pre-approved' and are available for use within the Local Government area for a period of two years from the date of GNB approval. The pre-approved status may be renewed at the end of the two year cycle. Local Government are responsible for reporting to the GNB why the expiring names should remain as pre-approved status.

It should be noted that pre-approval does not guarantee a name can be assigned, but it assists in ensuring these names are likely to be endorsed by the Local Government and approved by the GNB for gazettal at the time the associated DA is lodged with Spatial Services.

The GNB reserves the right to reject a final proposal if there is:

- limited public support and/or

- an incorrect road type and/or

- inappropriate road extent applied.

Addressing specialists in Spatial Services will work with Local Government to resolve any issues with erroneous or non-conforming final numbering and/or geocoding proposals.

7.3.3 Suitability Advice

Advice can be sought by Local Government when a numbering or naming proposal does not immediately or obviously conform to the Policies and Principles outlined in Chapters 6 and 7 of the APUM. Potential examples of this include, for example:

- cases where a duplicate road name search has delivered ambiguous results

- a name of a business or first name is proposed

- access to the site is as yet undefined and numbering is difficult to ascertain.

To obtain suitability advice Local Government should email proposal details to
ss-addressing@customerservice.nsw.gov.au

If the proposal is deemed suitable, an endorsement is issued. If the number or name is deemed to not be suitable, the Local Government must consider other options.

It should be noted that provision of advice does not guarantee a number, name or boundary can be assigned, but it assists in ensuring they are likely to be endorsed by the Local Government and approved by Spatial Services and/or approved by the GNB for gazettal at the time the final proposal is lodged.

The GNB reserves the right to reject a final proposal if there is:

- limited public support and/or

- an incorrect road type and/or

- inappropriate road extent applied.

The Addressing specialists in Spatial Services will work with Local Government to resolve any issues with erroneous or non-conforming final numbering and/or geocoding proposals.

7.4 Signage

Description

Rural numbering, when applied according to these principles will result in any rural location/site being easily located.

Procedure

In all instances, Local Government shall not install nor display signage prior to receiving advice from Spatial Services that the proposal has been approved and recorded in the NSW Gazetteer of Road Names.

Existence of signage prior to lodging a naming proposal with the GNB is not a valid argument for the name to be approved.

Once a name has been approved by the Board, the signage shall be installed within 30 working days, provided plans have been lodged which spatially locate the position of the road. This is particularly important on building sites, where emergency services might need to gain access during the construction period. In these instances, temporary signage is suitable for display.

Every care must be taken to ensure that the signage is in agreement with the name shown in the Gazetteer of Road Names. When attention is drawn to a discrepancy between the Gazetteer of Road Names and the signage then one or the other shall be changed following community consultation with affected residents.

The design and display of signage can differ according to Local Government requirements, as long as the name of the road is clearly indicated to the community. AS/NZS 4819 sets out the following basic requirements for road name signage, as:

- A road name sign shall be placed to clearly identify the road to which the name applies.

- Signs that identify each of the named roads shall be placed at every road intersection. This includes named private roads, access ways, tracks and pedestrian only roads.

- Additional signage information may be displayed for a private road to indicate that it is private or has restricted access and the display may include street numbering and direction of numbering.

- The road name shall be shown in full with the following exceptions:

    o The road type may be abbreviated in accordance with Chapter 6 - Section 6.10 - Road Types.

    o Mount may be abbreviated to Mt but only where necessary to keep the length of the sign manageable. However, as per APUM Chapter 6 - Principle 6.7.2 - Language the name will be recorded in full in the Gazetteer of Road Names.

A road name sign shall be easy to read, including at night, and its physical aspects shall comply with any applicable Standard, for example, *AS 1742.5 - 1997 Manual of uniform traffic control devices - Street name and community facility name signs.*

Chapter 8

Addressing Processes

8   Address Processes

Multiple processes govern how address data is produced, collected, endorsed and (where relevant) gazetted for inclusion in the NSW Address Dataset.

Seven processes have been defined to date, these include:

> AP1 - Road Naming/Renaming - Local Government
>
> AP2 - Road Naming/Renaming - Road and Maritime Services
>
> AP3 - Address Locality Boundaries
>
> AP4 - Addressing - Adding or Amending Addresses Where Road Name Exists
>
> AP5 - Addressing - Development and Subdivision
>
> AP6 - Addressing - State and Regional Developments
>
> AP7 - Addressing - Public Housing [State Government Agencies]

The table on page 127 shows which tasks are included in each process workflow. Each of these workflows is described in full in the relevant sections of this Chapter.

To check which workflow you should use, please refer to the decision-making tree infographic on the following page. A table is also provided on page 128 to describe which types of development or subdivision are covered by the processes contained herein.

Note: Tasks referred to Spatial Services as part of a process workflow will be reviewed and approved in accordance with the NSW Address Policy Review Process as outlined in Chapter 2 - NSW Address Policy

Process selection

Is the planning proposal exempt from council processes?

YES →

AP6 ADDRESSING- D.A. EXEMPT DEVELOPMENTS

This process applies to government departments or agencies who wish to exercise their legislative powers to assign addresses independently

NO ↓

Is a Development Application involved?

YES →

Are new or changed roads proposed?

YES →

Is the plan to be lodged at LRS?

NO ↑

AP5 ADDRESSING- DEVELOPMENT AND SUBDIVISION PROCESS (STEPS 1-4)

This process applies to complex sites including:
- Shopping centres
- Retirement villages
- Caravan parks

YES ↓

NO ↓ (Is a Development Application involved?)

Is there an address already?

NO ↓ (Are new or changed roads proposed?)

Is the plan to be lodged at LRS?

YES →

AP5 ADDRESSING- DEVELOPMENT AND SUBDIVISION PROCESS

This process applies to:
- Strata plans
- Duplexes
- New suburbs
- Urban infill where there are no road name changes required

YES ↘ (Is there an address already?)

NO ↓ (Is there an address already?)

NO ↓ (Is the plan to be lodged at LRS?)

Is there a named road already?

YES →

AP4 ADDRESSING- ADDING OR AMENDING ADDRESSES WHERE ROAD NAME EXISTS

This process applies to:
- Granny flats/workshops
- Errors
- Change of location use
- Strata plans
- Duplexes
- New suburbs

NO ↓

AP1 ROAD NAMING/ RENAMING - LOCAL GOVERNMENT

This process applies to:
- Sites on a property
- Access via Crown Land
- Data omissions in NSW Address Dataset

Development and Subdivision Types

Situations	Processes
Access via Crown land Data omissions Sites on a property	AP1 - Road Naming/Renaming – Local Government followed by AP4 - Addressing - Adding or Amending Addresses Where Road Name Exists
Change of Location Use Declassification of a Highway (eg: due to bypass) Duplexes Errors Granny/Fonzie Flats New Suburbs Strata	AP4 - Addressing - Adding or Amending Addresses Where Road Name Exists
Business Park Caravan Parks Community Housing Estate (Public or Private) Convention Centre Convent/Monastery Department of Defence Educational Facilities Entertainment Venues Factory Health Facilities Industrial Estate Local Aboriginal Land Council Discreet Community Maritime Parking Station Research Facility Residential Parks Retirement Living Community Retirement Villages Rural Community (Commune) Shopping Centres Sporting Facilities Vineyard/Winery	AP5 - Addressing - Development and Subdivision Process (Tasks 5.1 to 5.5)
Duplexes New Suburbs Private Residential Estate/Gated Community Rural Estate Strata Urban Infill	AP5 - Addressing - Development and Subdivision Process
Defence Sites Industrial Sites State Significant Developments (SSD) State Significant Infrastructure (SSI)	AP6 - Addressing - State and Regional Developments
National/State Parks Public Housing Super Lots	AP7 - Addressing - Public Housing [State Government Agencies]

Process Workflow Tasks

Process #	Process Name	Task #	Task Description
AP1	Road Naming/ Renaming - Local Government	AP1.1	Define Road Extent and Select a Road Name
		AP1.2	Check Name against Gazetteer, Principles and Policies
		AP1.3	Help and Suitability Advice
		AP1.4	Consultation with Public and Authorities
		AP1.5	Finalise Proposal and Submit to GNB
		AP1.6	GNB Secretariat approves or rejects on behalf of Surveyor-General
		AP1.7	Surveyor-General considers and determines appeals against decisions
		AP1.8	Update Gazetteer Council Issue Gazettal Notice
		AP1.9	Appeal Decision - Referral to Roads Minister
		AP1.10	Notification and Signage
AP2	Road Naming/ Renaming - Roads and Maritime Services		
AP3	Address Locality Boundaries	AP3.1	Propose Address Locality Boundary and Name Change
		AP3.2	Local Government Checks Name and Boundary, Submits to GNB
		AP3.3	GNB Review Procedure
		AP3.4	Public Feedback
		AP3.5	Local Government Considers Feedback and Prepares Final Submission
		AP3.6	Consideration by GNB
		AP3.7	Refer to Minister
		AP3.8	Implement New Address Locality or Change
AP4	Addressing - Adding or Amending Addresses where Road Name Exists	AP4.1	Local Government Develops Addressing Request
		AP4.2	Submit request to Spatial Services
		AP4.3	Assessment and Verification of Request
		AP4.4	Integration/Implementation of Address Updates
		AP4.5	Agency and Commercial Address Maintenance Procedures
		AP4.6	Spatial Services Data Quality Improvement Projects and Programs
AP5	Addressing - Development and Subdivision	AP5.1	Development Proposal and Reserving Road Names
		AP5.2	Pre-DA Consultation with Local Government
		AP5.3	Development Application Process
		AP5.4	Prepare Specs and Engage Contractors
		AP5.5	Finalise a Building Development
		AP5.6	Conduct Cadastral Survey Work
		AP5.7	Surveyors Validate e-Plan and Lodge DP/SP
		AP5.8	DP Examination and Address Approval
		AP5.9	Issue of Gazettal Notice

Process #	Process Name	Task #	Task Description
AP6	Addressing - State and Regional Developments	AP6.1	Development Identified as potentially State and Regional Developments
		AP6.2	Prepare Application for Environmental Assessment requirements
		AP6.3	Director-General Department of Planning and Infrastructure reviews application for Environmental Assessment requirements
		AP6.4	Consult with the relevant public authorities for input into the DGR
		AP6.5	Consult with the Local Government(s) for input into DGRs including address
		AP6.6-6.8	Department of Planning and Infrastructure issue DGRs release for Public exhibition ≥ 30 days
		AP6.9-6.12	Prepare Environmental Impact Statement (EIS)
		AP6.13	Survey Lodgment and Road Name Gazettal
AP7	Addressing - Public Housing [State Government Agencies]	AP7.1	Propose development
		AP7.2	Scope and prepare concept
		AP7.3	Check and Reserve Road Names
		AP7.4	Early consultation pre-development
		AP7.5	Design Project (site and buildings)
		AP7.6	Liaise on naming roads and seek pre-approval
		AP7.7	Local Government Submits Proposal to Spatial Services
		AP7.8-7.9	Project Construction Phase
		AP7.10	Liaise on street address and approval
		AP7.11	Local Government Updates Address System and Lodges Field Plan
		AP7.12	Spatial Services Registers Field Plan showing Address
		AP7.13	Validate site addressing
		AP7.14	Local Government officialises address and notification to authorities and stakeholders
		AP7.15	Approval and Gazettal action

