Appendix "A"

Map Zoom: 509.5 m | Scale: 1:3,000

Barooga Advancement Group

P.O.Box 300   BAROOGA   NSW   3644

Berrigan Shire
56 Chanter Street
Berrigan
NSW 2712

4th December 2017

For the attention of Mr Rowan Perkins General Manager

Dear Rowan

Our President , Simon Klaver , and myself , last week had the opportunity to attend a presentation by Mr Rick Sleeman , Managing Director of Sports Marketing Australia . This presentation was also attended by a Shire Councillor and Shire Staff .
The presentation outlined the opportunities his business could provide to communities , in supporting the presentation of sporting events . This would relate to additional revenue from participants , their families , and friends , by way of accommodation ,food and out of pocket expenses , which would flow back to the local community .
Significant financial gains were claimed to ensue , all of which would need further verification should the Shire wish to become involved .

Our Group wishes to recommend involvement and further investigation by the Shire as this appears to be a very worthwhile venture for our local participation , with obvious benefits in Tourism and to local businesses .

Yours faithfully

Neil Duffield
Secretary   Barooga Advancement Group

Cc Cr JB

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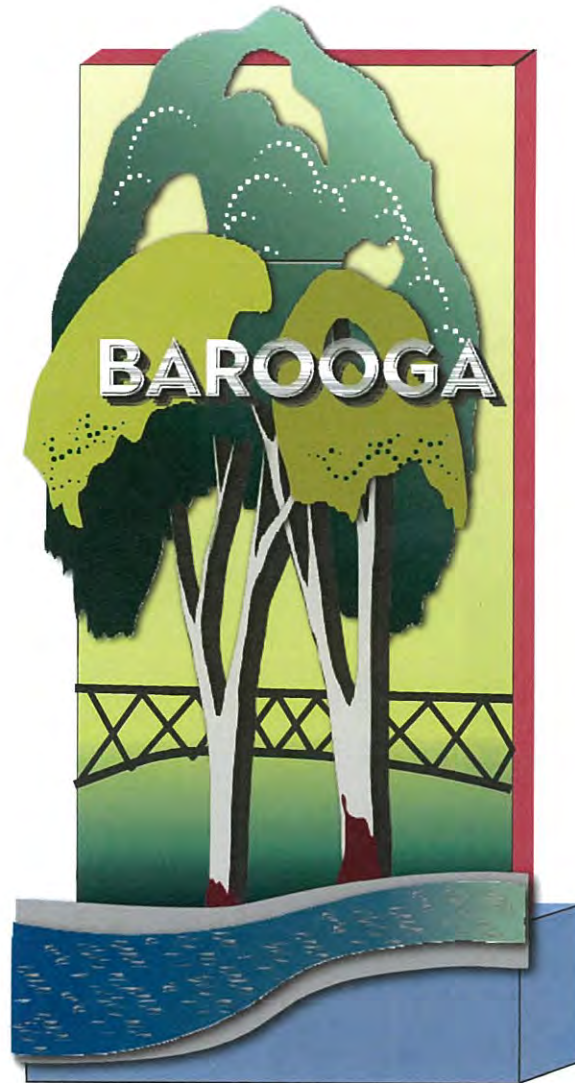The signs have been developed as part of the Town Concept Plans.

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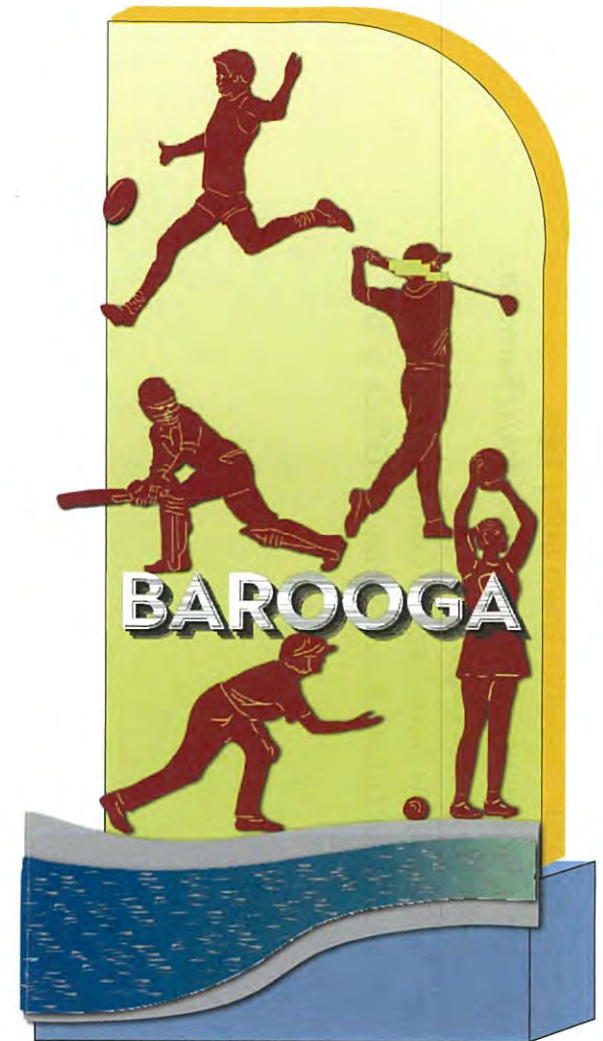
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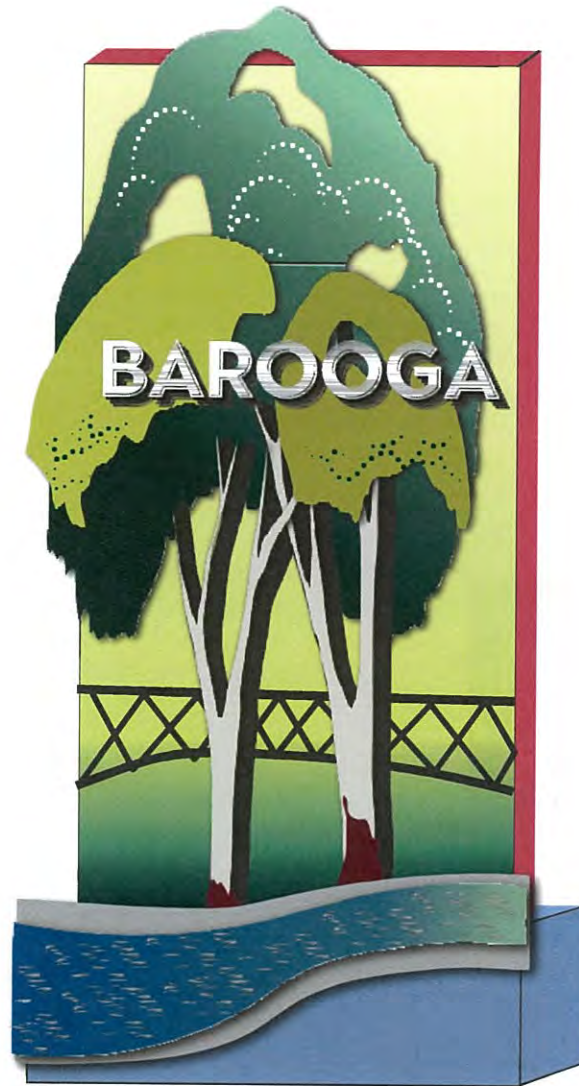The signs have been developed as part of the Town Concept Plans.

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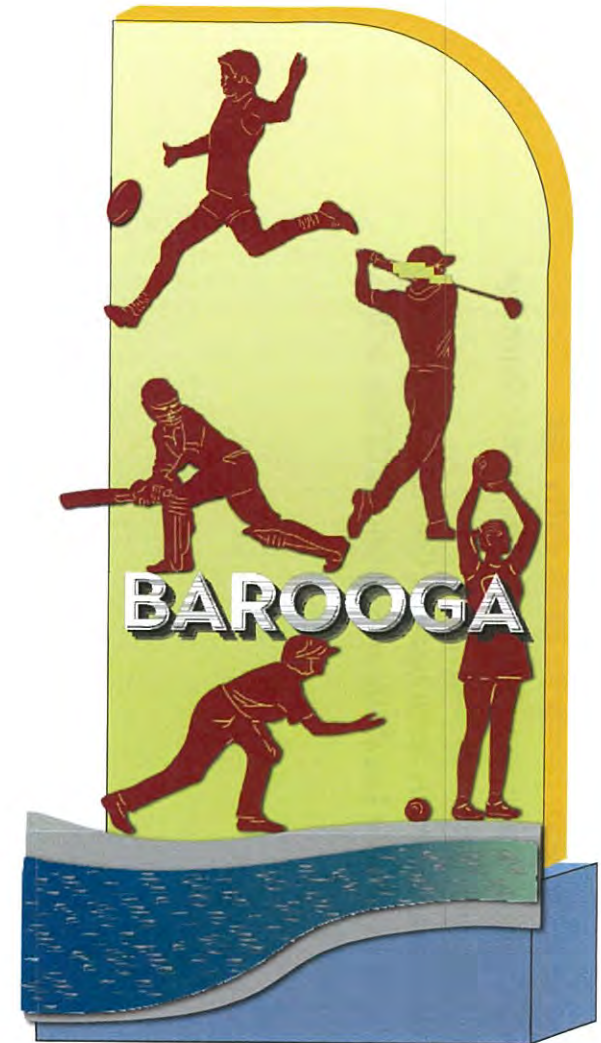
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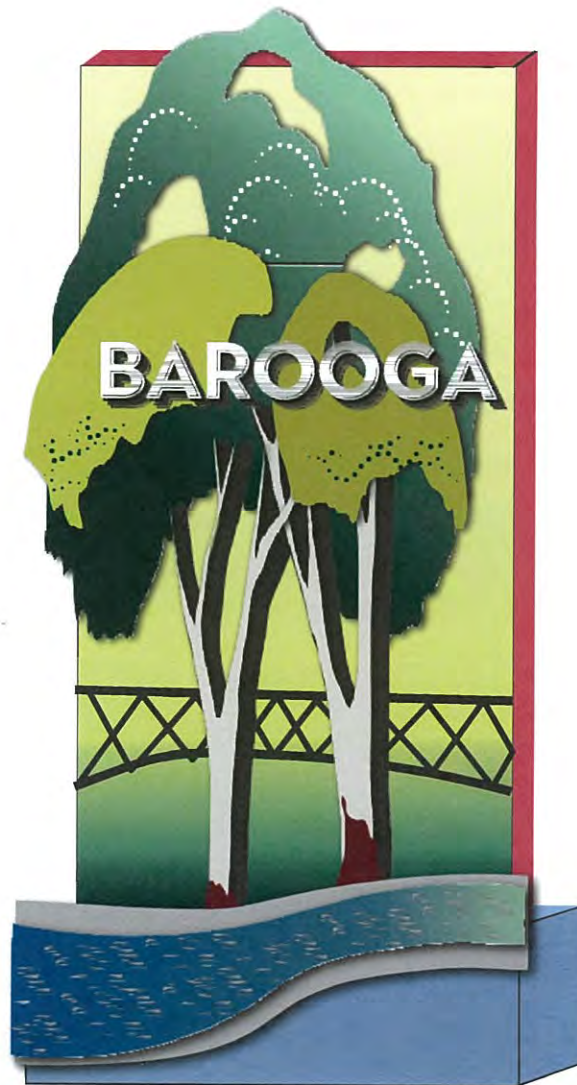The signs have been developed as part of the Town Concept Plans.

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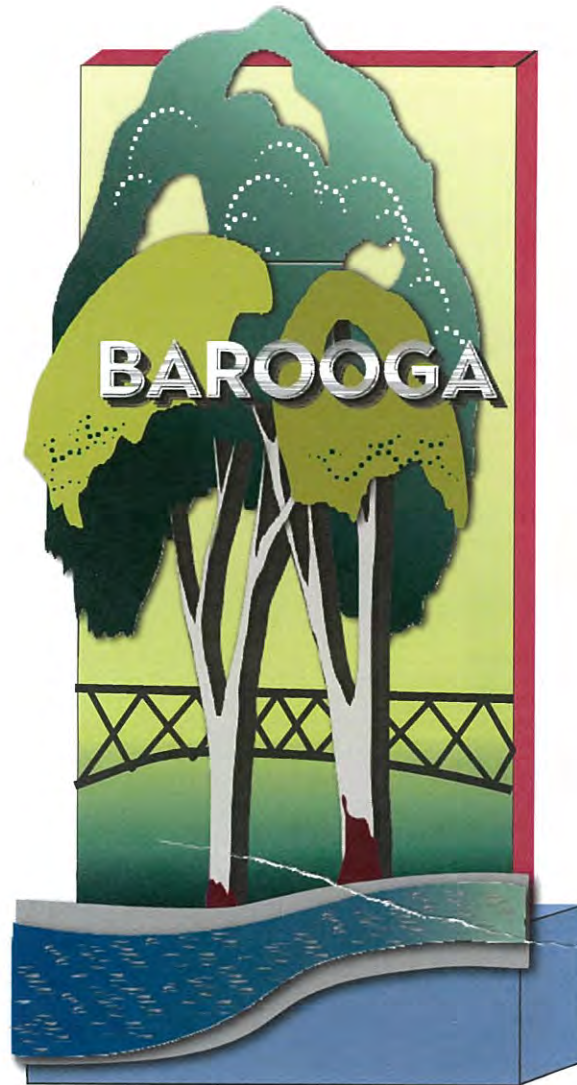The signs have been developed as part of the Town Concept Plans.

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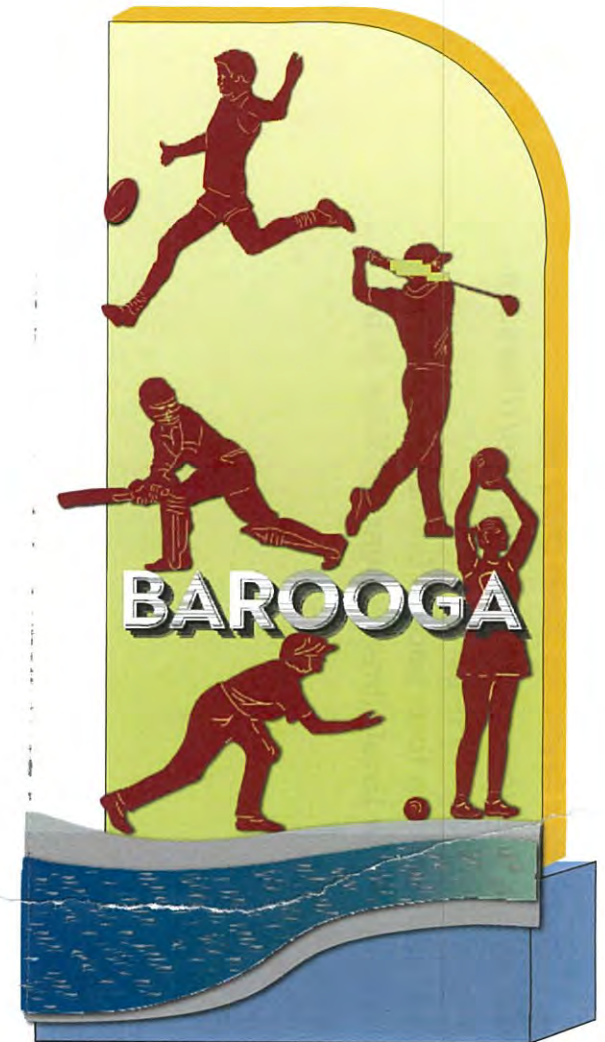
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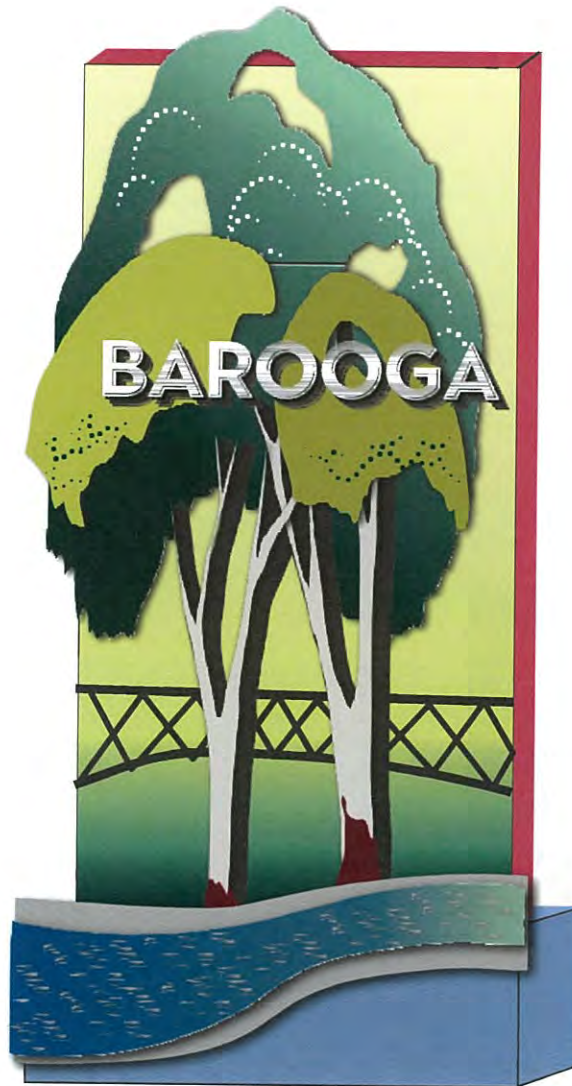The signs have been developed as part of the Town Concept Plans.

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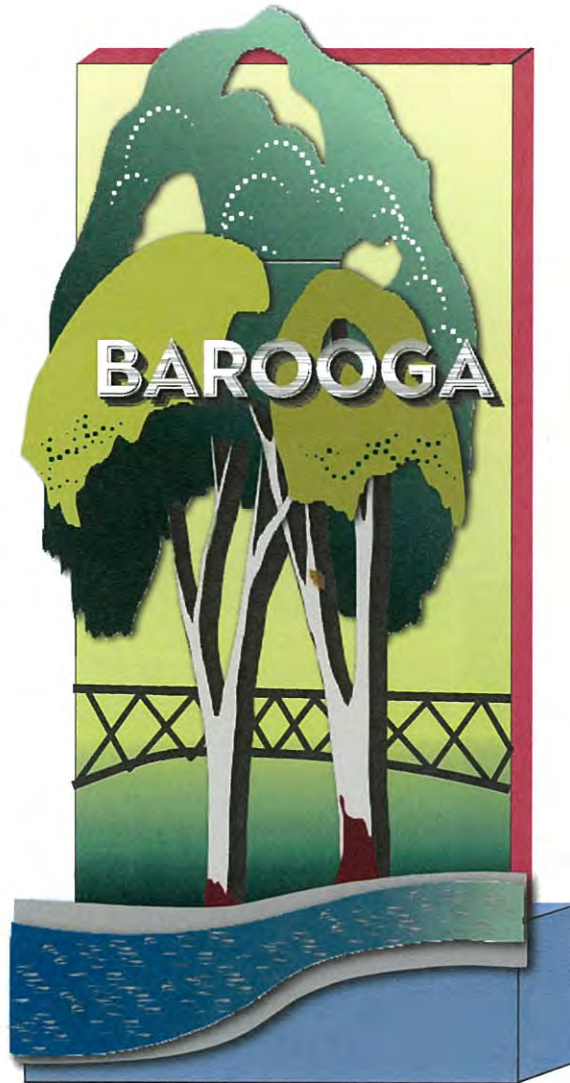The signs have been developed as part of the Town Concept Plans.

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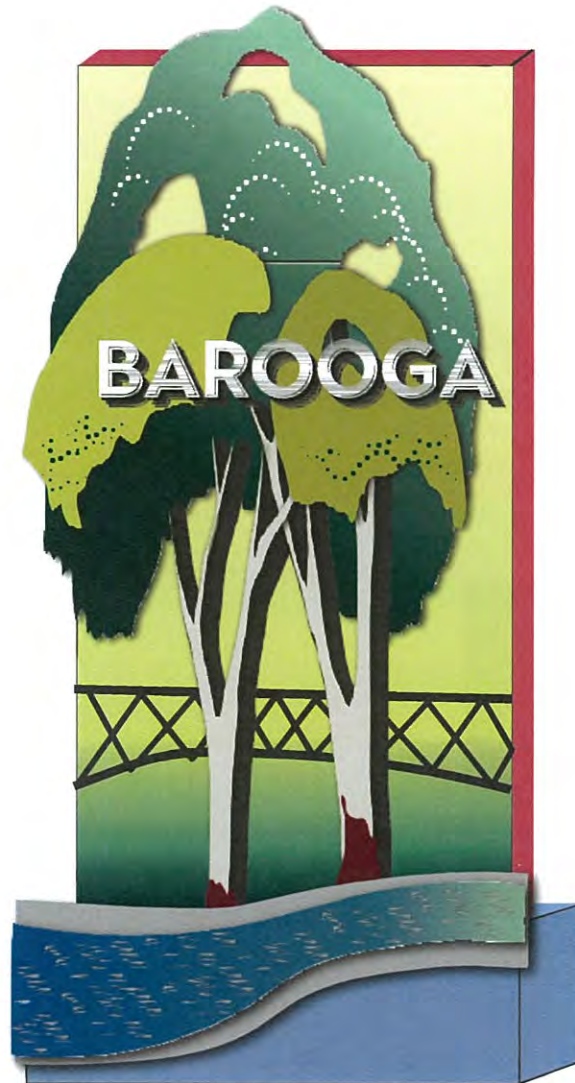The signs have been developed as part of the Town Concept Plans.

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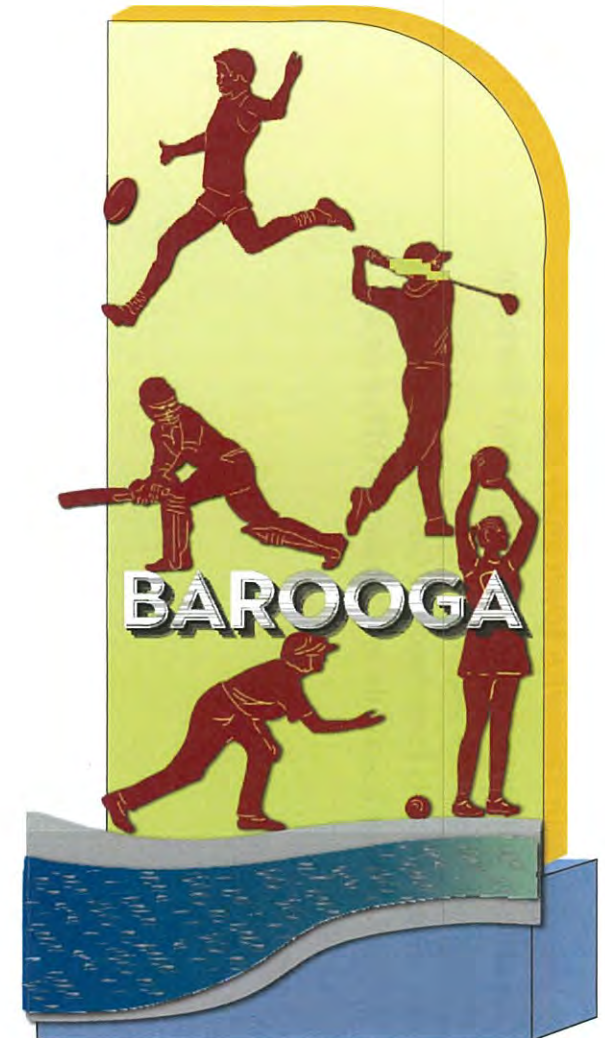
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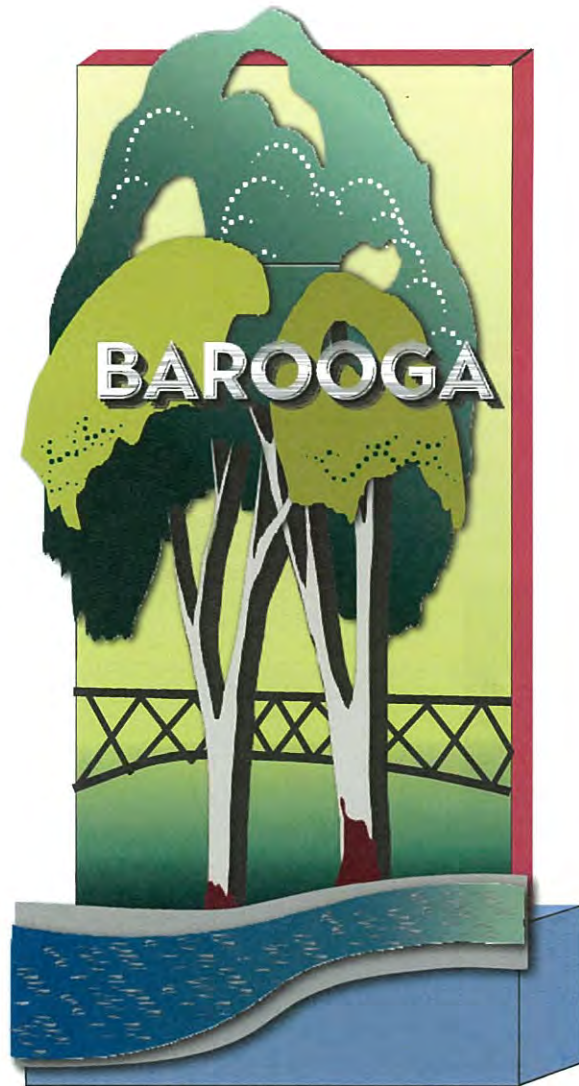The signs have been developed as part of the Town Concept Plans.

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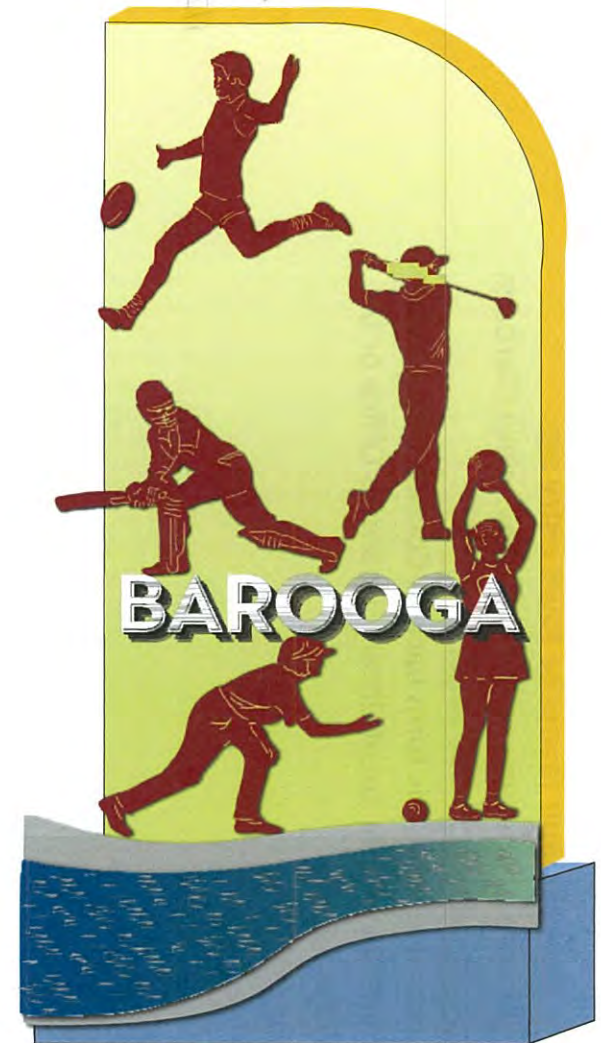
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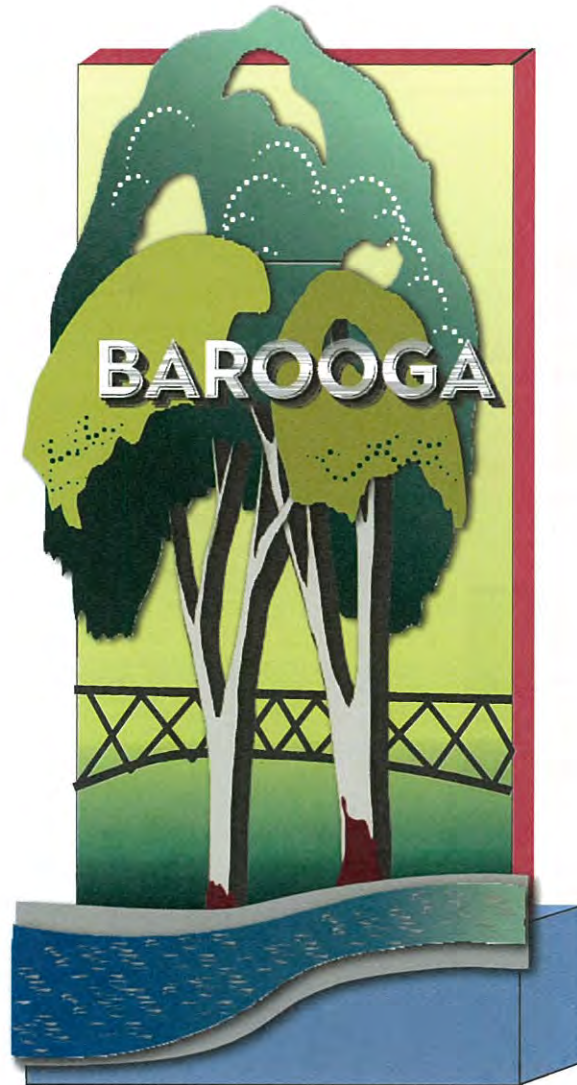The signs have been developed as part of the Town Concept Plans.

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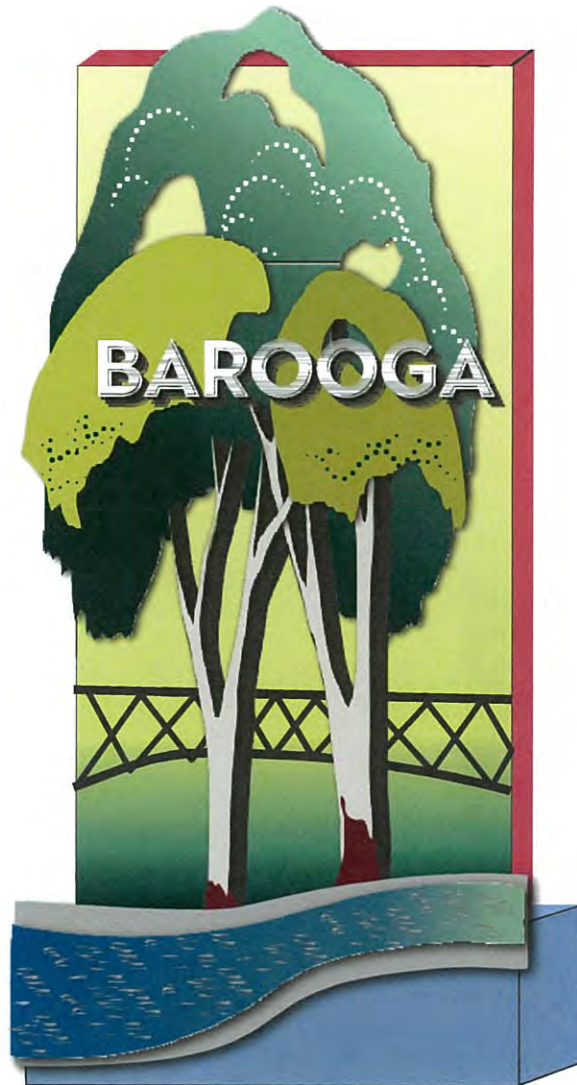The signs have been developed as part of the Town Concept Plans.

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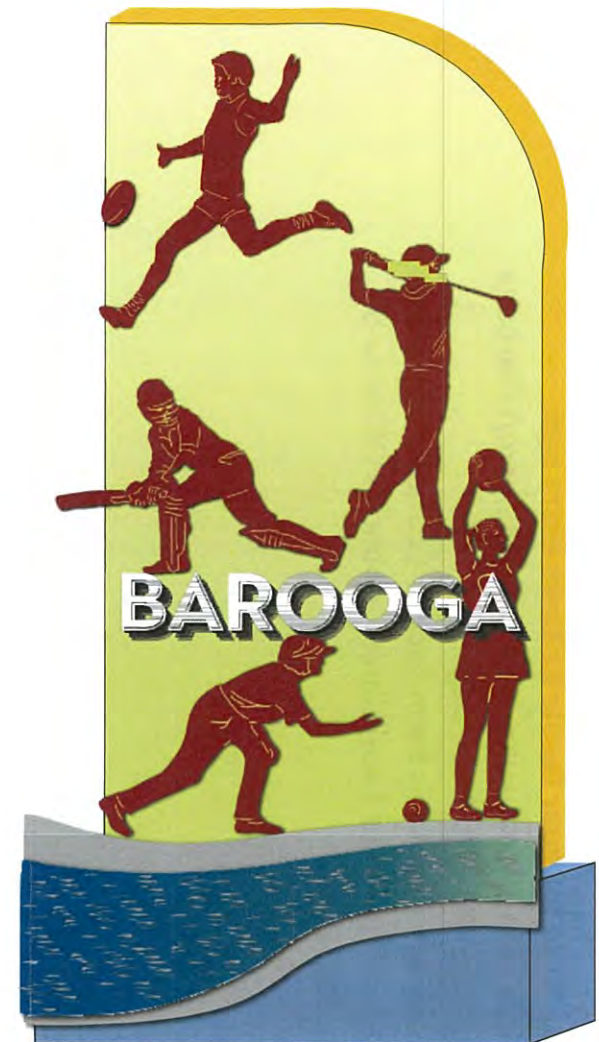
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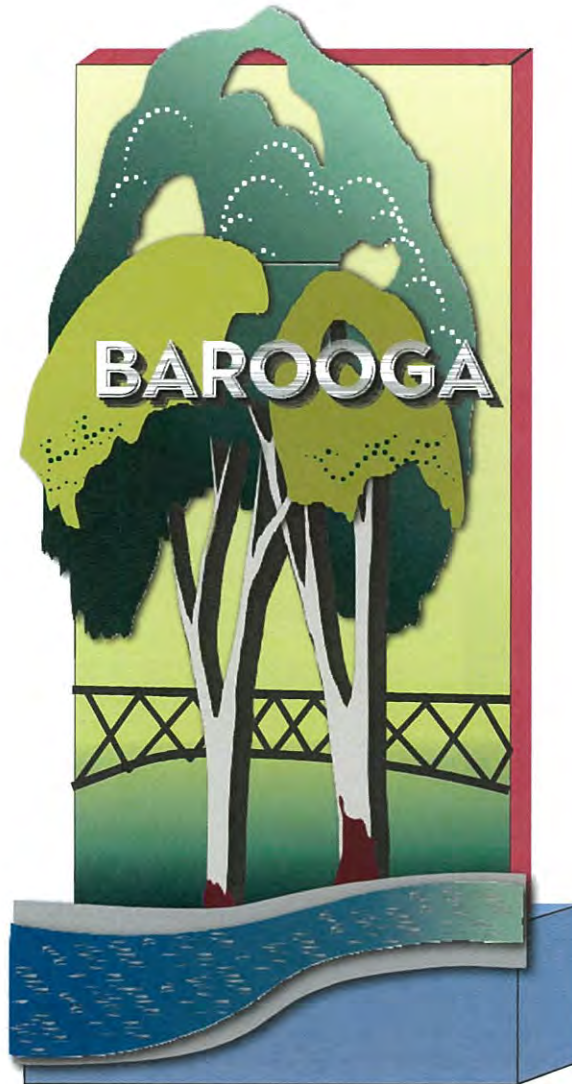The signs have been developed as part of the Town Concept Plans.

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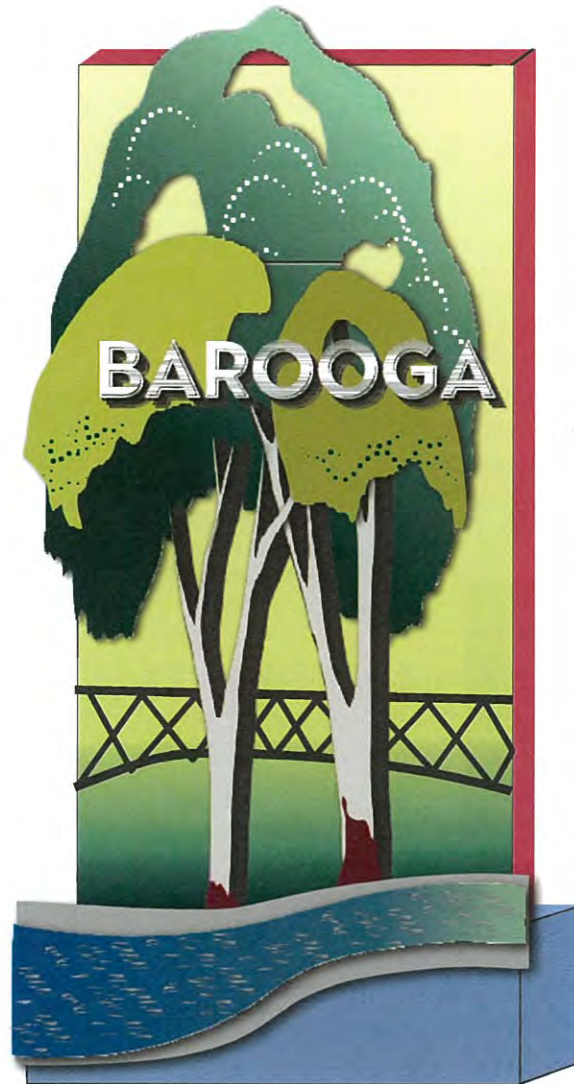The signs have been developed as part of the Town Concept Plans.

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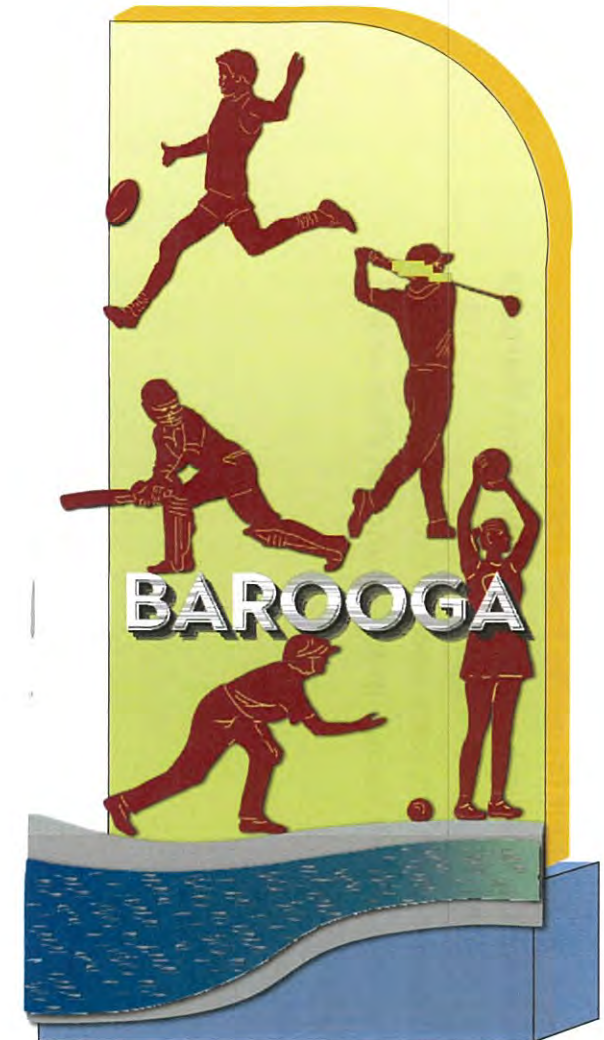
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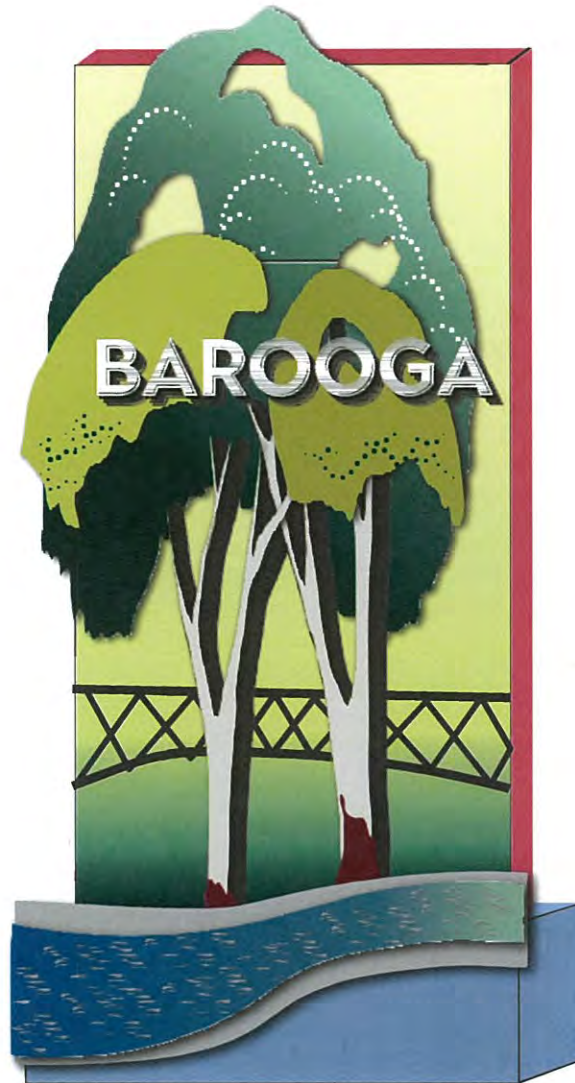The signs have been developed as part of the Town Concept Plans.

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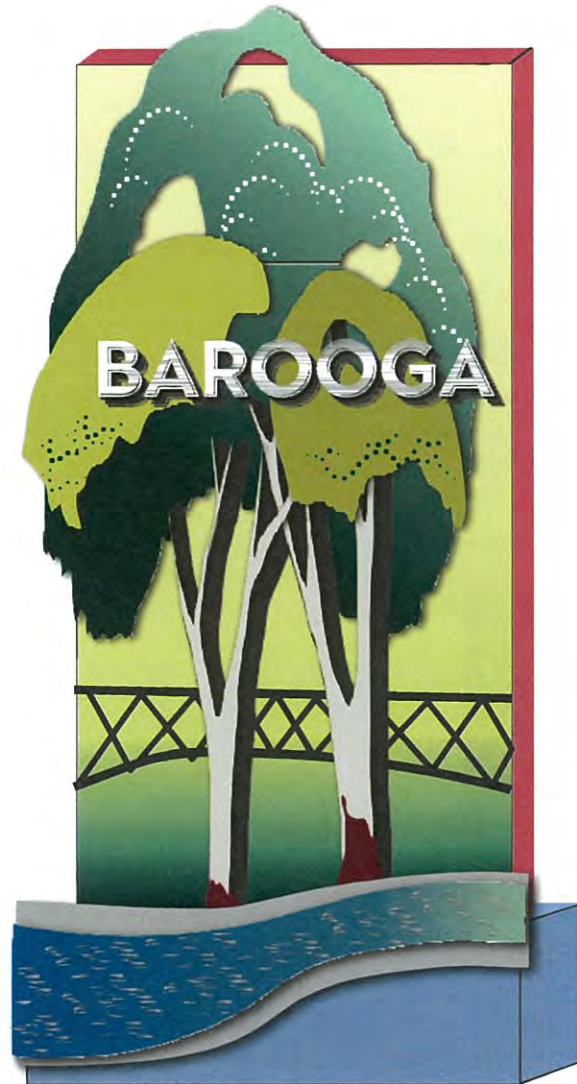The signs have been developed as part of the Town Concept Plans.