Process AP1: Road Naming/Renaming – Local Government

Overview	A road naming, renaming or pre-approval proposal can be generated by service authorities or Local Government.
	Spatial Services has developed the Place and Road Name Proposal System for assisting the Local Government with the process for developing, checking, submitting, approving and registering a road name. Application information can be found on the GNB website.
Procedures that inform this Process	Procedures 7.1 - Consultation
	Procedures 7.2 - Notifications
	Procedures 7.3 - Pre-Approvals
	Procedures 7.4 - Signage
Responsibilities	Local Government
	GNB
	Spatial Services
Workflow	**AP1 Road Naming/Renaming - Local Government**

Tasks	AP1	Road Naming/Renaming - Local Government
	AP1.1	Define Road Extent and Select a Road Name
	AP1.2	Check Name against Gazetteer, Principles and Policies
	AP1.3	Help and Suitability Advice
	AP1.4	Consultation with Public and Authorities
	AP1.5	Finalise Proposal and Submit to GNB
	AP1.6	GNB Secretariat approves or rejects on behalf of of Surveyor-General
	AP1.7	Surveyor-General considers and determines appeals against decisions
	AP1.8	Update Gazetteer Council issue Gazettal Notice
	AP1.9	Appeal Decision - Referral to Roads Minister
	AP1.10	Notification and Signage

| AP1.1 Define Road Extent and Select a Road Name | **Defining Extent**

The first requirement is to determine the extent of the road to which a name is to be applied. For assistance, applicants should refer to Principle 6.7.7 - Road Extents.

Where the proposal is for a Pre-Approved name (Refer to Procedure 7.3.2 - Pre-Approval) and the extent is not yet known, a simple coordinate for the approximate location will suffice.

Selecting a Name

The general principles for selecting a name, as set out in APUM Chapter 6 - Addressing Principles, must be considered and applied.

There are three options for selecting and then proposing a name:

a) Local Proposal

A submission made by the public or any organisation (such as emergency service providers) is sent to the Local Government the road is located in. The requirements of Procedure 7.1.1 - Submitting a Request apply here.

Determining if a name is suitable for use prior to submitting a proposal to Local Government can be established by following Task AP1.2 - Check Name against Gazetteer, Principles and Policies.

b) Use a pre-approved road name

Proposers should consult with the Local Government within which the road is located to determine if a list of pre-approved road names is available.

The requirements of Procedure 7.3.2 - Pre-Approved Road Names apply here. If a pre-approved name is available and selected, the proposer should continue with the application as per Task AP1.4 - Consultation with Public and Authorities.

c) Local Government Proposal

Local Government can develop the naming or renaming proposal in-house, by selecting a name from a pre-approved list or selecting a new name. |
| AP1.2 Check Name against Gazetteer, Principles and Policies | Once a name, or group of names, has been selected for a proposal, they need to be checked for conformance against the Policies and Principles outlined in Chapters 2 and 6 of the APUM.

To do this, Local Government must access the Place and Road Name Proposal System and refer to the online system User Guide - more details and the User Guide are available by contacting the GNB at ss-gnb@customerservice.nsw.gov.au. If following the processes for checking for duplication and conformance a name is found to not conform then alternative options need to be considered by Local Government.

Should the results delivered by the checking process be ambiguous, Local Government should refer to the process outlined in Task AP1.3 - Help and Suitability Advice.

If the name conforms to all requirements, they should skip directly to Task AP1.4 - Consultation with Public Authorities. |

AP1.3 Help and Suitability Advice	Additional expertise is available when determining whether a proposed name is suitable and conforms to the policies and principles for road naming in NSW. Refer to Procedure 7.3.4 - Suitability Advice for details.
AP1.4 Consultation with Public and Authorities	Consultation is a mandatory requirement - Local Government can choose to undertake consultation with Public and Authorities at the same time, or to stagger the steps with referral to relevant parties undertaken prior to consultation with the public. In both cases, consultation should only occur once a proposal has had initial in-house endorsement from the Local Government. **Public Consultation** Refer to Procedure 7.1.4 - Advertising and Public Notices for details of public consultation requirements. **Consultation with Authorities** Refer to Procedure 7.1.3 - Consulting on a Proposal for details of requirements.
AP1.5 Finalise Proposal and Submit to GNB Secretariat	Following completion of the notification and consultation process, the Local Government need to ratify the proposal and either endorse it for submission to the GNB Secretariat, or discard/amend it. The Local Government will need to consider all public submissions made during the consultation period, and if this occurred at the same time as notification to relevant parties, feedback from these groups must also be considered at this time. Refer to Procedure 7.1.5 - Submissions for details of what must be considered. Refer to Procedure 7.3.1 - Authorisation of Proposals for details of how the final proposal is submitted to the GNB Secretariat by Local Government.
AP1.6 GNB Secretariat Considers Proposal	The Secretariat has delegated authority to consider and approve road naming proposals where they are straightforward and conform to the General Principles for road naming in APUM Chapter 6, Section 6.7 - Principles of Road Naming. If deemed suitable, the GNB Secretariat will approve the name. If any queries arise, the proposal will be referred to the GNB for its consideration. If a proposal is rejected by the GNB Secretariat and a Local Government still feels there are grounds for appeal then full details of the proposal along with the grounds for the Surveyor General's consideration should be addressed by the Local Government to the Secretariat of the GNB and the matter will be referred to the Surveyor General.

AP1.7 **Surveyor General Considers Proposal**	The Surveyor General in their consideration can: • Approve a proposal. • Object to a proposal. • Uphold an appeal lodged by a Local Government for a decision made by the GNB Secretariat. • Overturn an objection made by the GNB Secretariat where an appeal has been lodged by Local Government. • Defer a decision and seek further information from the Local Government.
AP1.8 **Update Names Gazetteer Council Issue Gazettal Notice**	Once a proposal has been approved by the Surveyor General or GNB Secretariat it is able to be delivered to notifiable authorities for their information, and gazettal action undertaken (this is now done through the Place and Road Name Proposal System). • A notice will be generated in the Place and Road Name Proposal System notifying the Local Government of the approved road name. • A notice will also be sent to all relevant parties as listed in the *Roads Regulations 2018* as described in Procedure 7.2.1 - Notification of Approved Road Names. • For public roads a Gazette notice can then be created by Local Government in the Place and Road Name Proposal System that will be sent for publication. • The Roads Regulation 2018 does not require that private roads and pedestrian access points be Gazetted however, it is considered best practice for them to be proposed, endorsed by the GNB Secretariat and included in Spatial Services' systems.
AP1.9 **Appeal Decision - Referral to Roads Minister**	Local Government can appeal a decision by the Surveyor General. Ministerial submissions must be prepared in the manner prescribed by the Ministers office explaining the justification for the proposed name/s and how the name(s) complies with the Address Policy. The Minister may support or dismiss the appeal.
AP1.10 **Notification and Signage**	Once a road name has been gazetted, the Local Government shall follow Procedures 7.2.2 - Gazettal of Road Names and Address Locality Boundaries and Procedure 7.4 - Signage with regards to notifying authorities and installing signage.

Process AP2: Road Naming/Renaming - Roads and Maritime Services

Overview	Roads and Maritime Services Agency (RMS) of NSW has naming authority over specific types of roads. Refer to APUM Chapter 2 - Section 2.4.3 - Authority for Road Naming for details.
	RMS naming of roads is only undertaken for the purposes of administration. RMS assigned road names are not considered to be the official names for the purposes of addressing unless they have been approved by the Local Government, endorsed by the GNB and gazetted.
	How RMS naming authority is exercised and applied is described in its in-house policy document Infrastructure Asset Management Policy - Naming of Roads and Bridges. Further information on this policy can be located on the RMS website.
Policy that informs this Process	APUM Chapter 2 - Section 2.4.3 - Authority for Road Naming
Responsibility	RMS
Workflow	The workflow is managed by in-house processes defined by RMS.

Process AP3: Address Locality Boundaries

Overview	As address localities now cover all of New South Wales, the process for address locality boundaries relates to either creating new address localities from existing ones (usually as a result of urban growth) or amending the boundaries of an existing address locality(ies). Local Government are encouraged to take early action if new address localities are envisaged - as significant problems often arise if proposals to create new address localities are deferred until after a community has started to move into new developments. **Considerations for Creating a New Address Locality** The following criteria are relevant to any consideration for a new address locality: • Does the proposed new address locality represent a new community or an area of proposed urban growth? • Does it have a unique character compared to surrounding areas? • Is there a significant change of land use and is the area easily defined? • Does the proposed name comply with the naming policy? • Do the boundaries comply with the boundary guidelines? **Considerations for Amending an Existing Address Locality** The need to amend a address locality boundary will arise when there are difficulties with the efficient delivery of services to an area, problems assigning addresses or further land development and construction of new roads. The following criteria are relevant to any proposal to amend an existing address locality: • The spread of urban development has resulted in an area becoming too large for one address locality • A major new road, particularly a controlled access road, has divided a community, providing an opportunity to rename part to a new address locality. • The address locality name is duplicated in New South Wales in one or more local government areas. The workflow for proposing a new or amended address locality is defined in the following figure and described in the process tasks below
Procedures that inform this Process	Procedures 7.1 - Consultation Procedures 7.2 - Notifications
Responsibility	Local Government GNB Spatial Services

Workflow	AP3 Address Locality Boundaries

Sub Tasks Include
• Gazette Notice
• Notice to council/s
• Gazetteer of Place Names Updated
• Maps Updated
• Informing stakeholders
  such as ABS

Tasks	AP3 Address Locality Boundaries	
	AP3.1	Propose Address Locality Boundary and Name Changes
	AP3.2	Local Government Checks Name and Boundary, Submits to GNB
	AP3.3	GNB Review Procedure
	AP3.4	Public Feedback
	AP3.5	Local Government Considers Feedback and Prepares Final Submission
	AP3.6	Consideration by GNB
	AP3.7	Refer to Minister
	AP3.8	Implement New Address Locality or Change

AP3.1 Propose Address Locality Boundary and/or Name Change	Where a member of the public or a Local Government wish to generate a proposal, it must include reference to the exact boundaries being considered for the new or amended address locality. Where the proposal is for an amendment to an existing name, the proposal must indicate the current boundaries of the address locality. Extents should be defined on a clear and current map (electronic or paper) prior to proceeding to Task AP3.2 - Local Government Checks. The map should also define the existing boundaries and note any areas where existing addresses are likely to be affected. Address locality boundaries must conform to Principles outlined in APUM Chapter 6, Section 6.8 - Address Locality Naming and Boundaries.
AP3.2 Local Government Checks Name and Boundary for Compliance then Submits to GNB	Where a new address locality is being created, or an amendment to an existing name is being proposed, the general principles for selecting a name as set out in APUM Chapter 6 - Principles must be considered and applied. Once a name, or group of names, has been selected for a proposal, they need to be checked for conformance against the policy and principles outlined in APUM Chapters 2 and 6. If in the process of checking for duplication and conformance with the policy and principles, a proposal is found to not conform, then alternative options need to be considered. If the proposal conforms to all requirements members of the public or the Local Government should submit the proposal to the GNB and proceed to Task AP3.3 - GNB Review Procedure.
AP3.3 GNB Review Procedure	**AP3.3 GNB Review Procedure**

AP3.3 *(Cont.)* GNB Review Procedure	For boundary adjustment a graduated approval procedure is applicable. The Sub Tasks are: **AP3.3a Secretariat Considers** - Less than 10 parcels or owners/occupiers affected - Delegated Authority for Secretary's Approval. No advertising is required for this proposal subject to all parties being in agreement and the proposal having the full support of the Local Government. Skip to Task AP3.6 - Consideration by GNB. **AP3.3b GNB Delegates Task to Secretariat** - 10 to 20 parcels or owners/occupiers affected - Secretary can seek GNB agreement to delegate the approval to them and undertake as an administrative process (i.e. without advertising required). No advertising is required for this proposal subject to all parties being in agreement and the proposal having the full support of the Local Government. Skip to Task AP3.6- Consideration by GNB. **AP3.3c GNB Considers** - 20 or more parcels or owners/occupiers affected - GNB approval will be required and the Secretariat will organise advertising. For re-naming address localities or creating a new address locality these proposals must also go before the GNB for its consideration. **AP3.3d Endorsed** - If deemed suitable, the proposal will proceed to Task 3.3e - GNB Advertising. However, if the proposal does not require advertising the GNB Secretariat will approve the proposal and skip to Task AP3.7 - GNB or Spatial Services implement. **AP3.3e GNB Advertising** - Where the proposal requires advertising the GNB Secretariat will proceed to advertise the proposal in a local newspaper and the NSW Government Gazette. They will also notify the Local Government of the endorsed proposal and advise of the 30 day public feedback period (as per Procedure 7.1.4 - Advertising and Public Notices) and maps placed on public display. This notice will also be sent to all subscribers. **AP3.3f Referred Back to Local Government for Consideration** - If not deemed suitable, the proposal will be referred back to Local Government for its consideration. As per Procedure 7.1.3 - Consulting on a Proposal, Local Government can amend or abandon the proposal or seek an appeal to the GNB.
AP3.4 Public Feedback	Public feedback, where required, will be sought for 30 days from the date at which the advertisement appears in the local newspaper, or in the Government Gazette (whichever is the latter - as per Procedure 7.1.4 - Advertising and Public Notices).
AP3.5 Local Government Considers Feedback and Prepares Final Submission	Once the public feedback period has closed, the GNB Secretariat will collate the information and Local Government will be required to assess the feedback received. Procedure as defined in Procedure 7.1.5 - Submissions shall be followed. Once feedback has been considered by Local Government, a final submission to the GNB can be made by following Procedure 7.1.3 - Consulting on a Proposal.

AP3.6 **Consideration by GNB**	The proposal can be approved, referred back to the Local Government for further information or rejected at this stage.
	Where a proposal is to create a new address locality or undertake a boundary and/or name amendment which will affect more than 20 parcels or owners/occupiers, it will be instantly referred to the GNB for its final consideration.
	If the proposal affects between 10-20 parcels or owners/occupiers, the proposal will be referred to the GNB to decide if the Secretariat can be delegated the proposal for consideration.
	Proposals affecting less than 10 parcels or owners/occupiers will be considered by the Secretariat.
	If a proposal to amend a name or boundary is rejected by the GNB Secretariat and a Local Government still feels there are grounds for GNB consideration the Local Government can appeal the decision to the GNB.
AP3.7 **Refer to Minister**	Where a proposal was considered and approved by the GNB, and objections received, a submission must be made to the Minister for the Act seeking their approval.
	Ministerial submissions must be prepared in the manner prescribed by the Ministers office explaining the justification for the proposed name(s) and how the name(s) complies to the NSW Address Policy. The Minister may support or dismiss the proposal submitted by the GNB.
AP3.8 **Implement New Address Locality or Change**	Where a proposal is approved by the Secretariat (and does not require GNB or Ministerial notification) they must inform government agencies.
	If a proposal has been approved by the Minister, a notification and gazettal process can be implemented. Refer to Procedure 7.2.2 - Gazettal of Road Names and Address Locality Boundaries.

Process AP4: Addressing – Adding or Amending Addresses where Road Name Exists

Overview	Occasionally there will be a requirement to notify Spatial Services of new addresses for the NSW Address Database outside of the subdivision process. This process applies where changes to existing addresses are required, minor additions are being made to the existing address network, addresses which currently exist are required to be registered for the first time or modifications are required to existing addresses. An example of activities that generate address changes for this procedure are building developments over existing lots. These building developments may be small or large and may, or may not, require a DA but they don't involve land tenure changes. For this process road names are assumed to be existing as either gazetted, registered or known names. For the process of gazetting road names refer to Process AP1 - Road Naming/Renaming - Local Government.
Procedures that inform this Process	Procedure 7.4 - Signage
Responsibility	Local Government GNB Spatial Services
Workflow	**AP4 Addressing - Adding or Amending Addresses where Road Names Exist**

Tasks	AP4 Addressing - Adding or Amending Addresses where Road Name Exists
	AP4.1 Local Government Develops Addressing Request
	AP4.2 Submit request to Spatial Services
	AP4.3 Assessment and Verification of Request
	AP4.4 Integration/Implementation of Address Updates
	AP4.5 Agency and Commercial Address Maintenance Procedures
	AP4.6 Spatial Services Data Quality Improvement Projects and Programs

AP4.1 Local Government Develop Addressing Request	**Defining Extent**
	A proposal must include reference to the location of the address points (if they exist currently) and the name of the address locality in which the address(es) is/will be located.
	Points and extents should be defined on a clear and current map (electronic or paper) prior to proceeding to Task AP4.2 - Submit Request to Spatial Services. For details of address number allocation and geocoding applicants should refer to APUM Chapter 6 - Addressing Principles.
	Selecting Address Number(s)
	The general principles for selecting a name and applying address numbers as set out in APUM Chapter 6 must be considered.
	If a request is initiated by a non-Local Government authority, the proposal shall be submitted to the Local Government for its assessment prior to submission to Spatial Services.
	Additional expertise is available to Local Government when determining whether a proposed address is suitable and conforms to the policies and principles for addressing in NSW. Refer to Procedure 7.3.4 - Suitability Advice for details.
AP4.2 Submit Request to Spatial Services	Once the proposal is assessed as suitable and conforming to the policy and principles the Local Government need to ratify the proposal and either endorse it for submission to Spatial Services, or discard/amend it.
	Refer to Procedure 7.1.5 - Submissions for details of in-house authorisation required before a proposal can be submitted.
AP4.3 Assessment and Verification of Request	If deemed suitable, Spatial Services will approve the address proposal which then triggers three actions, as described in Task AP4.4 - Integration/ Implementation of Address Updates.
	If any queries arise, the proposal will be referred to the Local Government for clarification.
AP4.4 Integration/ Implementation of Address Updates	Once a proposal has been approved by Spatial Services it is able to be updated in Spatial Services systems and the NSW Address Database.
	Spatial Services will inform Local Government of the updates made in the NSW Address Database.
	Requirements for updating the database will conform with the NSW Address Policy.
AP4.5 Agency and Commercial Address Maintenance Procedures	For external agencies and enterprises there are considerable automated and manual tasks required to fully implement the address changes within their existing systems. This could involve rematching of new addresses to existing records or creating new records. This should be part of normal maintenance tasks.
	As per Procedure 7.4 - Signage, where required, signage should be installed within 30 working days of the addressing approval being notified to the Local Government.

AP4.6 Spatial Services Data Quality Improvement Projects and Programs	Spatial Services has specific and general work programs to upgrade the quality of the address with the goal of achieving Authoritative Addresses (as described in NSW Address Policy). Data scrubbing and reporting are conducted to identify addresses that are missing, incomplete, inaccurate, duplications or contain erroneous attributes.

Process AP5: Addressing – Development and Subdivision

Overview	The planning, construction and development process involves many organisations and pieces of legislation to enable the creation of new property titles in NSW.
	The process tasks defined outline the end-to-end requirements of the development and subdivision processes, using either e-Plan or traditional methods [manual lodgment over the counter] for communicating with Spatial Services.
	The process elaborates on the legislative requirements for planning purposes, but also includes tasks specifically relevant to addressing.
	The process encourages the capture of an authoritative address as early as possible in the development process to maximise benefits from use of the NSW Address Database.
	There is considerable variation in the size and implementation of developments and the process is indicative of where the address activities could and should occur - however each development will have to determine what can be achieved within its given parameters.
	The process can cover both subdivision developments and building developments that are undertaken under the formal Development Application process that is managed by Local Government.
	Tasks 5.1 - 5.5 specifically cover developments that do not require the submission of a DA to Spatial Services.
	The process can cover the scenarios of developments both with and without new roads. For building developments the new roads will be internal private roads.
	If there are no roads being created, the road naming tasks are not required to be completed and can be omitted.
	Where parks or reserves are being planned for a development area, the developer should refer to the GNB Guidelines for the naming of these geographical features.
	Local Government has a key role in the allocation and approval of appropriate addresses to support developments. They are the primary contact point for addressing and they, in cooperation with Spatial Services, will create authoritative addresses in accordance with NSW legislation, Australian Standards and the NSW Address Policy. Local Government procedures and policies and may vary and so will the time taken to approve and create addresses. Developers should consult with Local Government early and often to ensure their projects are not delayed or interrupted in getting the essential addressing tasks completed.
Procedures that inform this Process	Procedures 7.1 - Consultation Procedures 7.2 - Notifications Procedures 7.3 - Reservations and Pre-Approvals Procedures 7.4 - Signage
Responsibility	Developers Surveyors Planning Consultants Local Government GNB Spatial Services

Workflow   AP5   Addressing - Development and Subdivision

Proposed Names

AP5.1
Development Proposal and Reserving Road Names

Conforming Names   *Concept Plans*

Reserved Names

AP5.2
Pre-DA Consultation with Local Government

Includes
- Info on Address Policy
- Specific Address requirements
- DA Information sheets
- DA Guidelines
- DA Checklists