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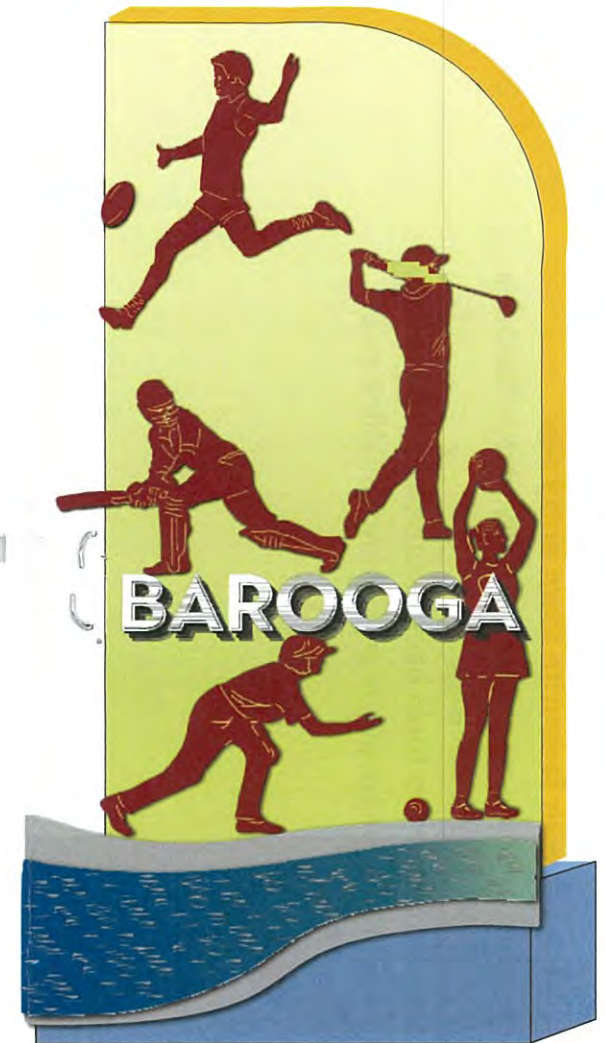
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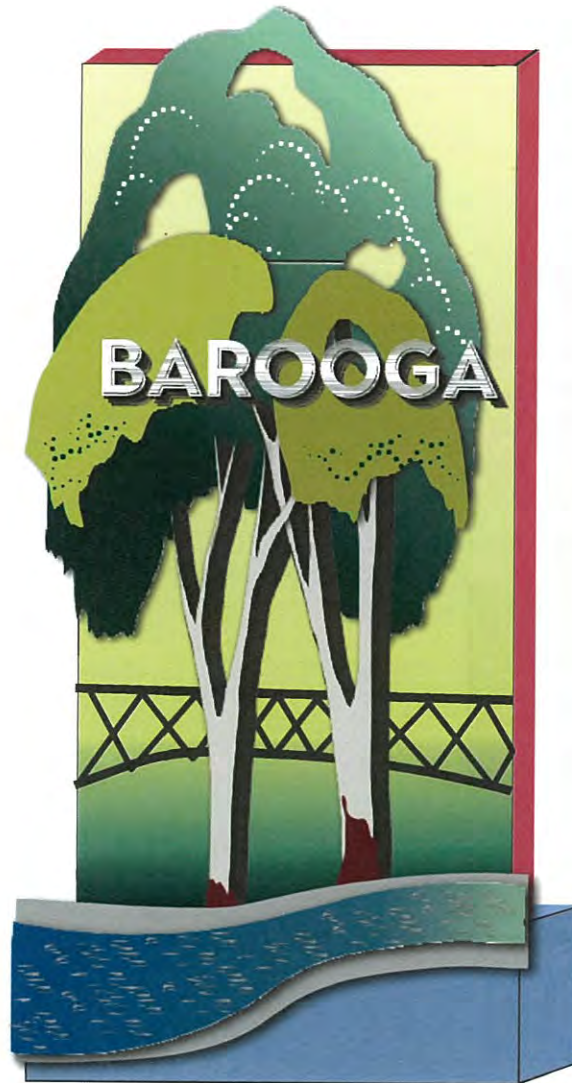The signs have been developed as part of the Town Concept Plans.

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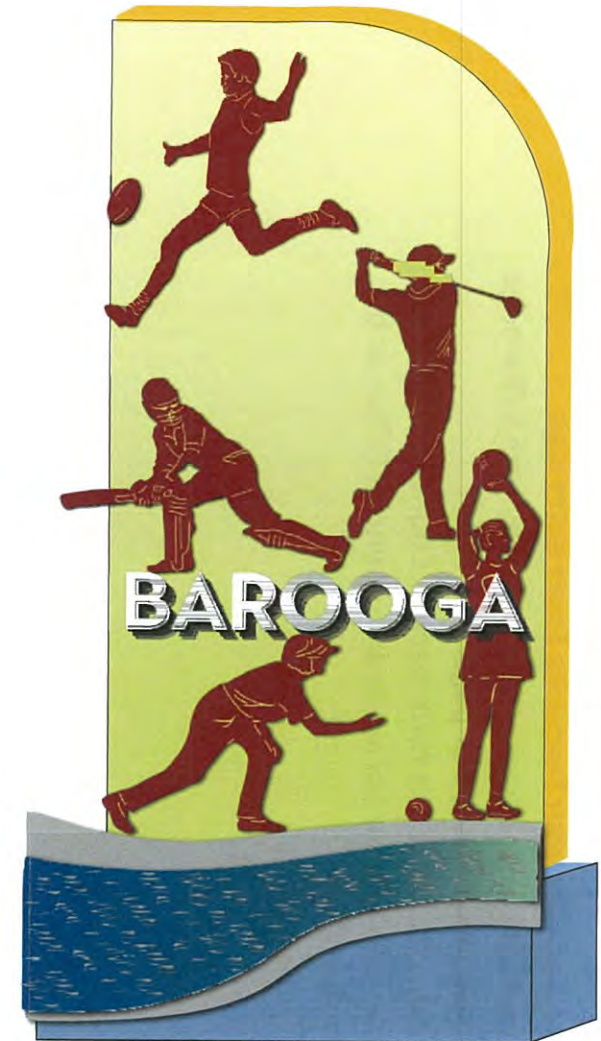
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River and Gum Tree Option
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer River and Gum Tree

River and Sports Option
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LM·LA

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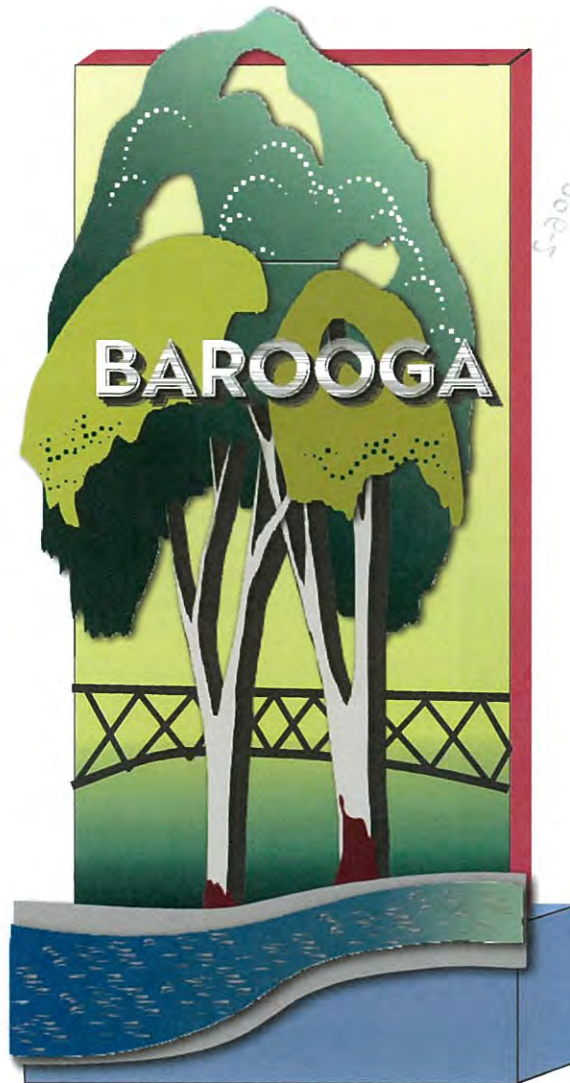The signs have been developed as part of the Town Concept Plans.

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🔴 BAROOGA IS MORE THAN CRICKET, FOOTBALL, GOLF ETC.

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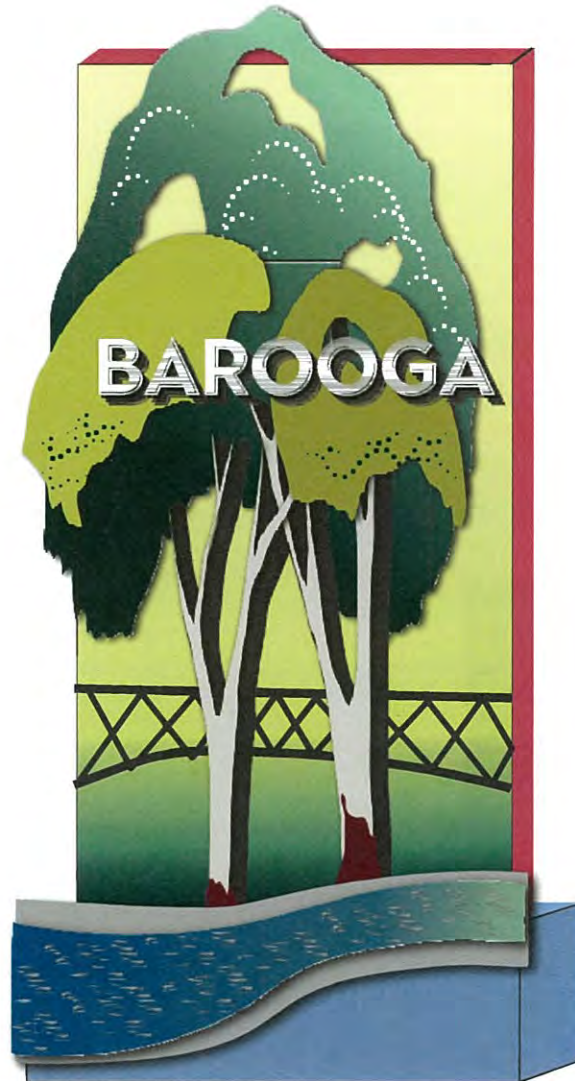The signs have been developed as part of the Town Concept Plans.

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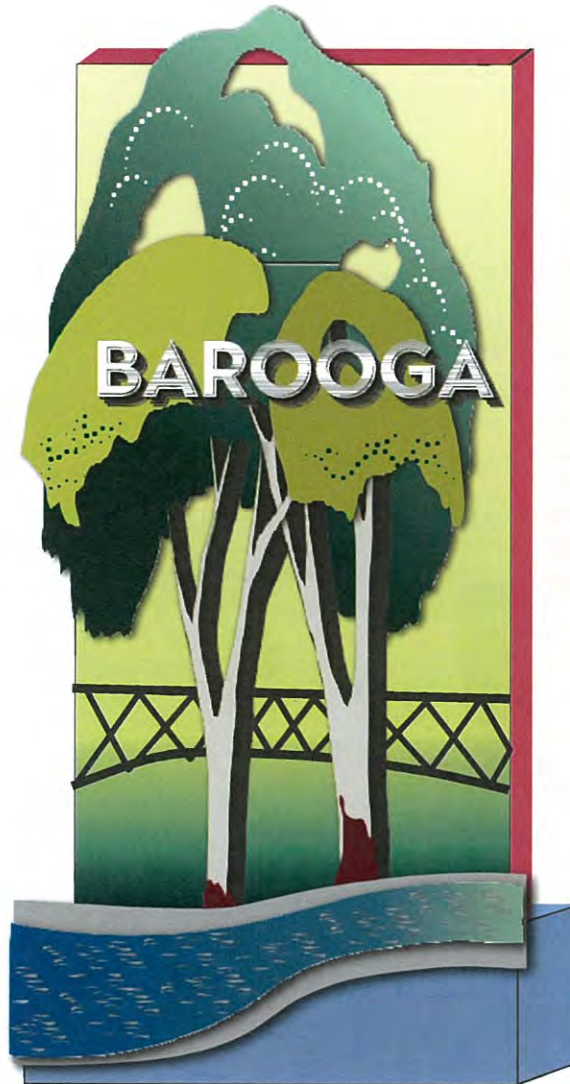The signs have been developed as part of the Town Concept Plans.

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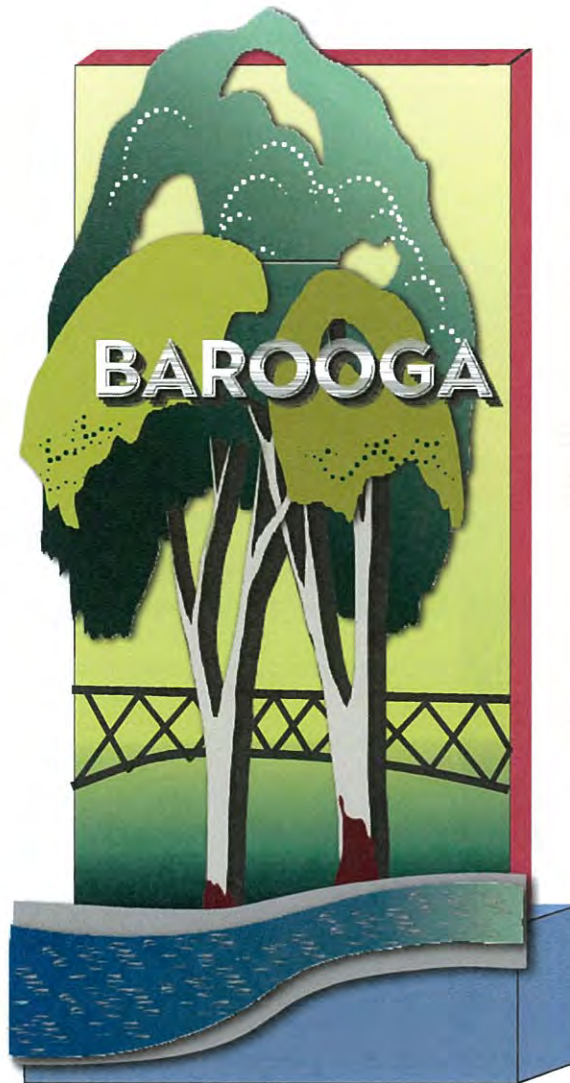The signs have been developed as part of the Town Concept Plans.

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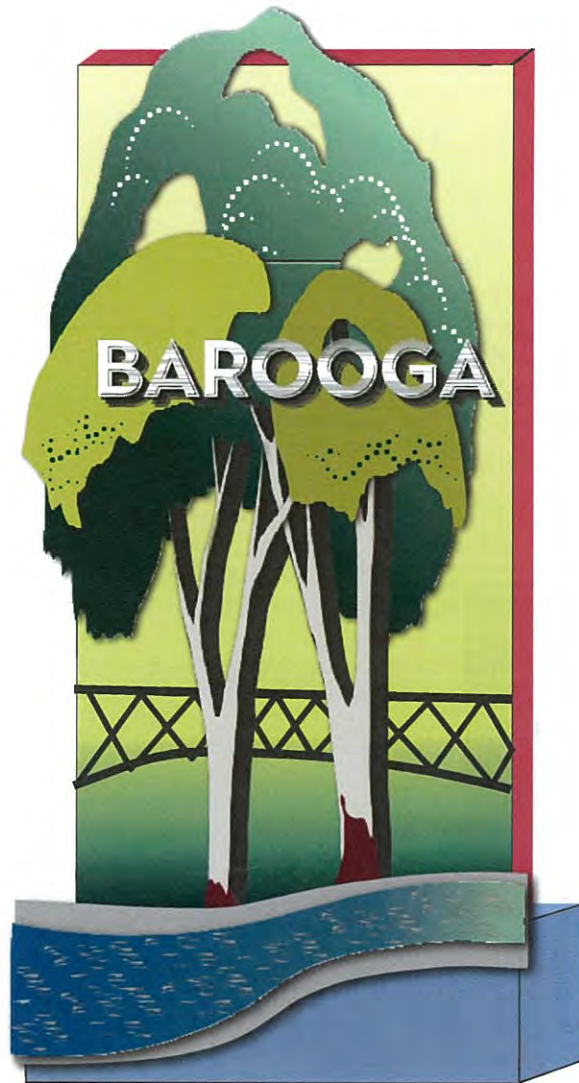The signs have been developed as part of the Town Concept Plans.

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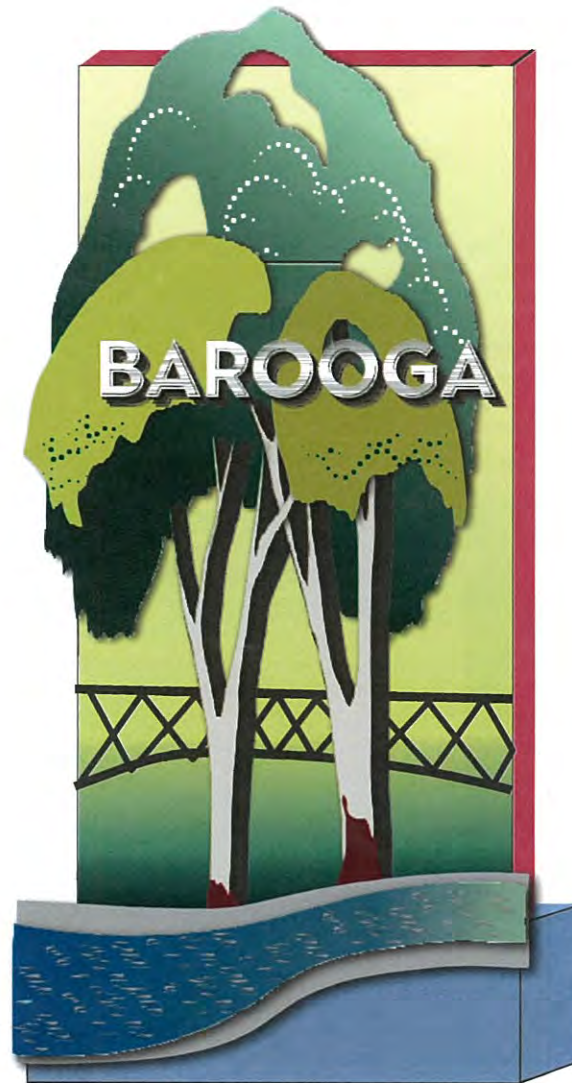The signs have been developed as part of the Town Concept Plans.

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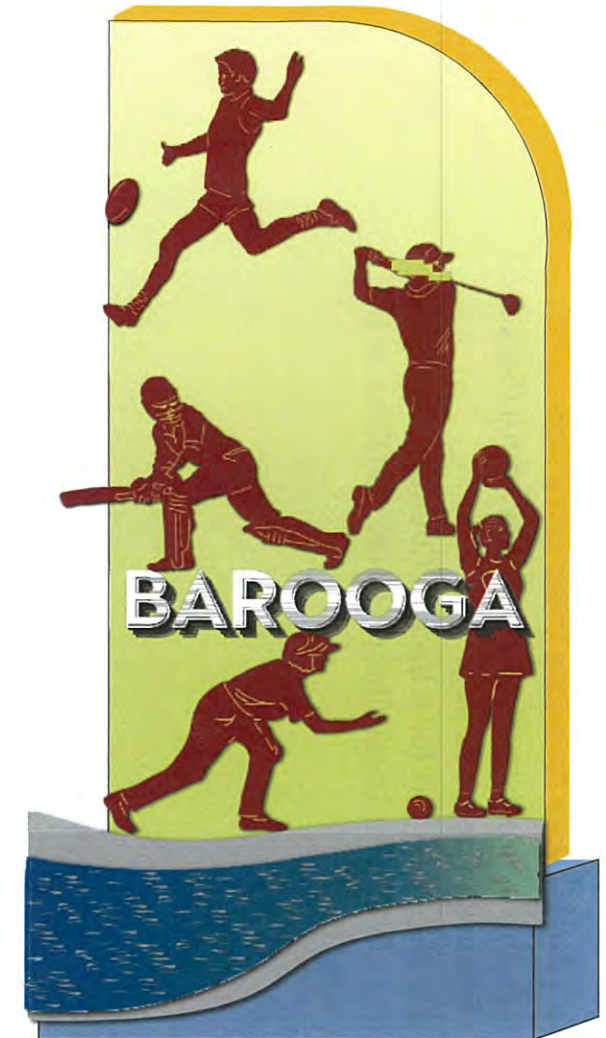2. Post your vote by folding or drop off in the box at Council Libraries or Council Office.

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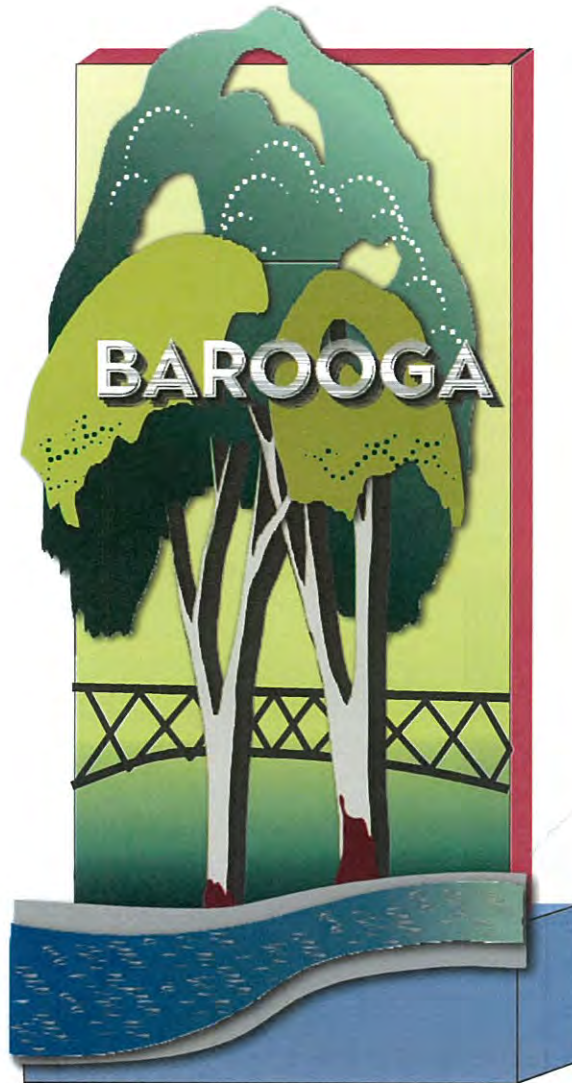The signs have been developed as part of the Town Concept Plans.

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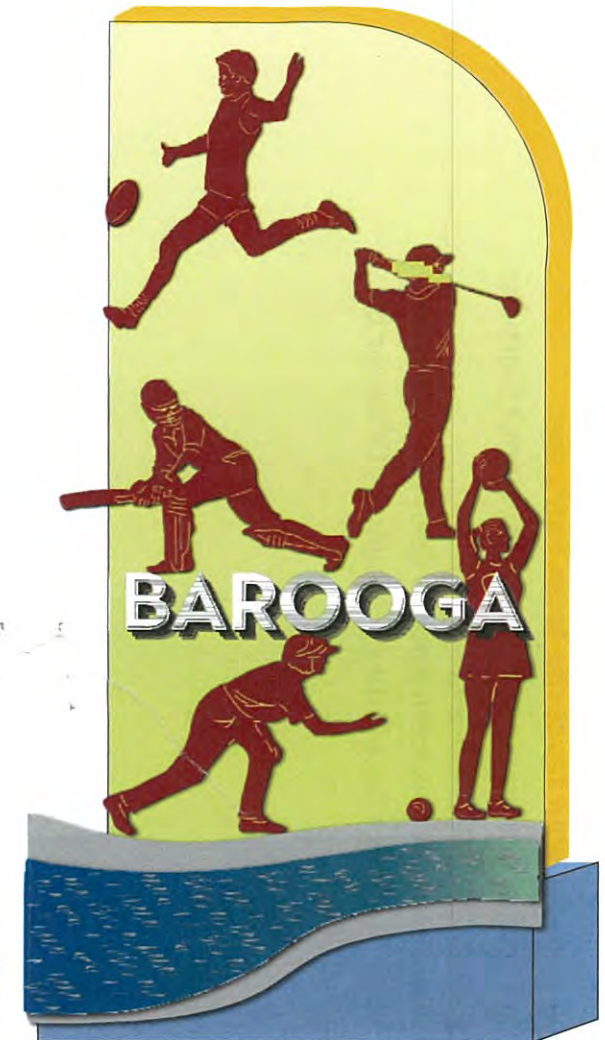The results of this vote will help the Council decide which sign will be built.

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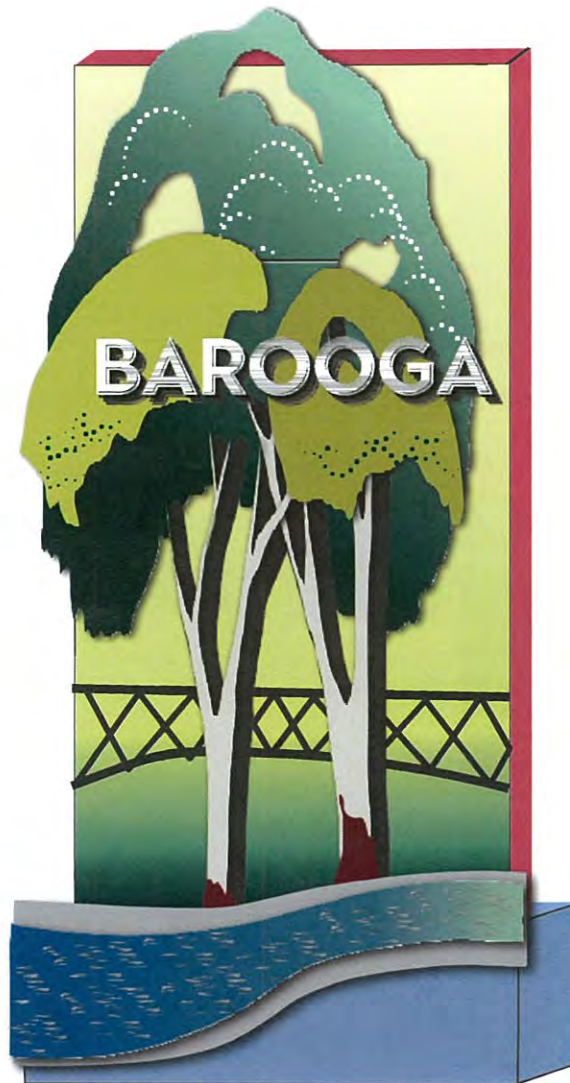The signs have been developed as part of the Town Concept Plans.

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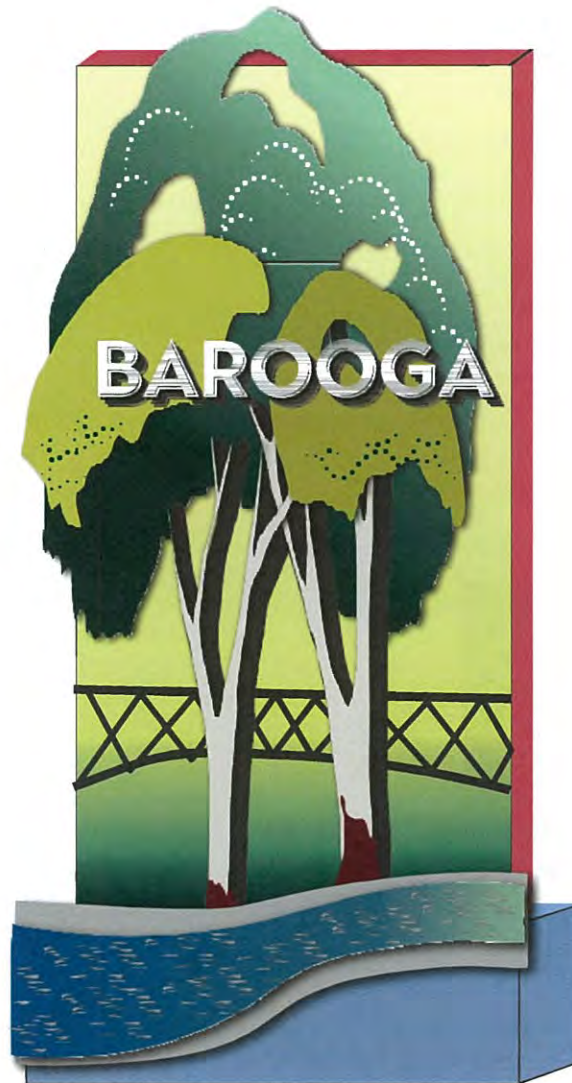The signs have been developed as part of the Town Concept Plans.

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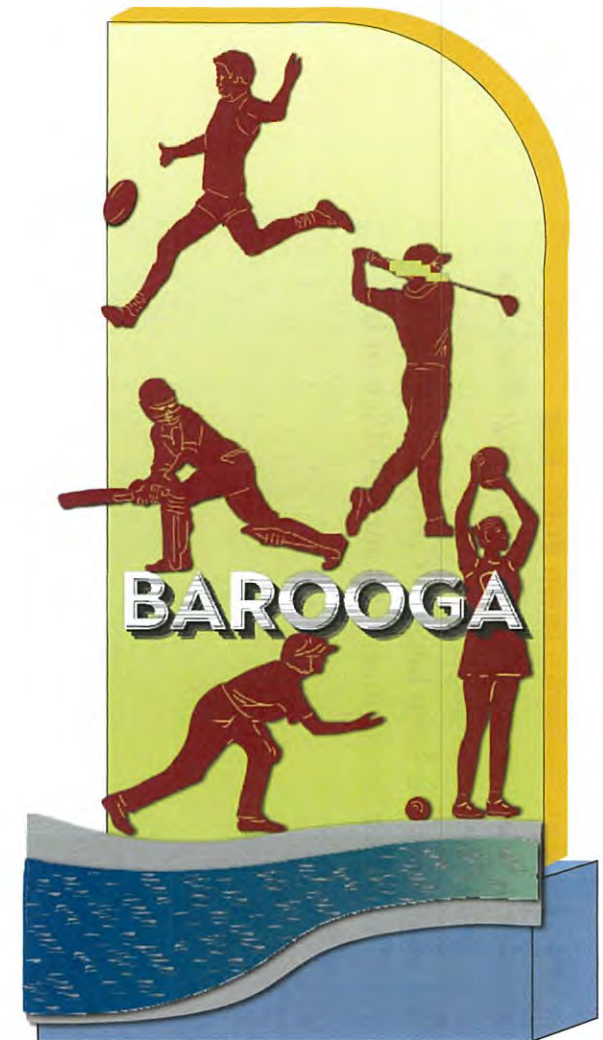The results of this vote will help the Council decide which sign will be built.

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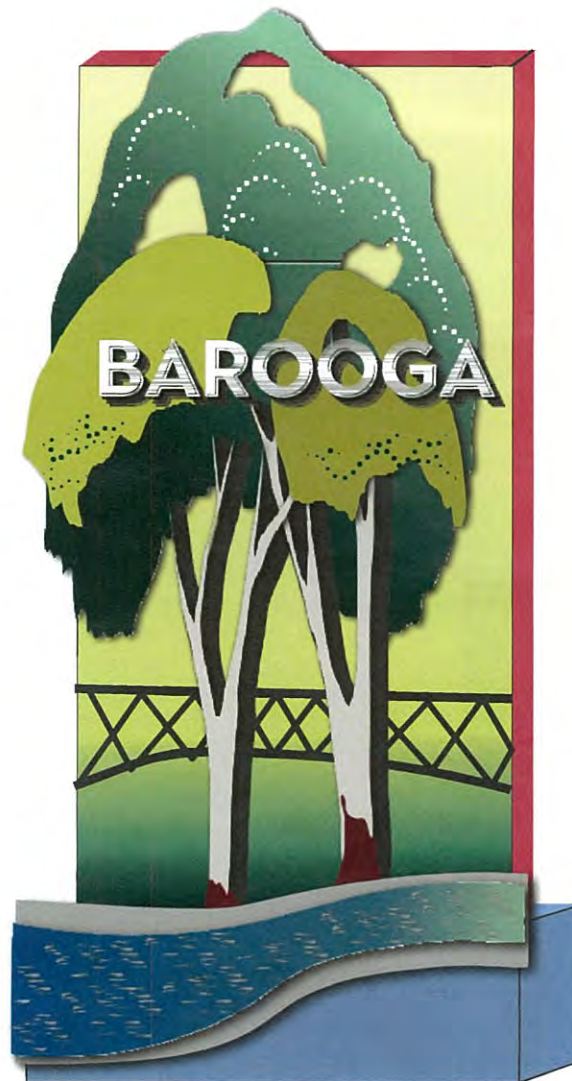The signs have been developed as part of the Town Concept Plans.

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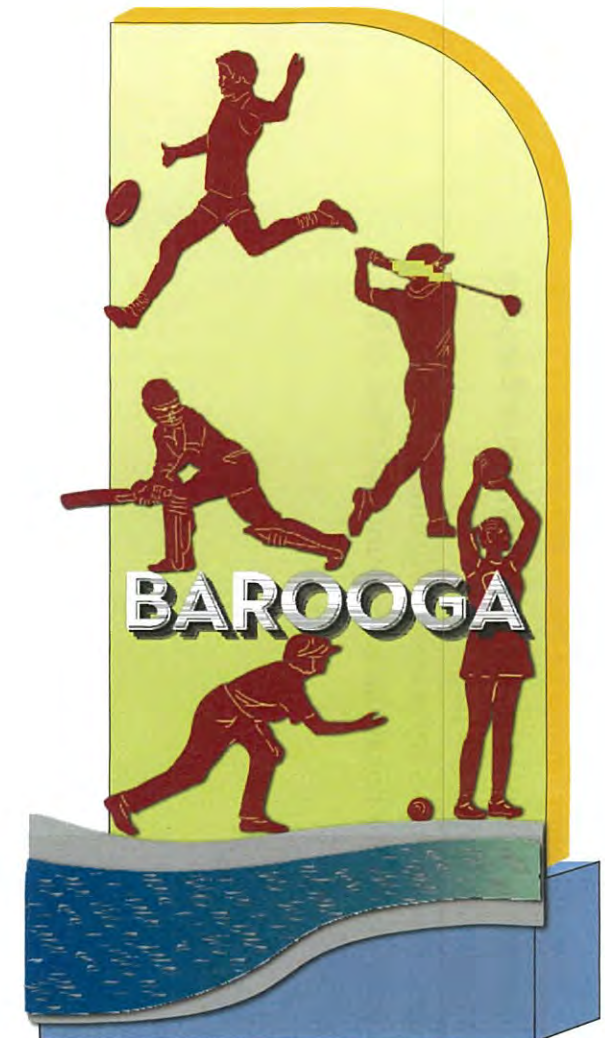2. Post your vote by folding or drop off in the box at Council Libraries or Council Office.

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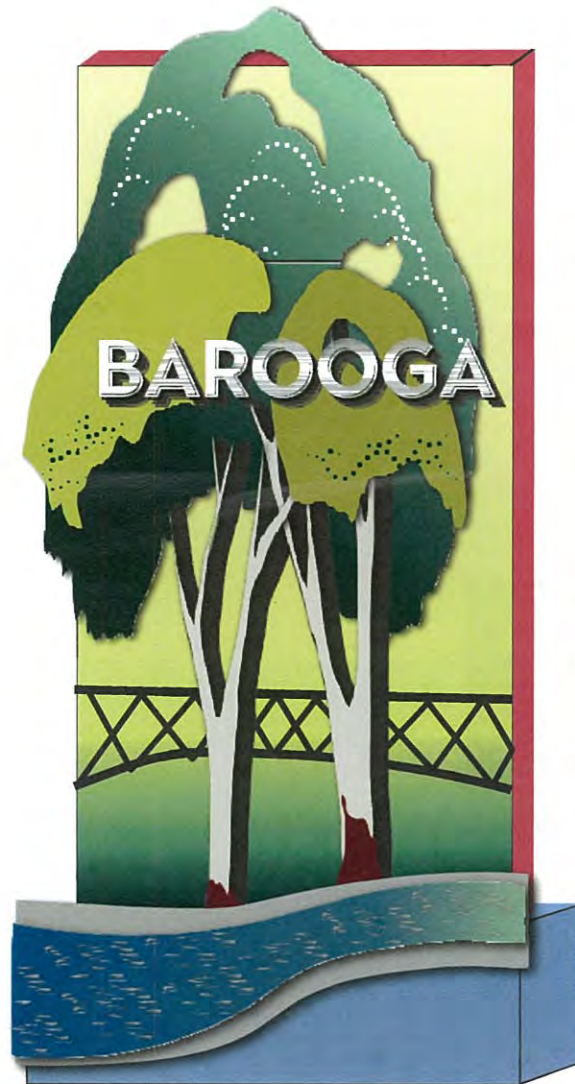The signs have been developed as part of the Town Concept Plans.

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✓✓ *Would like to suggest that you put the golfer in between the gum trees would be my preferance. To us Barooga is only a → local sporting area for our own locals. Obviously people from out of town come to play golf. and entoy the river*

Tick here if you prefer River and Sports

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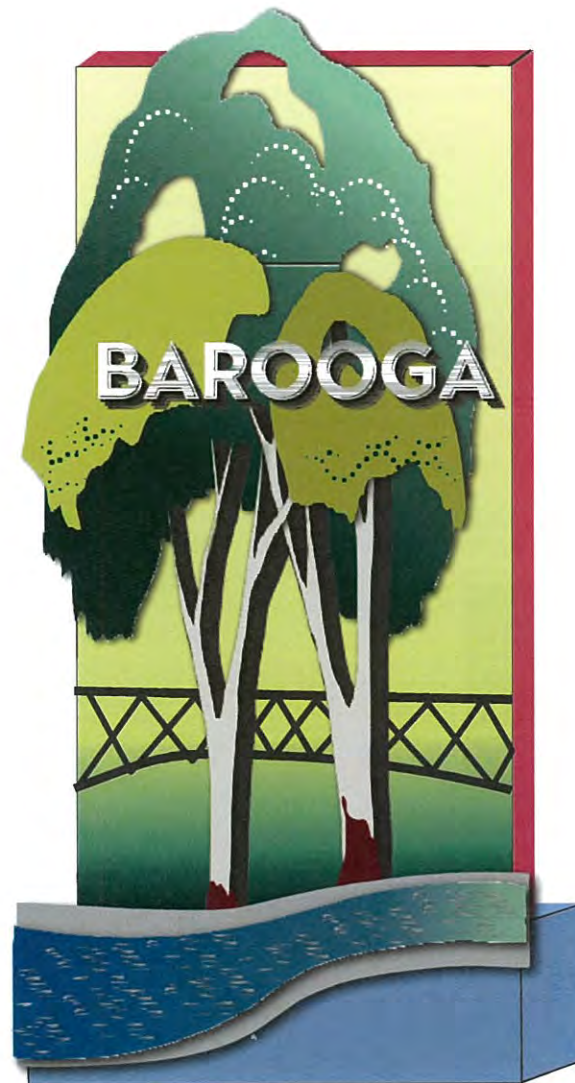The signs have been developed as part of the Town Concept Plans.

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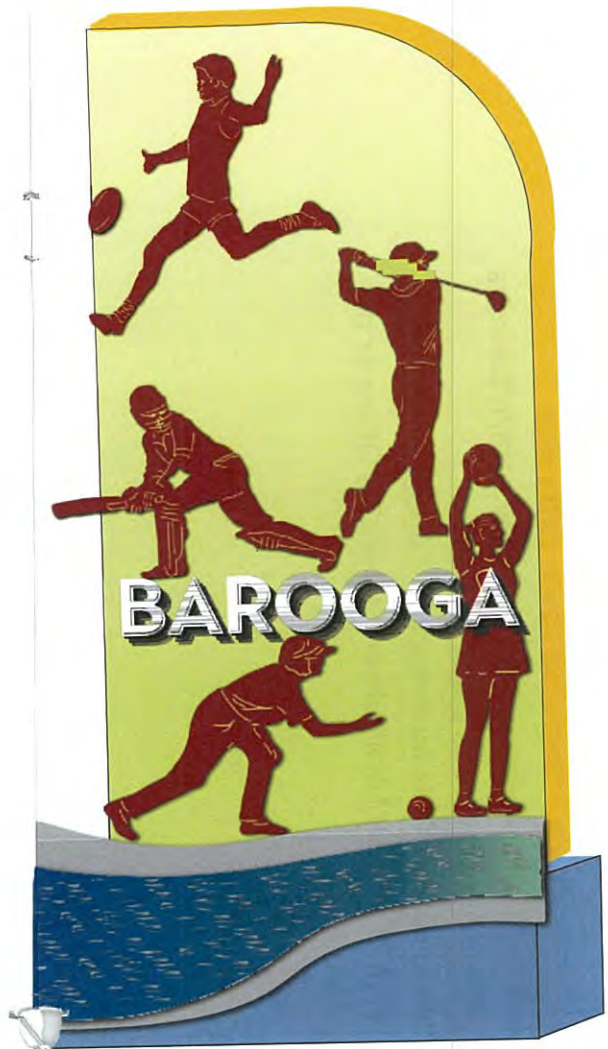
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Could do better
— Botannical Gardens ?

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very messy design

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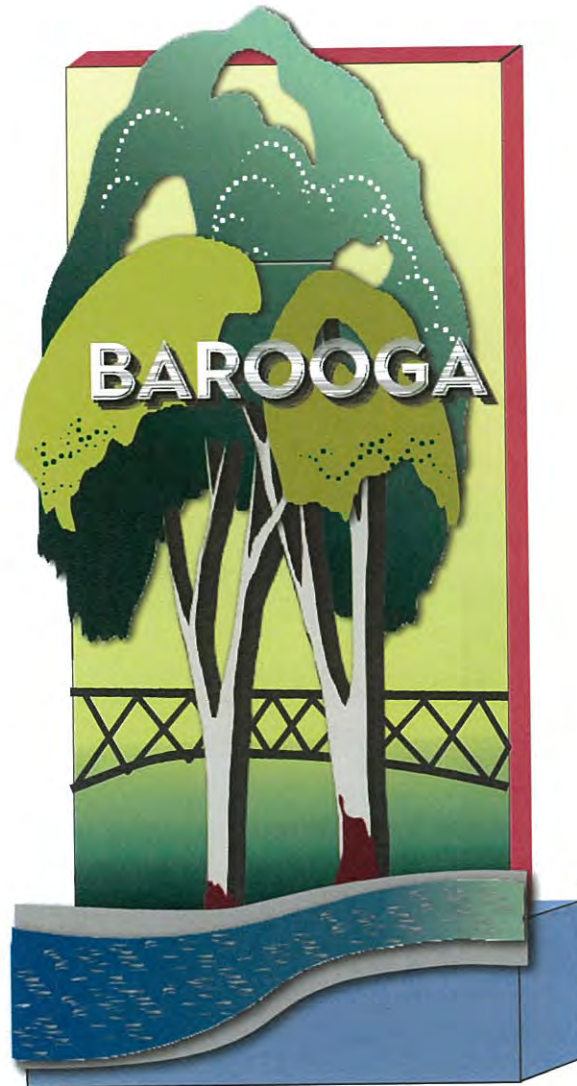The signs have been developed as part of the Town Concept Plans.

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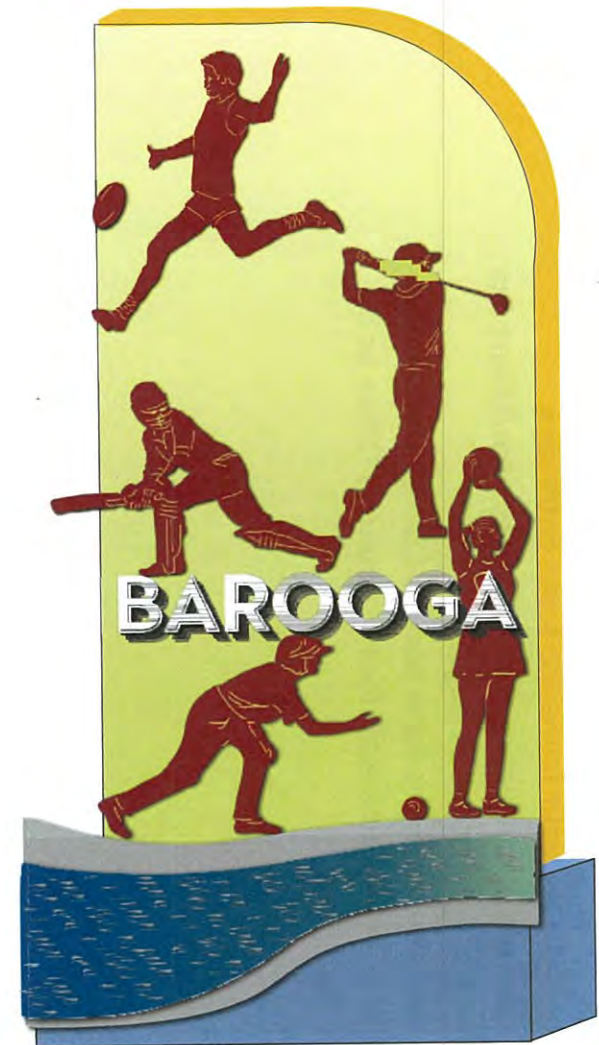
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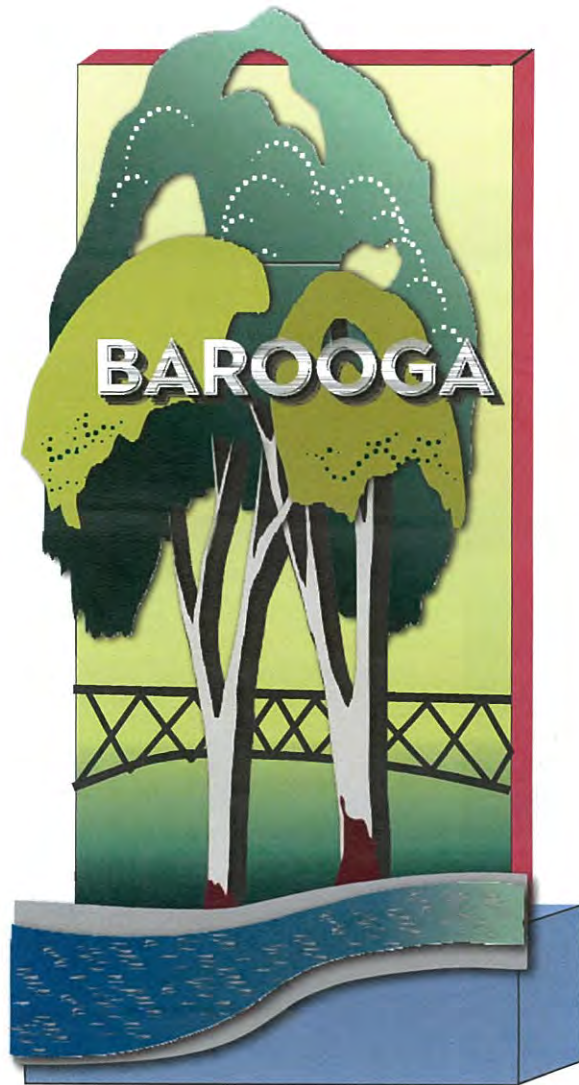The signs have been developed as part of the Town Concept Plans.