Local Government Requirements

AP5.3
Development Application Process

Includes
- pre-approval of addresses

DA Determination

Pre-Approved Address

AP5.4
Prepare Specs and Engage Contractors

Construction Complete

AP5.5
Finalise a Building Development

Subdivision Engineering Works Completed

AP5.6
Conduct Cadastral Survey Work

CAD/GIS Survey Data

Endorsed Address

AP5.7
Surveyors Validate ePlan and Lodge Survey DP/SP

Address for New Lots

AP5.8
Issue of Gazettal Notice

Approved Address

Gazetted Names

Tasks	AP5	Addressing - Development and Subdivision
	AP5.1	Development Proposal and Reserving Road Names
	AP5.2	Pre-DA Consultation with Local Government
	AP5.3	Development Application Process
	AP5.4	Finalise a Building Development
	AP5.6	Conduct Cadastral Survey Work
	AP5.7	Surveyors Validate e-Plan and Lodge DP/SP
	AP5.8	Issue of Gazettal Notice

AP5.1 Development Proposal and Reserving Road Names	Once a basic concept plan has been formed, the developer will prepare a project brief and select a planning company to flesh out the proposal and negotiate the DA approval process. At this concept plan phase the principles of addressing should be considered and a request can be made to the Local Government to reserve any potential road names the developer might be considering. This procedure is managed by Local Government as provided in Procedure 7.3.2 - Reservation of Road Names.
AP5.2 Pre-DA Consultation with Local Government	The aim of including a Pre-DA Consultation step is to resolve issues 'up front' and to ensure that applications, when lodged, contain all necessary information so as to enable a prompt decision on the proposal. The nature and extent of the pre-DA Consultation will vary with different Local Governments and for different developments with varying scale and type. There is a correlation between the scale of a development and the need and degree of consultation required. A Development Assessment Panel (DAP) or Pre-Development Unit or officer should, where possible, be available for pre-DA consultation and advice. The service offered by Local Government is generally optional and may involve fees. Development Application Kits, often in the form suite of documents that provides a series of information sheets, should refer applicants to the NSW Address Policy and User Manual - and also include reference to any Local Government-specific addressing rules. The concept plans that are used during the Pre-DA Consultation should show the road names (and perhaps, but not mandatorily, their type) that have been checked (and potentially pre-approved by the GNB for Local Government) for that development. Local Government should have on its Pre-DA Consultation checklist a step to verify if pre-approved names have been used and should check that all names comply with any of its own internal addressing policies and the policy and principles of the APUM. It would be preferable if a Local Government representative was included in the Pre-DA Consultation to explain or clarify the addressing requirements and conditions. Spatial Services are also available to assist Local Government in assigning and authorising address names and numbers - refer to Procedure 7.3.4 - Suitability Advice. Where it is identified that a current address locality boundary dissects the proposed development area, or the boundaries might need to be amended, the Local Government should take this into account and be prepared to submit a address locality boundary change proposal to the GNB later in this process (see Task AP5.6). Refer to AP3 - Address Locality Boundaries for details.
AP5.3 Development Application Process	There is an increasing trend to use external certifiers and this may affect when Local Government receives detailed information for a particular development. Local Government still need to validate the developments address requirements and then submit details to Spatial Services as necessary for that development. As part of this task, various sub-tasks have been identified. They are defined on the workflow diagram below and described in the following sections.

AP5.3 Development Application Process

Tasks

AP5.3   Development Application Process

AP5.3a   Prepare Development Application

AP5.3b   Lodge DA with Local Government

AP5.3c   Assessment by Local Government and Referral Bodies

AP5.3d   Review DA Addresses and Prepare Submission for Preapproval

AP5.3e   Spatial Services or Secretariat Returns Proposal to Local Government

AP5.3f   Detailed Consideration and issue DA Determination

AP5.3a Prepare Development Application	After receiving direction from the Pre-DA Consultation the Planning Consultant will continue the process of documenting the DA. As the Planning Consultant refines the concept plans and adds more details they need to ensure the wayfinding and addressing continues to achieve best practice levels.
	The DA should include all road naming (that has been checked by LG) and addressing that complies with Local Government Addressing Policy (where relevant/available) and the NSW Address Policy.
	By this stage the DA proposal subdivision plans should include: • the address locality • Local Government checked (and where relevant 'reserved' status) road names • lot numbers and • proposed street address numbers (not mandatory at this stage, but it is preferred).
AP5.3b Lodge DA with Local Government	This task is based on E*nvironmental Planning and Assessment Act 1979* Section 78A.
	The mode of lodgment and process will vary with different Local Governments and also change to suit the scale and type of development. Joint lodgment of DAs and Construction Certificates (CC) is an option offered by some Local Governments which has advantages for various developments.
	It is also possible that developments can cross Local Government boundaries and even state boundaries. Agreement needs to be negotiated between all stakeholders on how these development projects will be handled. This includes the ongoing servicing and maintenance of the development once completed.
	The receiving officer checklist should include a check that plans include address information as indicated in Task AP5.3a - Prepare DA. It should be noted that the address shown on the concept plans only has a 'proposed' status at this DA stage and can potentially change during the development process.
AP5.3c Initial Assessment by Local Government, Referral Bodies and Public Notification	This task is based on *Environmental Planning and Assessment Act 1979* Sections 79, 79A and 96 and *EP&A Regulation* Clause 54 and contains various sub-tasks. **i) Initial Assessment of DAs** This task involves initial assessment of DAs lodged with Local Government, instigation of referral procedures and potential to require additional information on a proposed development from an applicant. Assessment options for Local Government include: • A Development Assessment Panel (DAP). • A single senior officer e.g. a 'Quality Applications Officer'. • Frequent Application Review/Allocation Meetings. Due to the subsequent Public Notification and Consultation tasks, Local Government should give consideration to making preliminary checks on addressing elements contained in a DA to ensure the plans are ready for public comment. **ii) Notification and/or Consultation** Following the completion of the initial assessment and receiving additional information the separate Notification and/or Consultation process can commence in accordance with the Local Government's Notification Policy.

AP5.3c (*Cont.*) Initial Assessment by Local Government, Referral Bodies and Public Notification	**Consultation** Weekly lists of DAs received are produced for notice in local newspaper and advice to Councillors. The Public notification/ consultation procedures advise interested parties of how they can make a submission. This task is based on *Environmental Planning and Assessment Act 1979* Section 79B. **External Notification** This task is a statutory-required consultation with external bodies, generally for concurrence or integrated development, and internal referrals for specialised advice from within Local Government. The list of notified agencies (specified in *Section 91* of the EP&A Act) seeks comment on DAs via referral to outside organisations, such as State Government departments. If advice from referred authorities is not received within 21 days, the Local Government can determine the DA. The list of notifiable agencies for Integrated Developments includes: • Department of Water and Energy • Sydney Water for service availability • Police for safety considerations • Environmental Protection Agency • Mines • Roads and Maritime Services • Department of Fisheries • National Parks and Wildlife Services • NSW Heritage • Department of Infrastructure, Planning and Natural Resources • Department of Housing • Rural Fire Service These agencies are responsible, to varying degrees, for the legislation listed as relevant to s.91 of the EP&A Act. **GNB Notification** At present the GNB is not formally included in Local Government referral lists for DAs. However, this process strongly recommends that at this stage in the consultation process, Local Government should include consultation with the GNB so that new road names can be captured for the NSW Address Database and pre-approved (refer to Procedure 7.3.3 - Pre-Approval).

AP5.3d Review DA Addresses and Prepare Submission for Preapproval	**Internal Local Government Review of DA Addressing** Delegation of responsibilities for road naming and addressing are often applied to different internal departments within Local Government. The endorsement process for road naming and addressing can therefore vary from Local Government to Local Government. The DA should be provided to the department/s responsible for road naming and addressing so that they may assess DA proposal. Assessment of the proposal should consider how the numbering (if available), naming and address locality boundaries conform to the Principles outlined in APUM Chapter 6 and whether any procedural information needs to be considered (i.e. consultation). Subdivisions can lead to a change in land use from rural to urban and often require adjustment to the address locality boundaries to create suburban areas. Main road construction or realignments present the major opportunity form new address locality boundaries. The Address Assessment should consider boundary changes and when required should action this in cooperation with the GNB - refer to AP3 - Address Locality Boundaries. At this stage Local Government should, if necessary, issue directions on road layout, signage and addressing to make the subdivision easily navigable and houses easily located. If not previously undertaken, the proposal can now be formally submitted to Spatial Services for its consideration and potential pre-approval - refer to Procedure 7.3.3 - Pre-Approval.
AP5.3e Spatial Services or GNB Secretariat Considers Pre-Approval Proposal	**Consideration by Spatial Services or GNB Secretariat** Where a proposal includes only road or address locality name/boundary proposals at this stage, the details will be referred to the GNB Secretariat for its consideration. The Secretariat has delegated authority to consider and approve proposals where they are straightforward and conform to the NSW Address Policy. If deemed suitable, the GNB Secretariat will pre-approve the road naming proposal and set into action AP3 - Address Locality Boundary. Pre-approval means that the road name status will be updated in the NSW Place and Road Naming Proposal System (Proposal System) and reserved for use until such time as the plan is lodged. If a proposed road name or address locality name/boundary proposal is deemed unsuitable, the GNB Secretariat will refer the proposal back to the Local Government for amendment. Local Government can amend the proposal or appeal to the GNB directly. Where a proposal includes address numbers the Spatial Services Addressing Program will consider these and liaise with Local Government where further details or amendments might be required.

AP5.3f Detailed Consideration and issue DA Determination	This task represents the culmination of the Local Government consultation process and it includes preparation of a response to the DA submission. It is based on *Environmental Planning and Assessment Act 1979* sections 79c, 80A and 81. 'Standard' conditions of consent should be prepared, with variations/additions as required for the application. Conditions of consent should include reference to any address components which require amendment and be categorised in terms of: • General terms of approval from integrated approval bodies (e.g. authorisation under Section 100B of the *Rural Fires Act 1997* from the Commissioner of the NSW Rural Fire Service). • Terms of approval from concurrence bodies, including requirement for other (non-integrated development) approvals (e.g. Waterways Authority under s 13TA of the *Maritime Services Act 1935*). Persons who made a submission on a development application are advised of the decision, including: • Conditions of any consent. • Reasons for any refusal. • Rights and limitations for any appeal and judicial review. Public notice of determination of application are usually given in a local newspaper and Minutes of Local Government panel/committee/meeting that made decision publicly available e.g. on Local Government website.
AP5.4 Prepare Specifications and Engage Contractors	During the construction phase the developer will appoint a project manager who, will take into consideration: • the DA submission and the supporting documentation • the DA Determination and conditions • the original project brief and scope • relevant legislation, policies, guidelines, standards and specifications • the Construction Certificate if approved or alternatively submit application with support of contractors. The developer/project manager is required to ensure all Development Consent conditions have been addressed, all Construction Certificate approved works are completed and all Compliance Certificates from certifiers are submitted.