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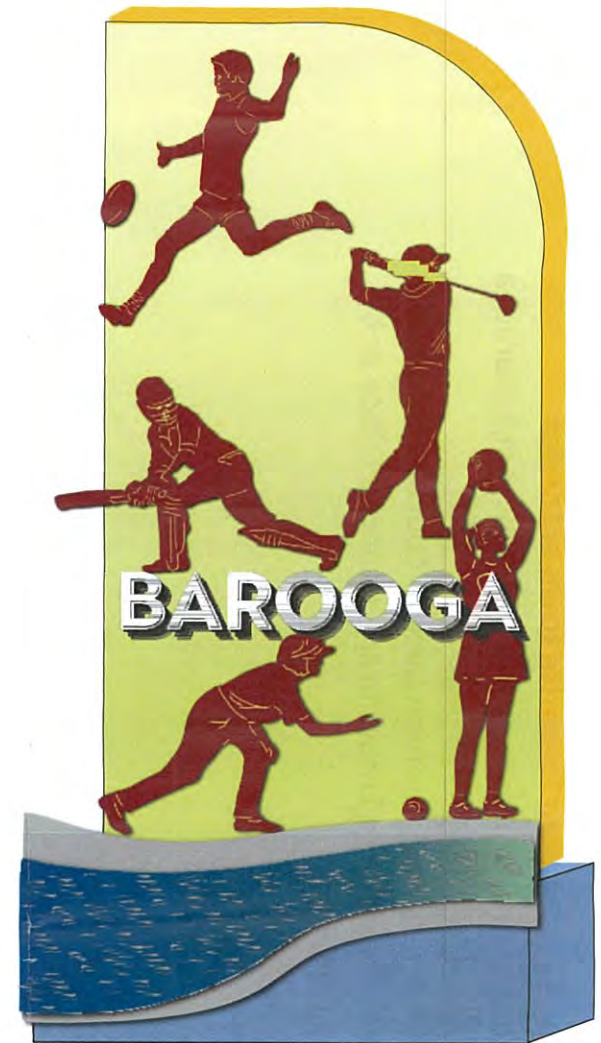2. Post your vote by folding or drop off in the box at Council Libraries or Council Office.

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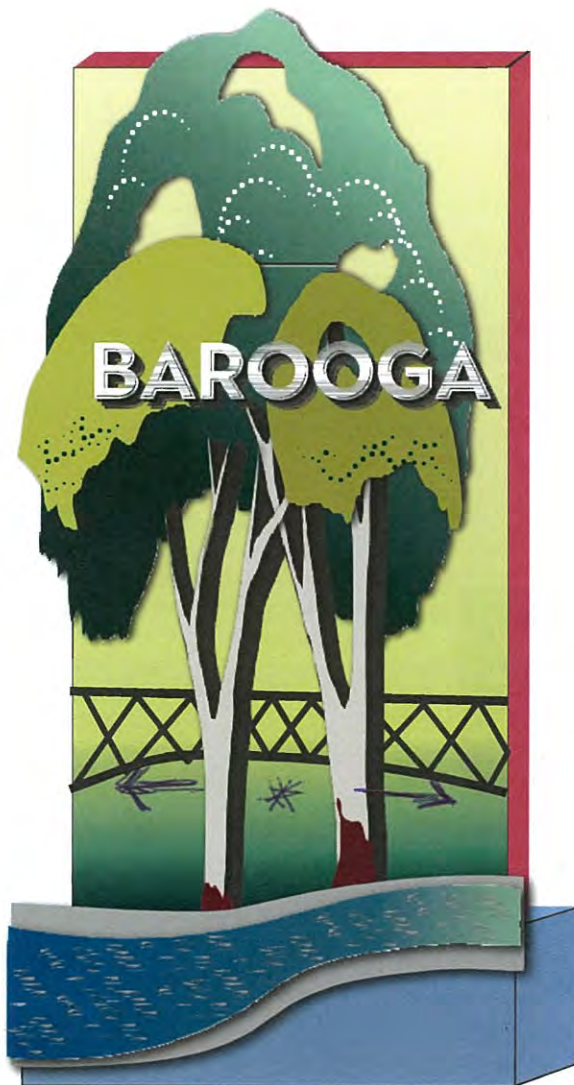The signs have been developed as part of the Town Concept Plans.

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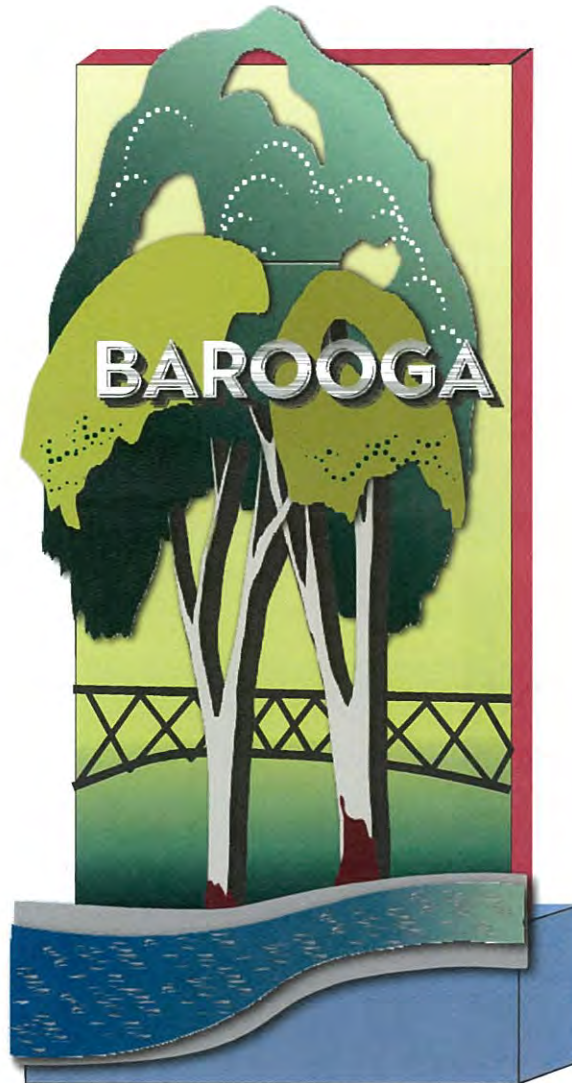The signs have been developed as part of the Town Concept Plans.

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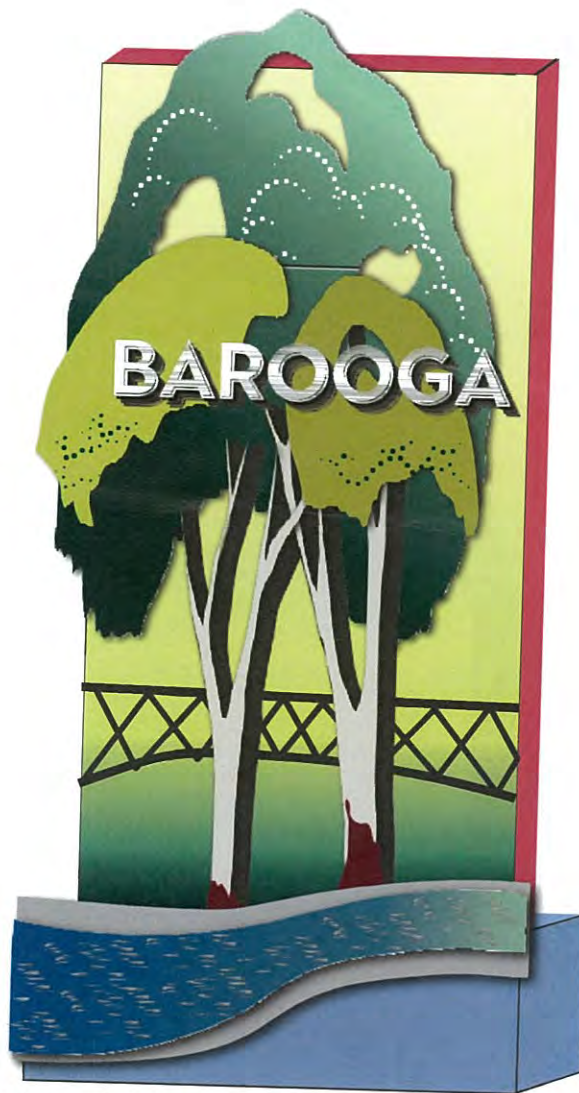The signs have been developed as part of the Town Concept Plans.

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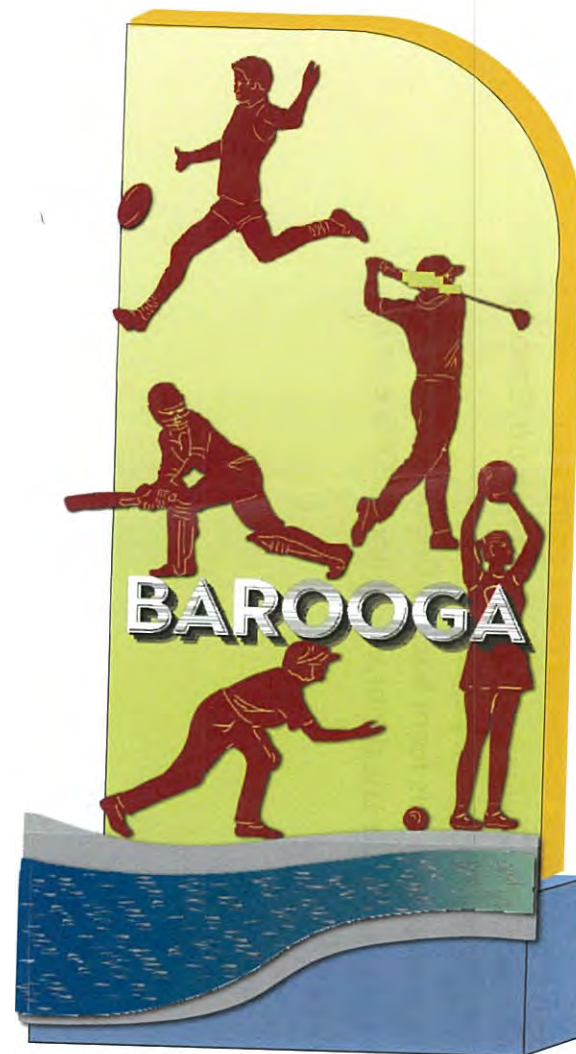The results of this vote will help the Council decide which sign will be built.

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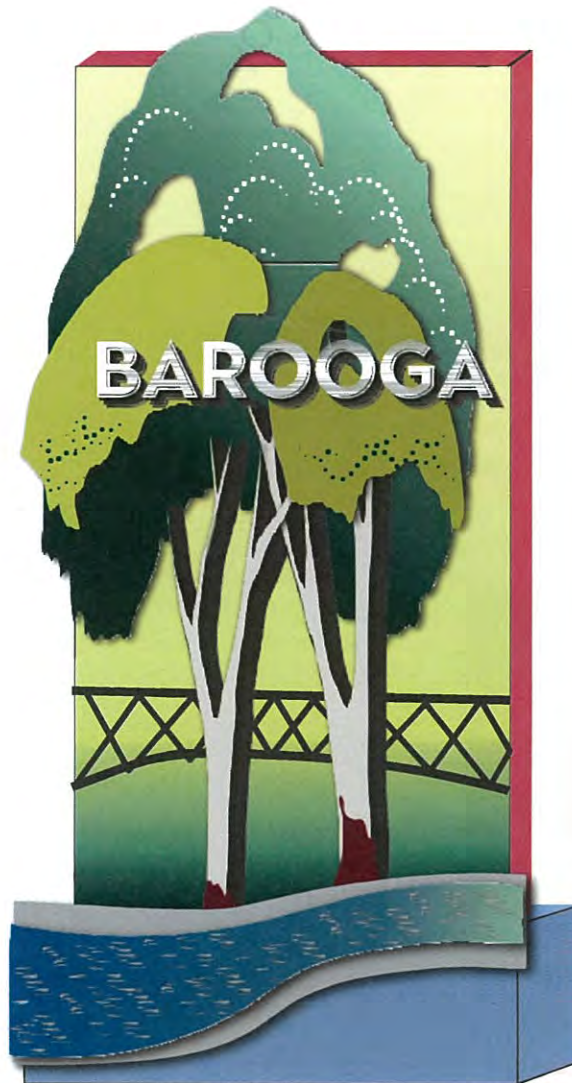The signs have been developed as part of the Town Concept Plans.

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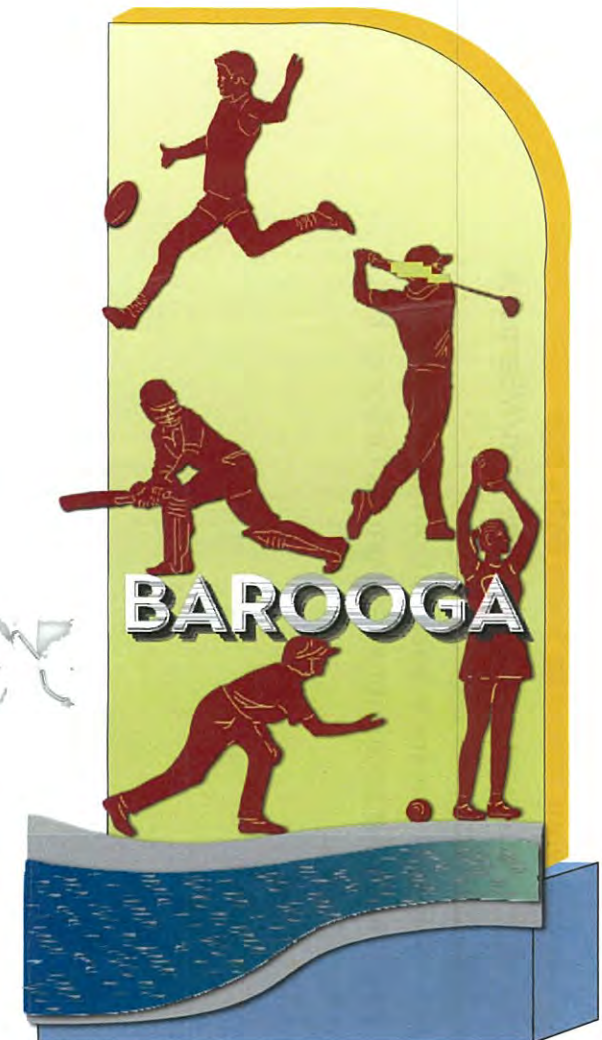
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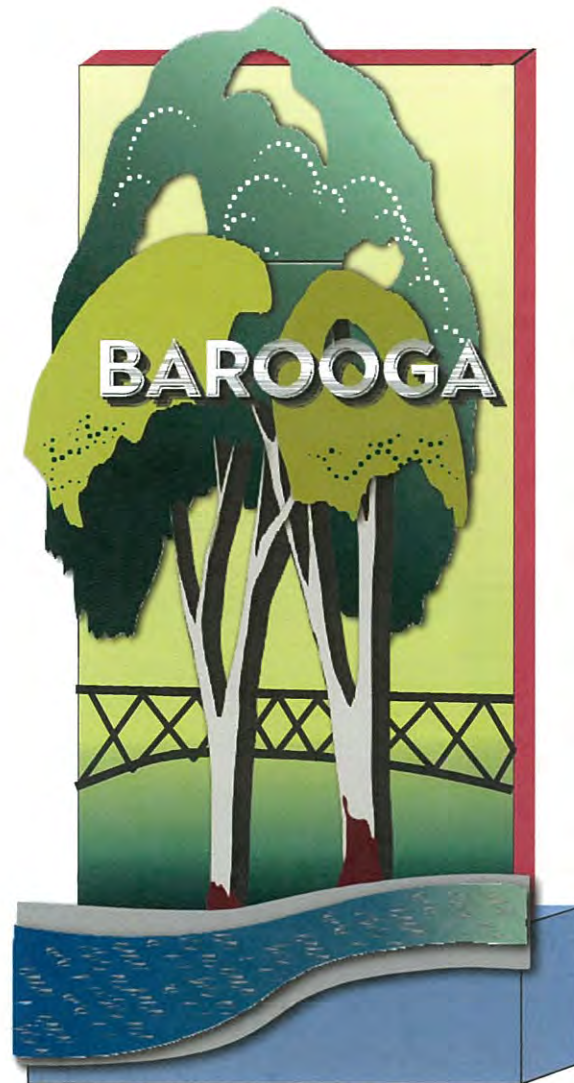The signs have been developed as part of the Town Concept Plans.

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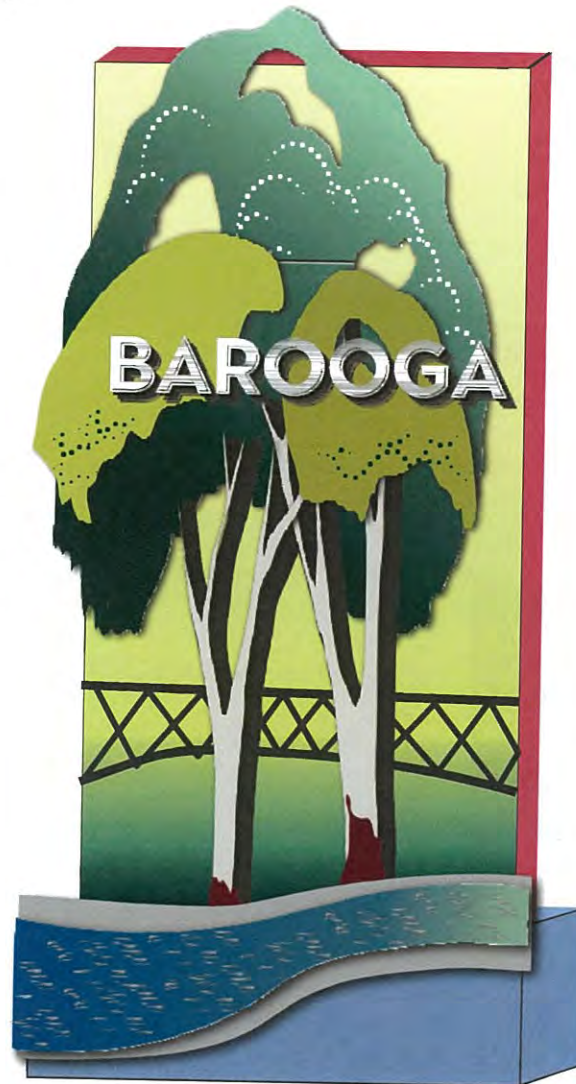The signs have been developed as part of the Town Concept Plans.

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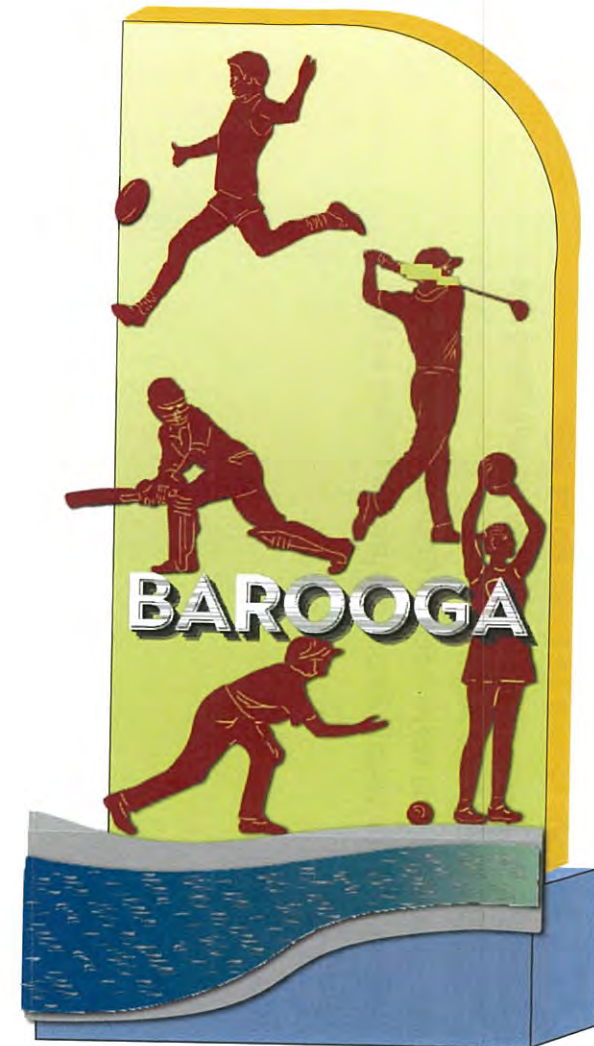2. Post your vote by folding or drop off in the box at Council Libraries or Council Office.

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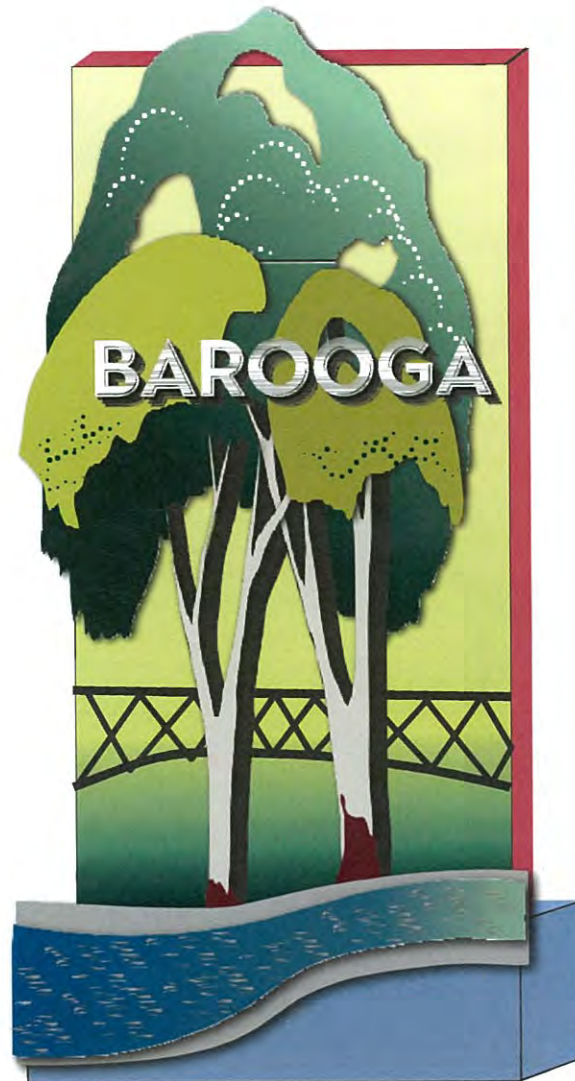The signs have been developed as part of the Town Concept Plans.

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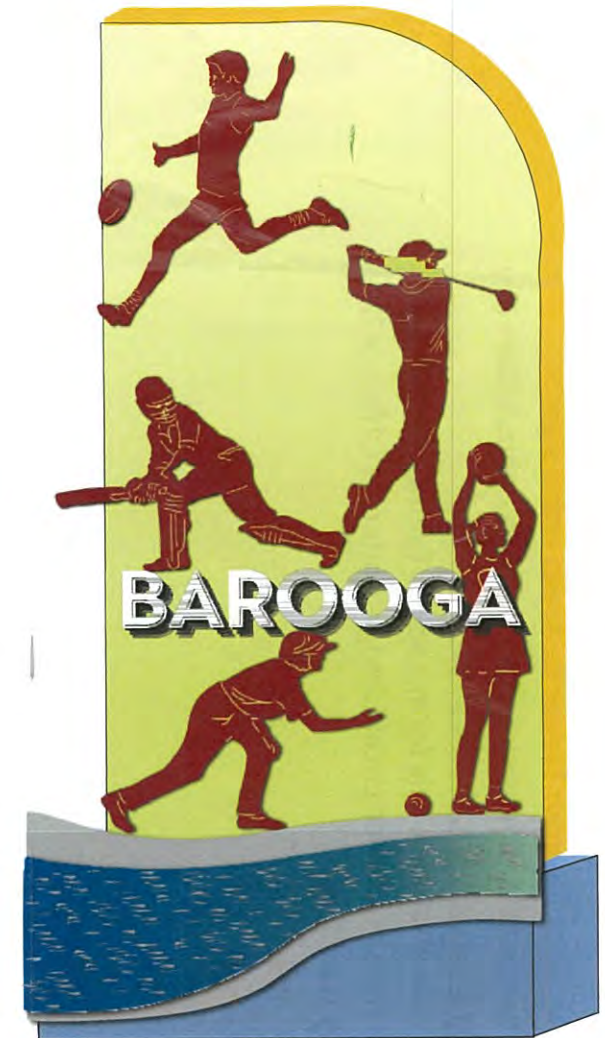
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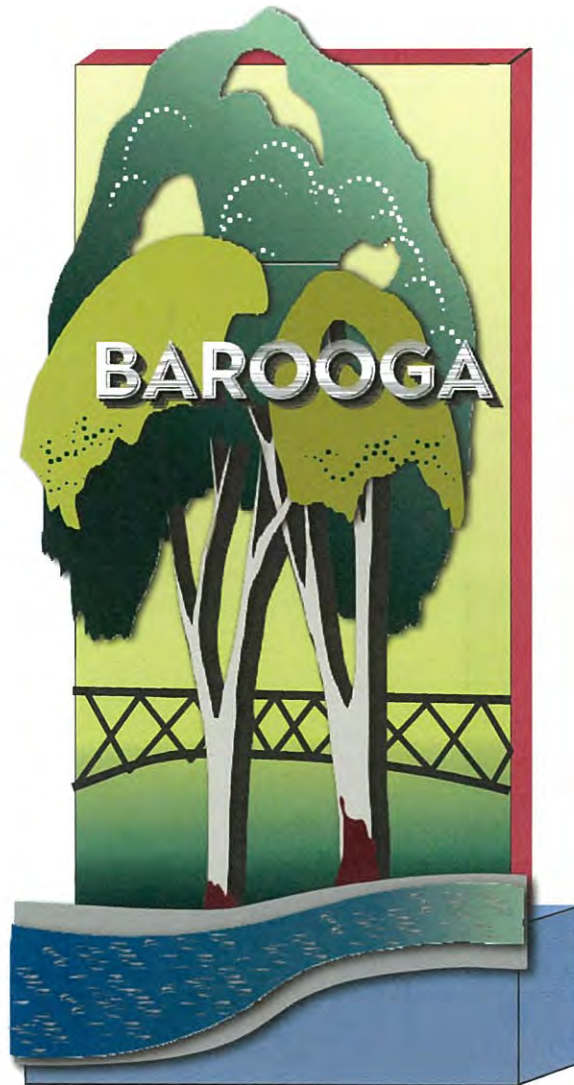The signs have been developed as part of the Town Concept Plans.

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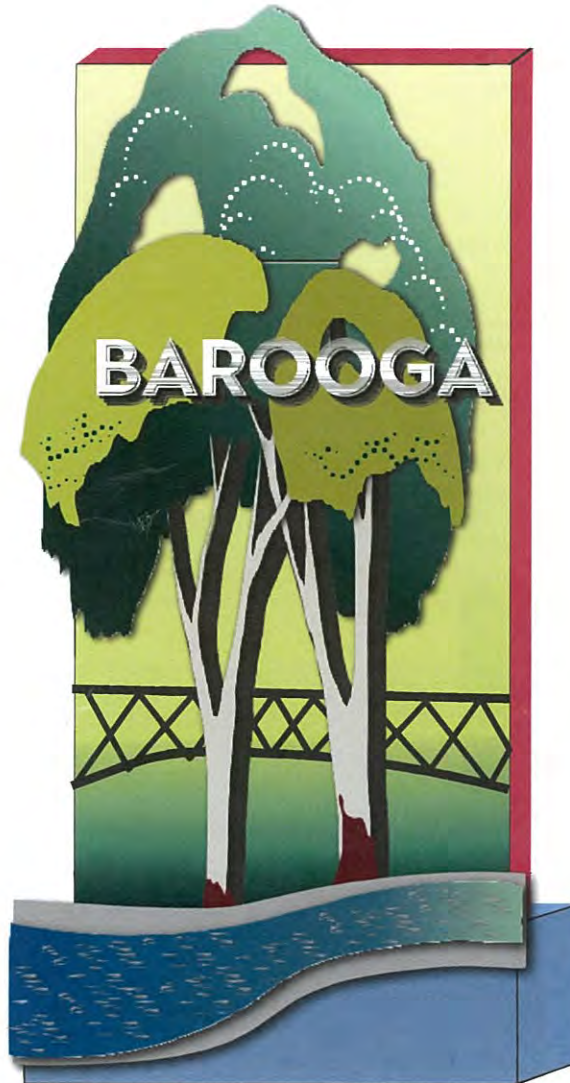The signs have been developed as part of the Town Concept Plans.

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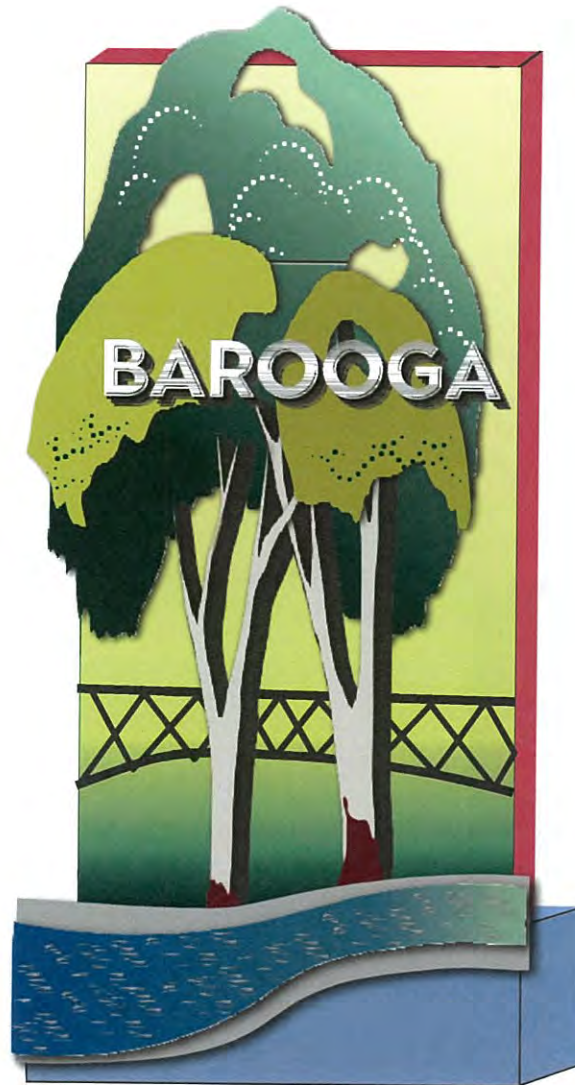The signs have been developed as part of the Town Concept Plans.

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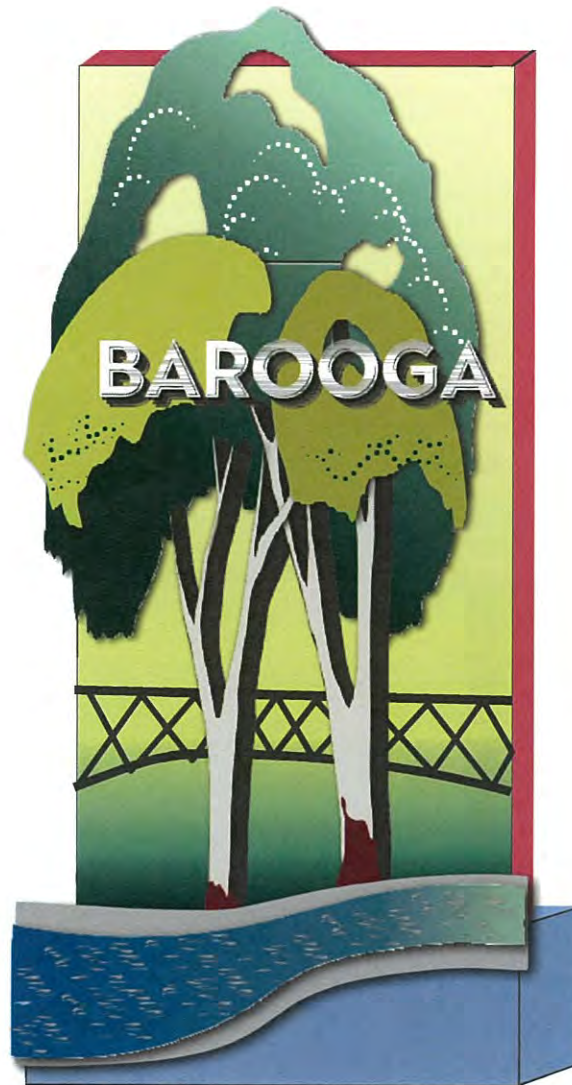The signs have been developed as part of the Town Concept Plans.

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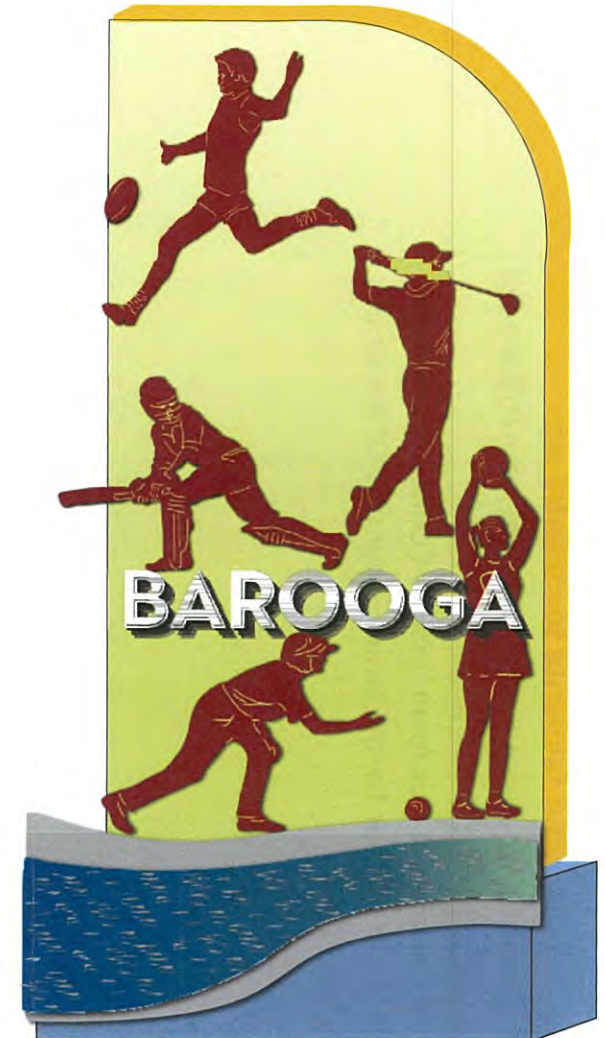The results of this vote will help the Council decide which sign will be built.

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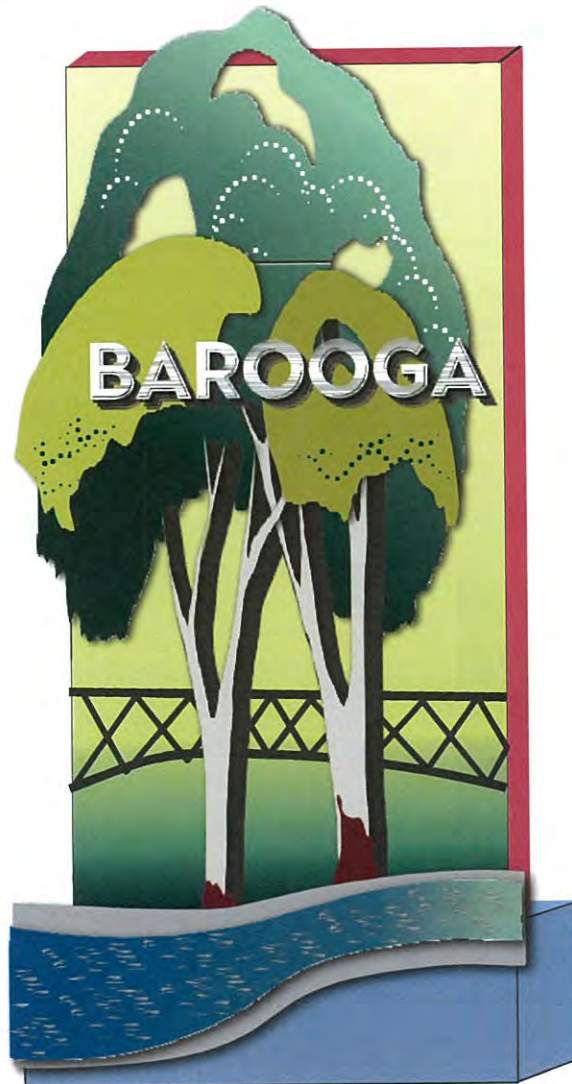The signs have been developed as part of the Town Concept Plans.

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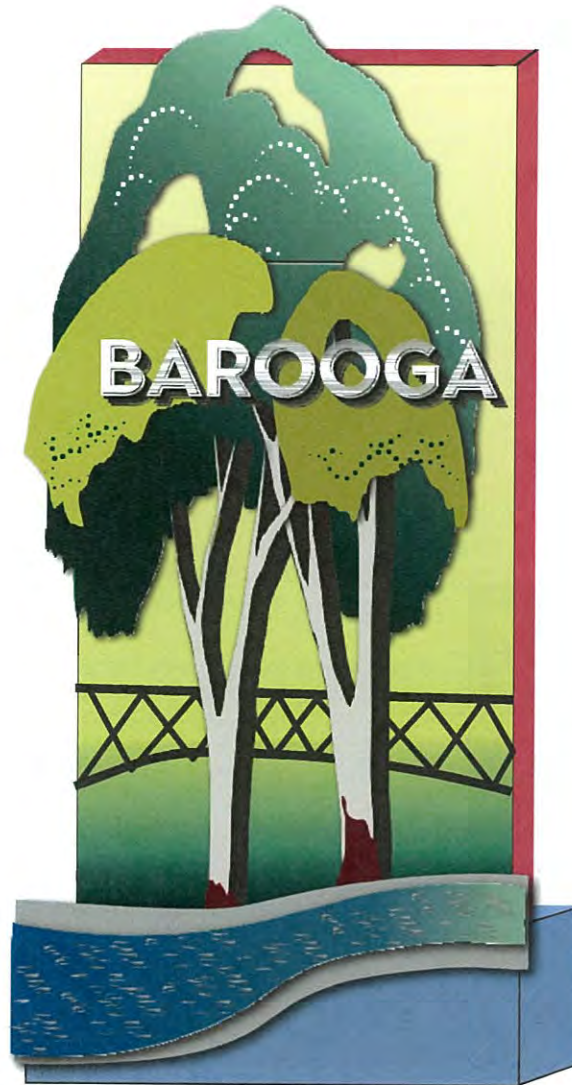The signs have been developed as part of the Town Concept Plans.

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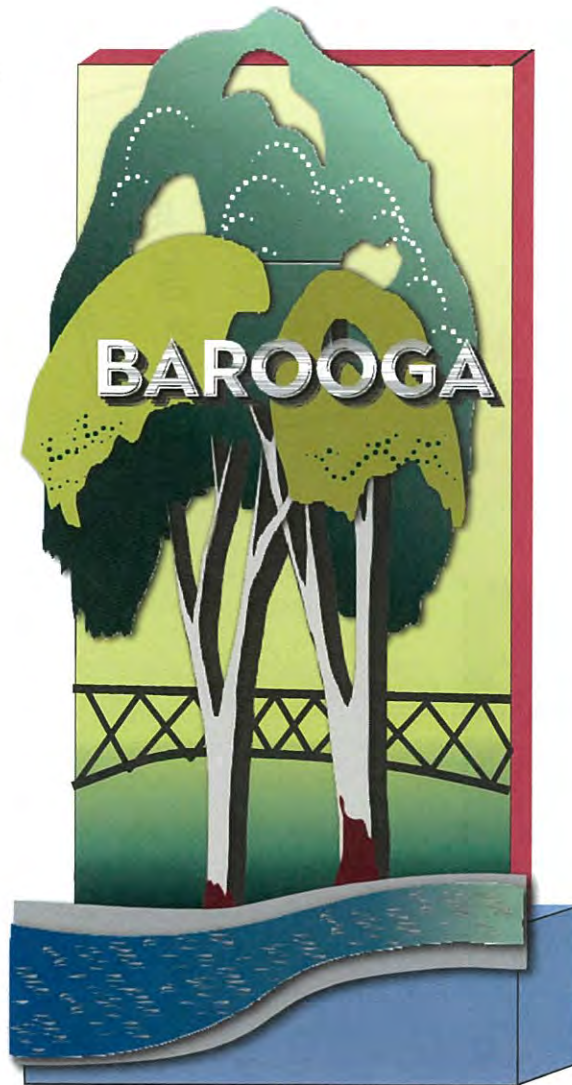The signs have been developed as part of the Town Concept Plans.

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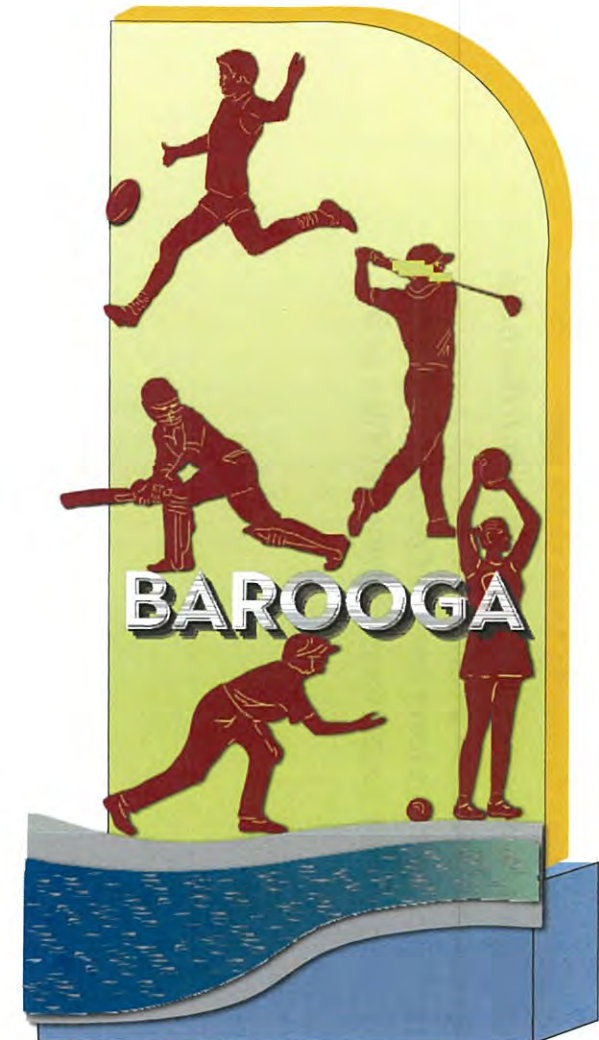
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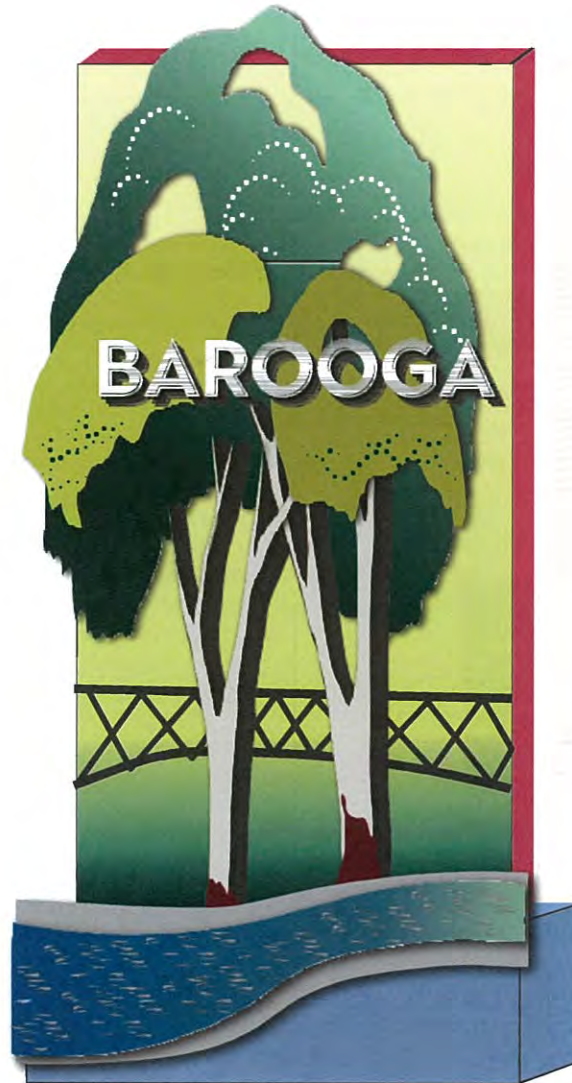The signs have been developed as part of the Town Concept Plans.

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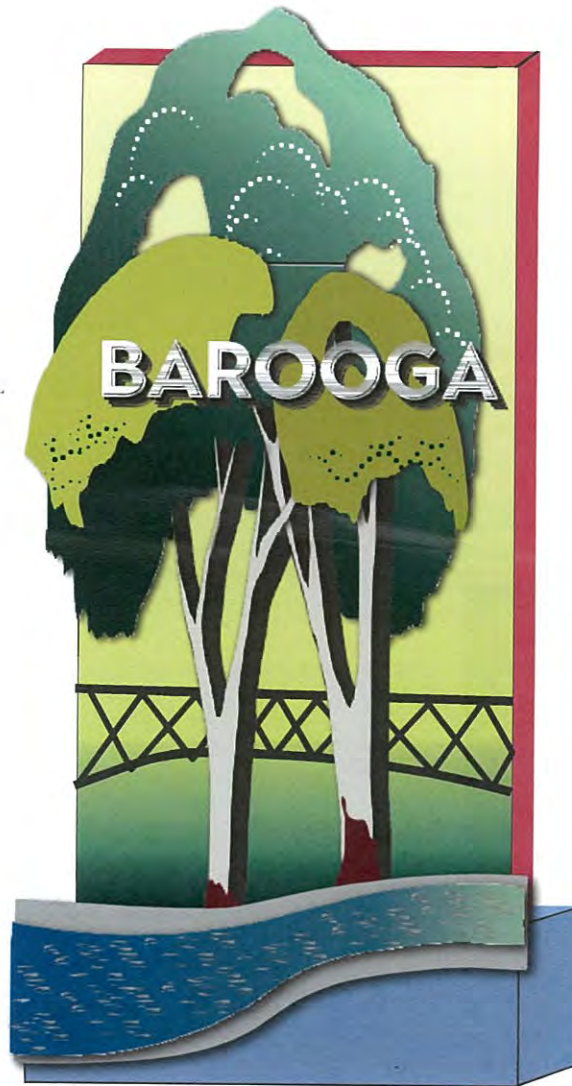The signs have been developed as part of the Town Concept Plans.

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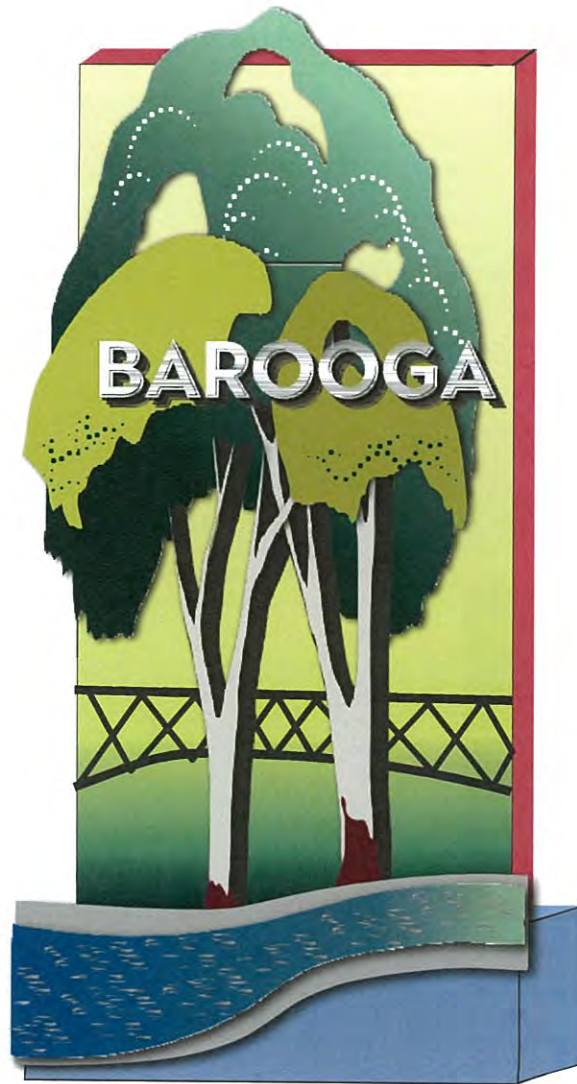The signs have been developed as part of the Town Concept Plans.

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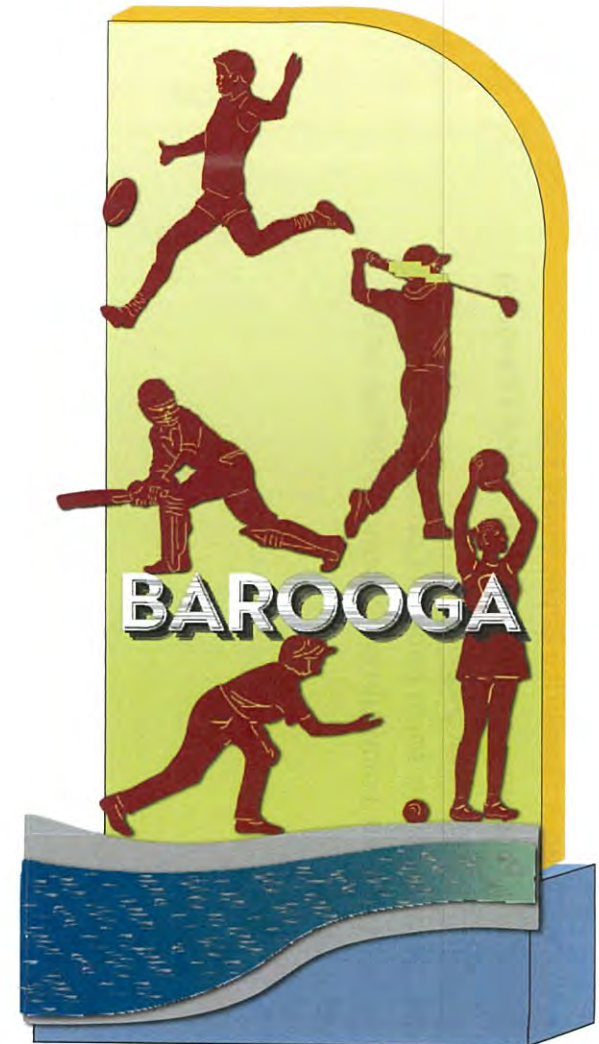2. Post your vote by folding or drop off in the box at Council Libraries or Council Office.

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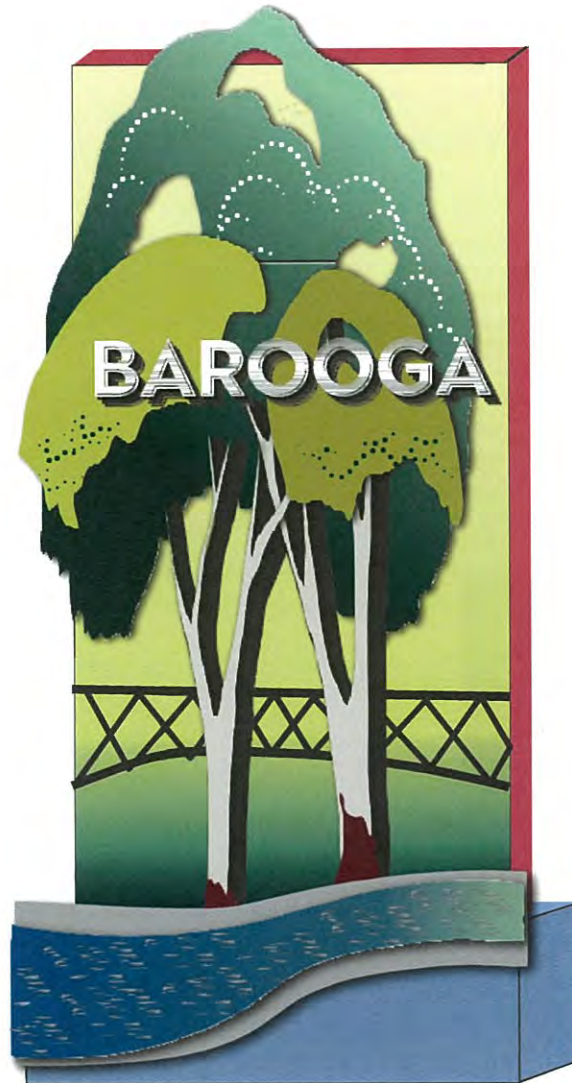The signs have been developed as part of the Town Concept Plans.

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River and Gum Tree Option
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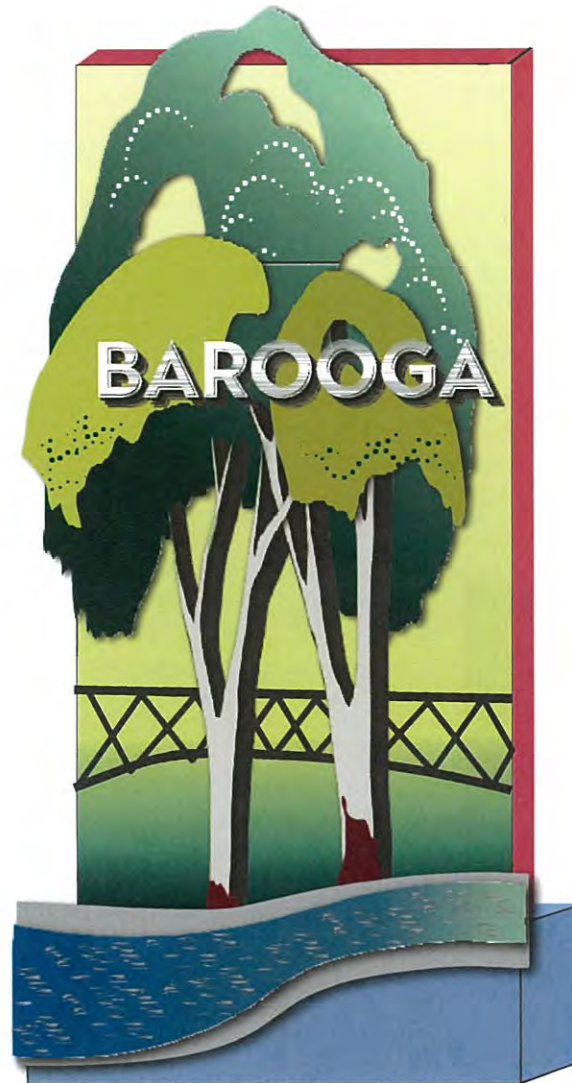The signs have been developed as part of the Town Concept Plans.

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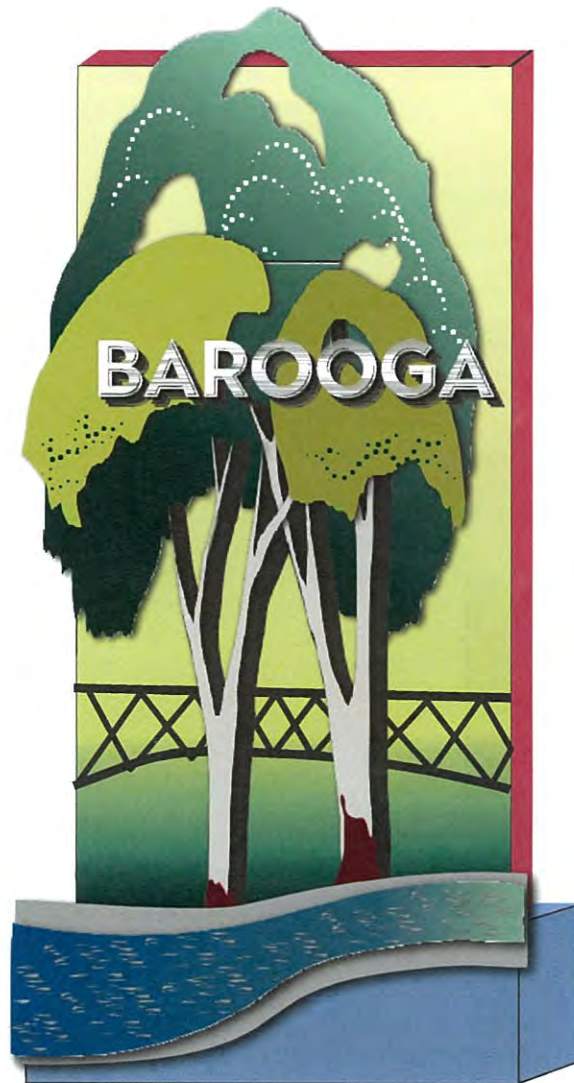The signs have been developed as part of the Town Concept Plans.

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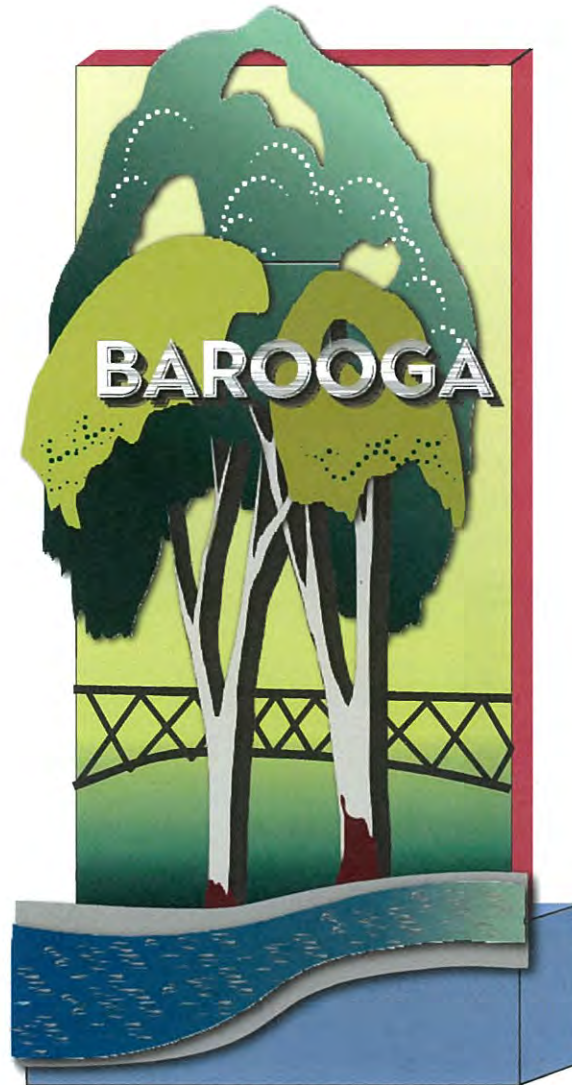The signs have been developed as part of the Town Concept Plans.

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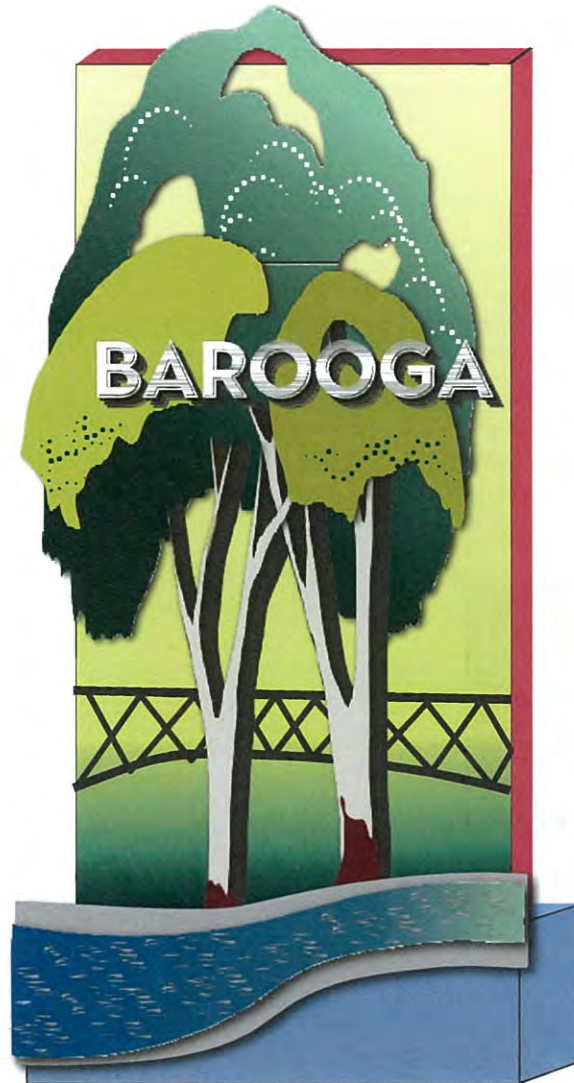The signs have been developed as part of the Town Concept Plans.

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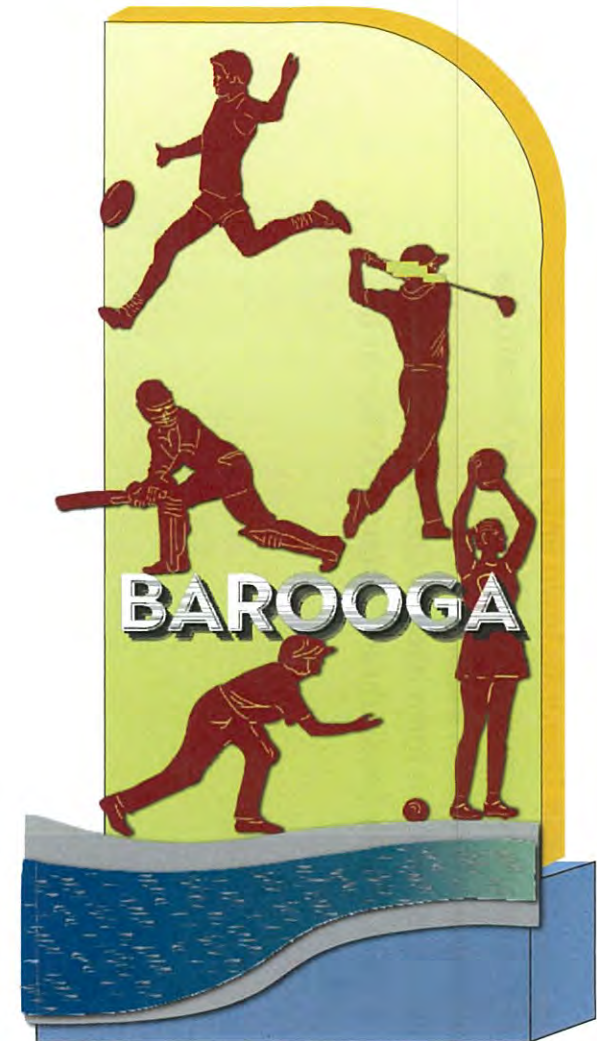
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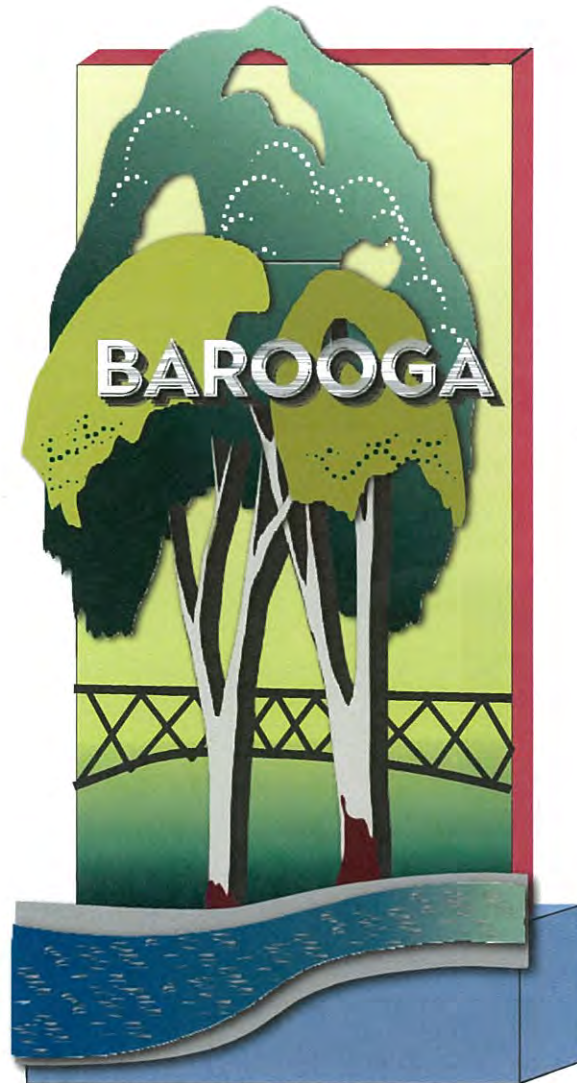The signs have been developed as part of the Town Concept Plans.

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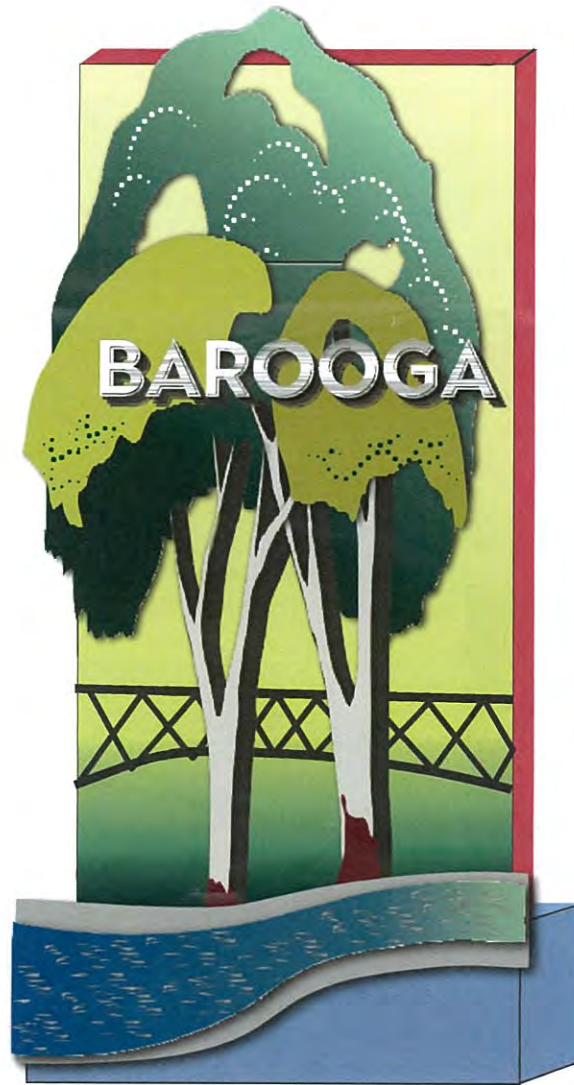
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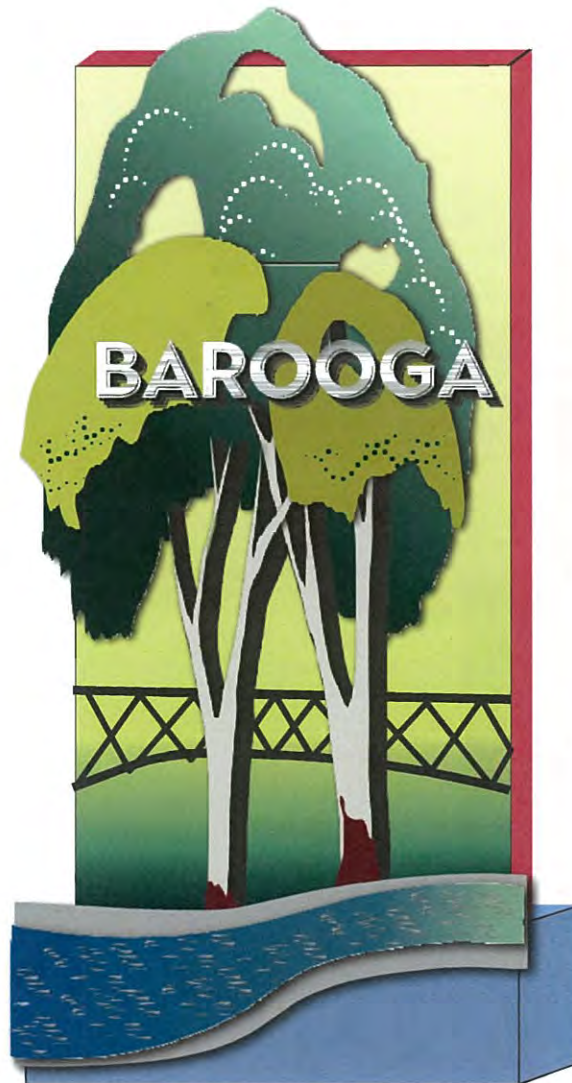The signs have been developed as part of the Town Concept Plans.

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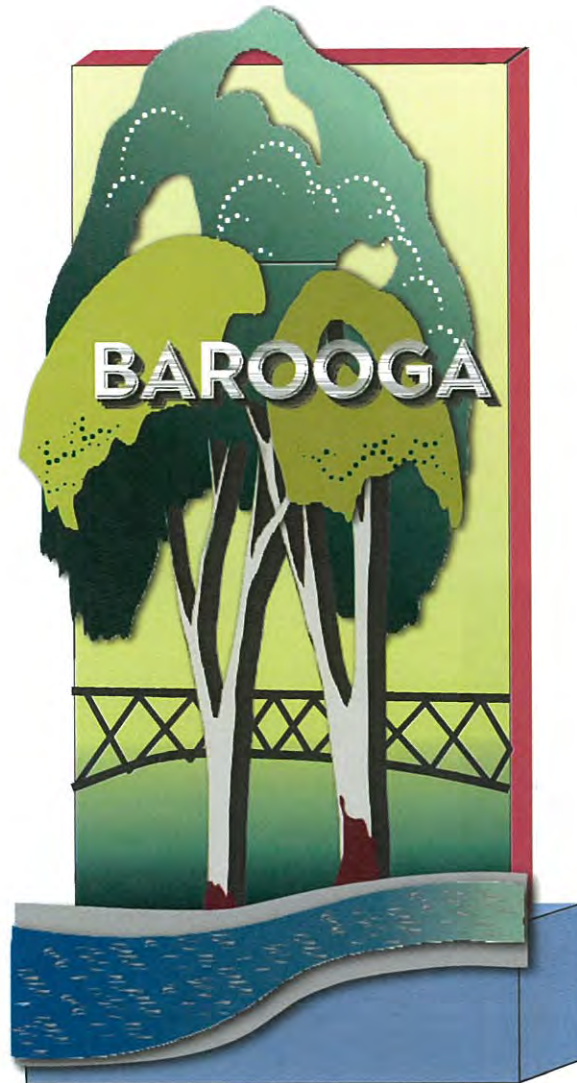The signs have been developed as part of the Town Concept Plans.

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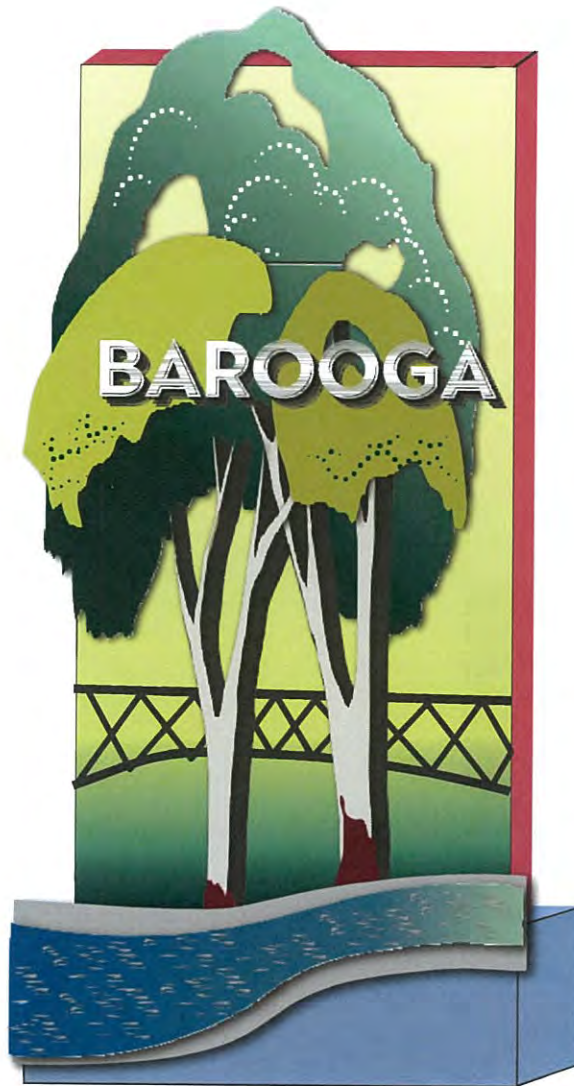The signs have been developed as part of the Town Concept Plans.

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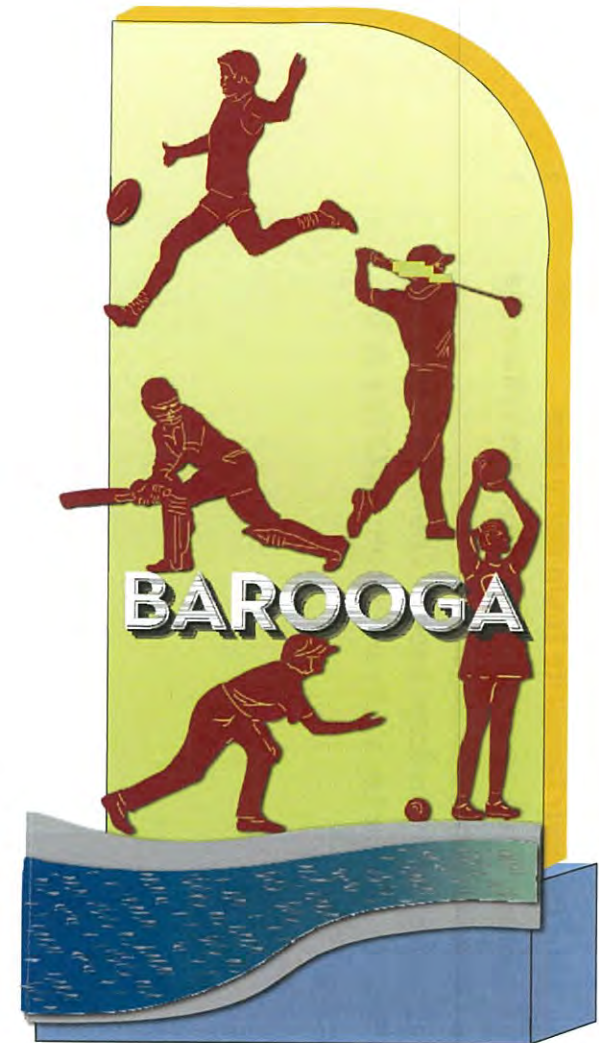
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OR NEITHER   START AGAIN.

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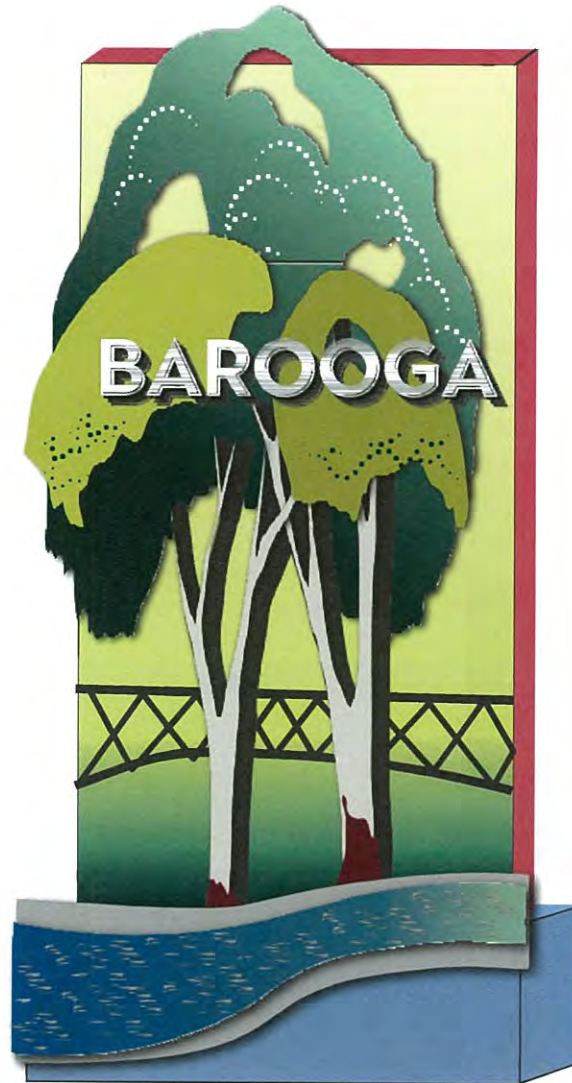The signs have been developed as part of the Town Concept Plans.

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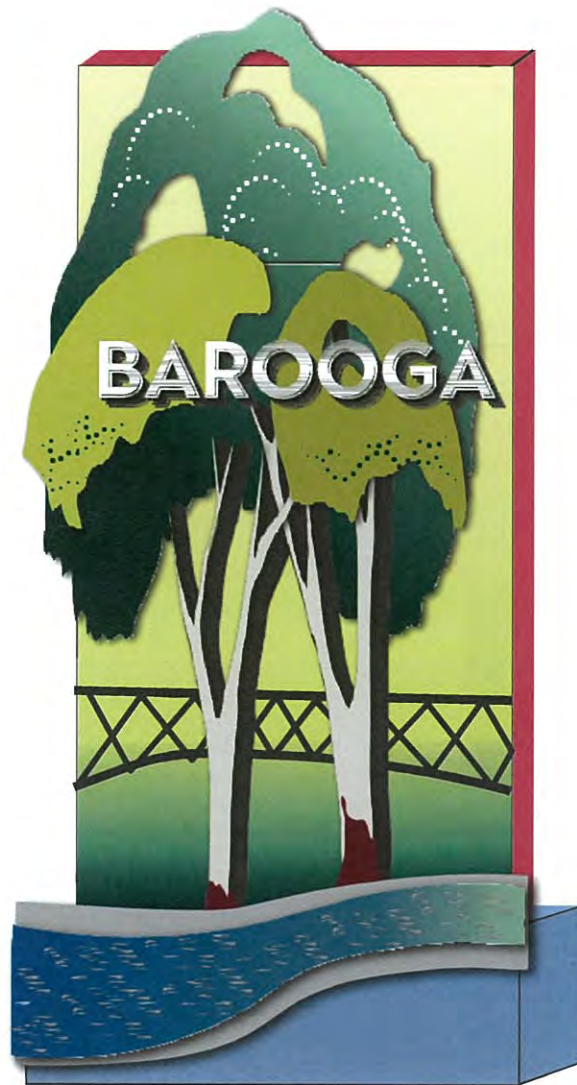The signs have been developed as part of the Town Concept Plans.

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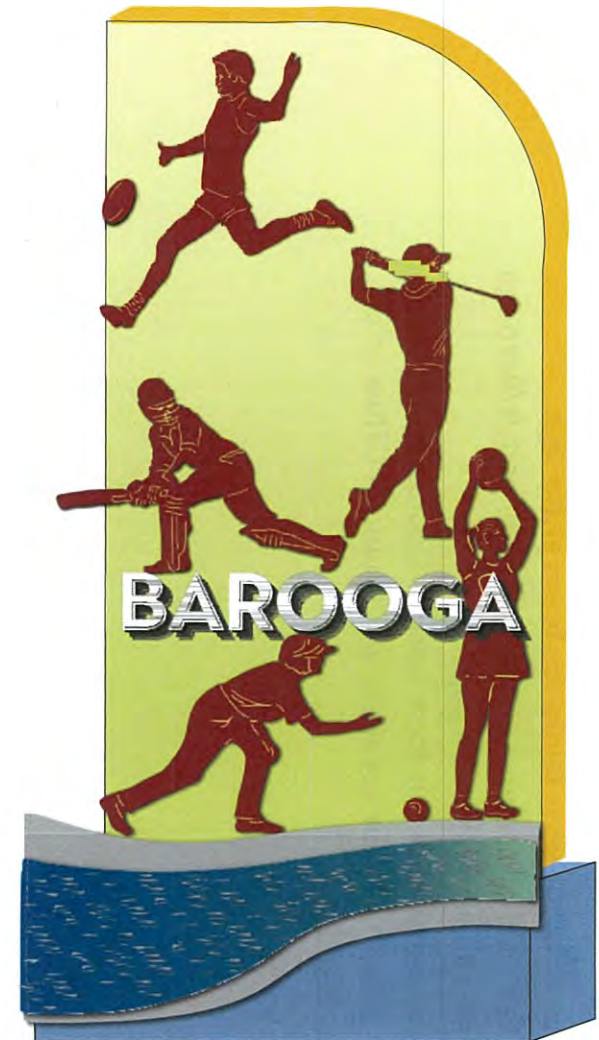
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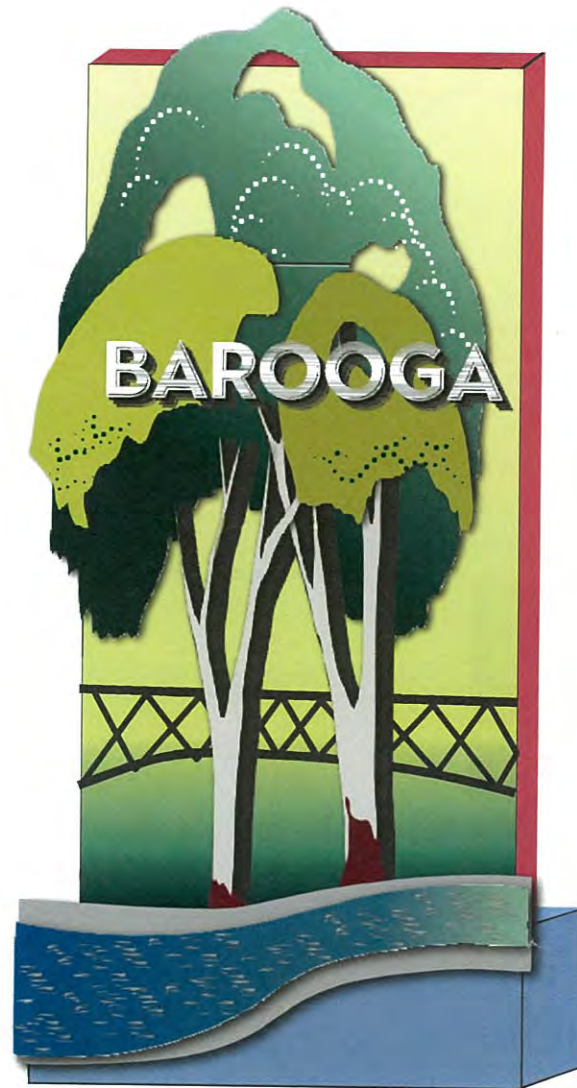The signs have been developed as part of the Town Concept Plans.

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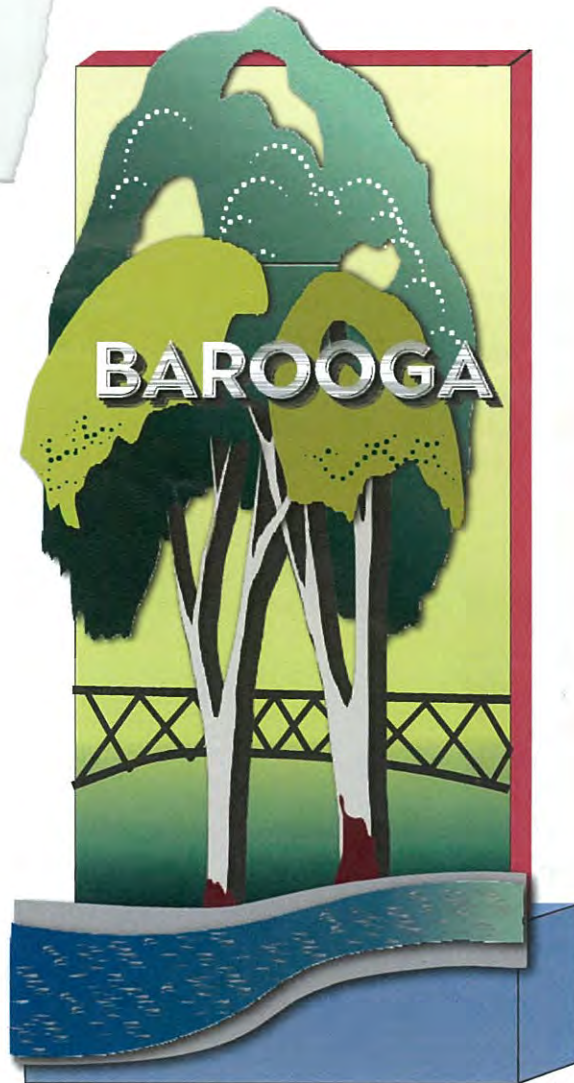The signs have been developed as part of the Town Concept Plans.

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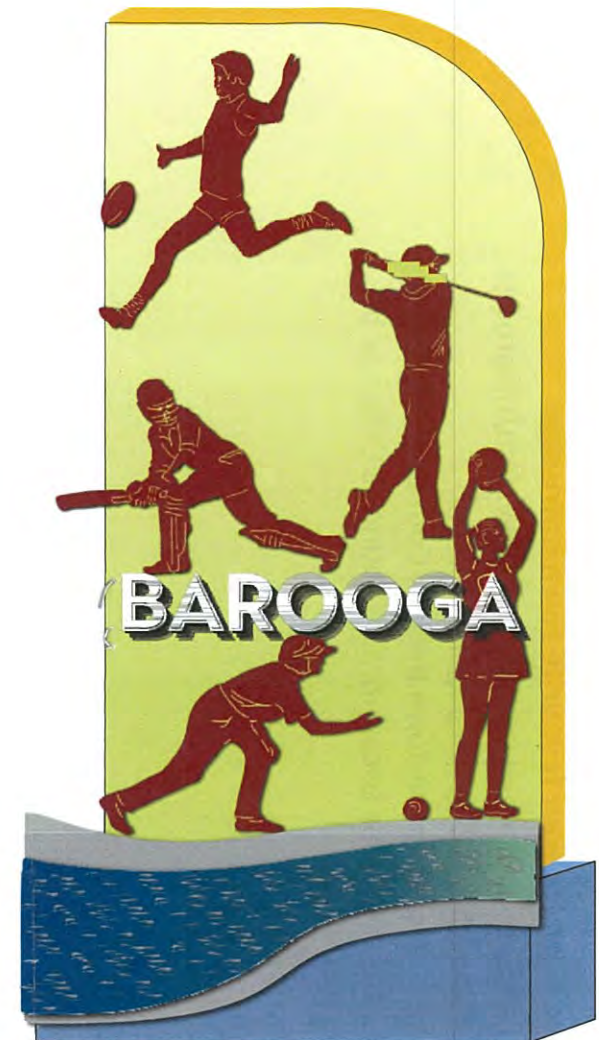   the box at Council Libraries or Council Office.

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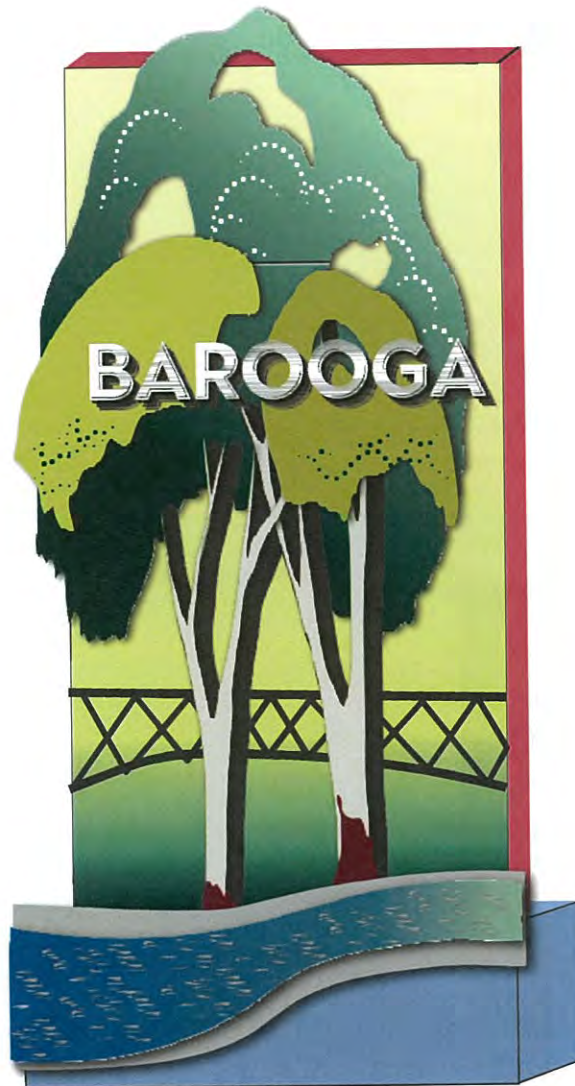The signs have been developed as part of the Town Concept Plans.