AP5.5 **Finalise a Building Development**	Building developments do not create new titles but they can create sites that need addressing. This task involves the finalisation of the DA process for a building development rather than a land subdivision development. The subdivision DA process continues on a different path with the submission of a survey to create title (for the DA process - where Local Government would like to formalise the addresses early, they can submit the information to Spatial Services now, or can proceed to task AP5.6 - Conduct Cadastral Survey Work).

At the conclusion of the building construction phase the developer must submit to the Local Government completion certificates stating compliance with the DA Conditions. The Local Government can then grant occupancy licences. Included in the documents that the Developer must submit to Local Government is an 'as built plan' or 'linen plan' for processing. Optimally Local Government would already have preapproved the addresses but the as-built plan would include any minor construction changes. At this point Local Government must ensure:

- road extents are determined (refer to APUM Chapter 6 - Addressing Principle 6.7.7 - Road Extents)

- road name and road types are allocated to plans (ensuring conformance with principles contained in APUM Chapter 6)

- address numbers are assigned (ensuring conformance with principles contained in APUM Chapter 6 - Sections 6.1 to 6.6)

- addresses are appropriately identified and allocated in accordance with the policy outlined in APUM Chapter 2.

This information shall be provided by Local Government to the Spatial Services for updating in the NSW Address Database.

AP5.6 Conduct Cadastral Survey Work	The surveyor will commence finalisation of the land parcel boundary pegging once the engineering ground works nears completion. For strata subdivision developments this point is the completion of construction of the units. At this stage in the addressing process, the developer needs to ensure that:

- road extents are determined (refer to APUM Chapter 6 - Addressing Principle 6.7.7 - Road Extents)

- road name and road types are allocated to plans (ensuring conformance with principles contained in APUM Chapter 6)

- address numbers are assigned (ensuring conformance with principles contained in APUM Chapter 6 - Sections 6.1 to 6.6)

- addresses are appropriately identified and allocated in accordance with the policy outlined in APUM Chapter 2.

Conduct Cadastral Survey Work

Early in the construction phase the surveyor defined the subdivision site in their survey CAD package. The Planning Consultant's proposed subdivision layout plan is overlaid to produce a best fit true dimension plan for consideration by the project manager and other contractors.

Major or minor boundary layout changes may be made throughout the construction phase due to the Conditions of Consent from the DA determination or due to engineering considerations.

The surveyor will add address locality, road names and addresses into their CAD package if or when they are available. The surveyor must ensure valid names and address are used on the final plans for the legal registration process.

Once the engineering ground works are complete the surveyor can undertake the final pegging and the lots are ready for sale.

The surveyor will give a final pegging certificate to the project manager.

Prepare Subdivision Documentation - Finalise and Validate Addresses

Once construction is complete, the Project Manager will make an application for a Subdivision Certificate from Local Government which requires all Development Consent conditions have been addressed, all Construction Certificate approved works are completed and all Compliance Certificates from certifiers submitted.

A registered surveyor must prepare the final plan of subdivision and, if relevant, prepare the 88B instrument. This plan will be signed by Local Government and is ready for lodgment at LRS - Titling and Registry Services.

At this stage the surveyor must ensure that on the plans:

- final road extents are determined - refer to APUM Chapter 6 - Principle 6.7.7 - Road Extents

- final road name and road types are allocated to plans (ensuring conformance with principles contained in APUM Chapter 6)

- final address numbers are assigned (ensuring conformance with principles contained in APUM Chapter 6 - Sections 6.1 to 6.6)

- addresses are appropriately identified and allocated in accordance with the policy outlined in APUM Chapter 2.

AP5.6 *Cont.* **Conduct Cadastral Survey Work**	The Local Government process for signing the final plan of subdivision should include the validation of the official site numbers for address. These numbers should have been issued by the Local Government earlier in the development process. The Local Government must check the subdivision plan and where endorsed must ensure that address details are forwarded to Spatial Services. The details include: • update to pre-approved road names, and provide explanations of why this has occurred • update road extent details • provide road types (if not previously provided) • indicate address numbers for each road extent (which will be crossed referenced to the plans when deposited). Where the Local Government identify issues with the propose numbers, road names or address localities, they should refer these issues to the surveyor/developer/Planning Consultant for amendment. Subdivisions can lead to a change in land use from rural to urban and often require adjustment to the address locality boundaries to create suburban areas. Main road construction or realignments present the major opportunity form new address locality boundaries. Local Government should have already amended the address locality boundary if necessary as an outcome of the Pre - DA Review or the DA Assessment. If this did not happen for any reason it should now be undertaken in cooperation with the GNB (refer to Process AP3 - Address Locality Boundaries).
AP5.7 **Surveyors Validate ePlan and/or Lodge DP/SP**	Once a Deposited Plan (DP) is formally lodged, a survey examination process validates the survey and the plan and any errors are assessed. The validation will check that each new Road Name and Type, and Address Locality Name and Boundary are valid against the NSW Address Database. Any discrepancies between the pre-approved names and those submitted on the plans are now flagged for the attention of Spatial Services. The surveyor is required to correct any deficiencies in the Deposited Plan that are detected by LRS when examining the survey and then re-lodge the DP. This can incur additional fees and penalties.
AP5.8 **Issue of Gazettal Notice**	Upon receiving notice of the address approval, the Local Government needs to complete appropriate actions to incorporate the addresses in its systems and notify appropriate agencies and commercial bodies. As per Procedure 7.4 - Signage should be installed within 30 working days of the name approval being notified.

Process AP6: Addressing - State and Regional Developments

Overview	The process steps below outline the end-to-end requirements for developments that do not generally involve the DA process as some DAs are submitted under Part 4 of the EP&A Act.
	State and Regional Developments are usually large government initiatives intended to cut across established procedures to try to reduce time and costs to meet specific government objectives. The resulting developments are usually held under a single parent title or a small set of adjoining land titles on behalf of the Crown.
	Applicants can be either Public or Private for:
	• State Significant Developments (SSD) processed by Local Government under Part 4 of EP&A Act with flexibility to exceed local development standards. The Development Application process is used but exemptions and variations are possible to allow these developments to be built as they have a scale, significance or potential impact that makes them significant to a region or the State.
	• State Significant Infrastructure (SSI) mainly public authorities constructing roads, railways or pipelines which don't require consent but have significant environment impact (e.g. a port).
	The naming and addressing of these developments will be significant and require early Local Government, Spatial Services and GNB input to ensure community expectations are met.
	This process encourages the capture of an authoritative address as early in the development process as possible to maximise benefits from address use and reuse and to help avoid introduction of erroneous address data.
	In addition to the planning controls of Local Government, the Department of Planning and Infrastructure is predominantly responsible for assessing planning applications under the State Significant Assessment System for projects whose size, complexity, importance or potential impacts mean they are of State, rather than local or regional, significance. The aims of the State Environmental Planning Policy (SEPP) are as follows:
	a) to identify development that is State significant
	b) to identify development that is State significant infrastructure and critical State significant infrastructure
	c) to confer functions on joint regional planning panels to determine development applications.
	It is these SEPP developments that are generally exempt from Local Government DA processes that are the subject of this address process. The steps described below are to mitigate the lack of formally approval workflow that normally enables address allocation to be managed.
Procedures that inform this Process	Procedures 7.1 - Consultation
	Procedures 7.2 - Notifications
	Procedures 7.3 - Reservations and Pre-Approvals
	Procedures 7.4 - Signage

Responsibility	Local Government
	State Government Agency
	GNB
	Spatial Services
Workflow	**AP6 Addressing - State and Regional Developments**

AP6 Addressing - State and Regional Developments

Proposed Names

AP6.1
Development Identified as potentially State and Regional Developments

Concept Plans

AP6.2
Prepare Application for Environmental Assessment requirements

Unsuitable Names

DGR Application

AP6.3
Director-General Dept. Planning and Infrastructure reviews application for Environmental Assessment requirements (DGR)

AP6.4
Consult with the relevant public authorities for input into the DGR

Consultation

AP6.5
Consult with the Local Govt(s) for input into DGRs including address

Naming and Address Requirements

AP6.6
Dept. Planning and Infrastructure issue DGRs release for Public exhibition ≥ 30days

Advertising

AP6.7
Public's Consideration

Development Documentation

Reserved Road Names | Proposed Address Nº.

AP6.9
Prepare Environmental Impact Statement (EIS)
(includes DGRs, Community consultation & EP&A Regs)

DGRs & Pre-approved Addresses

AP6.8
Dept. Planning and Infrastructure Finalises and Issues DGRs

Feedback

AP6.10
SSD DA prepared for lodgement with Local Govt. under Part 4 of EP&A Act

DA

see AP5.3
Development Application Process

Pre-Approved Road Names | Pre-Approved Address Numbers

AP6.11
SSI Construction Phase

AP6.12
SSD Construction Phase

CAD/GIS Survey Data

Endorsed Address

see AP5.7
Surveyors Validate ePlan and/or Lodge DP/SP

Validation Report

ePlan Lodged Survey DP

Approved Address

see AP5.8
DP Examination and Address Approval

Address for New Lots

Gazetted Names

see AP5.9
Issue of Gazettal Notice

Process tasks	AP6 Addressing - State and Regional Developments
	AP6.1 Development Identified as potentially State and Regional Developments
	AP6.2 Prepare Application for Environmental Assessment requirements
	AP6.3 Director-General Department of Planning and Infrastructure reviews application for Environmental Assessment requirements (DGR)
	AP6.4 Consult with the relevant public authorities for input into the DGR
	AP6.5 Consult with the Local Government(s) for input into DGRs including address
	AP6.6-6.8 Department of Planning and Infrastructure issue DGRs release for Public exhibition ≥ 30days
	AP6.9-6.12 Prepare Environmental Impact Statement (EIS)
	AP6.13 Survey Lodgment and Road Name Gazettal
AP6.1 **Development Identified as Potentially State and Regional Developments**	Developers and Government Agencies will prepare concept plans and seek support and concept approval from Government for special development treatment due to exceptional circumstances. This can reduce development time and costs and is therefore carefully considered by government.
AP6.2 **Prepare Application for Environmental Assessment requirements**	Once the project's feasibility has been determined concept plans are then used to develop the DGR Application for Environmental Assessment. This application must address strict government requirements for development and should consider addressing requirements at this early stage. Where numbering, road naming or address locality name/boundary information is included in the preparations, reference should be made to the principles outlined in APUM Chapter 6 - Addressing Principles to ensure the addresses will conform to requirements of the NSW Address Policy.
AP6.3 **Director-General Department of Planning and Infrastructure reviews application for Environmental Assessment requirements (DGR)**	The Department of Planning and Infrastructure reviews DGR applications and consults with other government agencies to compile a DGR document to release for public comment. This document should consider addressing requirements and any details included for numbering, road naming or address locality boundaries should comply with the principles outlined in APUM Chapter 6 - Addressing Principles.