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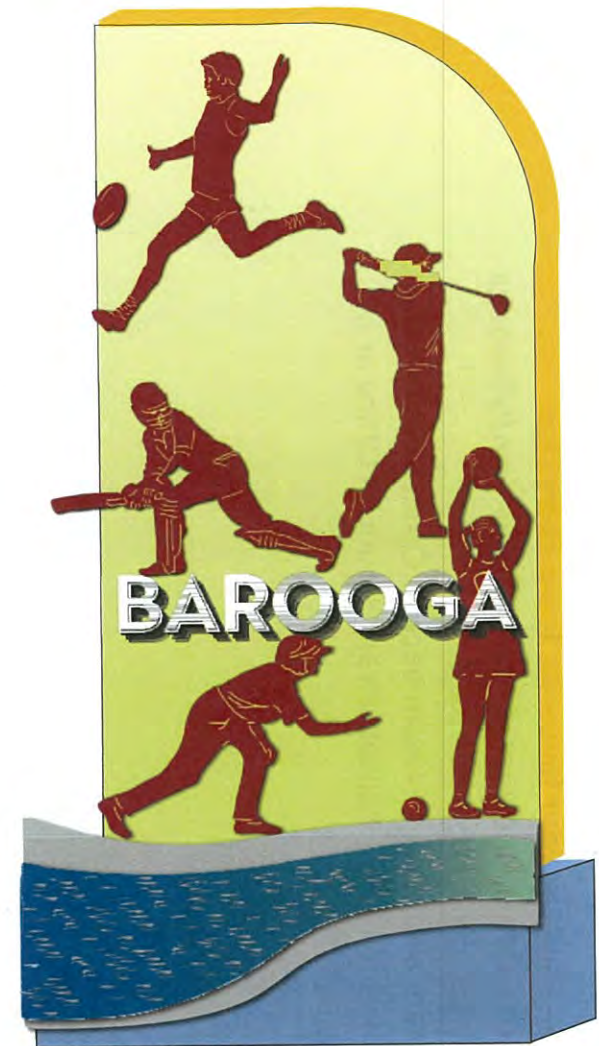
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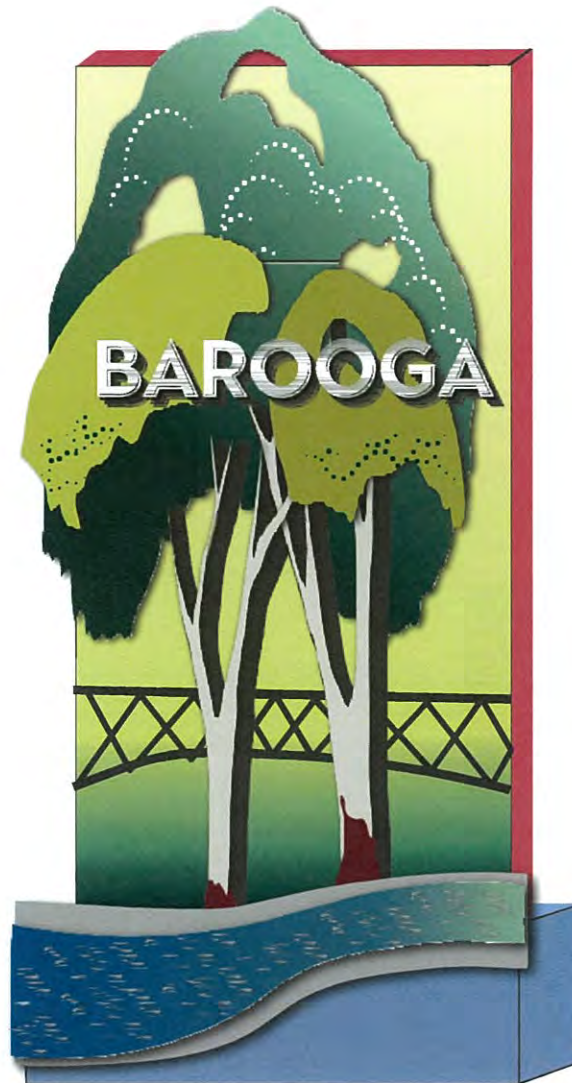The signs have been developed as part of the Town Concept Plans.

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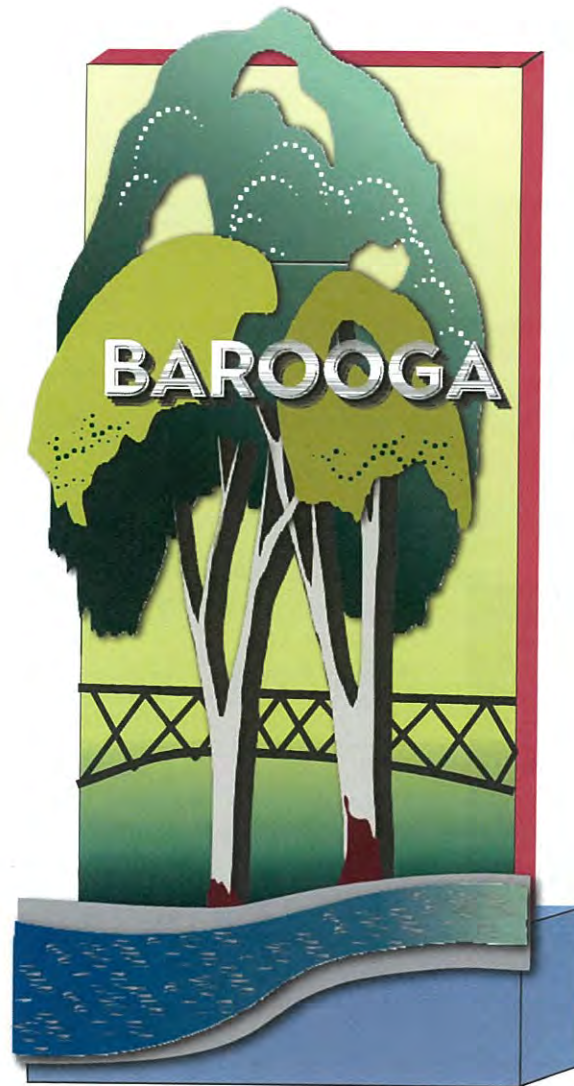The signs have been developed as part of the Town Concept Plans.

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Please vote for your favourite sign!

Berrigan Shire Council has committed to Town Entry Signs for all the towns in the Shire. Signs have been delivered for Tocumwal and Finley. Now it is time Barooga and Berrigan.

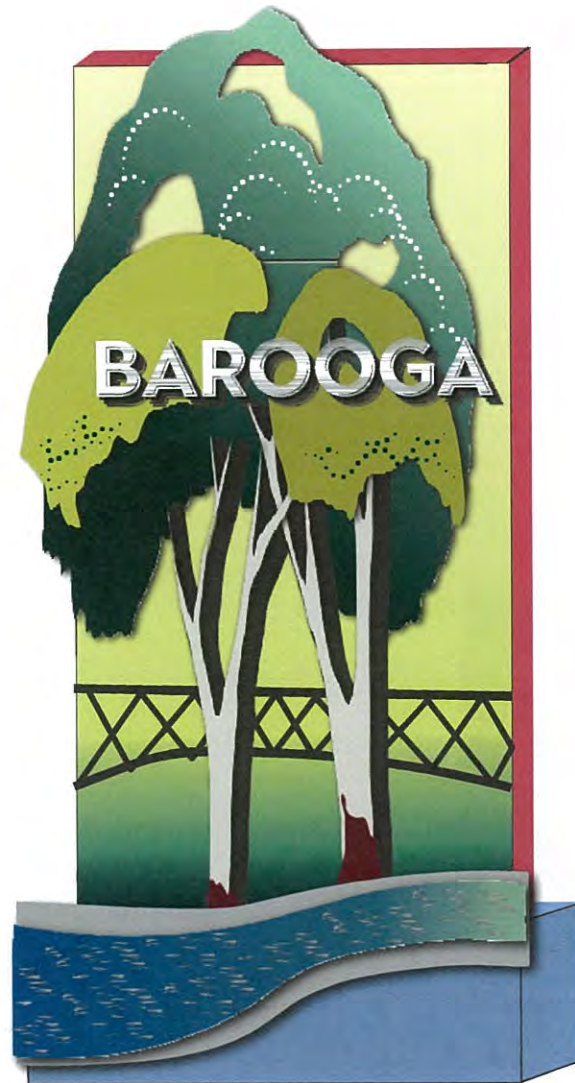The signs have been developed as part of the Town Concept Plans.

Now we would like your input to ensure that the theme of the signs reflects the community spirt and future you'd like for Barooga.

Berrigan Shire Council has engaged LMLA to develop Town Entry concepts. LMLA are Landscape Architects with expertise in town entry sign design. Their other projects include the Town Entry Signs for Tocumwal and Finley as well as recent signs in Blighty, Pretty Pine, Conargo, Wanganella and Booroorban.

How to Vote
1. You can vote online www.surveymonkey.com/r/Barooga or via Council's Facebook page.

2. Post your vote by folding or drop off in the box at Council Libraries or Council Office.
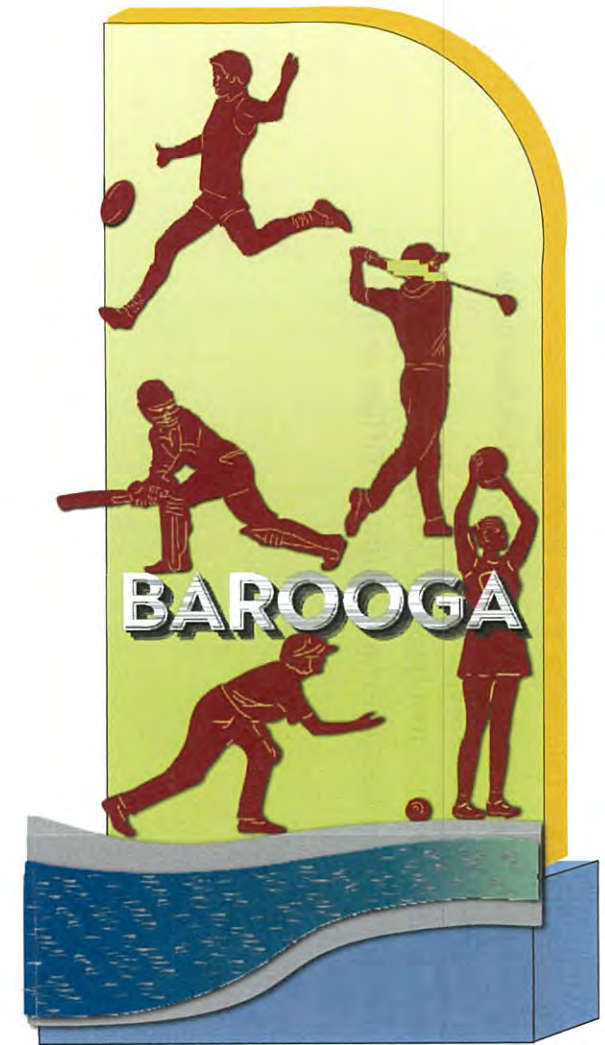
The results of this vote will help the Council decide which sign will be built.

River and Gum Tree Option
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer River and Gum Tree

River and Sports Option
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer River and Sports

LM·LA

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River and Gum Tree Option
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer River and Gum Tree

River and Sports Option
Please refer to the concept pages for materials and detailed explanation

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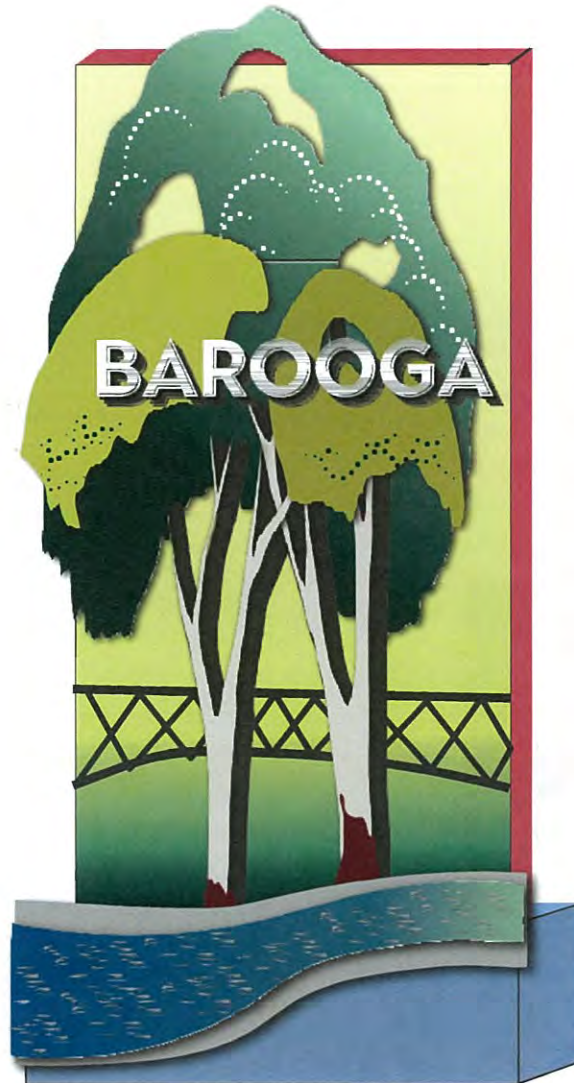The signs have been developed as part of the Town Concept Plans.

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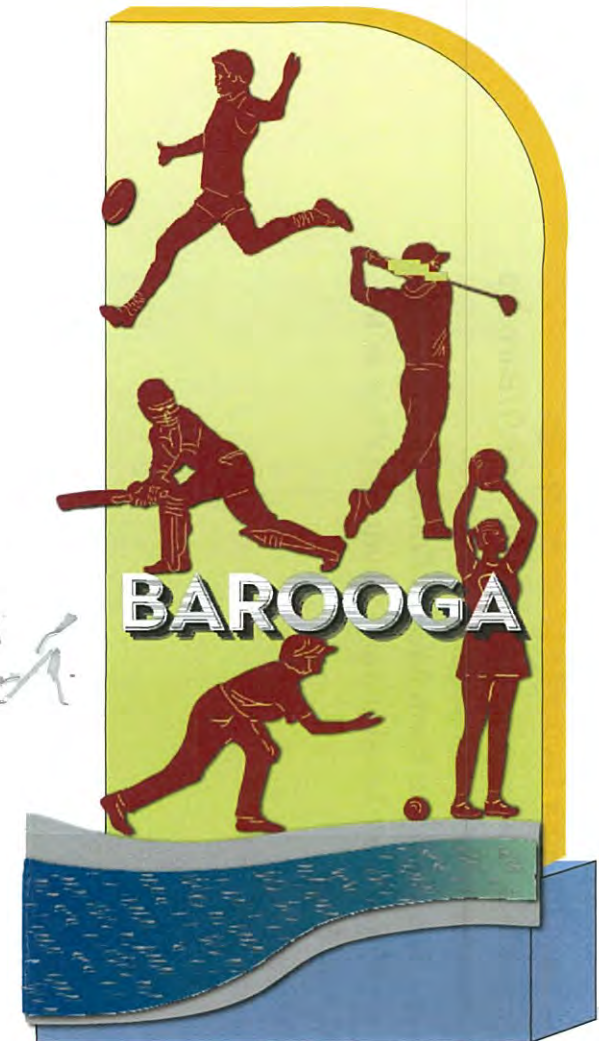
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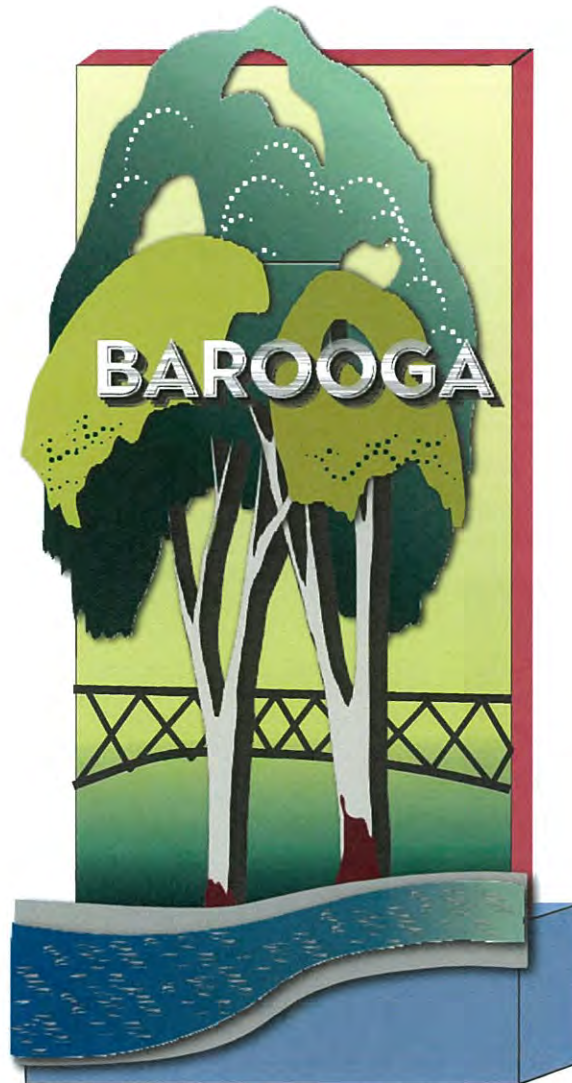The signs have been developed as part of the Town Concept Plans.

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Please refer to the concept pages for materials and detailed explanation

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River and Sports Option
Please refer to the concept pages for materials and detailed explanation

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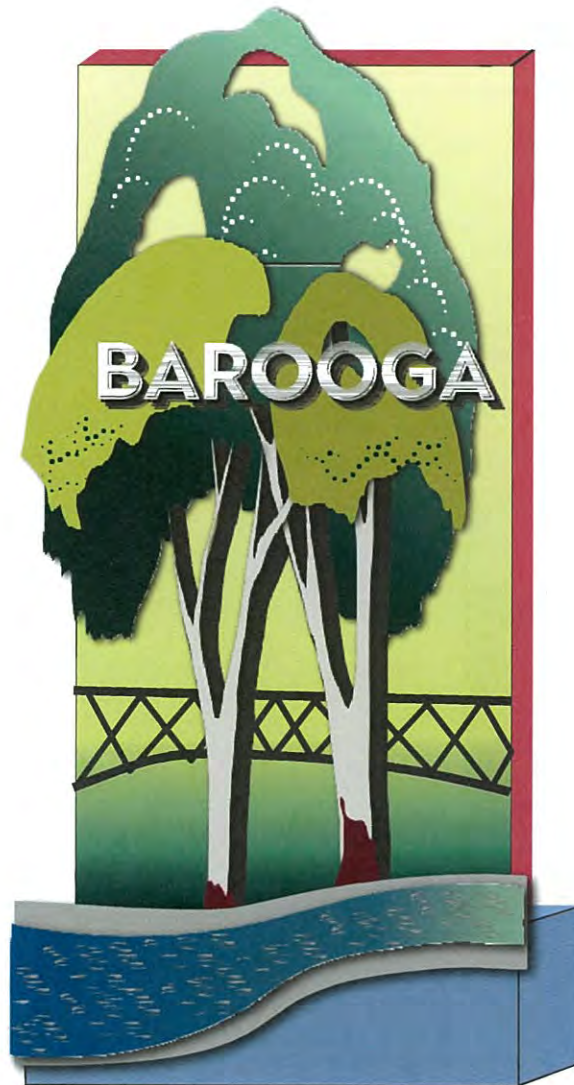The signs have been developed as part of the Town Concept Plans.

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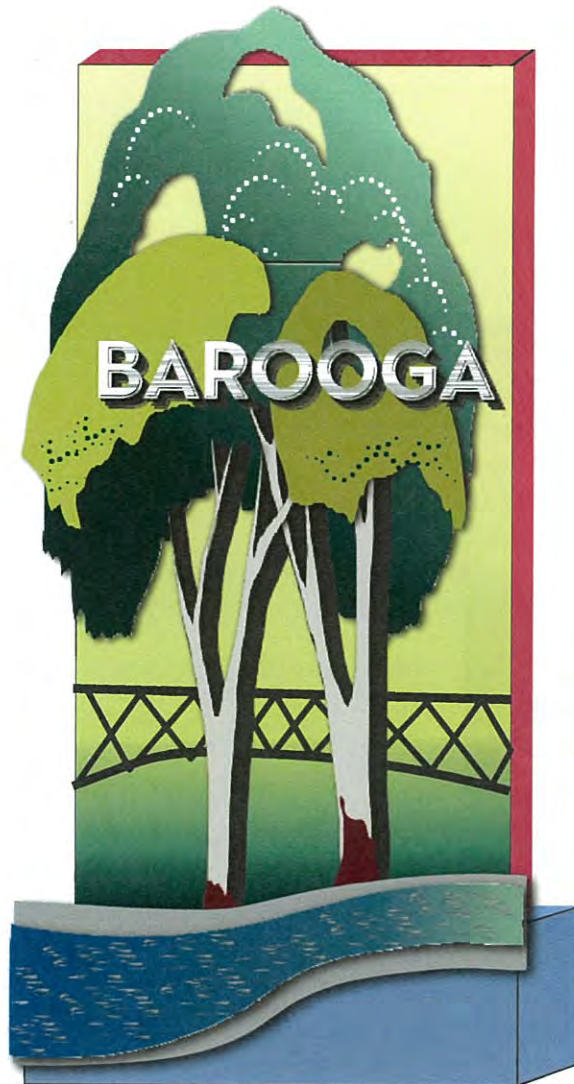The signs have been developed as part of the Town Concept Plans.

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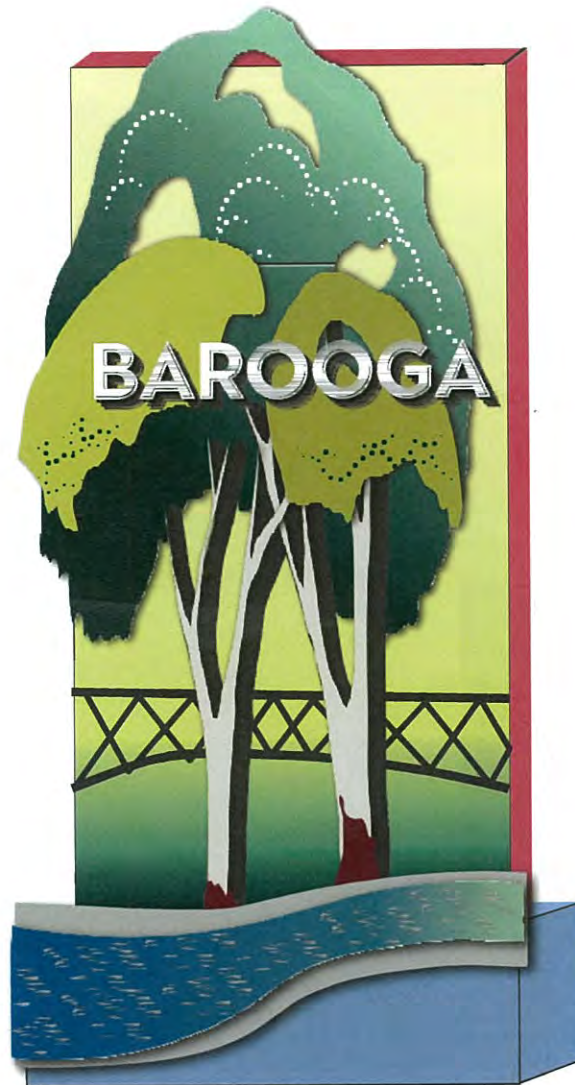The signs have been developed as part of the Town Concept Plans.

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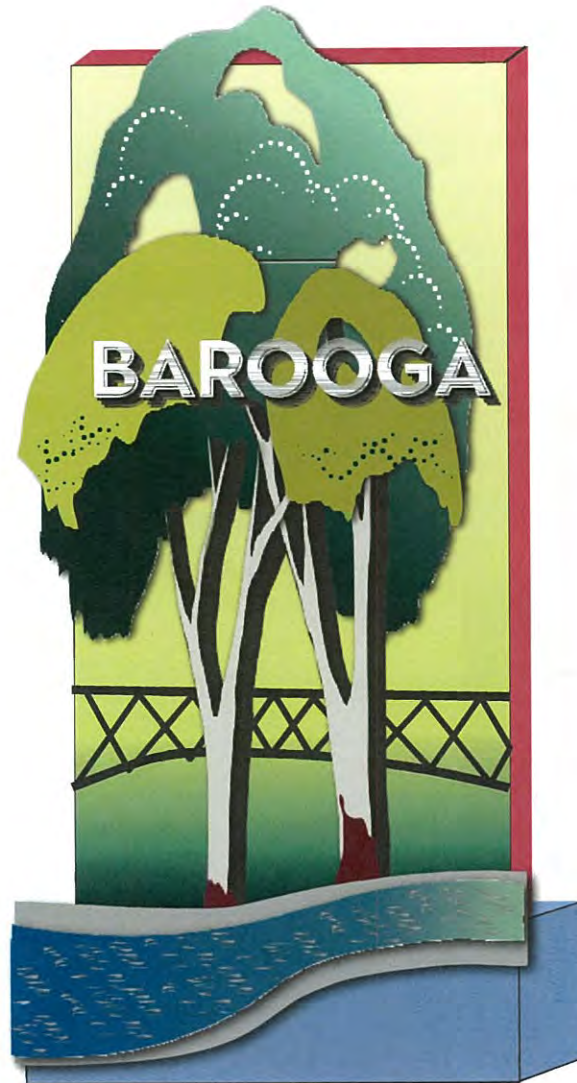The signs have been developed as part of the Town Concept Plans.

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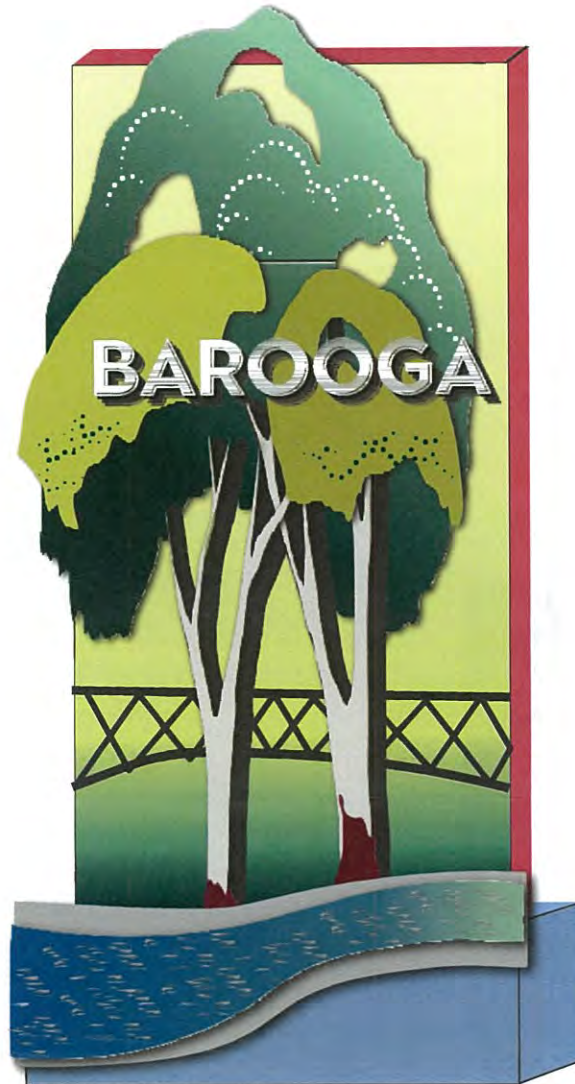The signs have been developed as part of the Town Concept Plans.

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BAROOGA is NOT ONLY Gum Trees and NOT ONLY SPORT

River and Gum Tree Option
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer River and Gum Tree
[?]

River and Sports Option
Please refer to the concept pages for materials and detailed explanation

the two signs should be incoropated into one.

Tick here if you prefer River and Sports
[??]

Suggestion — Spend money on an upgraded water supply for BAROOGA. (More efficient — NO PRESSURE)

LM·LA

#1

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 3:16:00 PM
Last Modified:	Wednesday, November 08, 2017 3:16:14 PM
Time Spent:	00:00:13
IP Address:	101.176.153.216

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#2

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 4:47:31 PM
Last Modified:	Wednesday, November 08, 2017 4:47:57 PM
Time Spent:	00:00:26
IP Address:	1.136.109.157

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#3

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 4:52:20 PM
Last Modified:	Wednesday, November 08, 2017 4:52:45 PM
Time Spent:	00:00:24
IP Address:	101.160.133.61

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button). **River and Gum Trees**

Page 2: Design Notes

Q2 Select the option you prefer **Respondent skipped this question**

#4

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 5:01:08 PM
Last Modified:	Wednesday, November 08, 2017 5:01:41 PM
Time Spent:	00:00:32
IP Address:	1.136.107.177

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#5

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 5:12:04 PM
Last Modified:	Wednesday, November 08, 2017 5:12:58 PM
Time Spent:	00:00:54
IP Address:	120.144.141.142

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

Respondent skipped this question

Page 2: Design Notes

Q2 Select the option you prefer

River and Gum Trees

#6

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 5:31:45 PM
Last Modified:	Wednesday, November 08, 2017 5:32:06 PM
Time Spent:	00:00:21
IP Address:	1.152.106.14

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#7

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 6:15:16 PM
Last Modified:	Wednesday, November 08, 2017 6:15:58 PM
Time Spent:	00:00:42
IP Address:	120.144.19.47

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#8

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 6:58:43 PM
Last Modified:	Wednesday, November 08, 2017 6:59:07 PM
Time Spent:	00:00:23
IP Address:	1.136.109.24

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#9

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 7:46:48 PM
Last Modified:	Wednesday, November 08, 2017 7:47:20 PM
Time Spent:	00:00:32
IP Address:	124.168.201.89

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#10

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 7:47:18 PM
Last Modified:	Wednesday, November 08, 2017 7:47:55 PM
Time Spent:	00:00:36
IP Address:	1.136.104.56

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#11

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 8:52:05 PM
Last Modified:	Wednesday, November 08, 2017 8:52:45 PM
Time Spent:	00:00:39
IP Address:	120.144.162.136

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#12

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 9:13:02 PM
Last Modified:	Wednesday, November 08, 2017 9:13:17 PM
Time Spent:	00:00:15
IP Address:	120.144.5.147

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#13

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 9:29:29 PM
Last Modified:	Wednesday, November 08, 2017 9:29:44 PM
Time Spent:	00:00:15
IP Address:	49.199.202.106

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#14

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 10:08:26 PM
Last Modified:	Wednesday, November 08, 2017 10:08:43 PM
Time Spent:	00:00:16
IP Address:	1.129.106.221

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#15

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 6:43:20 AM
Last Modified:	Thursday, November 09, 2017 6:43:44 AM
Time Spent:	00:00:24
IP Address:	1.129.111.193

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#16

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 10:22:55 AM
Last Modified:	Thursday, November 09, 2017 10:23:20 AM
Time Spent:	00:00:24
IP Address:	60.229.35.36

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#17

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 11:29:06 AM
Last Modified:	Thursday, November 09, 2017 11:29:25 AM
Time Spent:	00:00:18
IP Address:	101.160.4.58

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#18

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:07:36 PM
Last Modified:	Thursday, November 09, 2017 7:07:59 PM
Time Spent:	00:00:23
IP Address:	1.136.106.122

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#19

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:18:42 PM
Last Modified:	Thursday, November 09, 2017 7:19:20 PM
Time Spent:	00:00:38
IP Address:	101.160.149.4

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#20

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:19:36 PM
Last Modified:	Thursday, November 09, 2017 7:20:00 PM
Time Spent:	00:00:23
IP Address:	101.160.142.139

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#21

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:27:03 PM
Last Modified:	Thursday, November 09, 2017 7:27:23 PM
Time Spent:	00:00:19
IP Address:	124.168.205.0

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#22

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:28:25 PM
Last Modified:	Thursday, November 09, 2017 7:28:42 PM
Time Spent:	00:00:17
IP Address:	124.170.4.233

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#23

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:29:21 PM
Last Modified:	Thursday, November 09, 2017 7:30:05 PM
Time Spent:	00:00:43
IP Address:	114.198.38.169

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#24

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:30:40 PM
Last Modified:	Thursday, November 09, 2017 7:30:56 PM
Time Spent:	00:00:16
IP Address:	125.168.2.197

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#25

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:32:38 PM
Last Modified:	Thursday, November 09, 2017 7:32:50 PM
Time Spent:	00:00:12
IP Address:	110.149.112.246

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#26

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:45:15 PM
Last Modified:	Thursday, November 09, 2017 7:45:33 PM
Time Spent:	00:00:17
IP Address:	124.168.205.0

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#27

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:47:54 PM
Last Modified:	Thursday, November 09, 2017 7:48:15 PM
Time Spent:	00:00:20
IP Address:	203.206.117.37

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#28

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:48:15 PM
Last Modified:	Thursday, November 09, 2017 7:49:03 PM
Time Spent:	00:00:47
IP Address:	121.219.243.2

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#29

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:35:57 PM
Last Modified:	Thursday, November 09, 2017 7:50:12 PM
Time Spent:	00:14:14
IP Address:	1.136.109.195

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#30

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:52:30 PM
Last Modified:	Thursday, November 09, 2017 7:53:00 PM
Time Spent:	00:00:30
IP Address:	101.190.130.222

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#31

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:54:01 PM
Last Modified:	Thursday, November 09, 2017 7:54:13 PM
Time Spent:	00:00:11
IP Address:	1.136.106.122

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#32

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 8:20:15 PM
Last Modified:	Thursday, November 09, 2017 8:20:44 PM
Time Spent:	00:00:28
IP Address:	121.214.132.228

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#33

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 8:28:13 PM
Last Modified:	Thursday, November 09, 2017 8:28:53 PM
Time Spent:	00:00:40
IP Address:	121.219.243.2

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#34

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 8:29:34 PM
Last Modified:	Thursday, November 09, 2017 8:29:59 PM
Time Spent:	00:00:24
IP Address:	1.152.109.60

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#35

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 8:43:55 PM
Last Modified:	Thursday, November 09, 2017 8:44:35 PM
Time Spent:	00:00:39
IP Address:	121.219.9.4

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#36

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 9:22:49 PM
Last Modified:	Thursday, November 09, 2017 9:23:40 PM
Time Spent:	00:00:51
IP Address:	137.147.12.186

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#37

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 9:25:50 PM
Last Modified:	Thursday, November 09, 2017 9:26:23 PM
Time Spent:	00:00:33
IP Address:	58.174.161.176

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#38

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 9:36:32 PM
Last Modified:	Thursday, November 09, 2017 9:37:16 PM
Time Spent:	00:00:44
IP Address:	121.214.44.199

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#39

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 10:07:07 PM
Last Modified:	Thursday, November 09, 2017 10:08:03 PM
Time Spent:	00:00:55
IP Address:	1.144.107.60

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#40

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 10:41:00 PM
Last Modified:	Thursday, November 09, 2017 10:41:22 PM
Time Spent:	00:00:22
IP Address:	110.148.134.165

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#41

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 11:31:42 PM
Last Modified:	Thursday, November 09, 2017 11:32:00 PM
Time Spent:	00:00:17
IP Address:	58.179.13.4

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#42

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 12:11:29 AM
Last Modified:	Friday, November 10, 2017 12:12:28 AM
Time Spent:	00:00:58
IP Address:	49.255.200.42

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#43

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 6:38:33 AM
Last Modified:	Friday, November 10, 2017 6:38:56 AM
Time Spent:	00:00:22
IP Address:	120.144.130.7

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#44

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 7:31:51 AM
Last Modified:	Friday, November 10, 2017 7:32:08 AM
Time Spent:	00:00:16
IP Address:	49.183.48.231

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#45

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 8:11:46 AM
Last Modified:	Friday, November 10, 2017 8:12:21 AM
Time Spent:	00:00:34
IP Address:	137.147.6.225

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#46

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 10:19:13 AM
Last Modified:	Friday, November 10, 2017 10:19:58 AM
Time Spent:	00:00:45
IP Address:	1.152.105.27

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#47

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 4:50:52 PM
Last Modified:	Friday, November 10, 2017 4:52:49 PM
Time Spent:	00:01:57
IP Address:	1.136.111.217

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#48

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 8:58:46 PM
Last Modified:	Friday, November 10, 2017 8:59:10 PM
Time Spent:	00:00:23
IP Address:	58.168.82.61

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#49

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 10:21:46 PM
Last Modified:	Friday, November 10, 2017 10:22:28 PM
Time Spent:	00:00:42
IP Address:	137.147.0.180

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#50

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 11, 2017 2:14:06 PM
Last Modified:	Saturday, November 11, 2017 2:14:28 PM
Time Spent:	00:00:22
IP Address:	203.123.102.100

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#51

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, November 12, 2017 11:03:38 AM
Last Modified:	Sunday, November 12, 2017 11:04:03 AM
Time Spent:	00:00:25
IP Address:	1.136.104.74

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#52

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Monday, November 13, 2017 7:05:49 PM
Last Modified:	Monday, November 13, 2017 7:06:06 PM
Time Spent:	00:00:17
IP Address:	1.129.110.102

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#53

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 14, 2017 7:09:16 AM
Last Modified:	Tuesday, November 14, 2017 7:09:43 AM
Time Spent:	00:00:27
IP Address:	1.152.105.148

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#54

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 14, 2017 10:25:16 AM
Last Modified:	Tuesday, November 14, 2017 10:25:51 AM
Time Spent:	00:00:34
IP Address:	110.149.131.230

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#55

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Tuesday, November 14, 2017 10:30:53 AM
Last Modified:	Tuesday, November 14, 2017 10:31:58 AM
Time Spent:	00:01:05
IP Address:	121.214.53.138

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#56

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Tuesday, November 14, 2017 10:44:08 AM
Last Modified:	Tuesday, November 14, 2017 10:44:38 AM
Time Spent:	00:00:30
IP Address:	121.220.32.240

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#57

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Tuesday, November 14, 2017 11:01:19 AM
Last Modified:	Tuesday, November 14, 2017 11:02:01 AM
Time Spent:	00:00:41
IP Address:	110.149.131.230

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#58

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 14, 2017 1:05:03 PM
Last Modified:	Tuesday, November 14, 2017 1:05:37 PM
Time Spent:	00:00:33
IP Address:	120.144.8.84

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#59

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Tuesday, November 14, 2017 3:31:52 PM
Last Modified:	Tuesday, November 14, 2017 3:32:18 PM
Time Spent:	00:00:26
IP Address:	1.136.111.178

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#60

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Tuesday, November 14, 2017 4:50:34 PM
Last Modified:	Tuesday, November 14, 2017 4:50:57 PM
Time Spent:	00:00:23
IP Address:	121.220.51.121

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#61

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Tuesday, November 14, 2017 8:59:48 PM
Last Modified:	Tuesday, November 14, 2017 9:00:33 PM
Time Spent:	00:00:44
IP Address:	110.149.113.90

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#62

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 14, 2017 9:12:39 PM
Last Modified:	Tuesday, November 14, 2017 9:12:52 PM
Time Spent:	00:00:12
IP Address:	121.220.44.45

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#63

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Wednesday, November 15, 2017 7:05:49 AM
Last Modified:	Wednesday, November 15, 2017 7:06:15 AM
Time Spent:	00:00:26
IP Address:	121.220.97.227

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#64

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 15, 2017 10:43:17 AM
Last Modified:	Wednesday, November 15, 2017 10:43:39 AM
Time Spent:	00:00:21
IP Address:	121.220.33.115

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#65

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 15, 2017 11:07:26 AM
Last Modified:	Wednesday, November 15, 2017 11:08:16 AM
Time Spent:	00:00:49
IP Address:	121.214.49.95

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#66

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Wednesday, November 15, 2017 2:56:28 PM
Last Modified:	Wednesday, November 15, 2017 2:57:36 PM
Time Spent:	00:01:07
IP Address:	121.219.128.174

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#67

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 15, 2017 4:51:49 PM
Last Modified:	Wednesday, November 15, 2017 4:52:27 PM
Time Spent:	00:00:38
IP Address:	1.136.107.11

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#68

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Wednesday, November 15, 2017 5:58:12 PM
Last Modified:	Wednesday, November 15, 2017 5:59:04 PM
Time Spent:	00:00:51
IP Address:	1.152.109.226

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#69

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 16, 2017 8:31:56 AM
Last Modified:	Thursday, November 16, 2017 8:32:54 AM
Time Spent:	00:00:58
IP Address:	121.214.100.73

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#70

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Thursday, November 16, 2017 11:12:45 AM
Last Modified:	Thursday, November 16, 2017 11:13:05 AM
Time Spent:	00:00:20
IP Address:	137.147.149.3

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#71

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 16, 2017 12:22:20 PM
Last Modified:	Thursday, November 16, 2017 12:23:19 PM
Time Spent:	00:00:58
IP Address:	121.220.37.65

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#72

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 16, 2017 2:34:32 PM
Last Modified:	Thursday, November 16, 2017 2:35:03 PM
Time Spent:	00:00:31
IP Address:	137.147.31.203

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#73

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Thursday, November 16, 2017 5:10:01 PM
Last Modified:	Thursday, November 16, 2017 5:10:34 PM
Time Spent:	00:00:32
IP Address:	120.151.35.57

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#74

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 3:02:59 PM
Last Modified:	Friday, November 17, 2017 3:03:18 PM
Time Spent:	00:00:19
IP Address:	110.150.181.108

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#75

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 3:12:59 PM
Last Modified:	Friday, November 17, 2017 3:13:21 PM
Time Spent:	00:00:21
IP Address:	121.214.41.23

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#76

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 3:14:35 PM
Last Modified:	Friday, November 17, 2017 3:14:52 PM
Time Spent:	00:00:16
IP Address:	139.216.86.198

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#77

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 3:21:57 PM
Last Modified:	Friday, November 17, 2017 3:24:03 PM
Time Spent:	00:02:06
IP Address:	110.143.207.43

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

Respondent skipped this question

Page 2: Design Notes

Q2 Select the option you prefer

River and Gum Trees

#78

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Friday, November 17, 2017 3:48:09 PM
Last Modified:	Friday, November 17, 2017 3:48:48 PM
Time Spent:	00:00:38
IP Address:	1.152.106.237

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#79

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 3:52:53 PM
Last Modified:	Friday, November 17, 2017 3:53:08 PM
Time Spent:	00:00:15
IP Address:	1.152.106.237

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#80

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 4:15:42 PM
Last Modified:	Friday, November 17, 2017 4:18:23 PM
Time Spent:	00:02:41
IP Address:	121.220.50.6

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

Respondent skipped this question

Page 2: Design Notes

Q2 Select the option you prefer

River and Sports

#81

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 4:50:00 PM
Last Modified:	Friday, November 17, 2017 4:50:38 PM
Time Spent:	00:00:37
IP Address:	110.149.144.159

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#82

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 5:32:19 PM
Last Modified:	Friday, November 17, 2017 5:32:42 PM
Time Spent:	00:00:23
IP Address:	180.181.66.30

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#83

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 6:21:24 PM
Last Modified:	Friday, November 17, 2017 6:21:52 PM
Time Spent:	00:00:28
IP Address:	1.136.109.140

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#84

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 6:22:55 PM
Last Modified:	Friday, November 17, 2017 6:23:08 PM
Time Spent:	00:00:12
IP Address:	121.219.236.172

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#85

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 6:22:53 PM
Last Modified:	Friday, November 17, 2017 6:23:19 PM
Time Spent:	00:00:26
IP Address:	121.219.236.172

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#86

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 6:25:34 PM
Last Modified:	Friday, November 17, 2017 6:25:55 PM
Time Spent:	00:00:20
IP Address:	121.219.236.172

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#87

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 8:37:42 PM
Last Modified:	Friday, November 17, 2017 8:38:04 PM
Time Spent:	00:00:22
IP Address:	1.144.104.44

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#88

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 17, 2017 9:52:34 PM
Last Modified:	Friday, November 17, 2017 9:52:52 PM
Time Spent:	00:00:17
IP Address:	1.136.111.136

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#89

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 7:40:13 AM
Last Modified:	Saturday, November 18, 2017 7:41:15 AM
Time Spent:	00:01:01
IP Address:	121.214.58.225

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#90

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Saturday, November 18, 2017 7:47:08 AM
Last Modified:	Saturday, November 18, 2017 7:47:41 AM
Time Spent:	00:00:32
IP Address:	121.214.58.225

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#91

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Saturday, November 18, 2017 9:09:11 AM
Last Modified:	Saturday, November 18, 2017 9:09:33 AM
Time Spent:	00:00:22
IP Address:	121.214.141.196

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#92

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 9:31:32 AM
Last Modified:	Saturday, November 18, 2017 9:31:57 AM
Time Spent:	00:00:25
IP Address:	1.144.109.171

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#93

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 9:48:25 AM
Last Modified:	Saturday, November 18, 2017 9:48:59 AM
Time Spent:	00:00:34
IP Address:	137.147.16.242

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#94

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Saturday, November 18, 2017 5:39:53 PM
Last Modified:	Saturday, November 18, 2017 5:40:38 PM
Time Spent:	00:00:45
IP Address:	121.214.137.47

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#95

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 7:51:54 PM
Last Modified:	Saturday, November 18, 2017 7:52:03 PM
Time Spent:	00:00:08
IP Address:	58.173.15.95

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#96

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, November 19, 2017 3:32:11 PM
Last Modified:	Sunday, November 19, 2017 3:32:27 PM
Time Spent:	00:00:16
IP Address:	110.149.126.76

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#97

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Sunday, November 19, 2017 4:43:24 PM
Last Modified:	Sunday, November 19, 2017 4:44:06 PM
Time Spent:	00:00:41
IP Address:	1.136.106.131

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#98

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Sunday, November 19, 2017 4:55:05 PM
Last Modified:	Sunday, November 19, 2017 4:55:24 PM
Time Spent:	00:00:19
IP Address:	144.139.139.101

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#99

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Monday, November 20, 2017 1:32:14 PM
Last Modified:	Monday, November 20, 2017 1:32:46 PM
Time Spent:	00:00:31
IP Address:	110.148.142.232

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#100

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Tuesday, November 21, 2017 10:30:26 AM
Last Modified:	Tuesday, November 21, 2017 10:30:54 AM
Time Spent:	00:00:27
IP Address:	121.214.20.75

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#101

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Tuesday, November 21, 2017 3:00:13 PM
Last Modified:	Tuesday, November 21, 2017 3:00:33 PM
Time Spent:	00:00:19
IP Address:	1.136.108.61

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#102

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Wednesday, November 22, 2017 6:28:44 PM
Last Modified:	Wednesday, November 22, 2017 6:29:00 PM
Time Spent:	00:00:16
IP Address:	144.138.53.249

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#103

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 23, 2017 8:00:01 AM
Last Modified:	Thursday, November 23, 2017 8:00:36 AM
Time Spent:	00:00:34
IP Address:	120.144.20.120

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#104

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 23, 2017 7:49:03 PM
Last Modified:	Thursday, November 23, 2017 7:49:48 PM
Time Spent:	00:00:44
IP Address:	121.214.13.81

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#105

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Friday, November 24, 2017 11:36:49 AM
Last Modified:	Friday, November 24, 2017 11:37:13 AM
Time Spent:	00:00:23
IP Address:	137.147.145.24

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#106

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Wednesday, November 29, 2017 2:27:46 PM
Last Modified:	Wednesday, November 29, 2017 2:28:19 PM
Time Spent:	00:00:33
IP Address:	121.219.18.172

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#107

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Wednesday, November 29, 2017 7:25:49 PM
Last Modified:	Wednesday, November 29, 2017 7:26:25 PM
Time Spent:	00:00:36
IP Address:	1.152.108.78

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#108

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Friday, December 01, 2017 4:38:21 PM
Last Modified:	Friday, December 01, 2017 4:38:41 PM
Time Spent:	00:00:20
IP Address:	110.145.90.4

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#109

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 9:27:34 AM
Last Modified:	Sunday, December 03, 2017 9:28:17 AM
Time Spent:	00:00:43
IP Address:	137.147.2.120

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#110

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 9:30:38 AM
Last Modified:	Sunday, December 03, 2017 9:31:05 AM
Time Spent:	00:00:27
IP Address:	1.144.104.140

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#111

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 9:51:43 AM
Last Modified:	Sunday, December 03, 2017 9:52:04 AM
Time Spent:	00:00:21
IP Address:	1.144.110.42

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#112

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 9:59:07 AM
Last Modified:	Sunday, December 03, 2017 9:59:30 AM
Time Spent:	00:00:23
IP Address:	114.198.20.160

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#113

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 9:59:51 AM
Last Modified:	Sunday, December 03, 2017 10:00:02 AM
Time Spent:	00:00:11
IP Address:	110.150.152.202

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#114

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 10:57:36 AM
Last Modified:	Sunday, December 03, 2017 10:57:56 AM
Time Spent:	00:00:19
IP Address:	1.144.109.239

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#115

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 11:05:44 AM
Last Modified:	Sunday, December 03, 2017 11:06:37 AM
Time Spent:	00:00:53
IP Address:	1.152.106.67

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#116

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 2:53:17 PM
Last Modified:	Sunday, December 03, 2017 2:53:42 PM
Time Spent:	00:00:24
IP Address:	1.136.110.65

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button). **River and Gum Trees**

Page 2: Design Notes

Q2 Select the option you prefer **Respondent skipped this question**

#117

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 7:49:08 PM
Last Modified:	Sunday, December 03, 2017 7:49:20 PM
Time Spent:	00:00:12
IP Address:	60.240.156.207

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#118

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 11:02:43 PM
Last Modified:	Sunday, December 03, 2017 11:03:07 PM
Time Spent:	00:00:23
IP Address:	121.214.3.64

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#119

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Monday, December 04, 2017 6:10:53 AM
Last Modified:	Monday, December 04, 2017 6:11:22 AM
Time Spent:	00:00:29
IP Address:	197.226.186.241

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#120

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Monday, December 04, 2017 7:32:21 AM
Last Modified:	Monday, December 04, 2017 7:32:43 AM
Time Spent:	00:00:22
IP Address:	172.196.127.205

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Gum Trees

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

#121

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Monday, December 04, 2017 4:06:54 PM
Last Modified:	Monday, December 04, 2017 4:07:53 PM
Time Spent:	00:00:59
IP Address:	121.220.48.236

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Design Notes button).

River and Sports

Page 2: Design Notes

Q2 Select the option you prefer

Respondent skipped this question

Please vote for your favourite sign!

Berrigan Shire Council has committed to Town Entry Signs for all the towns in the Shire. Signs have been delivered for Tocumwal and Finley. Now it is time Berrigan and Barooga.

The signs have been developed as part of the Town Concept Plans.

Now we would like your input to ensure that the theme of the signs reflects the community spirt and future you'd like for Berrigan.

Berrigan Shire Council has engaged LMLA to develop Town Entry concepts. LMLA are Landscape Architects with expertise in town entry sign design. Their other projects include the Town Entry Signs for Tocumwal and Finley as well as recent signs in Blighty, Pretty Pine, Conargo, Wanganella and Booroorban.

How to Vote
1. You can vote online at
www.surveymonkey.com/r/Berrigan
or via Council's Facebook page

2. Post your vote using the reply paid envelope

The results of this vote will help the Council decide which sign will be built.

Sign setting note:
It is intended that the existing garden and post and rail fence at the southern entry will be retained as part of the entry setting.

Lighting will be included with all entry options

Concept Option A
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

![Berrigan Shire logo]

Please vote for your favourite sign!

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Concept Option A
Please refer to the concept pages for materials and detailed explanation

☒ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

Please vote for your favourite sign!

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Lighting will be included with all entry options

Concept Option A
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Option C

LM·LA

BERRIGAN SHIRE

Please vote for your favourite sign!

Berrigan Shire Council has committed to Town Entry Signs for all the towns in the Shire. Signs have been delivered for Tocumwal and Finley. Now it is time Berrigan and Barooga.

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Concept Option A
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

Please vote for your favourite sign!

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Concept Option A
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Option C

LM·LA

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☑ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

![Berrigan Shire logo](BERRIGAN SHIRE)

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Lighting will be included with all entry options

Concept Option A
Please refer to the concept pages for materials and detailed explanation

☒ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

![Berrigan Shire logo]

Please vote for your favourite sign!

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BERRIGAN SHIRE COUNCIL

17 NOV 2017

Rec'd ....

BETTER IN BERRIGAN

Concept Option A
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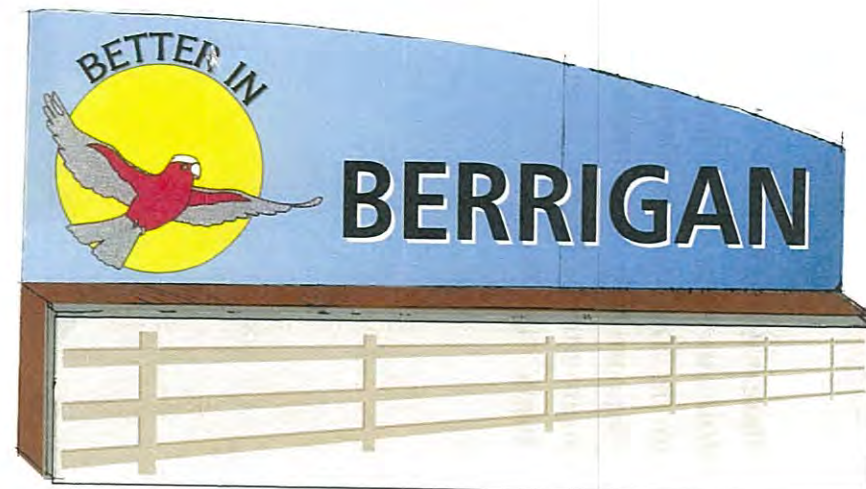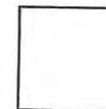
☑ Tick here if you prefer Option A

Better in Berrigan

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

BETTER IN BERRIGAN

Concept Option C
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☐ Tick here if you prefer Option C

LM·LA

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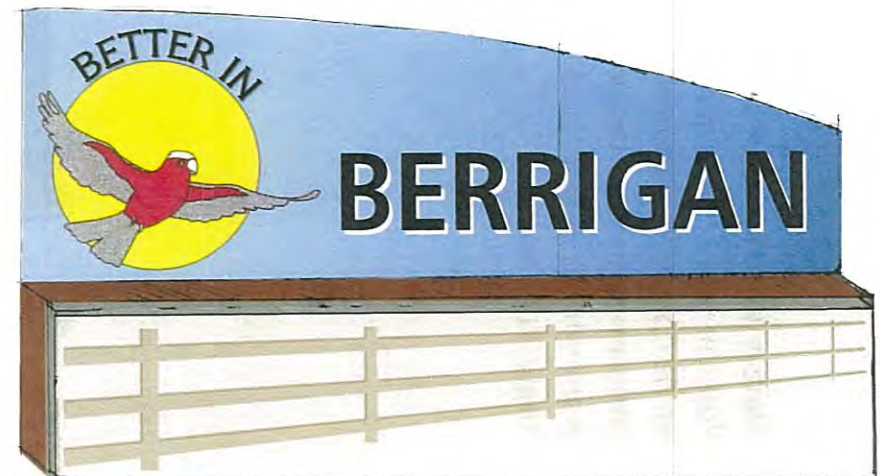
Tick here if you prefer Option A

Concept Option B
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Concept Option C
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Concept Option C
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LM·LA

BERRIGAN SHIRE

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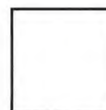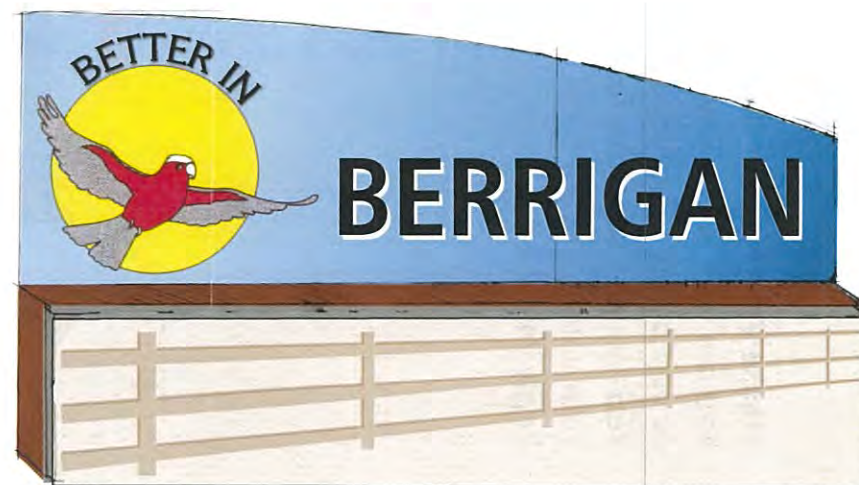
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BETTER IN BERRIGAN

Concept Option A
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☑ Tick here if you prefer Option A

Better in Berrigan

Concept Option B
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☐ Tick here if you prefer Concept B

BETTER IN BERRIGAN

Concept Option C
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LM·LA

![Berrigan Shire logo]

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Concept Option C
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Concept Option C
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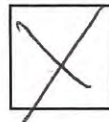
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Concept Option C
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BERRIGAN SHIRE

BETTER IN BERRIGAN

Better in Berrigan

BETTER IN BERRIGAN

LM·LA

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Concept Option B
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☑ Tick here if you prefer Concept B

Concept Option C
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LM·LA

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Concept Option B
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Concept Option C
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BERRIGAN SHIRE COUNCIL

14 NOV 2017

Rec'd ....

Concept Option A
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Concept B

Post + Rail Fence

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

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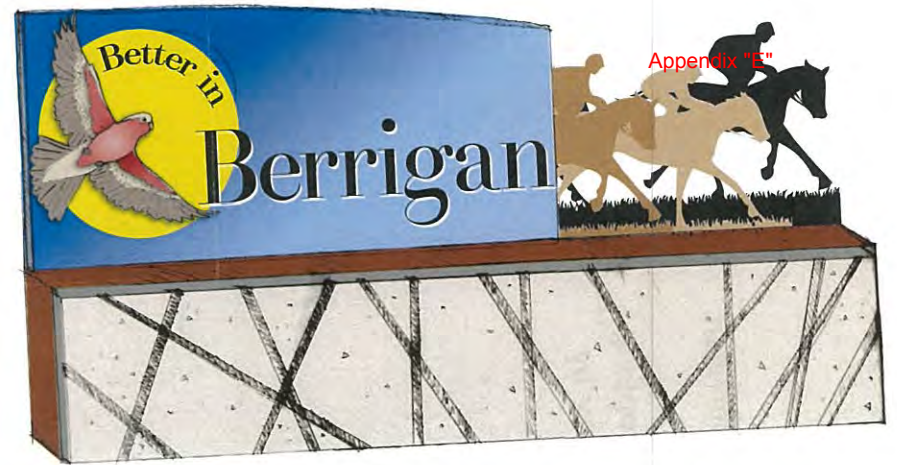
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Concept Option A
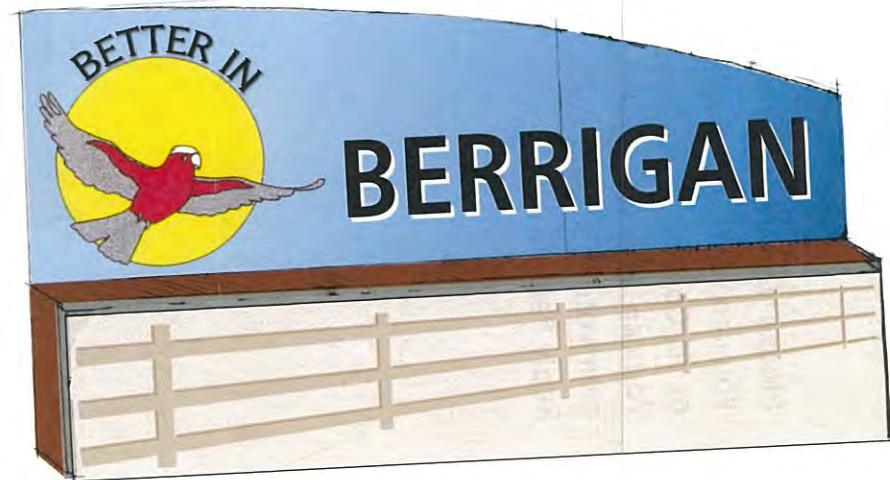Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Concept B

Concept Option C
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Concept Option C
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LM·LA

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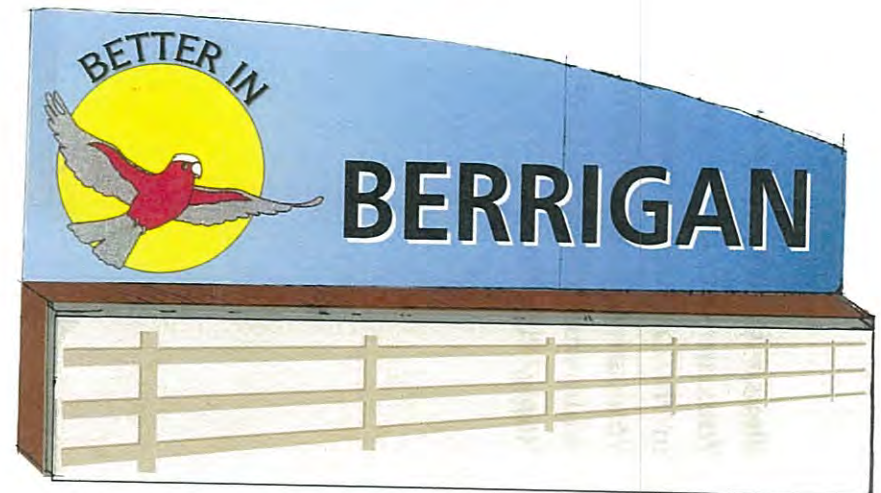
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BETTER IN BERRIGAN

Concept Option A
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option A

Better in Berrigan

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Concept B

Brolga instead of Galah.
Local Bird sightings -

BETTER IN BERRIGAN

Concept Option C
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LM·LA

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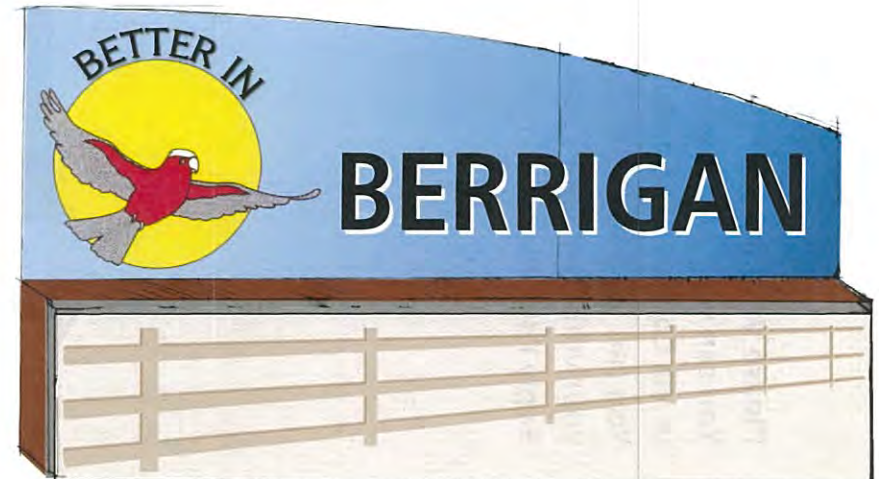
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Concept Option C
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LM·LA

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Concept Option B

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Concept Option C

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LM·LA

![Berrigan Shire logo]

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Concept Option B
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☑ Tick here if you prefer Concept B

Concept Option C
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BETTER IN BERRIGAN

Better in Berrigan

BETTER IN BERRIGAN

LM·LA

Please vote for your favourite sign!

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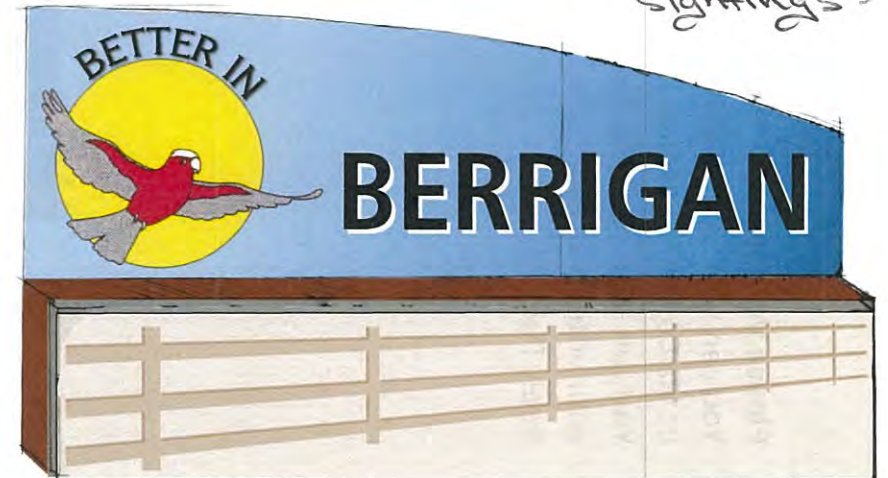Please refer to the concept pages for materials and detailed explanation

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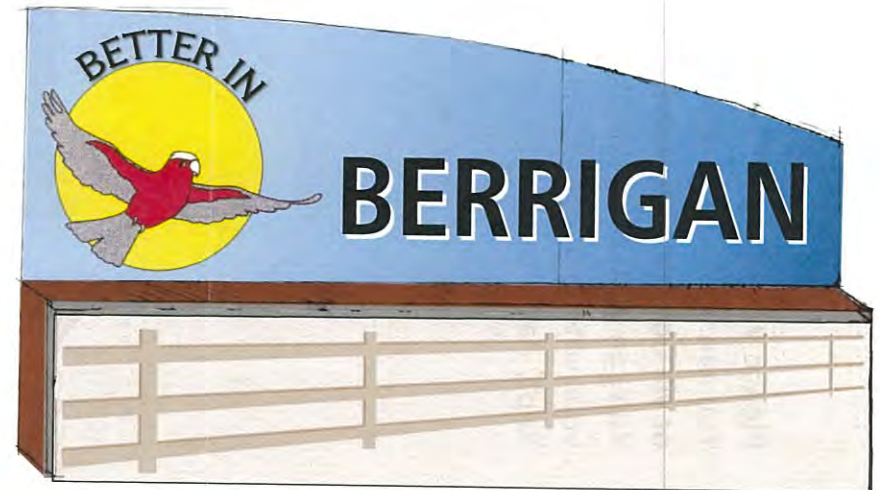Lighting will be included with all entry options

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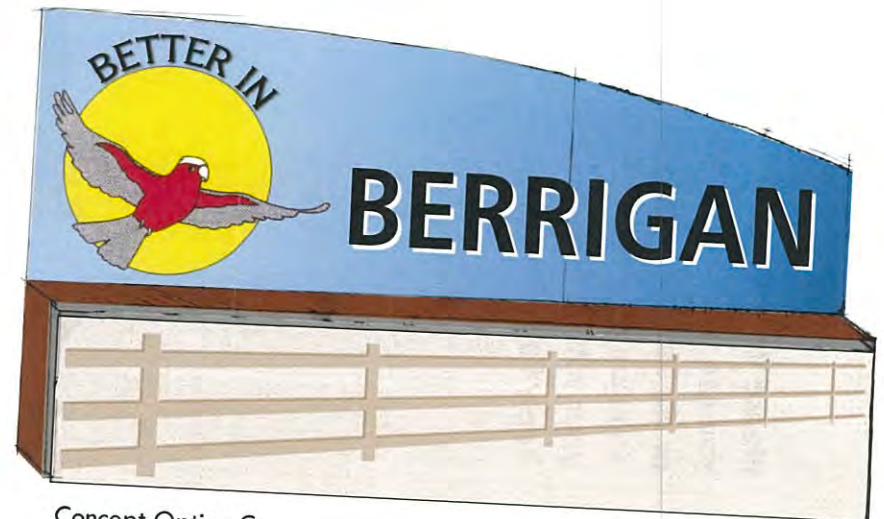Lighting will be included with all entry options

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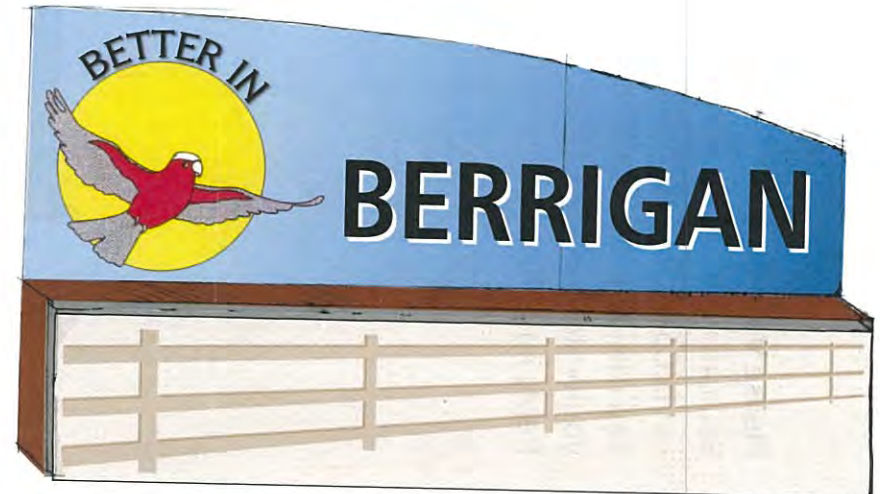Please refer to the concept pages for materials and detailed explanation

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LM·LA

Berrigan Town Entry Sign
Concept Option B

Design notes:

This theme celebrates the Racecourse and the Berrigan Races while also promoting the Better in Berrigan brand

DRAFT

YES.

BERRIGAN S H I R E

LM·LA

Galah, made of 4 components:
- Grey & cream winds & tail panel
- Pink gradient wings & body,
- Light yellow beak
- Dark grey feet .

Hidden spacer between components to provide layering and shadow

'Better in' lettering with hidden spacer behind provides shadowing

'Berrigan ' lettering with hidden spacer behind provides shadowing

Panel face painted with blue gradient and yellow circle

Horse race components hidden... spacers between panels provides shadowing and depth between racers

Mild steel floating edge to top and sides of concrete plinth

Concrete plinth with indented pattern

Steel ...
sub frame t...
structure. Front ...
2 Pak paint finish wit...
blue gradient (similar to the Fin ley Sign sky) and yellow sun/circle

'Better in' lettering in black with white reflective drop shadow to enhance night time view

Mild steel edge with rust patina

Concrete base plinth with white indented form work lines

Laser cut steel race horse with 2 Pak paint finish in black

Laser cut steel race horse with 2 Pak paint finish in light brown

Laser cut steel race horse with 2 Pak paint finish in mid-brown

Galah wings & tail panel, 2 Pak paint finish in cream & grey, laser cut feather and eye details .

Galah winds & body panel, laser cut steel with 2 Pak paint finish in pink gradient

Galah beak, laser cut steel 2 Pak paint finish in light yellow

Galah feet, laser cut steel 2 Pak paint finish in dark grey

Better in

4.5m

2.4m

Better in

Berrigan

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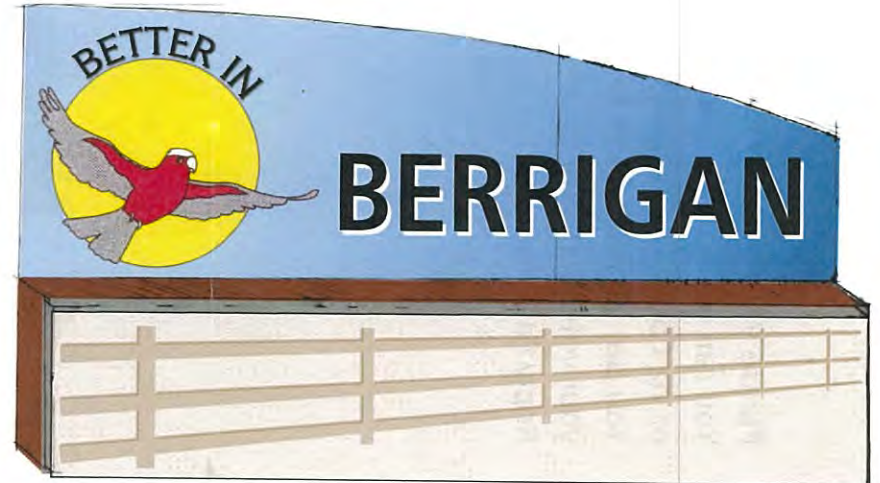
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D. E. [signature]

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Lighting will be included with all entry options

Concept Option A
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

Please vote for your favourite sign!

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Concept Option C
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Concept Option B
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Concept Option C
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Concept Option A
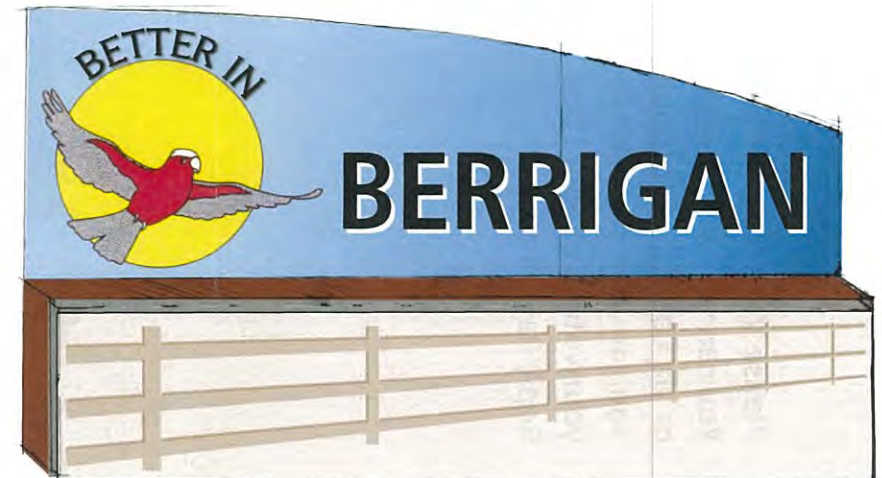Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☒ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

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LM·LA

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Concept Option B
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Concept Option C
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Concept Option B
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☑ Tick here if you prefer Concept B

Concept Option C
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Concept Option B
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Tick here if you prefer Concept B

Concept Option C
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Tick here if you prefer Option C

LM·LA

Appendix "E"

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BETTER IN BERRIGAN

Concept Option A
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☐ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

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Concept Option A
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☐ Tick here if you prefer Option A

Concept Option B
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☑ Tick here if you prefer Concept B

Concept Option C
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LM·LA

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Concept Option B
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

![Berrigan Shire logo]

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BETTER IN BERRIGAN

Concept Option A
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☐ Tick here if you prefer Option A

Better in Berrigan

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Concept B

BETTER IN BERRIGAN

Concept Option C
Please refer to the concept pages for materials and detailed explanation

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LM·LA

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Concept Option A
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Concept Option B *Best one by far !*
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

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Tick here if you prefer Option A

Concept Option B
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Concept Option C
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Concept Option C
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LM·LA

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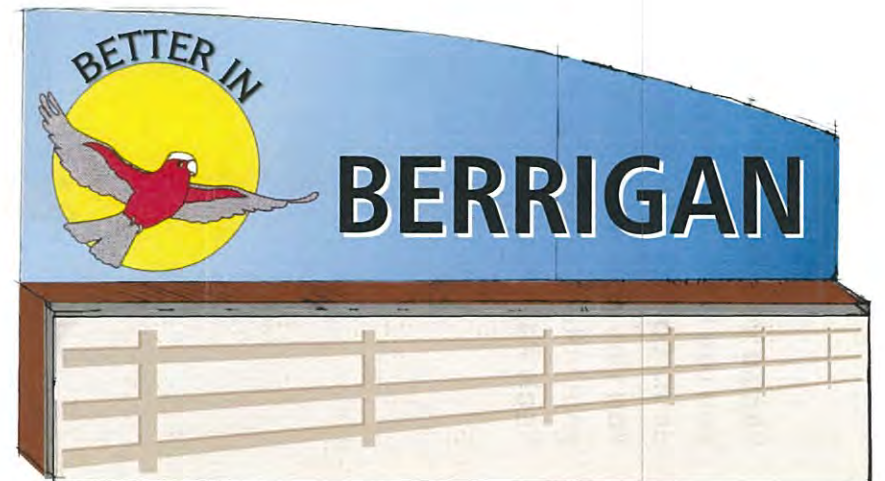
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Concept Option B
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Concept Option C
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Concept Option B
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Concept Option C
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Option C
With bird from option B Please

LM·LA

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Concept Option A
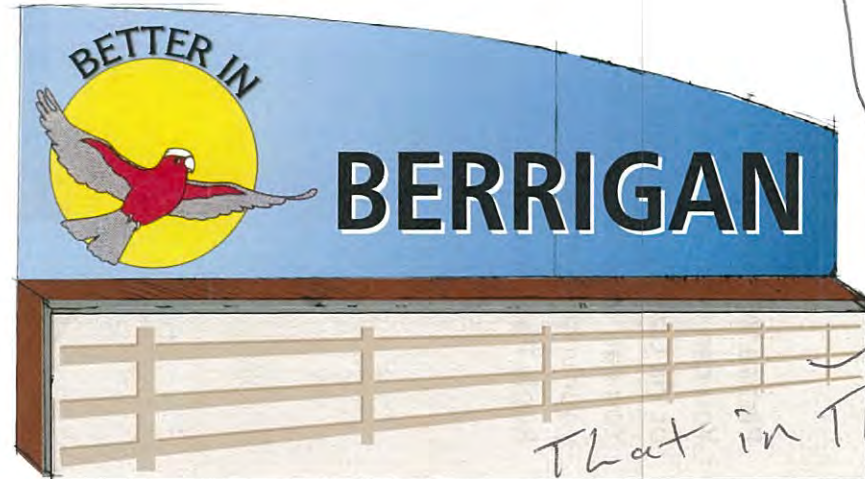Please refer to the concept pages for materials and detailed explanation

☐   Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐   Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☒   Tick here if you prefer Option C ✓

LM·LA

![Berrigan Shire logo]

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BETTER IN BERRIGAN

Concept Option A
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option A

Better in Berrigan

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

BETTER IN BERRIGAN

Concept Option C
Please refer to the concept pages for materials and detailed explanation

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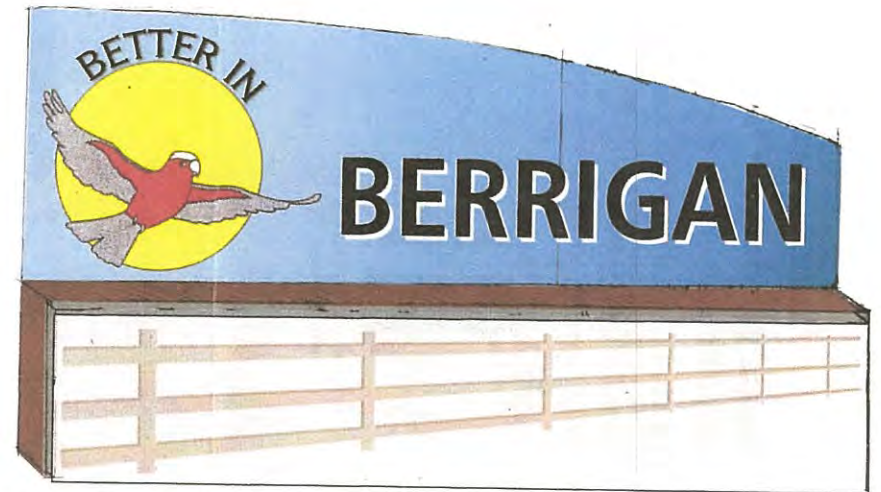Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Concept B

Concept Option C
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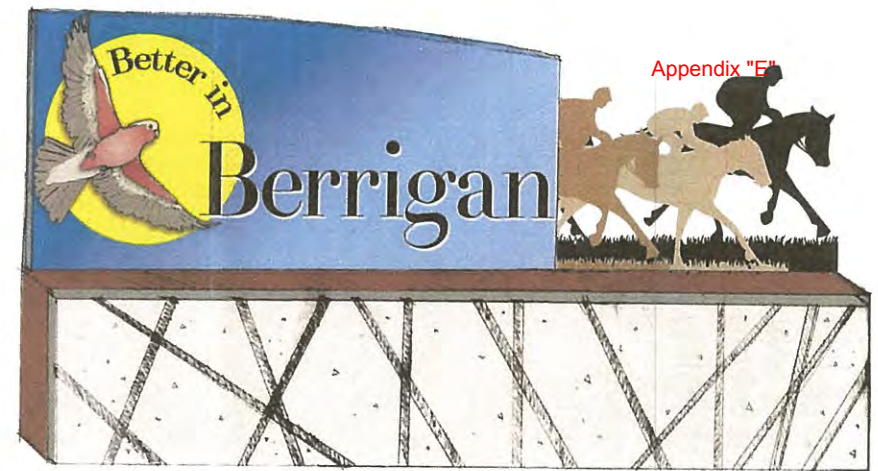
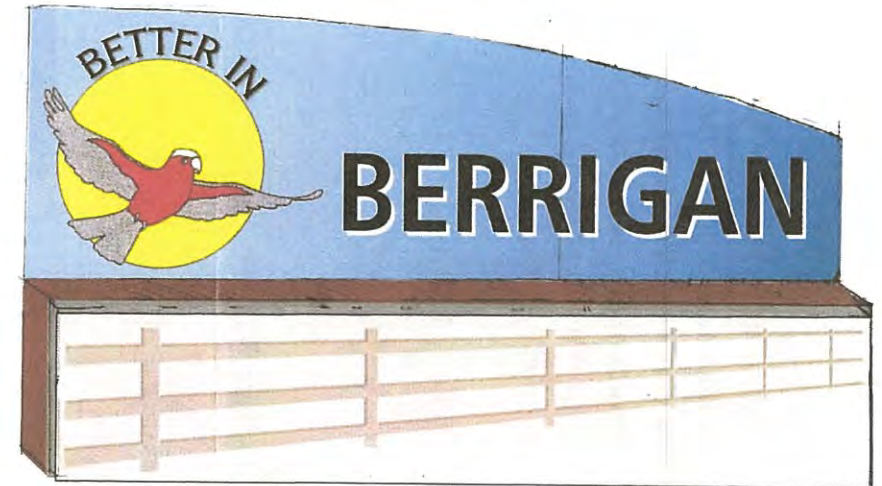Lighting will be included with all entry options

Concept Option A
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LM·LA

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LM·LA

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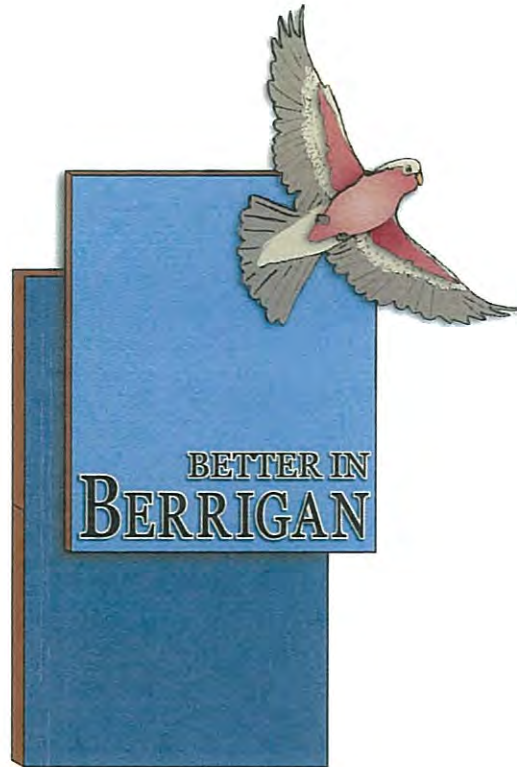www.surveymonkey.com/r/Berrigan
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excellent !

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Concept Option B
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☐ Tick here if you prefer Concept B

Concept Option C
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Concept Option C
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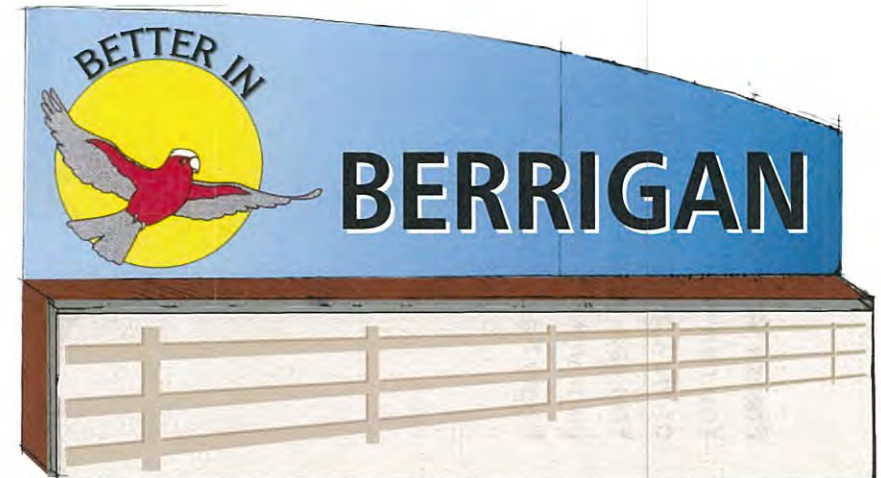Please refer to the concept pages for materials and detailed explanation

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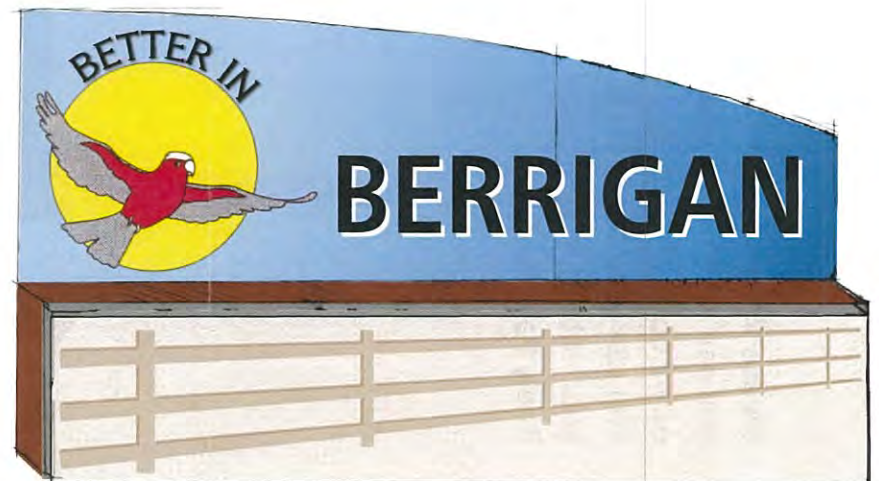☐ Tick here if you prefer Option A

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TOO MUCH BLUE

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☑ C Tick here if you prefer Option C

WOULD MUCH PREFER NEW SIGNS SAME AS AT SOUTH ENTRANCE.

LM·LA

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LM·LA

BERRIGAN SHIRE COUNCIL

0 4 DEC 2017

FILE _____

REFER TO *CIM*

COPY TO *DIS SSPC*

ACTION / CODE

ACKNOWLEDGE Y / N

3rd December, 2017.

Berrigan Shire Council
Chanter Street
BERRIGAN 2712

ATTENTION: Mr Rowan Perkins and Councillors

RE: TOWN ENTRY SIGNS

COPY

Dear Sirs,

Berrigan Shire Council has committed to revamp the Town Entrance Signs within the four shire towns.   Consultants have been employed for the purpose of the 'town concept plans' and draw up the plans.   This is wonderful if the outcome is correct for each town.

Residents of Berrigan have met on a number of occasions, but the messages to the consultants don't seem to be heard.

My personal opinion was that if the Shire insists on needing to change the Southern Entrance to Berrigan, why we have to have a sign that is not in keeping with the area.

The 'Government Tank Paddock' has regenerated over the years and has a natural historic feel, with the current 'Welcome to Berrigan' Sign incorporating the replica 'historic fence', why we cannot adopt a sign that reflects the area, the natural colour of the bushland, made of the rustic metal seen in many other area, keeping unity in the area.

The material used in the signs on offer will fade within 5 – 8 years and look washed out. I understand we will be reassured that this is not the case, but the Conservation Group were reassured that the signs they erected in the Tank Paddock wouldn't fade. Seven years on they are fading. Also, the colour blue will be 'lost' into the sky as well as out of place at the Southern Entrance. The description I would use of the options offered is 'gaudy'.

Inspecting both Finley and Tocumwal signage, I can understand why the residents are not happy with them.   Berrigan needs to get this right, understanding that not all residents will agree, but the complicated, hard to read signage isn't the answer. Please so back to the drawing board or ask the residents to design the signage.

NOTE: Entrance signage to towns is normally on the left hand side, visual when entering the area. To locate signage on the right hand sign, with oncoming traffic passing eg a B Double truck, the signage would be missed. I would like to see an area on the left hand side of Jerilderie Street have pipes inserted into the drain giving a level area to install the entrance sign.

OUTCOME: Leave the 'Welcome to Berrigan Sign/Garden' to the Berrigan Tidy Towns & Conversation Group to allow them to update the signage in garden to reflect the Bird Hide and Wetlands Area in the Government Tank Paddock and the Shire place new signage on left hand side of road.

Onto the survey:-

Otpion A – Unreadable.

Option B – As above – have a sign in keeping the area where it is placed. The crossed lines on plinth is strange with the *race horses* have run their race 30 yrs ago when Berrigan WAS the home of the horses! Signage too busy.
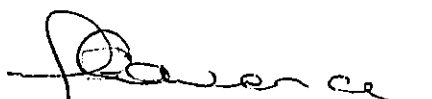
Option C - I asked at the last consultation meeting, that the consultants come up with a sign that would be in keeping with the area of the Government Tank Paddock and the historic fence in the garden – it seems, the message wasn't conveyed correctly as the outcome isn't acceptable. The Galah is of a different design. The plinth is odd.

I would like to see signage that will last, not busy and hard to read and leave our history advertised within the town eg at Hayes Park where travellers can stop and read.

Berrigan is a quaint historic village, by over doing the signage will take the 'feel' from the town.

Please take the time to get the signage correct as the wastage of money is infuriating when funds could be used more wisely.

Thanking you,

Jude Lawrence
28 Racecourse Road
BERRIGAN   2712

0408 852481

Please vote for your favourite sign!

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The signs have been developed as part of the Town Concept Plans.

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How to Vote
1. You can vote online at
www.surveymonkey.com/r/Berrigan
or via Council's Facebook page

2. Post your vote using the reply paid envelope

The results of this vote will help the Council decide which sign will be built.

Sign setting note:
It is intended that the existing garden and post and rail fence at the southern entry will be retained as part of the entry setting.

Lighting will be included with all entry options

Concept Option A
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·L

NOTHING WRONG WITH SOUTHERN ENTRANCE WHY WASTE THE MONEY?

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Concept Option A
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☐ Tick here if you prefer Option A

NOT READABLE

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

NO LONGER 'HOME OF HORSES'!
BASE?

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

FENCE?
NOT IN KEEPING WITH SOUTH ENT

LM·L

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Concept Option A
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

Tick here if you prefer Option C

LM·LA

BILLBOARD TYPE SIGN

REMOVE "Better In" FROM LOGO

BLUE AS PER LOGO

LETTERING a Minimum of ·500 HIGH + BOLDER

BACKGROUND CLOUD WHITE/GREY

BETTER IN

WELCOME

TO

LETTERING minimum OF ·700 mm HIGH

2·500 HIGH

BERRIGAN

Minimum of ·800 off GROUND

4·500 WIDE

Please vote for your favourite sign!