AP6.4 Consult with the relevant public authorities for input into the DGR	At this task, the Department of Planning and Infrastructure consults with the relevant public authorities for input into the DGR. The consultation should consider addressing requirements and reference be made to Local Government requirements for numbering, road naming or address locality boundaries which should comply with the principles outlined in APUM Chapter 6 - Addressing Principles.
AP6.5 Consult with the Local Governments(s) for input into DGRs including address	Department of Planning and Infrastructure consults with the Local Government(s) for input into DGRs at this stage. The Local Government will consider various aspects regarding the impact of the proposed development on the community. The Local Government should include in its consideration addressing issues and prepare a submission recommending what the development proposal needs to do to comply with the NSW Address Policy and any Local Government policies which are in force. This task should include the Local Government working with the Department of Planning and Infrastructure to reserve any road names with Spatial Services, where the information provided to Local Government has been assessed as conforming to the policies and principles outlined in APUM Chapters 2 and 6.
AP6.6 - AP6.8	Department of Planning and Infrastructure issue DGRs for public exhibition for up to 30 days. The public is able to consider the DGR and prepare submissions. Department of Planning and Infrastructure considers all the submissions before finalising the DGR and issuing it back to the developer.
AP6.9 - AP6.12	An Environmental Impact Statement is developed at this task, and lodged with the Local Government under Part 4 of the Environmental Protection and Assessment Act. Following this the SSI and SSD construction phases commence. During the SSD phase there is opportunity for the address information to be submitted to Spatial Services and details entered into the NSW Address Database. Refer to AP5.3 - Development Application Process for details.
AP6.13 Survey Lodgment and Road Name Gazettal	Following on from the Construction Phase are optional stages taken from the normal land development process that sees the preparation of Deposited Plans to initiate the creation of land titles and the gazettal of road names. The tasks required to have addresses completed and included in the NSW Address Database are referred to in AP5 - Addressing - Development and Subdivision and should be followed here, in particular: AP5.3 Development Application Process AP5.7 Surveyors Validate e-Plan and Lodge DP/SP AP5.8 DP Examination and Address Approval AP5.9 Issue of Gazettal Notice

Process AP7: Addressing - Public Housing [State Government Agencies]

Overview	If Public Housing Superlots include named roads within the development then they shall be treated in the same manner as any other addressing. The road names shall be processed with the owner (NSW Land and Housing Corporation) via Local Government and dwellings/units etc numbered according to the requirements of the NSW Address Policy.
	As a corporate entity of Housing NSW, the Land and Housing Corporation (LAHC) are exempt under the *Housing Act and Environmental Planning and Assessment Act* from conforming to regular planning and subdivision processes. LAHC exemptions were created similar to many government infrastructure initiatives to ensure government policy can be enacted for the benefit of the whole community.
	The main outcome of an early consultation process between Local Government and LAHC is the decision on whether a Development Application (DA) process should be used or alternatively to determine whether LAHC is to utilise its exemptions under the Housing Act and the Environment and Planning Act and proceed without a DA to expedite the development.
	The workflow described below covers the developments that do not go through the DA process.
	Consultation between LAHC and Local Government shall occur in both superlot development and superlot redevelopment scenarios.
Procedures Sections that Govern this Process	Procedures 7.1 - Consultation
	Procedures 7.2 - Notifications
	Procedures 7.3 - Reservations and Pre-Approvals
	Procedures 7.4 - Signage
Responsibility	Land and Housing Corporation
	Local Government
	GNB
	Spatial Services

Workflow

AP7 Addressing - Public Housing [State Government Agencies]

Proposed Names

AP7.1
Propose development

Project Brief

Unsuitable Names

AP7.2
Scope and prepare concept

Concept

AP7.3
Check and Reserve Road Names

Includes
- Checking shortlisted road names against Gazetteer, Principals & Procedures
- Get help from Local Government & GNB - Procedure 13 Suitability Advice.

Concept Plans

Reserved Road Names

Names Conform

AP7.4
Early consultation pre-development

Proposed Address No.

AP7.5
Design Project (site and buildings)

Development Plans

AP7.6
Liaise on naming roads and seek pre-approval

AP7.7
Local Government Submits Proposal to Spatial Services

pre-approved addresses

Pre-Approved Road Names / **Pre-Approved Address Numbers**

AP7.8
Project Construction Phase

Endorsed Address

AP7.9
Project Finalisation Phase (including install road name signage)

AP7.10
Liaise on street address and approval

Site Plan

AP7.11
Local Govt. Updates Address System and Lodges Field Plan

Lodged FP

AP7.12
LRS Registers Field Plan showing Address

Authorised Addresses Field Plan

Address Proposal

Authroised Addresses

AP7.13
Validate site addressing

Invalid Addresses

Approved Address

Gazetted Names

Project Complete

AP7.14
Local Govt endorses address and notification to Authorities and Stakeholders

AP7.15
Approval and Gazettal action

Process Tasks	AP7 Addressing - Public Housing [State Government Agencies]
	AP7.1 Propose development
	AP7.2 Scope and prepare concept
	AP7.3 Check and Reserve Road Names
	AP7.4 Early consultation pre-development
	AP7.5 Design Project (site and buildings)
	AP7.6 Liaise on naming roads and seek pre-approval
	AP7.7 Local Government Submits Proposal to Spatial Services
	AP7.8-7.9 Project Construction Phase
	AP7.10 Liaise on street address and approval
	AP7.11 Local Government Updates Address System and Lodges Field Plan
	AP7.12 LRS Registers Field Plan showing Address
	AP7.13 Validate site addressing
	AP7.14 Local Government endorses address and notification to authorities and stakeholders
	AP7.15 Approval and Gazettal action
AP7.1 **Propose development**	LAHC has a similar role to a commercial developer when developing a super lot for affordable and/or social housing. After locating a new site or identifying an existing site for redevelopment, LAHC will undertake a needs analysis and site analysis before deciding on its options see *Draft Urban Design Guidelines for Low Rise Affordable Rental Housing, Planning NSW, December 2010*. They will consult widely with the community, Local Government, developers, community housing providers and other Non Government Organisations. They will seek funding from various sources including government schemes, public private partnerships, shared equity and commercial financiers. Once the basic concept has been formed, LAHC will document it as a project brief and select a developer, planner or builder company to flesh out the proposal.

AP7.2 Scope and prepare concept	LAHC's lead contractor/consultant will interpret the project brief and any published policies or guidelines (such as *Draft Urban Design Guidelines for Low Rise Affordable Rental Housing*) to produce a formal Concept Plan
	The concept will quantify and qualify the extent of the development and enable an initial assessment of its impacts. The Planning Consultant will do sufficient research to determine the government limitations and restrictions that apply to the site and the proposed improvements.
	The planning consultant needs to consider wayfinding as one of the design considerations for road layout, signage and addressing. They should particularly consider the principles contained in APUM Chapter 6 when conceptualising potential road names for the area to be developed.
	The planning consultant might also wish to confirm with the Local Government whether a pre-defined set of reserved road names exists for the area in which the development is occurring. Refer to Procedure 7.3.2 - Reservation of Road Names for details.
	LAHC will determine the road names prior to submitting to the Local Government for consideration and potential endorsement before supplying them to the GNB for reservation or pre-approval - refer Procedure 7.3.3 - Pre-Approval for details.
AP7.3 Check and Reserve Road Names	Once a name, or group of names, has been shortlisted for a concept plan, they need to be checked for conformance against the principles contained in APUM Chapter 6.
	If in the process of for checking for duplication and conformance with the policy and principles of the APUM, a name is found to not conform then alternative options need to be considered by the planning consultant and/or LAHC.
	Should the results delivered by the checking process be ambiguous, the Local Government can assist the developer and/or LAHC in defining a suitable plan for addressing. Where required, Local Government can refer the concept plans to the GNB Secretariat for consideration of suitability. Refer to Procedure 7.3.4 - Suitability Advice for details.
	If the name conforms with all requirements LAHC can proceed to request that the Local Government reserve the names for future use (described as per Procedure 7.3.2 - Reservation of Road Names), but this is not mandatory.
AP7.4 Early consultation pre-development	A modification to the DA process is the use of a Joint Regional Planning Panel (JRPP). Regional Panels have been established to provide independent, merit-based decision-making on regionally significant development proposals. They consist of members appointed by State and Local Government. Developments are publicly notified and assessed by Local Government planning officers but the reports are referred to the Panel for determination.
	If the DA or JRPP path is chosen, Process AP5 - Addressing Development and Subdivision should be utilised.
	If the DA exemption path is selected - by this stage the concept plans that are used should show the road names (and perhaps, but not mandatorily, their type) that have been checked (and potentially reserved by Local Government via GNB) for that development.

AP7.5 Design Project (site and buildings)	The Design Project phase involves many different professional and technical consultants and is much more involved than land subdivisions where a Planning Consultant and a civil engineer would do most of the work in this phase. After receiving direction from the Local Government consultation in Task 7.4 - Early Consultation, LAHC will continue the process of documenting the development. LAHC should at this stage commence liaising with Local Government regarding address numbering. LAHC will issue contracts as required to complete the Project Design and compile the documentation including project, building and site plans and specifications. The major outcome of the design process is the project plans and specification that are used as the basis for issuing contracts for the next construction project phase.
AP7.6 Liaise on naming roads and seek pre-approval	As the authority for naming all roads for addressing purposes the project plans and specifications should be provided to the Local Government department(s) responsible for road naming and addressing so that they may assess the proposal. Assessment of the proposal should consider how the numbering (if available), naming and address locality boundaries conform to the principles outlined in APUM Chapter 6 and whether any procedural information needs to be considered i.e. consultation. At this stage Local Government should if necessary discuss any concerns with LAHC regarding road layout, signage and addressing.
AP7.7 Local Government Submits Proposal to Spatial Services	The proposal can now be formally submitted to Spatial Services for its consideration and potential pre-approval - refer to Procedure 7.3.3 Pre-Approval for details.
AP7.8 - AP7.9 Project Construction Phase	During this phase the project construction works will be completed and the project will near finalisation.

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AP7.10 Liaise on street address and approval	As the development design nears finalisation the LAHC and Local Government should liaise to discuss final road extent and design and allocation of address numbers. If the surveyor has assigned the street address numbers in accordance with the NSW Address Policy, the Local Government task should be simply one of validation with LAHC. At this stage the LAHC must ensure that on the development's Site Plan/s: • Final road extents are determined - refer to APUM Chapter 6 - Addressing Principle 6.7.7 - Road Extents. • Final road name and road types are allocated to plans (ensuring conformance with principles contained in APUM Chapter 6. • Final address numbers are assigned (ensuring conformance with principles contained in APUM Chapter 6 - Sections 6.1 to 6.6. • Addresses are appropriately identified and allocated in accordance with the policy outlined in APUM Chapter 2.
AP7.11 Local Government Updates Address System and Lodges Field Plan	Once LAHC and the Local Government are able to endorse the Site or Field Plans (FP), Local Government must ensure that the details are updated in the NSW Address Database. The Site Plan's should be endorsed, signed and dated as valid by Local Government Officer responsible for addressing and the plan forwarded to Spatial Services.
AP7.12 LRS Registers Field Plan showing Address	The Site Plan is lodged at LRS for registration as a Field Plan and receives a FP prefixed sequential plan number and is subsequently scanned and catalogued in LRS's system.
AP7.13 Validate site addressing	Spatial Services will check if the addresses are suitable and will issue advice where relevant.
AP7.14 Local Government endorses address and notification to authorities and stakeholders	The Local Government will be requested by Spatial Services to confirm the address details. Where relevant, procedures contained in Chapter 7 - Section 7.1 - Consultation will apply.
AP7.15 Approval and Gazettal action	Once road names have been approved by the GNB procedures outlined in Chapter 7 - Section 7.2 - Notifications will be followed to issue gazette notices and inform authorities.