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Handwritten: ALL·WRONG COLOURING
- *TOO SMALL — LETTERING*
- *CANNOT SEE BLACK ON BLUE.*
- *STRUCTURE TO SMALL*

Concept Option A
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option A

Handwritten: ALL MUST BE AT LEAST ·800 OFF GROUND

Handwritten signatures: Thomas M Pyle   Heather Pyle

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

Handwritten: ANY PRINT ON BLUE IS HARD TO READ ESP AT A GLANCE

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Option C

LM·LA

THIS IS ABSOLUTE RUBBISH! A TOTAL WASTE OF MONEY. DOES NOT EVEN SAY "WELCOME"!! WHAT ABOUT OUR HISTORY? ALL YOU'VE GOT IS A GALAH!! INDICATIVE OF THOSE THAT SUPPORT AND/OR DESIGNED THIS RUBBISH. YOU HAVE NOT LISTENED EXCEPT TO A FEW. WHAT AN EMBARRASSMENT

Please vote for your favourite sign!

Berrigan Shire Council has committed to Town Entry Signs for all the towns in the Shire. Signs have been delivered for Tocumwal and Finley. Now it is time Berrigan and Barooga.

THESE TWO ARE A JOKE!!!

The signs have been developed as part of the Town Concept Plans.

Now we would like your input to

AT THE VERY LEAST YOU NEED TO GO BACK TO A SIGN SIMILAR TO THE SOUTH (ALBURY) ENTRY. MAKE IT LARGER AND SAY 'WELCOME TO BERRIGAN' AT LEAST & NATURAL VEGITATION UNDERNEATH GET RID OF THE BLUE COLOUR & RED/BROWN. TOO HARD TO READ

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PEOPLES INTEREST NOT MAKE THE TOWN A LAUGHING STOCK. I AM TOTALY DISGUSTED.

WHERE IS FEDERATION WHERE IS RURAL FIRE SERVICE. THIS IS SUPPOSED TO TWEAK

Concept Option A
Please refer to the concept pages for materials and detailed explanation

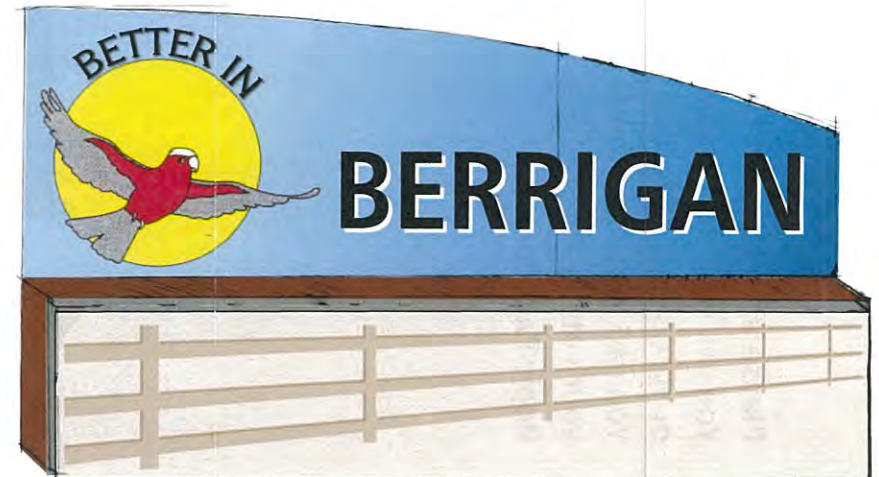NO ☐ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

NO ☐ Tick here if you prefer Concept B

VERY BIG DISAPPOINTMENT.
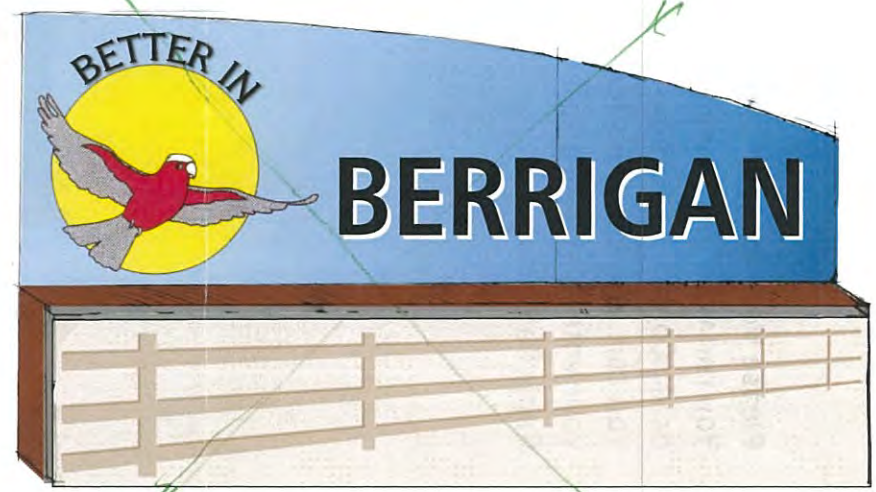
Concept Option C
Please refer to the concept pages for materials and detailed explanation

NO ☐ Tick here if you prefer Option C

TONY TAYLOR

LM·LA

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ALL TOO SMALL NO WELCOME NO HISTORY OR INFO (handwritten)

BETTER IN BERRIGAN

Concept Option A
Please refer to the concept pages for materials and detailed explanation

NO Tick here if you prefer Option A

Better in Berrigan

Concept Option B
Please refer to the concept pages for materials and detailed explanation

NO Tick here if you prefer Concept B

BETTER IN BERRIGAN

Concept Option C
Please refer to the concept pages for materials and detailed explanation

NO Tick here if you prefer Option C

LM·LA

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Concept Option A
Please refer to the concept pages for materials and detailed explanation

NO | Tick here if you prefer Option A

TRY AGAIN

Concept Option B
Please refer to the concept pages for materials and detailed explanation

NO | Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

NO | Tick here if you prefer Option C

LM·LA

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Concept Option A
Please refer to the concept pages for materials and detailed explanation

NO Tick here if you prefer Option A

TRY FOR SOMETHING UNIQUE

Concept Option B
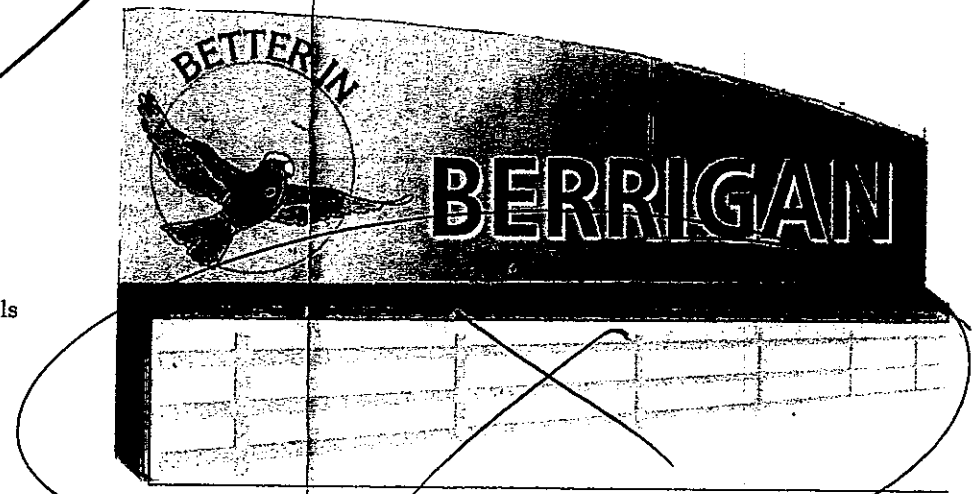Please refer to the concept pages for materials and detailed explanation

NO Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

NO Tick here if you prefer Option C

LM·LA

![BERRIGAN SHIRE]

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[Handwritten annotations:]
NO MENTION OF BUSH FIRE BRIGADE.
FEDERATION 14/5/1893 INVITATION TO CORONA.
THIS TOWN TOO SMALL
Corona was 32 miles closer than Albury on horse vehicle

BERRIGAN DEMANDED IT BE AT CORONA
Josh O'Neill
Local history for Heritage ctee
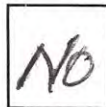
ALSO. THE O'DNYER FAMILY WON A VICTORY IN ENGLAND PRIVY COUNCIL OVER FREE TRADE BETWEEN STATES (SECTION 92 Constitution) 1880s J O'Neill.

Concept Option B
Please refer to the concept pages for materials and detailed explanation
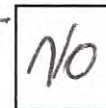
NO — Tick here if you prefer Concept B

[Handwritten:] Federation League 14/5/1893
E J Gorman Chair
E Lapthone Sec
D Drummond. Mover
E Fowle Seconder
MOTION TO INVITE Jon

Concept Option A
Please refer to the concept pages for materials and detailed explanation

NO — Tick here if you prefer Option A

Concept Option C
Please refer to the concept pages for materials and detailed explanation

NO — Tick here if you prefer Option C

[Handwritten:] Sorry by Realths for poor hes lin 19/11/17 Awaiting Surgery

LM·LA

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Concept Option A
Please refer to the concept pages for materials and detailed explanation

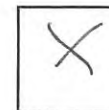*NO* Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

NO Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

NO Tick here if you prefer Option C

LM·LA

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BERRIGAN SHIRE COUNCIL

17 NOV 2017

Rec'd ....

Concept Option A
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Option A

Concept Option B
Please refer to the concept pages for materials and detailed explanation

☐ Tick here if you prefer Concept B

Concept Option C
Please refer to the concept pages for materials and detailed explanation

☑ Tick here if you prefer Option C

LM·LA

#1

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 3:03:22 PM
Last Modified:	Tuesday, November 07, 2017 3:03:57 PM
Time Spent:	00:00:35
IP Address:	120.154.83.252

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#2

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 3:09:35 PM
Last Modified:	Tuesday, November 07, 2017 3:10:54 PM
Time Spent:	00:01:19
IP Address:	58.166.214.142

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#3

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 3:15:43 PM
Last Modified:	Tuesday, November 07, 2017 3:16:28 PM
Time Spent:	00:00:44
IP Address:	120.150.93.148

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#4

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:12:01 PM
Last Modified:	Tuesday, November 07, 2017 4:12:33 PM
Time Spent:	00:00:32
IP Address:	1.136.104.228

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#5

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:13:55 PM
Last Modified:	Tuesday, November 07, 2017 4:14:21 PM
Time Spent:	00:00:25
IP Address:	1.129.110.235

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#6

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:23:27 PM
Last Modified:	Tuesday, November 07, 2017 4:23:47 PM
Time Spent:	00:00:19
IP Address:	137.147.19.161

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#7

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:28:38 PM
Last Modified:	Tuesday, November 07, 2017 4:28:58 PM
Time Spent:	00:00:19
IP Address:	110.144.53.197

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#8

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:32:22 PM
Last Modified:	Tuesday, November 07, 2017 4:32:40 PM
Time Spent:	00:00:17
IP Address:	172.196.52.136

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#9

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:33:12 PM
Last Modified:	Tuesday, November 07, 2017 4:33:32 PM
Time Spent:	00:00:20
IP Address:	1.152.104.83

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#10

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:36:49 PM
Last Modified:	Tuesday, November 07, 2017 4:38:07 PM
Time Spent:	00:01:17
IP Address:	139.216.165.101

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Respondent skipped this question

Page 2: Design Notes

Q2 Select the sign that you prefer

Concept B

#11

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:39:33 PM
Last Modified:	Tuesday, November 07, 2017 4:40:17 PM
Time Spent:	00:00:44
IP Address:	60.229.153.84

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#12

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:41:33 PM
Last Modified:	Tuesday, November 07, 2017 4:42:08 PM
Time Spent:	00:00:35
IP Address:	1.136.111.201

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#13

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:43:45 PM
Last Modified:	Tuesday, November 07, 2017 4:45:32 PM
Time Spent:	00:01:46
IP Address:	1.152.105.202

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#14

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 4:57:25 PM
Last Modified:	Tuesday, November 07, 2017 4:57:43 PM
Time Spent:	00:00:17
IP Address:	101.176.153.216

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#15

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 5:20:42 PM
Last Modified:	Tuesday, November 07, 2017 5:21:21 PM
Time Spent:	00:00:39
IP Address:	1.152.106.14

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#16

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 5:27:29 PM
Last Modified:	Tuesday, November 07, 2017 5:27:58 PM
Time Spent:	00:00:28
IP Address:	120.144.135.147

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#17

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 5:30:12 PM
Last Modified:	Tuesday, November 07, 2017 5:30:47 PM
Time Spent:	00:00:35
IP Address:	121.214.111.98

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#18

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 5:38:49 PM
Last Modified:	Tuesday, November 07, 2017 5:39:09 PM
Time Spent:	00:00:19
IP Address:	120.150.66.30

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#19

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 5:39:34 PM
Last Modified:	Tuesday, November 07, 2017 5:40:18 PM
Time Spent:	00:00:44
IP Address:	120.144.15.210

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#20

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 5:39:53 PM
Last Modified:	Tuesday, November 07, 2017 5:40:25 PM
Time Spent:	00:00:31
IP Address:	116.250.232.71

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#21

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 5:50:40 PM
Last Modified:	Tuesday, November 07, 2017 5:51:06 PM
Time Spent:	00:00:25
IP Address:	1.129.104.135

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#22

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 5:54:57 PM
Last Modified:	Tuesday, November 07, 2017 5:55:23 PM
Time Spent:	00:00:26
IP Address:	118.209.78.3

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#23

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 5:55:16 PM
Last Modified:	Tuesday, November 07, 2017 5:55:41 PM
Time Spent:	00:00:24
IP Address:	1.136.110.85

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#24

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 6:09:22 PM
Last Modified:	Tuesday, November 07, 2017 6:10:29 PM
Time Spent:	00:01:07
IP Address:	1.136.104.8

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#25

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 6:25:57 PM
Last Modified:	Tuesday, November 07, 2017 6:26:14 PM
Time Spent:	00:00:17
IP Address:	83.136.45.171

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#26

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 6:43:34 PM
Last Modified:	Tuesday, November 07, 2017 6:43:54 PM
Time Spent:	00:00:20
IP Address:	1.144.108.56

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#27

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 6:53:22 PM
Last Modified:	Tuesday, November 07, 2017 6:53:43 PM
Time Spent:	00:00:21
IP Address:	1.129.106.211

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#28

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 6:54:02 PM
Last Modified:	Tuesday, November 07, 2017 6:54:55 PM
Time Spent:	00:00:53
IP Address:	110.150.64.181

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#29

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 6:54:43 PM
Last Modified:	Tuesday, November 07, 2017 6:55:00 PM
Time Spent:	00:00:16
IP Address:	1.144.107.65

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#30

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 7:03:46 PM
Last Modified:	Tuesday, November 07, 2017 7:05:05 PM
Time Spent:	00:01:19
IP Address:	1.152.109.160

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#31

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 7:09:01 PM
Last Modified:	Tuesday, November 07, 2017 7:09:22 PM
Time Spent:	00:00:21
IP Address:	137.147.25.173

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#32

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 7:13:16 PM
Last Modified:	Tuesday, November 07, 2017 7:13:41 PM
Time Spent:	00:00:24
IP Address:	1.136.108.98

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#33

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 7:14:13 PM
Last Modified:	Tuesday, November 07, 2017 7:14:32 PM
Time Spent:	00:00:18
IP Address:	139.168.204.162

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

Appendix "E"

#34

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 7:15:17 PM
Last Modified:	Tuesday, November 07, 2017 7:15:43 PM
Time Spent:	00:00:25
IP Address:	203.123.102.100

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#35

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 7:23:20 PM
Last Modified:	Tuesday, November 07, 2017 7:23:57 PM
Time Spent:	00:00:36
IP Address:	121.220.62.38

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#36

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 7:27:51 PM
Last Modified:	Tuesday, November 07, 2017 7:28:32 PM
Time Spent:	00:00:41
IP Address:	1.136.108.190

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#37

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 7:42:04 PM
Last Modified:	Tuesday, November 07, 2017 7:42:21 PM
Time Spent:	00:00:17
IP Address:	49.185.184.230

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#38

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 7:42:56 PM
Last Modified:	Tuesday, November 07, 2017 7:44:16 PM
Time Spent:	00:01:19
IP Address:	110.148.140.243

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#39

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 7:44:42 PM
Last Modified:	Tuesday, November 07, 2017 7:45:26 PM
Time Spent:	00:00:43
IP Address:	203.40.130.124

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#40

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 8:11:41 PM
Last Modified:	Tuesday, November 07, 2017 8:12:25 PM
Time Spent:	00:00:43
IP Address:	1.144.106.87

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#41

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 8:25:56 PM
Last Modified:	Tuesday, November 07, 2017 8:26:55 PM
Time Spent:	00:00:58
IP Address:	1.152.105.194

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#42

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 8:28:18 PM
Last Modified:	Tuesday, November 07, 2017 8:28:28 PM
Time Spent:	00:00:10
IP Address:	202.7.232.40

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#43

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 8:48:38 PM
Last Modified:	Tuesday, November 07, 2017 8:49:09 PM
Time Spent:	00:00:31
IP Address:	1.144.110.228

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#44

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 8:50:46 PM
Last Modified:	Tuesday, November 07, 2017 8:51:02 PM
Time Spent:	00:00:16
IP Address:	117.20.64.44

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#45

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 8:51:42 PM
Last Modified:	Tuesday, November 07, 2017 8:52:12 PM
Time Spent:	00:00:30
IP Address:	49.182.72.191

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#46

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 9:13:28 PM
Last Modified:	Tuesday, November 07, 2017 9:13:48 PM
Time Spent:	00:00:20
IP Address:	1.129.104.11

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#47

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 9:17:22 PM
Last Modified:	Tuesday, November 07, 2017 9:17:59 PM
Time Spent:	00:00:37
IP Address:	120.150.98.98

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#48

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 9:30:34 PM
Last Modified:	Tuesday, November 07, 2017 9:30:45 PM
Time Spent:	00:00:10
IP Address:	58.107.182.67

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#49

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 9:41:49 PM
Last Modified:	Tuesday, November 07, 2017 9:43:41 PM
Time Spent:	00:01:51
IP Address:	110.140.40.84

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#50

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 07, 2017 9:45:16 PM
Last Modified:	Tuesday, November 07, 2017 9:46:31 PM
Time Spent:	00:01:15
IP Address:	120.144.151.133

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#51

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 12:21:30 AM
Last Modified:	Wednesday, November 08, 2017 12:22:26 AM
Time Spent:	00:00:55
IP Address:	1.144.105.129

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#52

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 1:00:03 AM
Last Modified:	Wednesday, November 08, 2017 1:04:33 AM
Time Spent:	00:04:29
IP Address:	1.40.253.181

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Respondent skipped this question

Page 2: Design Notes

Q2 Select the sign that you prefer

Concept C

#53

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 1:28:33 AM
Last Modified:	Wednesday, November 08, 2017 1:28:59 AM
Time Spent:	00:00:26
IP Address:	1.129.109.66

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#54

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 4:05:40 AM
Last Modified:	Wednesday, November 08, 2017 4:06:05 AM
Time Spent:	00:00:24
IP Address:	85.255.236.210

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#55

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 7:25:08 AM
Last Modified:	Wednesday, November 08, 2017 7:26:15 AM
Time Spent:	00:01:07
IP Address:	1.129.107.224

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#56

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 7:46:40 AM
Last Modified:	Wednesday, November 08, 2017 7:47:00 AM
Time Spent:	00:00:19
IP Address:	103.217.166.227

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#57

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 8:52:01 AM
Last Modified:	Wednesday, November 08, 2017 8:52:23 AM
Time Spent:	00:00:21
IP Address:	1.144.108.51

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#58

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 9:02:05 AM
Last Modified:	Wednesday, November 08, 2017 9:02:41 AM
Time Spent:	00:00:36
IP Address:	58.164.96.167

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#59

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 9:14:30 AM
Last Modified:	Wednesday, November 08, 2017 9:15:00 AM
Time Spent:	00:00:29
IP Address:	1.144.111.67

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#60

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 9:17:21 AM
Last Modified:	Wednesday, November 08, 2017 9:19:02 AM
Time Spent:	00:01:40
IP Address:	101.160.4.58

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#61

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 9:19:47 AM
Last Modified:	Wednesday, November 08, 2017 9:20:03 AM
Time Spent:	00:00:15
IP Address:	101.182.124.22

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#62

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 9:21:32 AM
Last Modified:	Wednesday, November 08, 2017 9:21:51 AM
Time Spent:	00:00:19
IP Address:	49.199.69.18

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#63

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 9:29:27 AM
Last Modified:	Wednesday, November 08, 2017 9:30:52 AM
Time Spent:	00:01:24
IP Address:	58.164.22.46

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#64

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 9:35:53 AM
Last Modified:	Wednesday, November 08, 2017 9:36:11 AM
Time Spent:	00:00:18
IP Address:	121.214.135.108

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#65

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 10:35:49 AM
Last Modified:	Wednesday, November 08, 2017 10:36:19 AM
Time Spent:	00:00:29
IP Address:	144.138.110.213

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#66

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 10:41:57 AM
Last Modified:	Wednesday, November 08, 2017 10:42:17 AM
Time Spent:	00:00:20
IP Address:	137.154.29.146

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#67

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 10:50:40 AM
Last Modified:	Wednesday, November 08, 2017 10:50:52 AM
Time Spent:	00:00:11
IP Address:	110.142.31.133

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#68

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 12:08:11 PM
Last Modified:	Wednesday, November 08, 2017 12:08:58 PM
Time Spent:	00:00:46
IP Address:	61.68.160.153

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#69

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 12:14:19 PM
Last Modified:	Wednesday, November 08, 2017 12:15:20 PM
Time Spent:	00:01:00
IP Address:	1.129.104.237

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#70

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 12:22:49 PM
Last Modified:	Wednesday, November 08, 2017 12:23:13 PM
Time Spent:	00:00:24
IP Address:	1.129.108.199

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#71

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 12:30:06 PM
Last Modified:	Wednesday, November 08, 2017 12:30:54 PM
Time Spent:	00:00:47
IP Address:	101.175.233.25

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#72

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 12:13:04 PM
Last Modified:	Wednesday, November 08, 2017 1:36:31 PM
Time Spent:	01:23:27
IP Address:	203.45.217.207

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#73

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 2:32:36 PM
Last Modified:	Wednesday, November 08, 2017 2:33:09 PM
Time Spent:	00:00:33
IP Address:	1.136.110.81

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#74

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 3:01:51 PM
Last Modified:	Wednesday, November 08, 2017 3:02:07 PM
Time Spent:	00:00:16
IP Address:	110.144.110.149

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#75

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 3:13:03 PM
Last Modified:	Wednesday, November 08, 2017 3:14:54 PM
Time Spent:	00:01:50
IP Address:	1.129.110.126

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#76

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 3:48:51 PM
Last Modified:	Wednesday, November 08, 2017 3:51:44 PM
Time Spent:	00:02:52
IP Address:	101.178.177.192

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Respondent skipped this question

Page 2: Design Notes

Q2 Select the sign that you prefer

Concept B

#77

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 4:05:42 PM
Last Modified:	Wednesday, November 08, 2017 4:06:09 PM
Time Spent:	00:00:27
IP Address:	1.128.106.131

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#78

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 5:33:39 PM
Last Modified:	Wednesday, November 08, 2017 5:33:59 PM
Time Spent:	00:00:19
IP Address:	60.241.25.111

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#79

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 7:07:00 PM
Last Modified:	Wednesday, November 08, 2017 7:07:21 PM
Time Spent:	00:00:20
IP Address:	180.181.67.194

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#80

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 7:21:19 PM
Last Modified:	Wednesday, November 08, 2017 7:22:24 PM
Time Spent:	00:01:05
IP Address:	203.193.211.132

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#81

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 7:38:34 PM
Last Modified:	Wednesday, November 08, 2017 7:38:50 PM
Time Spent:	00:00:16
IP Address:	101.180.185.205

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#82

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 08, 2017 10:12:13 PM
Last Modified:	Wednesday, November 08, 2017 10:12:53 PM
Time Spent:	00:00:39
IP Address:	121.210.131.233

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#83

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 6:47:31 AM
Last Modified:	Thursday, November 09, 2017 6:47:46 AM
Time Spent:	00:00:15
IP Address:	58.96.82.128

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#84

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 7:09:46 AM
Last Modified:	Thursday, November 09, 2017 7:11:31 AM
Time Spent:	00:01:44
IP Address:	1.132.104.237

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#85

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 11:39:30 AM
Last Modified:	Thursday, November 09, 2017 11:39:47 AM
Time Spent:	00:00:16
IP Address:	1.136.110.105

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#86

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 3:14:31 PM
Last Modified:	Thursday, November 09, 2017 3:15:11 PM
Time Spent:	00:00:40
IP Address:	1.129.105.177

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#87

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 6:08:09 PM
Last Modified:	Thursday, November 09, 2017 6:08:29 PM
Time Spent:	00:00:20
IP Address:	110.150.148.98

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#88

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 09, 2017 10:20:16 PM
Last Modified:	Thursday, November 09, 2017 10:20:39 PM
Time Spent:	00:00:23
IP Address:	60.227.38.174

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#89

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 6:03:44 AM
Last Modified:	Friday, November 10, 2017 6:04:23 AM
Time Spent:	00:00:38
IP Address:	172.196.116.165

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#90

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 3:24:42 PM
Last Modified:	Friday, November 10, 2017 3:25:11 PM
Time Spent:	00:00:28
IP Address:	1.136.106.62

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#91

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Friday, November 10, 2017 3:27:37 PM
Last Modified:	Friday, November 10, 2017 3:28:21 PM
Time Spent:	00:00:44
IP Address:	1.136.109.205

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#92

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 11, 2017 10:20:54 AM
Last Modified:	Saturday, November 11, 2017 10:21:57 AM
Time Spent:	00:01:02
IP Address:	139.168.133.51

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#93

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 11, 2017 11:50:35 AM
Last Modified:	Saturday, November 11, 2017 11:50:54 AM
Time Spent:	00:00:19
IP Address:	1.144.108.156

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#94

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 16, 2017 10:50:58 AM
Last Modified:	Thursday, November 16, 2017 10:51:27 AM
Time Spent:	00:00:29
IP Address:	59.101.214.227

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#95

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Thursday, November 16, 2017 3:28:21 PM
Last Modified:	Thursday, November 16, 2017 3:29:19 PM
Time Spent:	00:00:58
IP Address:	1.41.79.142

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#96

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Thursday, November 16, 2017 8:13:57 PM
Last Modified:	Thursday, November 16, 2017 8:14:25 PM
Time Spent:	00:00:27
IP Address:	1.144.106.28

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#97

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Thursday, November 16, 2017 8:17:45 PM
Last Modified:	Thursday, November 16, 2017 8:18:21 PM
Time Spent:	00:00:35
IP Address:	1.129.111.148

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#98

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 9:13:25 AM
Last Modified:	Saturday, November 18, 2017 9:14:17 AM
Time Spent:	00:00:51
IP Address:	101.160.141.4

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#99

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 9:13:11 AM
Last Modified:	Saturday, November 18, 2017 9:14:36 AM
Time Spent:	00:01:24
IP Address:	122.129.151.2

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#100

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 9:06:45 AM
Last Modified:	Saturday, November 18, 2017 9:17:05 AM
Time Spent:	00:10:20
IP Address:	116.250.167.10

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Respondent skipped this question

Page 2: Design Notes

Q2 Select the sign that you prefer

Concept B

#101

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 9:29:55 AM
Last Modified:	Saturday, November 18, 2017 9:30:29 AM
Time Spent:	00:00:34
IP Address:	1.144.109.171

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#102

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 9:31:13 AM
Last Modified:	Saturday, November 18, 2017 9:31:27 AM
Time Spent:	00:00:13
IP Address:	1.136.108.101

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#103

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 10:12:44 AM
Last Modified:	Saturday, November 18, 2017 10:13:04 AM
Time Spent:	00:00:20
IP Address:	1.144.105.95

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#104

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 11:41:34 AM
Last Modified:	Saturday, November 18, 2017 11:42:01 AM
Time Spent:	00:00:26
IP Address:	110.150.225.115

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#105

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 11:47:06 AM
Last Modified:	Saturday, November 18, 2017 11:47:18 AM
Time Spent:	00:00:12
IP Address:	120.154.64.112

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#106

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 11:53:22 AM
Last Modified:	Saturday, November 18, 2017 11:53:54 AM
Time Spent:	00:00:32
IP Address:	110.149.144.159

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#107

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 1:20:25 PM
Last Modified:	Saturday, November 18, 2017 1:20:51 PM
Time Spent:	00:00:25
IP Address:	120.144.26.52

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#108

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 5:41:05 PM
Last Modified:	Saturday, November 18, 2017 5:41:57 PM
Time Spent:	00:00:52
IP Address:	139.168.57.71

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#109

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, November 18, 2017 9:22:48 PM
Last Modified:	Saturday, November 18, 2017 9:24:25 PM
Time Spent:	00:01:37
IP Address:	203.59.33.250

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#110

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, November 19, 2017 5:57:07 AM
Last Modified:	Sunday, November 19, 2017 5:57:37 AM
Time Spent:	00:00:30
IP Address:	58.168.225.186

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#111

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, November 19, 2017 8:14:52 AM
Last Modified:	Sunday, November 19, 2017 8:15:39 AM
Time Spent:	00:00:46
IP Address:	124.188.230.198

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#112

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, November 19, 2017 12:45:58 PM
Last Modified:	Sunday, November 19, 2017 12:46:19 PM
Time Spent:	00:00:21
IP Address:	110.149.126.55

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#113

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, November 19, 2017 6:15:39 PM
Last Modified:	Sunday, November 19, 2017 6:16:03 PM
Time Spent:	00:00:23
IP Address:	101.187.77.18

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#114

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Monday, November 20, 2017 12:58:01 PM
Last Modified:	Monday, November 20, 2017 1:00:57 PM
Time Spent:	00:02:56
IP Address:	101.160.163.98

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#115

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Monday, November 20, 2017 1:45:56 PM
Last Modified:	Monday, November 20, 2017 1:46:20 PM
Time Spent:	00:00:23
IP Address:	1.136.109.140

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#116

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Monday, November 20, 2017 3:57:09 PM
Last Modified:	Monday, November 20, 2017 3:58:26 PM
Time Spent:	00:01:16
IP Address:	1.129.108.130

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#117

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Monday, November 20, 2017 5:08:21 PM
Last Modified:	Monday, November 20, 2017 5:09:10 PM
Time Spent:	00:00:49
IP Address:	196.52.60.11

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#118

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Monday, November 20, 2017 7:03:01 PM
Last Modified:	Monday, November 20, 2017 7:03:30 PM
Time Spent:	00:00:28
IP Address:	110.150.193.4

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#119

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Monday, November 20, 2017 9:02:24 PM
Last Modified:	Monday, November 20, 2017 9:02:55 PM
Time Spent:	00:00:30
IP Address:	139.168.66.15

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#120

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Monday, November 20, 2017 10:07:38 PM
Last Modified:	Monday, November 20, 2017 10:08:10 PM
Time Spent:	00:00:31
IP Address:	49.184.165.0

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#121

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 21, 2017 6:19:00 PM
Last Modified:	Tuesday, November 21, 2017 6:19:13 PM
Time Spent:	00:00:12
IP Address:	1.144.106.196

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#122

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Tuesday, November 21, 2017 8:02:03 PM
Last Modified:	Tuesday, November 21, 2017 8:02:18 PM
Time Spent:	00:00:15
IP Address:	203.213.255.50

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#123

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Wednesday, November 22, 2017 11:44:07 AM
Last Modified:	Wednesday, November 22, 2017 11:44:40 AM
Time Spent:	00:00:33
IP Address:	121.217.193.245

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#124

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Thursday, November 23, 2017 11:37:57 AM
Last Modified:	Thursday, November 23, 2017 11:38:24 AM
Time Spent:	00:00:26
IP Address:	58.168.10.55

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#125

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Thursday, November 23, 2017 11:39:32 AM
Last Modified:	Thursday, November 23, 2017 11:39:49 AM
Time Spent:	00:00:17
IP Address:	58.168.10.55

Page 1: Introduction

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Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#126

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 30, 2017 1:03:30 PM
Last Modified:	Thursday, November 30, 2017 1:03:58 PM
Time Spent:	00:00:28
IP Address:	60.229.151.130

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#127

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Thursday, November 30, 2017 3:54:32 PM
Last Modified:	Thursday, November 30, 2017 3:56:01 PM
Time Spent:	00:01:29
IP Address:	110.145.90.4

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#128

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Thursday, November 30, 2017 3:56:50 PM
Last Modified:	Thursday, November 30, 2017 3:56:58 PM
Time Spent:	00:00:07
IP Address:	110.145.90.4

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#129

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, December 02, 2017 9:02:31 AM
Last Modified:	Saturday, December 02, 2017 9:02:43 AM
Time Spent:	00:00:12
IP Address:	1.144.108.131

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#130

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, December 02, 2017 9:04:07 AM
Last Modified:	Saturday, December 02, 2017 9:04:52 AM
Time Spent:	00:00:44
IP Address:	121.220.61.196

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#131

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, December 02, 2017 9:40:06 AM
Last Modified:	Saturday, December 02, 2017 9:40:28 AM
Time Spent:	00:00:21
IP Address:	1.129.107.42

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#132

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, December 02, 2017 9:43:25 AM
Last Modified:	Saturday, December 02, 2017 9:43:37 AM
Time Spent:	00:00:11
IP Address:	110.143.95.190

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#133

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, December 02, 2017 11:17:46 AM
Last Modified:	Saturday, December 02, 2017 11:18:59 AM
Time Spent:	00:01:12
IP Address:	101.160.31.6

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#134

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, December 02, 2017 11:51:10 AM
Last Modified:	Saturday, December 02, 2017 11:51:42 AM
Time Spent:	00:00:31
IP Address:	1.129.110.182

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#135

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, December 02, 2017 12:40:29 PM
Last Modified:	Saturday, December 02, 2017 12:40:47 PM
Time Spent:	00:00:18
IP Address:	1.152.108.34

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#136

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, December 02, 2017 5:54:43 PM
Last Modified:	Saturday, December 02, 2017 5:55:23 PM
Time Spent:	00:00:39
IP Address:	1.136.110.61

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#137

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Saturday, December 02, 2017 11:08:54 PM
Last Modified:	Saturday, December 02, 2017 11:09:57 PM
Time Spent:	00:01:02
IP Address:	1.144.109.111

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option A

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#138

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 7:38:42 AM
Last Modified:	Sunday, December 03, 2017 7:38:54 AM
Time Spent:	00:00:11
IP Address:	1.152.104.223

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#139

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Sunday, December 03, 2017 7:48:13 PM
Last Modified:	Sunday, December 03, 2017 7:48:35 PM
Time Spent:	00:00:22
IP Address:	1.144.106.81

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option C

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

#140

COMPLETE

Collector:	Social Media Post 1 (Facebook Link)
Started:	Monday, December 04, 2017 9:47:24 PM
Last Modified:	Monday, December 04, 2017 9:48:16 PM
Time Spent:	00:00:51
IP Address:	1.144.107.151

Page 1: Introduction

Q1 Select the option you prefer (if you would like more information before you choose - click on the Register your Vote or Design Notes button).

Option B

Page 2: Design Notes

Q2 Select the sign that you prefer

Respondent skipped this question

audit
office
OF NEW SOUTH WALES

Contact:	Lawrissa Chan
Phone no:	02 9275 7255
Our ref:	D1730254/1692

Cr Matthew Hannan
Mayor
Berrigan Shire Council
56 Chanter Street
BERRIGAN NSW 2712

7 December 2017

Dear Cr Hannan

Berrigan Shire Council

Management Letter
for the year ended 30 June 2017

The final phase of our audit of Berrigan Shire Council (the Council) for the year ended 30 June 2017 is complete. This letter outlines:

• matters of governance interest I identified during the current audit

• unresolved matters identified during previous audits

• matters I am required to communicate under Australian Auditing Standards.

I planned and carried out my audit to obtain reasonable assurance the financial statements are free from material misstatement. Because my audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to my attention.

The Management Letter may be sent to the Minister, if requested.

For each matter in this letter, I have included my observations, risk assessment and recommendations. The risk assessment is based on my understanding of your business. Management should make its own assessment of the risks to the Council.

I have kept management informed of the issues included in this letter as they have arisen. A draft of this letter was provided to management on 24 November 2017. This letter includes management's formal responses, the person responsible for addressing the matter and the date by which this should be actioned.

As soon as practicable, I recommend you:

• assign responsibility for implementing the recommendations

• develop an action plan, including a timetable, to implement the recommendations

• nominate an individual or establish a committee to monitor and report on progress.

The Auditor-General may include items listed in this letter in the Report to Parliament. I will send you a draft of this report and ask for your comments before it is tabled in Parliament.

If you would like to discuss any of the matters raised in this letter, please contact me on 02 9275 7255 or Phil Delahunty on 03 5445 4200.

Yours sincerely

Lawrissa Chan
Director, Financial Audit Services

cc: Rowan Perkins
          General Manager

Berrigan Shire Council

Management Letter
for the Year Ended 30 June 2017

Berrigan Shire Council

Management Letter

for the year ended 30 June 2017

I have rated the risk of each issue as 'Extreme', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur.

The risk assessment matrix used aligns with the risk management framework in TPP12-03 'Risk Management Toolkit for the NSW Public Sector'.

This framework may be used as best practice for councils.

RISK LEVELS	
Extreme	12 – 16
Moderate	5 – 11
Low	1 – 4

The risk level is a combination of the consequences and likelihood.

		CONSEQUENCE			
		Low	**Medium**	**High**	**Very High**
LIKELIHOOD	**Almost Certain**	10	11	15	16
	Likely	4	9	13	14
	Possible	3	7	8	12
	Rare	1	2	5	6

Berrigan Shire Council

Management Letter

for the year ended 30 June 2017

For each issue identified, I have used the consequence and likelihood tables from TPP12-03 to guide my assessment.

Consequence levels and descriptors

Consequence level	Consequence level description
Very high	Affects the ability of your entire agency to achieve its objectives and may require third party intervention
High	Affects the ability of your entire agency to achieve its objectives and requires significant coordinated management effort at the executive level
Medium	Affects the ability of a single business unit in your agency to achieve its objectives but requires management effort from areas outside the business unit
Low	Affects the ability of a single business unit in your agency to achieve its objectives and can be managed within normal management practices

Likelihood levels and descriptors

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent
Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent

Summary of Issues

Appendix	Detail	Likelihood	Consequence	Risk Assessment
Financial Reporting Issues				
1.1	Understatement of depreciation expense on library books	Likely	Low	Low
1.2	Unrecorded liabilities	Likely	Low	Low
Control Issues				
1.3	Review of payroll masterfile changes	Likely	Medium	Moderate
1.4	Payroll upload error	Almost Certain	Medium	Moderate
1.5	Cash payments to caretaker staff through committee of management	Likely	Medium	Moderate
1.6	Supporting workpapers for asset revaluation	Possible	Low	Low
Information Technology Issues				
1.7	Non-IT staff have inappropriate access to directly modify financial data outside of the application	Possible	Medium	Moderate
1.8	Sharing of high privilege user accounts	Possible	Medium	Moderate
1.9	Audit logs of privileged access activities are not reviewed	Possible	Medium	Moderate
2	**Review of Matters Raised in Prior Year's Management Letter**			

Appendix 1.1

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Understatement of depreciation expense on library books	Likely	Low	Low	Yes	Reporting

Observation	Implication	Recommendation	Management Response
Library books acquired up until 2010 are recorded as a cumulative balance instead of recording them individually in the year of purchase. The entire balance is then depreciated over a single useful life. The estimated impact on the depreciation expense and assets carrying value is $47,858. We acknowledge that subsequent to 2010, additions to library books are recorded and depreciated accordingly.	Understatement of depreciation expense and overstatement of the carrying value for library books.	We recommend that Council conduct a comprehensive review of existing library books to ensure: • annual depreciation expense is calculated and recorded correctly • carrying values for library books is accurate.	In this case, the Council did not continue to depreciate its ongoing stack of books purchased before 2010/11, once it decided to record and depreciate each year's purchases separately. Management note that the $47,858 shown as an understatement of depreciation is a cumulative figure and the year-on-year impact on depreciation expense is approximately $7,000. This is an oversight on the Council's behalf and depreciation should have been charged in this case. A review will be conducted as part of the annual assessment of asset values in 2017/18 and any adjustment recorded. **Person Responsible:** Finance Manager **Date to be Actioned: March** 2018

Appendix 1.2

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Unrecorded liabilities	Likely	Low	Low	No	Reporting

Observation	Implication	Recommendation	Management Response
In our review of trade and other payables, we noted 2 instances (out of 13 invoices tested) of liabilities not recognised by the Council. We estimate the total value of unrecorded liabilities as at 30 June 2017 amounts to $94,102.	Risk of liabilities not recorded at year end resulting in understatement of trade and other payables balance.	We recommend that Council improve processes around identifying and recording creditors and accruals at year end to ensure all amounts due are captured.	The Council's existing procedures are designed to identify and record all expenses relating to the prior year and ensure that they are properly accrued. The Finance Manager and her team discuss the accrual process as part of their end-of-year team meetings and discussions.
			To ensure that all invoices are accrued correctly, the Finance Manager and her team chase up all outstanding orders prior to the end of the financial year to determine if they will be received by the end of the financial year and chase invoices as required. Before the accrual cut-off date, necessary to meet reporting deadlines, all invoices received are analysed to determine what amounts apply to each year. After the accrual cut-off date, amounts are only accrued where it is material.
			Regarding the specific invoices in question – one invoice was a genuine oversight by the Council's finance team. Management will remind all staff of the importance of following the Council's set procedures for accrual.

Observation	Implication	Recommendation	Management Response
			The second invoice was an ongoing month-by-month direct debit for fuel using Council's fuel cards. The direct debit in July was for fuel used in June. Given that the amount of fuel used does not vary significantly from month to month, the Council has not made a practice of accruing the June fuel paid each July – on the basis that 12 months of fuel expense has been brought to account each year. Management agree that in future years this transaction will be accrued. **Person Responsible:** Finance Manager **Date Resolved:** Management believes process in place is satisfactory.