Chapter 9

Retrospective Address Policy

9   Retrospective Address Policy

Whilst the APUM details policy and procedures for new address creation it does not adequately support process and policies for resolving retrospective issues that compromise the quality of New South Wales (NSW) address data.

This chapter details the policy that provides a consistent approach to the management of retrospective issues, which is an important component of improving the quality of address data within NSW.

The intention of this document is to outline a robust set of policies to assist stakeholders, including Local Government and State Government agencies to resolve existing problematic address issues.

These policies are applied on a case by case basis as retrospective issues are raised by interested stakeholders. This document does not apply to new addressing queries and applications – in which instances the policies, processes and procedures outlined in Chapters 1-8 of the APUM must be applied.

This document is intended to be updated as required when new issues are discovered or process options are available.

This document contains 20 retrospective policies grouped into the four categories of:

- Numbering
- Road Naming
- Address Localities
- Addressing

9.1   Retrospective Address Policies

9.1.1   Numbering Issues

Problem	Description	Policy
Non conformant numbering (including missing house numbers)	Frequently there are many roads which do not have numbers applied to sites for addressing purposes. In addition to this, there are many cases where the numbering which is applied is non-conformant to the requirements of the APUM and/or AS/NZS4819.	Numbering is to be applied to all sites requiring an address and where necessary, non conformant numbers be altered to meet the requirements of the APUM.
Ranged numbering	A typical example of numbering problems is the continued use of ranged numbers which can lead to confusion for users. The NSW Address Policy (APUM Chapter 6- Principle 6.2.1- Address Numbers) excludes the creation of any new ranged numbers in line with similar policy in AS/NZS 4819:2011 Rural and Urban Addressing.	Where necessary, ranged numbers are to be altered to either only the low number in the range, or the most logical based on the site access point. Other numbers to be retired from use.
Urban infill	At urban infill sites generally there is a requirement to apply sub numbering or number suffixes to accommodate situations where there is a lack of whole numbering solutions available. In some situations this has created a problematic situation whereby irregular or inconsistent numbering has been applied to urban infill areas. For example, where 12, 12A and 12B are alongside 1/14, 2/14 and 14 on the one road.	Where necessary, consistent numbering is to be applied whereby sub-numbering elements are applied to sub-addresses only (i.e. those accessed from the one point on the road network) and suffixes used for addresses which have their own access to the road network. (Refer to Chapter 6: Addressing Principles)
Level numbering	Often there have been inconsistencies in numbering of sites within multi-level buildings. While the hotel-style numbering method is now preferred (i.e. level number followed by office, apartment or shop number), previously other methods have been used where issues typically can involve: • Numbering starting from basement levels (i.e. Basement Level 4 is labelled Level 1 and Ground level is labelled Level 5) • Skipped numbers (typically 4 and 13) • Use of inconsistent or difficult to interpret level numbers or letters	Where necessary, consistent numbering is to be applied whereby numbering starts at ground level, basement levels are identified as such, approved level indicators are used (as per the APUM) and level numbers are not skipped for individual preferences and to support emergency service delivery.
Unit type numbering	There are examples where a complex building site consists of multiple sites numbered 1 or 2, with only the unit type of office or apartment to distinguish between the sites. This leads to duplicated address numbering within the site.	Where necessary, consistent numbering is to be applied whereby any address which is duplicated without the use of a unit identifier (i.e. office or apartment) is to be renumbered.

9.1.2   Road Naming Issues

Problem	Description	Policy
Road name duplication	There are many examples where a road name is duplicated within a address locality or within the radius defined in the APUM. In some cases the duplication can be the same or similar spelling, and sometimes it might be similar sounding names. In other cases there might be a different road type assigned to the same name on an adjoining road. For example, a Chiswick Lane coming off a Chiswick Road, with duplication of numbers and potential for confusion.	In cases of road name duplication, renaming shall only occur where a case can be made that service delivery has been/has potential to be negatively impacted by the situation.
Broken road segments	There are many situations where a road is broken into different sections as a result of traffic management changes, without consideration of naming, numbering and access for emergency services. In some instances a road can be broken by a park, river, embankment or non-vehicular access path. This can cause many problems for navigation and routing to addresses along these roads.	In cases of broken road segments, renaming shall only occur where a case can be made that service delivery has been/has potential to be negatively impacted by the situation.
New Road Development Segments	When a road is deviated, particularly highways, the closed sections are frequently renamed with the name 'Old' in front of the original name. There are sometimes more than one old section with duplication of the use of 'Old', and high potential for confused addresses in those areas.	In cases of new road developments, renaming shall only occur where a case can be made that service delivery has been/has potential to be negatively impacted by the situation.
Ungazetted road names	There exists a considerable amount of road names in NSW which are currently ungazetted. A common and frequent question asked at the addressing workshops in late 2014 came from Local Governments wondering what could be done to formalise and gazette these names- many of which have been in use for 50+ years.	Where necessary and feasible, bulk-gazettal of pre-existing road names shall be undertaken by Local Government with the assistance of the Geographical Names Board (GNB) Secretariat. Names which are found to be non-conformant with the requirements of the APUM shall be assessed and renamed in accordance with the relevant retrospective policy (for example where a road name in a bulk gazettal is identified as a duplicate, the 'road name duplication retrospective policy' may be applied to resolving the issue).

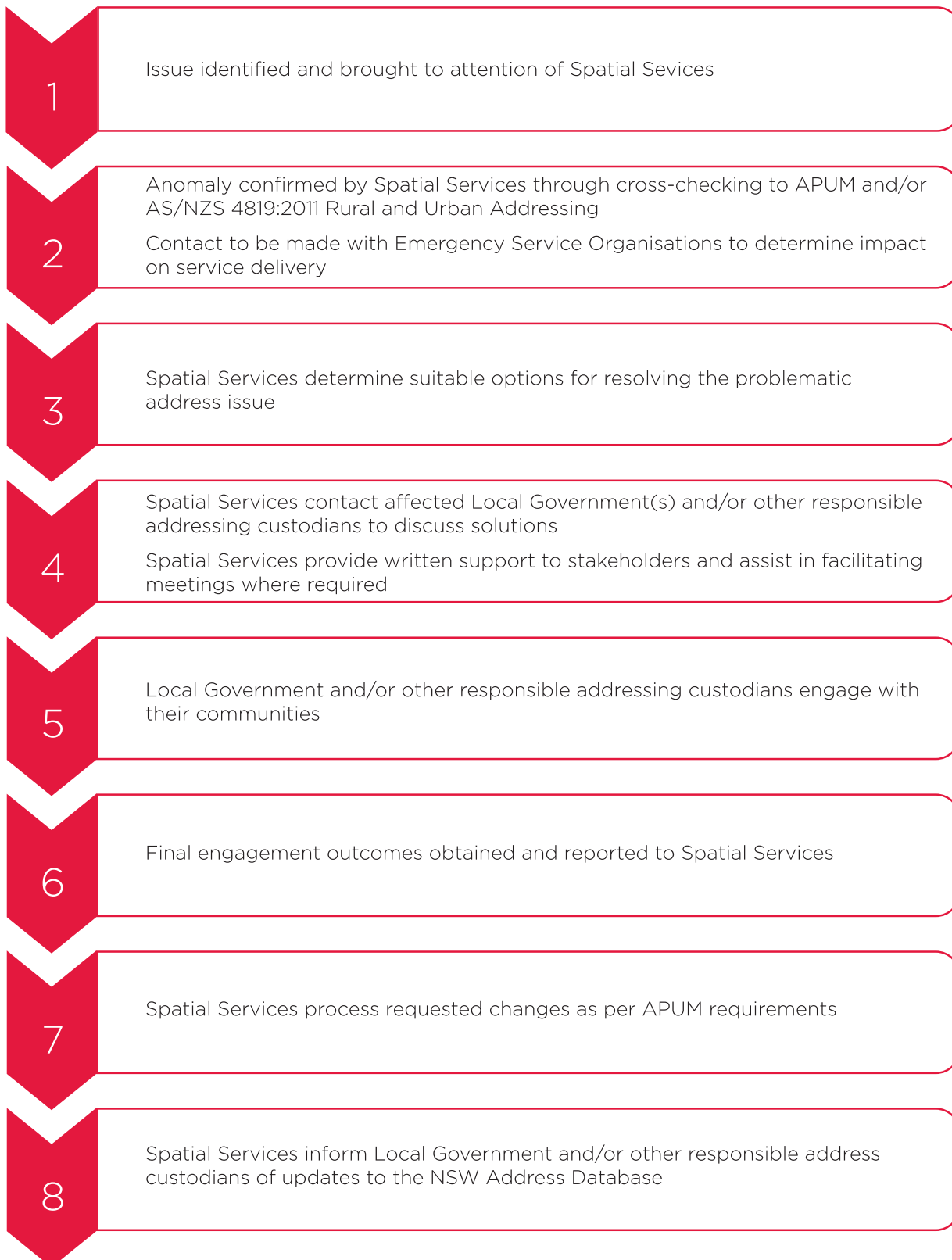|		
Non- Local Government road names	There are a considerable amount of roads which are not managed or maintained by Local Government. These include those owned or maintained by State agencies including Crown Lands, Land and Housing Corporation and Roads and Maritime Services. Historically it has been difficult for Spatial Services to obtain information regarding these names and the addresses applied to them. Under the APUM there is a requirement for these organisations to cooperate with Local Government to determine appropriate road names and have these proposed to the GNB for endorsement.	All roads containing addressable sites shall be named and have addresses applied, regardless of tenure or ownership.
Non-matching road names	Often there are cases where the names recorded in Spatial Services and Local Government datasets do not match (either minor spelling differences or completely different names). There can also be a difference between what is recorded in the databases and what appears on road signs at the location. This causes problems for identification and should be resolved.	Where discrepancies exist between the records of a road name, the spelling which was first gazetted (with reference to any relevant erratum) shall be applied. Where this is unable to be determined the name which is in most use by the residents and businesses on the road shall be used (provided it is conformant to the APUM, particularly with regard to spelling of commemorative names).

9.1.3 Address Locality Issues

Problem	Description	Policy
Duplicated address localities	There are multiple instances of duplicated address locality names across NSW. These cause confusion and in some cases also result in duplicated addresses occurring in NSW. A list of duplicated address localities has been provided in the APUM and there is a requirement that any future road naming in these areas be checked for duplication in all the address localities with a similar name.	Duplicated address locality names shall be reduced wherever possible. Consideration to be given to renaming the address locality which has the least address sites or least historical connections for a community. Consideration should also be given to absorbing the areas into adjoining address localities.
Non-LGA Areas	There are areas of NSW which do not fall under Local Government jurisdiction - either for assignment of a address locality name or definition of the road names and address numbers. Examples include areas north of Broken Hill, Lord Howe Island and islands in Sydney Harbour.	All sites requiring addresses shall have them applied by Local Government and/or a relevant authority endorsed by the GNB following the processes outlined in the APUM.
Boundary creep	Often in cases of urban greenfield growth, or where the name of a neighbouring address locality is perceived as 'more prestigious' it will be used by residents or businesses to identify the location of their address. This is often also employed by real estate agents when marketing a property. This causes problems for official recognition of the authoritative address.	It is recognised that with changing demographics in various areas there will be ongoing need to redefine address locality boundaries to suit popular usage. Where regular, consistent and non-conflicting use of a address locality name is identified beyond the original boundaries assigned, consideration should be given by the Local Government and GNB to changing the boundaries for the address locality.

9.1.4 Address Issues

Problem	Description	Policy
Opal fields	There is a need to apply addresses in a non-typical way for areas in the opal fields of NSW	It is recognised that sites in remote areas, such as opal fields, might not be catered for by traditional address systems. Spatial Services welcomes advice and suggestions from stakeholders who have potential solutions in this domain.
Non-property based	Occasionally there are leasehold properties with sites on them which require addresses- a situation currently not catered for by Spatial Services systems. Examples of this include National Parks, ski fields and Snowy River Scheme towns.	It is recognised that non-property based sites, including complexes, some islands and leaseholds, might not be catered for by Local Government address systems. In these instances the NSW Address Database should endeavour to capture, maintain and publish this data for users.
Sites with limited or no-access	There are existing sites where road access is not readily available and addresses might be required for identification, service delivery or management purposes. These sites are typically located in rural areas and may be private property or Crown lands and access is sometimes granted by a right-of-way or easement.	Where a site is not accessible by road access, an address shall be defined based on the most immediate point of access from the nearest roadway. Where appropriate, creation of a legal access road should be considered.
Duplicate addresses	There is always the likelihood of road names being similar in address localities with duplicate names. This leads to the potential for duplicate addresses to exist in NSW - with only the postcode (not an official or reliable address component) to distinguish them.	Duplicate addresses across NSW are to be resolved - either through renaming of roads or address localities. In these instances the preference is to rename the address locality before considering renaming the road.
Unnamed roads	Problems can arise where a road has been constructed but never named. Many examples of this exist in both rural and urban environments. In rural areas these roads are generally recognised as access roads to properties or visitor sites. In urban areas these roads might be alleyways at the back of properties.	As per the requirements of the APUM all roads shall be named, and the name gazetted, where sites are required to be addressed.

9.2 High-level process steps for resolving a retrospective address issue

1 — Issue identified and brought to attention of Spatial Sevices

2 — Anomaly confirmed by Spatial Services through cross-checking to APUM and/or AS/NZS 4819:2011 Rural and Urban Addressing

Contact to be made with Emergency Service Organisations to determine impact on service delivery

3 — Spatial Services determine suitable options for resolving the problematic address issue

4 — Spatial Services contact affected Local Government(s) and/or other responsible addressing custodians to discuss solutions

Spatial Services provide written support to stakeholders and assist in facilitating meetings where required

5 — Local Government and/or other responsible addressing custodians engage with their communities

6 — Final engagement outcomes obtained and reported to Spatial Services

7 — Spatial Services process requested changes as per APUM requirements

8 — Spatial Services inform Local Government and/or other responsible address custodians of updates to the NSW Address Database

Appendix

Appendix A: Duplicated Localities in NSW

Locality Name	Local Government Area
Alison	Dungog
Alison	Central Coast
Back Creek	Bland
Back Creek	Mid-Coast
Back Creek	Gwydir
Back Creek	Queanbeyan-Palerang Regional
Back Creek	Tenterfield
Back Creek	Tweed
Bakers Creek	Mid-Coast
Bakers Creek	Nambucca
Bakers Creek	Uralla
Balmoral	Lake Macquarie
Balmoral	Wingecarribee
Barry	Blayney
Barry	Upper Hunter
Black Creek	Port Macquarie - Hastings
Black Creek	Snowy Valleys
Boat Harbour	Lismore
Boat Harbour	Port Stephens
Broadwater	Bega Valley
Broadwater	Lismore
Burra	Queanbeyan-Palerang Regional
Burra	Snowy Valleys
Cabbage Tree Island	Ballina
Cabbage Tree Island	Mid-Coast
Carrington	Mid-Coast
Carrington	Newcastle
Cedar Creek	Cessnock
Cedar Creek	Tweed
Colo	Bathurst Regional
Colo	Hawkesbury
Dalwood	Ballina
Dalwood	Singleton
Darlington	Singleton
Darlington	Sydney
Deep Creek	Clarence Valley
Deep Creek	Kempsey
Deep Creek	Kyogle
Dural	Hornsby
Dural	Singleton
Elderslie	Camden
Elderslie	Singleton

Locality Name	Local Government Area
Ellerslie	Snowy Valleys
Ellerslie	Wentworth
Enmore	Armidale Regional
Enmore	Inner West
Glenroy	Albury
Glenroy	Snowy Valleys
Gowrie	Singleton
Gowrie	Tamworth Regional
Green Hills	Armidale Regional
Green Hills	Snowy Valleys
Green Point	Central Coast
Green Point	Mid-Coast
Greendale	Bega Valley
Greendale	Liverpool
Greenlands	Snowy Monaro Regional
Greenlands	Singleton
Hill Top	Snowy Monaro Regional
Hill Top	Wingecarribee
Hillgrove	Armidale Regional
Hillgrove	Wagga Wagga
Hillsborough	Lake Macquarie
Hillsborough	Maitland
Huntley	Orange
Huntley	Wollongong
Kings Plains	Blayney
Kings Plains	Inverell
Kingswood	Bega Valley
Kingswood	Penrith
Kingswood	Tamworth Regional
Lambs Valley	Glen Innes Severn
Lambs Valley	Singleton
Lansdowne	Canterbury-Bankstown
Lansdowne	Mid-Coast
Lilli Pilli	Eurobodalla
Lilli Pilli	Sutherland Shire
Limeburners Creek	Mid-Coast
Limeburners Creek	Port Macquarie - Hastings
Long Plain	Inverell
Long Plain	Snowy Valleys
Long Point	Campbelltown
Long Point	Singleton
Lyndhurst	Armidale Regional
Lyndhurst	Blayney
Maryland	Newcastle

Locality Name	Local Government Area
Maryland	Tenterfield
Mayfield	Newcastle
Mayfield	Oberon
Mayfield	Queanbeyan-Palerang Regional
Mayfield	Shoalhaven
Milroy	Gunnedah
Milroy	Mid-Western Regional
Mogo	Eurobodalla
Mogo	Mid-Western Regional
Morven	Glen Innes Severn
Morven	Greater Hume
Mount Olive	Oberon
Mount Olive	Singleton
Nelson	Bega Valley
Nelson	The Hills Shire
Oxley	Balranald
Oxley	Warren
Paddys Flat	Snowy Monaro Regional
Paddys Flat	Kyogle
Paddys River	Snowy Valleys
Paddys River	Wingecarribee
Paling Yards	Bathurst Regional
Paling Yards	Oberon
Pretty Beach	Mid-Coast
Pretty Beach	Shoalhaven
Punchbowl	Canterbury-Bankstown
Punchbowl	Clarence Valley
Red Head	Mid-Coast
Redhead	Lake Macquarie
Red Hill	Tamworth Regional
Red Hill	Snowy Valleys
Red Hill	Warren
Rocky Creek	Gwydir
Rocky Creek	Inverell
Rocky River	Tenterfield
Rocky River	Uralla
Rose Valley	Snowy Monaro Regional
Rose Valley	Kiama
Rosewood	Port Macquarie - Hastings
Rosewood	Snowy Valleys
Sandy Creek	Cobar
Sandy Creek	Upper Hunter
Sherwood	Clarence Valley
Sherwood	Kempsey

Locality Name	Local Government Area
Sherwood	Kyogle
Silverwater	City of Parramatta
Silverwater	Lake Macquarie
Smiths Creek	Clarence Valley
Smiths Creek	Kyogle
Smiths Creek	Tweed
South Arm	Clarence Valley
South Arm	Nambucca
Spring Hill	Orange
Spring Hill	Wollongong
Springfield	Snowy Monaro Regional
Springfield	Central Coast
St Clair	Penrith
St Clair	Singleton
Stony Creek	Bega Valley
Stony Creek	Mid-Western Regional
Summer Hill	Inner West
Summer Hill	Dungog
Swan Bay	Port Stephens
Swan Bay	Richmond Valley
The Gap	Richmond Valley
The Gap	Wagga Wagga
The Rocks	Bathurst Regional
The Rocks	Sydney
Torryburn	Dungog
Torryburn	Uralla
Washpool	Clarence Valley
Washpool	Mid-Coast
Waverly	Upper Hunter
Waverley	Waverley
Westdale	Tamworth Regional
Westdale	Snowy Valleys
Willow Vale	Kiama
Willow Vale	Wingecarribee
Wog Wog	Bega Valley
Wog Wog	Queanbeyan-Palerang Regional
Woodburn	Richmond Valley
Woodburn	Shoalhaven
Woodlands	Eurobodalla
Woodlands	Wingecarribee
Woodstock	Cowra
Woodstock	Inverell

Locality Name	Local Government Area
Woodstock	Shoalhaven
Yarras	Bathurst Regional
Yarras	Port Macquarie - Hastings
Yellow Rock	Blue Mountains
Yellow Rock	Shellharbour

15 URGENT BUSINESS

Summary

In accordance with Clause 232 of the Local Government (General) Regulations 2021 "Model Code of Meeting practice" business may be transacted at a meeting of Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

a) A motion is passed to have the business transacted at the meeting: and
b) The business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Recommendation:

That Council consider the following matters as they are considered to be of an urgent nature requiring immediate consideration by Council.

16 CLOSED SESSION - CONFIDENTIAL REPORTS

Nil

17 CLOSURE OF MEETING

The Mayor will declare the meeting closed.

The next Ordinary Meeting of Oberon Council will be held on Tuesday 12 November 2024, commencing at 5.30pm, in the Oberon Council Chambers, 137 Oberon Street, Oberon.