Appendix 1.3

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Review of payroll masterfile changes	Likely	Medium	Moderate	Yes	Operational

Observation	Implication	Recommendation	Management Response
During our review of payroll masterfile changes report, we identified 3 instances where a changes report was not generated and a further 2 instances where the report was not reviewed by an independent officer. Management has implemented a detective monitoring control, whereby changes to the payroll Masterfile are reported before each payrun and the report is reviewed by the Finance Manager.	If changes to the payroll master file are not reviewed by an independent officer, this increases the risk of error and / or fraudulent transactions.	We recommend that management reiterate to staff the importance of generating payroll Masterfile changes report and its review by the Finance Manager.	The Council's existing procedure is that all changes to the payroll Masterfile are to be authorised by the Finance Manager and/or alternate where she is unavailable. This happens prior to each fortnightly payrun. Management will reiterate to all staff involved the importance of generating payroll Masterfile reports and their review by the Finance Manager. **Person Responsible:** Finance Manager **Date to be Actioned: December** 2017

Appendix 1.4

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Payroll upload error	Almost Certain	Medium	Moderate	No	Operational

Observation	Implication	Recommendation	Management Response
During our review of payroll process, we noted an instance where an incorrect ABA file was uploaded to NAB Connect and was subsequently approved by the two bank signatories. This resulted in incorrect payments being made. Approval process requires the signatories to review and match the EFT payment totals with the payroll report. We acknowledge that management has reviewed and corrected the error through subsequent payruns. Management has also engaged an external consultant to conduct an investigation and provide recommendations to implement appropriate controls.	If the review processes in place are not appropriately adhered to, there is a risk of incorrect payments being made.	We recommend that Council review the error in detail to ensure that all necessary corrections to the payroll have occurred. We also recommend that the management reiterate to staff the importance of an appropriate review to prevent similar occurrence in the future.	As noted, the Council has engaged an external consultant to review this particular error and to advise on any necessary changes required. In the meantime, all Council staff with authority to create and/or approve EFT transactions have been made aware of their responsibility to ensure that the payment they are creating or authorising in its online banking system matches the audit file generated by the Council's accounting software. **Person Responsible:** Finance Manager **Date to be Actioned: December** 2017

Appendix 1.5

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Cash payments to caretaker staff through S355 committee	Likely	Medium	Moderate	Yes	Operational

Observation	Implication	Recommendation	Management Response
We note that Tocumwal Foreshore Committee of Management (the Committee), a section 355 committee of the Council, has been paying a caretaker in cash for their role with maintaining the foreshore reserve. Council's processes do not allow cash payments to third parties. The caretaker is not an official employee of the Council.	There is an increased risk of inappropriate transactions where cash is used to pay for services. Further, there are risks associated with having a person essentially employed by a Committee of Council, who is not appropriately registered through the necessary processes as an employee.	We recommend that Council ensures that all cash payments are ceased to comply with Council's approved policies. If the Committee wishes to engage a caretaker, it should be done after following Council's hiring processes.	Management took steps to stop this practice as soon as it was made aware of the matter. The Tocumwal Foreshore Committee of Management have been reminded of their obligations and responsibilities as a volunteer committee of the Council as per the Council's Volunteer Committee of Management guidelines. The Council has worked with the committee to regularise the appointment of a contractor to undertake caretaker duties at the Tocumwal Town Beach caravan park. The contractor is being paid via the Council's ordinary accounts payable procedures. **Person Responsible:** Director Corporate Services **Date Resolved:** November 2017

Appendix 1.6

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Supporting workpapers for asset revaluation (repeat issue)	Possible	Low	Low	Yes	Operational

Observation	Implication	Recommendation	Management Response
Management was not able to provide appropriate assessments to support the carrying value of assets as at 30 June 2017. Movement in unit rates was not supported by appropriate source documentation. We acknowledge that management made available detailed workpapers for water and sewer assets that were subject to comprehensive revaluation during 2016-17.	There is a risk that the carrying values of assets may not reflect fair value as required by Australian Accounting Standards.	We recommend that management should perform an annual assessment to ensure the assets carrying is materially consistent with their fair value. Management should also prepare adequate supporting workpapers that enables an efficient and effective internal review and external audit.	Ideally, the Council would like to have supporting workpapers for these assets available much earlier. The Council had vacancies in some key technical positions during the year; these positions have now been filled. Management are also investigating the use of dedicated valuation software such as FairValuePro to assist in the preparation of suitable workpapers. **Person Responsible:** Director Technical Services **Date to be Actioned: March** 2018

Appendix 1.7

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Non-IT staff have inappropriate access to directly modify financial data outside of the application	Possible	Medium	Moderate	Yes	Operational

Observation	Implication	Recommendation	Management Response
Whilst we have not sought to place reliance on IT controls as part of our audit approach, through the work performed to understand the council's control activities and obtain an understanding of how the council has responded to risks arising from IT, we noted that non-IT admin staff have inappropriate access to directly modify financial data outside of the application (Practical). This is possible through the use of a database query tool which allows database tables to be modified directly. The risk exists where staff, including non-IT staff, are using super-user or administration accounts which have higher levels of access than general user accounts. We would like to note that we did not perform a comprehensive review of the IT control environment and there may be other control weaknesses that did not come to our attention.	Financially relevant data could be modified directly within the database (either on purpose or in error), bypassing key business process controls and segregated duties that may be relied upon in Practical.	We recommend that Council review its existing list of assigned IT access privileges for each staff member against their current role to ensure their access level assigned remains current and appropriate, taking corrective action, as necessary. Access to directly modify the Practical database should be restricted to relevant IT staff only. For those Council staff assigned with 'super user'/ administrator IT access privileges we recommend Council consider the following controls: • Practical privileged access audit logs are reviewed regularly by a suitably independent and qualified individual, with appropriate action taken when required or; • Standing Practical privileged access is removed and only granted on a temporary basis when required	Management was unaware of any such ability to directly modify financial data. Management will work with the software provider to address this risk. In the meantime, Council will maintain its current practice of segregation of PCSADMIN permissions from the staff responsible for processing transactions. Management agree that audit logs of Practical privileged access should be reviewed regularly by a suitably independent and qualified individual and will put in place such a program. **Person Responsible:** Director Corporate Services **Date to be Actioned: March** 2018

Appendix 1.8

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Sharing of high privilege user accounts	Possible	Medium	Moderate	Yes	Operational

Observation	Implication	Recommendation	Management Response
Whilst we have not sought to place reliance on IT controls as part of our audit approach, through the work performed to understand the council's control activities and obtain an understanding of how the council has responded to risks arising from IT, we noted that highly privileged user accounts are shared amongst staff. We noted that the highly privileged "PCSADMIN" user account is shared between the Finance Manager and Technology and Innovations Officer. We would like to note that we did not perform a comprehensive review of the IT control environment and there may be other control weaknesses that did not come to our attention.	In the absence of tools to enable the secure use of generic highly privileged user accounts, sharing of these accounts increases the likelihood of individuals gaining inappropriate access to business functions. Due to the lack of a clear audit trail, inappropriate or incorrect privileged system activities may not be able to be traced to the accountable individual. Subsequent resolution procedures may be time consuming and costly.	We recommend Council consider the following controls: • Users with high privileged access should have individual user accounts to perform their normal duties • Standing Practical privileged access is removed and only granted on a temporary basis when required • Practical privileged access audit logs are reviewed regularly by a suitably independent and qualified individual, with appropriate action taken when required • User access privileges should be regularly reviewed to ensure they remain commensurate with each individual's role and any segregation of duties defined by management	Users with high privileged access to Practical Plus (in the case of Berrigan Shire, only the Finance Manager and the Technology and Innovations Officer) have individual user accounts that they are expected to use to perform their normal duties The ordinary roles of the Finance Manager and the Technology and Innovations Officer do not include day-to-day transaction processing in Practical – there is clear segregation of duties in place. The Council's procedures do not permit the routine use of the PCSADMIN account for transaction processing. It is only used for a specific set of functions. No other person has access, or is given access on a temporary basis, to the PCSADMIN account – this includes the Director Corporate Services and the General Manager. Management agree that audit logs of Practical privileged access should be reviewed regularly by a suitably independent and qualified individual and will put in place such a program.

Observation	Implication	Recommendation	Management Response
			Management agree that that user permissions in Practical should be regularly reviewed and will put in place such a program. **Person Responsible:** Director Corporate Services **Date to be Actioned:** March 2018

Appendix 1.9

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Audit logs of privileged access activities are not reviewed	Possible	Medium	Moderate	Yes	Operational

Observation	Implication	Recommendation	Management Response
Whilst we have not sought to place reliance on IT controls as part of our audit approach, through the work performed to understand the council's control activities and obtain an understanding of how the council has responded to risks arising from IT, we noted that audit logs of privileged IT access activities are not reviewed on a periodic basis. We would like to note that we did not perform a comprehensive review of the IT control environment and there may be other control weaknesses that did not come to our attention.	Inappropriate or incorrect privileged system activities may go undetected and/or uncorrected.	For those Council staff assigned with 'super user'/ administrator IT access privileges we recommend Council consider the following controls: • Practical privileged access audit logs are reviewed regularly by a suitably independent and qualified individual, with appropriate action taken when required or; • Standing Practical privileged access is removed and only granted on a temporary basis when required	As per its response to Appendix 1.7, Management agree that audit logs of Practical privileged access should be reviewed regularly by a suitably independent and qualified individual and will put in place such a program. **Person Responsible:** Director Corporate Services **Date to be Actioned: March** 2018

Appendix 2

REVIEW OF MATTERS RAISED IN PRIOR YEAR MANAGEMENT LETTERS

The issues in this appendix were raised in previous management letters but remain relevant in the current year. For each of these issues, I have determined:

- how management has addressed the issue in the current year
- what management still needs to do to address unresolved issues.

Prior Issues Raised	Assessment of Action Taken	Recommendation
Asset Revaluation Supporting Workpapers	In progress	Refer to Appendix 1.6
Treatment of Assets Disposed	Matter has been addressed by Management	Nil as matter addressed

COUNCILS MANAGING CROWN LAND

Overview

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

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

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

What does it mean for councils?

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

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

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

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

Managing Crown reserves

Council management of Crown land

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

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

Categorising land use

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

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

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

Plans of management

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

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

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

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

Ministerial powers

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

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

Funding

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

Native Title

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

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

More information

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

Fact Sheet

Native Title and the *Crown Land Management Act*

September 2017

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

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

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

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

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

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

What is native title?

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

Who is responsible for native title?

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

Why the new provisions?

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

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

Why is training required?

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

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

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

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

Who should attend training?

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

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

Fact Sheet

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

What the training will involve

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

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

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

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

For more information

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

The Hon Darren Chester MP

Minister for Infrastructure and Transport
A/g Minister for Regional Development
A/g Minister for Local Government and Territories
Deputy Leader of the House
Member for Gippsland

ROADS TO RECOVERY STATEMENT OF EXPECTATIONS

The Roads to Recovery (R2R) Program makes a valuable contribution to safety, economic and social outcomes in communities through supporting maintenance of the nation's local roads.

In the 2016-17 Budget, the Australian Government took a decision to provide an additional $50 million on an ongoing basis to the R2R Program from 2019-20, to bring the annual allocation to $400 million across all councils in Australia.

The Government also ensured that the R2R Program did not contain a sunset clause under the *National Land Transport Act 2014*, safeguarding the continuation of this important program.

1,300 people died on Australian roads last year and the Australian Government has been working closely with all levels of government to develop a strategy to reduce fatalities and serious injuries on our roads.

The current National Road Safety Strategy 2011-2020 sets out a plan using the safe system approach, safer vehicles, safer speeds, safer people and safer roads to reduce fatal and serious injury crashes by at least 30 per cent. This approach calls for a holistic view of the road transport system and the interactions among roads and roadsides, travel speeds, vehicles and road users.

Unfortunately, after a decade of good results, the trend over the last two years has been going in the wrong direction.

In reviewing the outcomes of the R2R Program, I am pleased to see that 27 per cent of funding received by councils has been spent on road safety across the life of the current program. A further 34 per cent of spending has been to maintain the road asset, which also has safety benefits.

There is a considerable body of knowledge that indicates that well-designed road improvements reduce the rate of road crashes and serious injuries.

A study of the Australian Government's Black Spot Program in 2012 examined the crash reduction benefits of a variety of road treatments based on a sample of 1,599 projects across the country.

The Bureau of Infrastructure, Transport and Regional Economics estimated that the Black Spot Program is reducing fatal and casualty crashes in total at treated sites by 30 per cent.

The study found that roundabouts are the most effective treatment, reducing casualty crashes by over 70 per cent. Providing new traffic signals and altering the traffic flow direction are the next most highly effective treatments for most severity levels, reducing crashes by more than 50 per cent.

We do not have the same level of information to be able to assess the benefits of the R2R Program.

I would like to work with local councils to ensure that the R2R Program is delivering the best possible outcomes in the area of road safety. When selecting projects, I would urge councils to consider the likelihood that the selected project will reduce fatalities and serious injuries in crashes.

It may be that projects that may not have been able to be funded under State or Federal Black Spot programs could be delivered under the R2R Program.

In terms of road maintenance projects, improving the quality of the road asset through re-sheeting and resealing will have stronger safety outcomes than simply maintaining the quality through routine road maintenance.

I note that pedestrian and cycling facilities associated with a road can be funded under R2R. I do not propose to change the eligibility criteria, but ask that such projects are only prioritised if their specific aim is to improve safety for vulnerable road users.

Councils could consider pooling R2R funding or Financial Assistance Grants to prioritise and jointly improve the quality of roads in a region with a known crash record. Similar to the greater adoption of asset management plans, councils could draw up road safety plans on a network basis in conjunction with neighbouring councils.

I have asked my Department to improve the reporting of safety and other outcomes from the R2R Program and I would like councils to provide additional information on the benefits and outcomes of each project. I encourage you to evaluate the projects completed and how they have benefitted the local network and community (for example, crash reductions or travel efficiencies), to assist us to better monitor and evaluate the program. I ask that this information be provided as part of the annual reporting from councils. My Department will inform councils of new reporting templates that will need to be completed as a condition of funding release for future years.

I am also requesting councils provide the Department with more regular updates on the status of projects which are receiving funding under R2R. I know previously some councils have informed us once works have been completed rather than before they have begun. I would like councils to inform us of every project which will receive R2R funding before they commence work on them and update us on their progress each quarter. A higher level of engagement than we have previously requested will allow both of us to benefit by keeping the local community informed of works underway.

The Commonwealth Government is committed to using Federal funding to improve employment opportunities for Indigenous Australians and I ask for this consideration to be applied to projects using R2R funding.

Lastly, I invite councils to write to me with ideas of how all levels of government could be improving road safety and the outcomes from the considerable investment we all make in the country's roads.

DARREN CHESTER

7 November 2017

Rate peg for NSW councils for 2018-19

28 November 2017

ℹ️ WHAT

IPART has set the 2018-19 rate peg for NSW councils at **2.3%**.

The rate peg is based on the change in the Local Government Cost Index (LGCI) and consideration of a productivity factor.

🔍 HOW

We calculated the rate peg for 2018-19 by:

▼ taking the increase in the LGCI for the year to September 2017 of 2.3%, and

▼ setting the productivity factor to 0.0%.

👤 WHO

The rate peg sets the maximum increase in each council's general income for the 2018-19 financial year. For most councils, general income consists entirely of rates revenue.

Councils have discretion to determine how to allocate this increase between different ratepayer categories. Individual rates are also affected by other factors, such as land valuations.

Councils may apply to IPART for a special variation (SV) to increase general income above the rate peg.

🔍 WHAT'S NEW

We've changed the way we estimate the productivity factor.

We are setting the productivity factor at zero this year, because improvements in productivity are reflected in the components of the LGCI.

In future years, we intend to set the productivity factor at zero as a default, but retain discretion to deduct a productivity factor, if there is evidence of productivity improvements in the local government sector that have not been fully incorporated in the LGCI.

If we intended to deduct a productivity factor in a particular year, we would give councils advance notice, at least four weeks before we announce the rate peg in that year.

We would like to consult with councils and other stakeholders on a proposal to release the rate peg around the beginning of September in future years.

We think this change would provide councils with more time to prepare annual budgets, and better engage with their communities on SV applications.

➡️ WHAT NEXT

Councils must not increase general income by more than the rate peg, unless IPART grants approval for an SV.

Councils applying for an SV must satisfy the criteria listed in the Office of Local Government's Guidelines.

IPART's website includes [information on the SV requirements](#) and recent applications from councils.

We welcome stakeholder feedback on the proposal to release the rate peg in early September in future years. Feedback is due by 12 February 2018.

1 What is the rate peg?

The rate peg is the maximum percentage amount by which a council may increase its general income for the year. For most councils, general income consists entirely of rates income. For a small number of councils, general income also includes some annual charges such as drainage levies. The rate peg does not apply to stormwater, waste collection, water and sewerage charges. The rate peg applies to general income in total, and not to individual ratepayers' rates.

2 What is the Local Government Cost Index (LGCI)?

The LGCI is a price index for councils in NSW. It measures price changes over the past year for goods, materials and labour used by an average council. It is similar to the Local Government Price Index used in South Australia and similar in principle to the Consumer Price Index (CPI), which is used to measure changes in prices for a typical household.

The LGCI is designed to measure the average change in prices of a fixed 'basket' of goods and services that are purchased by councils, relative to the prices of the same basket in a base period.

▼ The index has 26 cost components, such as employee benefits and on-costs, and building materials for roads, bridges and footpaths. The cost components represent the purchases made by an average council to undertake its typical activities.

▼ Each year, the ABS adjusts the change in the price of each cost component for improvements in both labour and capital productivity, by adjusting the price downwards for any improvement in the quality of that component. In other words, an improvement in productivity is reflected in each component of the LGCI.

▼ Hence, we have decided to set the productivity factor to zero as a default, and to apply this default value for the 2018-19 rate peg. In future years, we would retain discretion to deduct a productivity factor if there is evidence that productivity improvements in the local government sector are not fully incorporated in the LGCI. If we intend to deduct a productivity factor, we would give councils advance notice, of at least four weeks, before we release the rate peg in that year.

To calculate the LGCI in 2018-19, we combined the 26 cost components using expenditure weightings in a 2015 cost survey (based on NSW councils' expenditure in 2013-14 and 2014-15). We aim to update the expenditure weightings every four years to ensure the impact of each cost item on the LGCI remains accurate.

For more detail on the Local Government Cost Index see our Fact Sheet, *Local Government Cost Index Survey 2015* published in October 2015. This is available on our website.

What price changes influenced the LGCI?

We used the change in the LGCI in the year to September 2017 when setting the rate peg for 2018-19. The change in the LGCI in the year to September 2017 was 2.3%.

The main contributors to the change in the LGCI over the year ending September 2017 were:

- an increase of 2.5% in employee benefits and on-costs, measured by the ABS wage price index for the NSW public sector

- an increase of 11.7% in electricity and street lighting charges, measured by the ABS consumer price index for electricity costs – Sydney, and

- an increase of 1.2% in construction works – roads, drains, footpaths, kerbing and bridges costs, measured by the ABS producer price index for roads and bridge construction – NSW.

Most components of the LGCI experienced moderate price inflation over the year to September 2017 (see Section 4 below for a table showing the price changes in cost items for all components of the LGCI).

3   Setting the rate peg in September in the future

We are considering whether to set the rate peg in early September each year, rather than around the beginning of December. This proposed change would apply for the following year's rate peg (2019-20) and thereafter.

This change could make the SV process easier for councils. Councils would also have more time to prepare an SV knowing the rate peg for the following year.

This earlier notification could help councils who apply for an SV to improve consultation with their communities. In practice, many councils that apply for an SV begin their community consultation and updating Integrated Planning & Reporting (IP&R) documentation before December. Currently, these councils may need to amend their documentation and consult further after we announce the rate peg.

Setting the rate peg in September would reduce this problem by allowing councils to include the actual rate peg in their consultation before December.

In consultation, and in previous submissions, councils have indicated to IPART they would prefer the rate peg to be released earlier, to allow more time to prepare annual budgets, even if they do not apply for an SV.[1]

How would we transition to a September release?

We currently calculate the rate peg based on data up to September of the previous year. If we adopt the proposed approach, we would set the rate peg based on data up to June of the previous year.

If we bring forward when we set the 2019-20 rate peg by three months to September, the rate peg would be based on price changes for three quarters in 2019-20 only (December 2017, and March and June 2018). Therefore to set the rate peg for 2019-20, we would need to convert these price changes into an annualised percentage change.[2] In future years, the LGCI would be based on four quarters of price changes (September, December, March and June each year). The underlying data series used to calculate the LGCI are available quarterly, and we do not propose to change the underlying methodology.

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[1]   IPART, *Revenue Framework for Local Government Final Report*, December 2009, p 182.
[2]   For example, a cumulative 3% price change over three quarters would convert to an annualised percentage change of about 4%.

Have your say

We invite stakeholder feedback by 12 February 2018 on the proposal to release the rate peg around the beginning of September in future years. We will make a decision on when to set the rate peg after considering stakeholder feedback. If we decide to set the rate peg in September 2018, we would announce this decision when we announce our 2018-19 SV decisions in May 2018.

Submissions can be emailed to localgovernment@ipart.nsw.gov.au or posted to:

Local Government Team
Independent Pricing and Regulatory Tribunal of NSW
PO Box K35
Haymarket Post Shop NSW 1240

4 Change in the LGCI for the year ended September 2017

Cost items	Effective weight as at end Sep 2015 (%)	Price change to end-Sep 2016 (% annual average)	Contribution to index change (percentage points)
Operating cost items			
Employee benefits and on-costs	41.6	2.5	1.03
Plant & equipment leasing	0.3	-1.9	-0.01
Operating contracts	1.0	1.5	0.02
Legal & accounting services	0.8	1.7	0.01
Office & building cleaning services	0.3	3.0	0.01
Other business services	5.9	2.6	0.16
Insurance	1.7	4.1	0.07
Telecommunications, telephone & internet services	0.5	-4.8	-0.02
Printing publishing & advertising	0.5	-4.7	-0.03
Motor vehicle parts	0.3	2.9	0.01
Motor vehicle repairs & servicing	0.6	0.5	0.00
Automotive fuel	0.7	5.6	0.04
Electricity	2.6	11.7	0.30
Gas	0.1	3.0	0.00
Water & Sewerage	0.4	-5.2	-0.02
Road, footpath, kerbing, bridge & drain building materials	2.4	1.2	0.03
Other building & construction materials	0.5	4.7	0.02
Office supplies	0.2	1.1	0.00
Emergency services levies	1.4	1.3	0.02
Other expenses[a]	8.9	2.1	0.18
Capital cost items			
Buildings – non-dwelling	4.0	4.7	0.19
Construction works – road, drains, footpaths, kerbing, bridges	19.3	1.2	0.23
Construction works – other	2.0	1.2	0.02
Plant & equipment – machinery, etc	3.5	0.6	0.02
Plant & equipment – furniture, etc	0.1	1.2	0.00
Information technology & software	0.4	-3.1	-0.01
Total change in LGCI	**100.0**		**2.29**

a Includes miscellaneous expenses with low weights in the Index, eg, councillor and mayoral fees.
Note: Figures may not add due to rounding. Percentage changes are calculated from unrounded numbers.

Councillor Induction and Professional Development

Guidelines

December 2017

NSW
GOVERNMENT

CONSULTATION DRAFT

CONSULTATION DRAFT

About these guidelines

The Councillor Induction and Professional Development Guidelines (the Guidelines) have been issued under section 23A of the *Local Government Act 1993* (the Act) to assist general managers and council staff to develop, deliver, evaluate and report on the induction and professional development programs they are required to provide mayors and councillors under the Local Government (General) Regulation 2005 (the Regulation). Councils are required to consider the Guidelines when undertaking these activities.

The Guidelines have also been developed to ensure mayors and councillors are aware of the knowledge, skills and personal attributes expected of them in their civic roles under the Act, and of the support their council should be providing to ensure they are able to effectively fulfil their roles.

THESE GUIDELINES ARE DIVIDED INTO FIVE PARTS:

Part 1   introduction

Part 2   explains the statutory requirements for **induction and professional development programs** for mayors and councillors in NSW.

Part 3   guides councils on how to develop and deliver **information sessions** to potential candidates considering nominating for election.

Part 4   guides councils on how to develop and deliver **induction programs** for newly elected and returning mayors and councillors.

Part 5   guides councils on how to develop and deliver **ongoing professional development programs** that ensure mayors and councillors continue to develop their skills and knowledge throughout their terms in office.

Part 6   outlines how councils are to **report** on the induction and professional development activities offered to mayors and councillors and their participation in those activities.

It is acknowledged that many NSW councils already have induction and ongoing professional development programs for mayors and councillors. It is also recognised that the needs and circumstances of councils vary, as do the skills and needs of individual mayors and councillors. The aim of the Regulation and the Guidelines is to ensure that all mayors and councillors across the state have access to such programs, and that the programs delivered by councils meet a consistent minimum standard. The Guidelines have therefore been designed to be used flexibly by councils and to accommodate, and in some cases build upon, existing programs.

These Guidelines include:

• details of the knowledge and skills that mayors and councillors are required to have or acquire in order to fulfil their roles effectively

• a framework for the development of pre-election information sessions for candidates, and induction and ongoing professional development programs for elected members

• information about the developmental stages of each program and what to consider at each stage, and

• checklists of the content that could be included in each program.

Contents

Part 1:
Introduction

Background

Mayors and councillors come from a diverse range of backgrounds and bring different knowledge, skills, perspectives and insights to their roles. This is one of the strengths of a democratic and representative system of local government.

However, few new mayors or councillors have extensive knowledge of the system of local government, how a council works or the full range of their roles and responsibilities when they assume office for the first time. Some are unaware of the need for mayors and councillors to work as a team, despite their political differences, to make decisions that are in the best interests of the community. There may be others who, if they had been fully aware, prior to their election, of the nature of the role of a mayor or councillor, and of the time commitment involved, may not have nominated to stand.

The role exercised by mayors and councillors is a very demanding one and the community rightly has high expectations of the performances of the mayor and councillors. As the governing body of the council, mayors and councillors must work together as a cohesive team to meet the needs of the community. The multi-faceted nature of the roles also requires mayors and councillors to have a wide variety of skills, experience and knowledge, along with the time, passion and commitment to achieve results for the community.

From their first council meeting, mayors and councillors will be required to work together to make important decisions on behalf of their communities, and to take responsibility for those decisions. These decisions will impact on local communities, the services and infrastructure delivered by the council, and the local natural and built environments. They will often involve significant use of public money. Proper induction into their roles, and the building of the governing body as a unified and collaborative team, are vital if mayors and councillors are to be effective from the start of their terms in office.

Some mayors and councillors may need to develop knowledge and skills in areas that are unfamiliar to them in order to undertake the breadth of their roles successfully. These may include, for example, understanding council meeting procedures, understanding land use planning regulatory requirements, or interpreting financial statements.

Even experienced mayors and councillors say they can find it challenging to keep abreast of changes to the legislative and policy context for local government as well as changes to their councils' policies and procedures.

Ongoing professional development and training, as well as early relationship building between councillors, is essential if the community is to be well served by their elected representatives on council.

Statutory requirements

The Act prescribes the roles and responsibilities of mayors and councillors collectively as the governing body of the council and as individual members of the governing body. It also places a responsibility on each mayor and councillor to make all reasonable efforts to acquire and maintain the knowledge and skills necessary to perform their roles.

To assist mayors and councillors to meet this obligation, the Regulation requires general managers to deliver induction and professional development programs that will help mayors and councillors to acquire and maintain the knowledge and skills necessary to perform their roles. Mayors and councillors have a reciprocal obligation to participate in these programs. **Part 2** of these Guidelines further explains what is required of councils, mayors and councillors under the Regulation.

Each council is required to publicly report on the activities offered to the mayor and councillors as part of council's induction and professional development programs, and their participation in those activities. **Part 6** of these Guidelines outlines these reporting requirements.

Induction and professional development – an overview

Pre-election candidate information sessions

Whilst not a regulatory requirement, it is recommended that general managers begin induction and professional development activities by holding at least one candidate information session prior to the election for people considering nominating for election.

These sessions should be designed to ensure potential candidates are fully aware and informed of what will be expected of them if they are elected. **Part 3** of these Guidelines provides more information about how each council should develop and deliver candidate information sessions.

Induction programs

An induction program is a process used within many businesses, government agencies and non-government bodies to welcome new people to an organisation and to prepare them for their new roles.

It ensures the organisation provides a person commencing a role with all the information they need to do their job in the first few months. It also enables the person to become a useful, integrated member of the organisation, rather than being 'thrown in at the deep end' without understanding how to perform their role, or how it fits in with the rest of the organisation.

A good councillor induction program can build early positive relationships and teamwork between councillors, increase productivity and provide essential knowledge from the moment a mayor or councillor is elected. This can ensure newly elected mayors and councillors are more productive in a shorter period of time.

Part 4 of these Guidelines outlines how each council should develop its councillor induction program.

Professional development programs

A professional development program is any program which involves a deliberate and ongoing process of improving and increasing the professional knowledge, competence, skill and effectiveness of people in the workplace through training specific to their needs.

In local government, an effective professional development program can ensure mayors and councillors fill any skills or knowledge gaps they have that may otherwise prevent them from making the best possible contributions to their communities. **Part 5** of these Guidelines outlines how each council should develop its councillor professional development program.

Part 2:
Statutory Context

Under section 232(1)(g) of the Act, all mayors and councillors have a responsibility to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

To support this, the general manager is required under clause x of the Regulation to ensure the delivery of:

- an **induction program** for newly elected and returning councillors and a specialised supplementary induction program for the mayor within six months of their election, and

- an **ongoing professional development program** for the mayor and each councillor over the term of the council to assist them to acquire and maintain the skills and knowledge necessary to perform their roles. The content of the ongoing professional development program is to be determined in consultation with the mayor and each councillor. It must be needs-based and reflect the specific skills and knowledge required by the mayor, each individual councillor and the governing body as a whole, to perform their roles effectively.

Under the Regulation, mayors and councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or professional development program.

Principles, roles and responsibilities under the Act

Councils are required to apply the five sets of guiding principles prescribed under the Act in exercising their functions. These principles (outlined in **Appendix A**) seek to ensure that each council carries out its functions in a way that facilitates the creation of a strong, healthy and prosperous local community. Mayors and councillors must understand these principles and be able to apply them when exercising their functions.

The Act also prescribes the roles and responsibilities of mayors and councillors, both collectively as the governing body of the council, and individually as members of the governing body (these are outlined in

Appendix B). Mayors and councillors must have a strong understanding of their prescribed roles and responsibilities under the Act in order to be able to fulfil them.

Councils must design their induction and professional development programs to ensure that mayors and councillors have the knowledge and skills needed to apply the guiding principles, and to undertake their roles and responsibilities prescribed under the Act.

Reporting requirements

Mayors and councillors are ultimately accountable to the community that elects them for the performance of their duties.

To facilitate this accountability, the general manager is required under clause x of the Regulation to report to the first council meeting held after the induction program is delivered:

- the activities offered to the mayor and each councillor as part of the induction program, and

- whether or not the mayor and each councillor participated in them.

The general manager is also required to report to the first council meeting held after 30 June each year:

- the ongoing professional development activities that were offered to the mayor and each councillor in the year to 30 June, and

- whether or not the mayor and each councillor participated in these activities.

The general manager is also required to ensure these reports are published on the council's website.

The Chief Executive of the Office of Local Government may, at the request of the general manager, exempt the council from the requirement to publish details of induction and ongoing professional development activities offered to the mayor or an individual councillor where he or she is satisfied that there are exceptional circumstances.

Part 3:
Pre-election Information Sessions for Potential Candidates

Benefits of a pre-election candidate information session

It is vital that people who are considering nominating for election to a council have a solid understanding of the role before they nominate. This includes an understanding of what will be expected of them should they be elected, and the legislative boundaries they must work within.

Being fully informed will ensure that candidates who nominate have seriously considered whether they have the skills and personal attributes required to fulfil the responsibilities of civic office (noting that the specific knowledge required can be developed if these skills and personal attributes are present). Being fully informed will also assist them to judge whether they will be able to effectively meet the demands of representing their community on council.

The general manager should therefore ensure that at least one candidate information session is held prior to nomination day for people considering nominating for election to council.

The benefits of a pre-election information session/s include:

- candidates being fully informed about the:
  - roles and responsibilities of a mayor and/or councillor
  - the legislation and council policies they are expected to comply with
  - time commitment required, and
  - the skills, knowledge and personal attributes needed.
- candidates being given the opportunity to learn from experienced mayors and councillors
- candidates being given the opportunity to ask council any questions about the role
- candidates being aware of the financial and other support available to them to fulfil the role of a mayor and/or councillor

- candidates understanding that their behaviour as a mayor and/or councillor will be governed by council's code of conduct and that there are penalties for breaches
- council being able to provide potential candidates ahead of time the key dates of any known events that they will be required to participate in during council's term if they are elected (for example, council meetings, induction) so that candidates may then make tentative arrangements to enable them to attend the induction program if they are elected
- the community benefiting from each candidate seeking election based on a platform that reflects what they can and cannot do or achieve as councillor, and
- reduced tension and conflict due to newly elected mayors and councillors having a better understanding of their roles and what can be achieved by a unified governing body.

Delivering a pre-election candidate information session

Timing

Councils should plan to hold at least one candidate information session before the deadline for nomination. The session/s could be held at council premises, or another appropriate public venue/s, at a convenient time that will enable as many potential candidates as possible to attend. For councils divided into wards, consideration should be given to holding sessions in different wards.

Councils will need to ensure that the details of the candidate information session/s are well advertised in the local community (for example, the council's website, local radio, social media, newspapers, and/or any other effective means) so that any potential candidates are aware the information session/s is being held.

Content

A checklist of the content to be included in a candidate information session/s is provided in **Appendix C**. Recommended content covers:

- the role of council
- the roles and responsibilities of the governing body and mayor and councillors, and of the general manager and other staff
- legal and ethical responsibilities
- the time commitment required of a mayor and councillor
- the support available to assist the mayor and councillors in their roles, and
- the knowledge, skills and personal attributes required to successfully fulfil the roles of mayor and councillor.

The NSW Electoral Commission provides a range of information and educational resources about the election process and the legal obligations of candidates when nominating and campaigning. More information can be found at www.elections.nsw.gov.au and www.votensw.info.

Delivery

The candidate information session/s should be delivered by the person who is best able to engage attendees and deliver the content in a way that will achieve the outcomes sought. This person could be the general manager, another staff member or an external provider. The general manager should be present, however, to answer any questions.

Previous or current mayors or councillors may also be invited to provide overview/s of their experience in council, and any significant issues they think potential candidates should consider before deciding whether to nominate. This could take the form of an informal talk, a panel discussion or a councillor question and answer session.

Consideration should be given to which delivery method, or combination of delivery methods, would best suit the information being conveyed and should recognise that attendees are likely to have a variety of learning styles.

Candidate information pack

Councils should prepare a candidate information pack for attendees that provides key information for continued consideration after the session/s. This can take the form of printed material presented in a folder that potential candidates can take away and read, or a dedicated section on council's website that provides all the necessary information. The pack can also include any relevant information or resources made available by external bodies. The NSW Electoral Commission, for example, provides a range of educational resources that guide candidates through the election process.

Cost

The cost of the information session/s should be covered by council's councillor induction and professional development budget.

Evaluation

The information session/s should be evaluated by council to determine how effective it was in helping potential candidates understand what is involved in being a councillor or mayor, and to enable them to assess their suitability for these roles.

The outcomes achieved from the information session/s should include, at a minimum, potential candidates fully understanding:

- the roles and responsibilities of a councillor and mayor, including the personal attributes, skills and knowledge needed to perform these roles effectively
- the legislation, code of conduct and other council policies they will need to comply with
- the time commitment that will be required from them, and
- the financial and other support available to them to fulfil the role of a mayor and/or councillor.

The evaluation should assess whether these outcomes were achieved.

Part 4:
Induction Program for Mayors and Councillors

Benefits of a councillor induction program

An induction program enables the mayor and councillors to quickly become familiar with how the council works, the rules under which it operates and the complexities of the roles. It is a vital way to ensure new and returning mayors and councillors get the information they need to be effective leaders from the very beginning of the council's term.

It is important that an induction program is not simply used to present dry facts. It is also a vital opportunity to talk with councillors and the mayor about the accepted values and behaviours of the council that they have become a part of.

The induction program is also an invaluable opportunity to sow the seeds for a governing body that functions as a strong, collaborative team. It provides the chance for the mayor and each councillor to understand what motivated their new colleagues to become councillors, and to bond as a team with a common focus on making a difference for the community. It can also be used as an opportunity to have early conversations about how they would like to operate as a team to work towards common goals and to identify success factors for council and the community.

In this way, an induction program also provides an opportunity to set a positive tone for the governing body, establish clear roles and responsibilities and build trust and positive working relationships from the outset. This lays the foundations for a successful, collaborative and cooperative term in office for new mayors and councillors.

The induction program will benefit mayors and councillors by:

- providing them with access to essential information in a structured and consistent way that will assist them to function well in their role and to make informed and effective decisions from the start of their term in office

- enabling more active and rapid participation in the business of the council

- enabling them to meet, build rapport, share knowledge and experiences, and form positive working relationships with each other

- identifying common goals and a shared vision as a governing body

- introducing councillors to staff to help break down any 'us and them' divide and create one team working for the community whilst still recognising the legislated separation between the two groups

- providing an opportunity for appropriate role models and mentoring relationships to be established between experienced mayors and councillors and new councillors

- helping participants to understand key legislation

- helping participants to understand their prescribed roles and responsibilities

- briefing them on the 'big picture', and providing them with a clear understanding of council's health and performance

- enabling them to understand and agree on the key issues and tasks for the new council, and to build a vision for the governing body's term

- enabling them to understand key council information, policies and procedures

- enabling them to understand the council and the local government area

- enabling them to feel empowered with key information about the integrated planning and reporting processes and their opportunities for influence, and

- increasing their self-confidence in their ability to perform their roles.

Returning councillors

Because local government is complex and subject to change, the mayor and all councillors, both new and experienced, should attend council's induction program at the commencement of each term.

Whilst returning councillors may already know much of the information provided in the induction program, their attendance at these sessions will demonstrate to new councillors that their roles and responsibilities are important. Returning councillors can also contribute valuable information and lessons learnt from previous council terms, and help build a positive and collaborative culture for the new governing body.

Important aspects of the induction program include building trust and positive relationships between the members of the new governing body, establishing working bonds and determining how they can work together as a team. All councillors need to be part of this process.

Delivering a councillor induction program

Planning

Councils should aim to have their induction programs finalised in time to provide potential candidates the proposed induction timetable at the candidate information sessions. Candidates can then make tentative arrangements to enable them to attend the induction program if they are elected.

It is important that councillors feel welcome when they start their terms. This will send a supportive message that builds on the positive culture being encouraged for the governing body. Council should also ensure that the resources each councillor and the mayor needs are set up and ready when they start. This includes any IT equipment, office facilities or other necessary resources that will ensure they are productive from their first day in office.

Timing

The Regulation allows a maximum of six months for the delivery of the induction program to provide councils the flexibility to develop an approach that best meets the needs of its mayor and councillors.

The first induction training session should take place as soon as possible after the results of the election are declared and prior to the first council meeting. It should aim to provide councillors with the information they need to function in their roles, including in meetings, until the rest of the induction program is delivered. The rest of the induction program must be delivered within six months of the polls being declared.

The delivery of the components of the induction program should be timed to reflect the information the councillors and the mayor need in the first week, the first month and the first three months of council. In addition, the relevant components of the induction program should be delivered before the review of the council's community strategic plan, and before the adoption of its delivery program.

Some councils prefer to deliver the full induction program as soon as possible to provide councillors with all of the information and induction training they need from the start of their term in office. However, this approach runs the risk of councillors feeling overloaded with information.

Other councils prefer to deliver the induction program approximately six weeks after the election so that new councillors have the opportunity to gain some practical experience first. However, this approach runs the risk of councillors not being effective or lacking confidence during the weeks preceding the induction training.

Alternatively, some councils choose to do a mixture of these approaches by staging the induction program over a number of weeks. Ultimately, the optimum timing for delivery of an induction program will vary depending on local circumstances.

Content

A checklist of recommended content for induction programs for councillors and a supplementary program for mayors is provided at **Appendix D**.

There should be two core components of council's induction program:

- a knowledge-based component that ensures new mayors and councillors have the information they need to undertake their roles during the first few weeks of their term, and

- a team-building component designed to bring councillors together to form a collaborative, positive and united governing body.

Knowledge component

In the first few weeks in particular, new mayors and councillors will need to know:

- their roles, responsibilities and legislative obligations

- what the council does and how the council operates, including an overview of integrated planning and reporting and land use planning

- their financial management responsibilities

- the key issues and tasks for the new council

- the legislation, rules, principles and political context under which councils operate

- the council's organisational structure and the roles and responsibilities of staff

- key council policies and procedures they must comply with

- the role of council meetings and how to participate effectively in them

- the support available to the mayor and councillors, and where they can go to get more information or assistance

- how to speak to the media appropriately and effectively, and

- information on the process for electing the mayor (where applicable).

Mayors will also need to know:

- the roles and responsibilities of the mayor as leader of the council, including ceremonial functions

- how to chair council meetings

- the role and functions of regional and other external bodies council is a member of

- how to oversee the general manager, including understanding recruitment processes and leading performance reviews

- how to lead council's integrated planning and reporting, and

- how to manage code of conduct complaints about the general manager.

Team building component

Team building activities should be held, where necessary, depending on the relationships that exist between councillors and how they are likely to function as a team. The activities should aim to ensure mayors and councillors, as a governing body, understand the need to:

- build relationships with each other based on trust and mutual respect

- contribute to a positive and ethical culture within the governing body

- encourage and facilitate collaboration with each other

- work towards consensus as members of the governing body for the benefit of the community

- win concessions without damaging relationships within the governing body

- champion and communicate the council's vision and strategic plans as a cohesive team

- respect the diversity of skills and experiences on the governing body, and

- communicate and uphold the decisions of council in a respectful way, even if their own positions are not adopted.

Activities should also help the mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and

- promote a culture of integrity and accountability within council and when representing council in the community and elsewhere.

Structure and delivery

Each component of the induction program should be presented by the person who is best able to deliver the content and achieve the outcomes sought. This could be the general manager, another staff member or an external provider. Previous or current mayors or councillors may also be invited to provide an overview of their experiences on council, as might an experienced former or current mayor from outside the council.

The induction program should be conducted in a way that avoids the mayor and councillors being overloaded with information, particularly if this is at the expense of team building. This may be achieved by limiting the length of sessions, having a number of short sessions rather than one longer session and/or through the use of a range of delivery modes and materials.

Some councils structure their councillor induction programs intensively over two or more days – possibly a weekend – while others choose to hold shorter, evening sessions over several weeks. Others choose a combination of these two approaches.

When planning and delivering their induction programs, councils may consider making use of resource sharing arrangements with other councils, including Joint Organisations or Regional Organisations of Councils. For example, one part of the induction may be provided at the regional level to cover the more generic and regional issues, and another part within the council may cover local issues, policies and procedures. Printed and face-to-face training resources could also be utilised.

The Office of Local Government also offers 'Hit the Ground Running' workshops, held shortly after each council election, which councils may wish to include in their induction program.

Consideration should be given to which delivery method, or combination of methods, would best suit the information being conveyed and the different learning styles of councillors. Options could include:

- intensive blocks over two or more days (including weekends)

- evening or dinner sessions over several weeks

- a mix of regional and local level induction sessions

- informal briefings from the general manager and other senior staff

- guest speakers and presenters from other councils, state government agencies or other local government groups

- a guided tour of the council's administration building/s, depot, council facilities and local government area

- in-house workshops by council staff and/or professional training providers

- seminars and conferences

- panel discussions

- a mock council meeting or meetings

- training booklets and discussion papers distributed to councillors to work through at their own pace, and/or

- online information and training resources.

Where possible, presentations should be supported by written materials, including an induction manual or handbook that councillors can retain and refer to.

Induction manual

Councils should develop an induction manual or handbook to support councillors in the first weeks following the commencement of the council's term of office. This resource may also include relevant background reference material for the longer term, and printed or online resources specifically developed for new councillors. It could also include a copy

of the Councillor Handbook which has been developed by the Office of Local Government for councillors. The induction handbook may be provided prior to, at or after induction training.

How the information is presented in the induction manual will affect how useful it is. For example, some councils have found that a manual is most likely to be used if the information is presented in a folder. Some councils may consider also providing the information as an online resource. An online resource may be easier for councils to keep updated and can make topic searching easier for users.

Appendix E provides a checklist of the content that could be included in an induction manual or online resource. Recommended content includes:

- basic information about the council
- profiles (demographic, economic etc.) of the local government area
- information about council meetings
- key planning and policy documents and information
- key legislation
- information about support for councillors, and
- other useful resources, such as Bluett's Local Government Handbook NSW, and/or details about where they may be accessed.

It is suggested that online resources include hyperlinks to electronic versions of any plans, policies or other documents referred to in the councillor induction manual.

Cost

The cost of the induction program should be budgeted for within the council's councillor induction and professional development budget.

By-elections

Under the Regulation, an induction program must also be delivered by a council for any newly elected mayor or councillor who joins the council as a result of a by-election to fill a casual vacancy.

Evaluation

Council should evaluate the induction program to determine what elements worked well and whether there were any deficiencies that need to be addressed.

The methodology for the evaluation should be determined when the induction program is being developed to ensure that relevant data is collected. At a minimum, the evaluation should assess whether the induction program resulted in councillors and the mayor:

- understanding the need to build trusting and positive relationships with a common purpose as a team of councillors
- understanding the need to build a cohesive and positive culture for the governing body
- understanding the need to build a positive working relationship with the general manager and other staff
- understanding their roles and the roles of internal and external stakeholders, and feeling confident in their ability to perform their roles
- understanding key council information and how council works
- being aware of all relevant legislation and council policies and procedures, and being committed to complying with them
- understanding the key issues and tasks for the new council
- being able to make informed and effective decisions from the start of their term in office
- being able to effectively participate in council meetings and apply meeting rules correctly from the start of their term in office
- being able to fulfil their integrated planning and reporting responsibilities, including financial management responsibilities
- knowing how to speak to the media appropriately, and
- feeling confident in understanding and using financial information to manage council's finances.

In the case of the mayor, being able to:

- act as a stabilising influence and show leadership in times of crisis
- build a positive working relationship with the general manager
- oversee the general manager, including leading recruitment processes and performance reviews
- chair council meetings
- undertake his or her ceremonial functions
- lead the council's integrated planning and reporting, and
- manage code of conduct complaints about the general manager.

Part 5:
Professional Development Program
for Mayors and Councillors

Benefits of a professional development program for mayors and councillors

Ongoing professional development for mayors and councillors is an investment which will enhance the effectiveness of a council's performance in achieving its goals.

The benefits of an ongoing professional development program for councillors and mayors include:

- mayors and councillors representing their communities to the best of their ability
- mayors and councillors feeling confident and supported in their roles
- the governing body making decisions based on a full understanding of all the key issues and consequences
- improved performance of council overall
- greater understanding of, and compliance with, legal responsibilities
- better management of the council's finances and resources, and
- mayors and councillors developing skills and knowledge that they can take into their personal and professional lives.

Enshrine commitment in council policies

Each council needs to enshrine its commitment to the ongoing professional development of mayors and councillors in all relevant council policies. This will ensure that this commitment is embedded in council's values and operations, and that an effective ongoing professional development program is implemented.

Policy on the provision of expenses and facilities to councillors

Each council's ongoing professional development program should be accommodated by and reflected in its councillor expenses and facilities policy. The expenses and facilities policy should make clear and adequate provision for relevant training and professional development activities as legitimate expenses.

Other mechanisms

Councils may also wish to consider other mechanisms to reinforce their commitment to ongoing professional development for the mayor and councillors, and they may wish to develop a structured approach for realising this commitment in practice.

This may be done through developing and adopting a resolution or a charter as a statement of commitment to support ongoing professional development for the mayor and councillors.

Alternatively, councils may wish to develop and adopt a councillor training and professional development policy. A model policy is provided in **Appendix F**.

Development of a training and professional development plan

As part of council's professional development program, council should develop a professional development plan for the mayor and each councillor. The plan should be developed in consultation with the mayor, each individual councillor and the governing body as a whole, and the general manager.

Depending on the needs of the council and the governing body, council's professional development program could comprise:

- generic activities delivered to all councillors which address the needs of council (identified in council's needs analysis), with a supplementary program for the mayor, or

- an individualised program for each councillor or mayor which caters to their specific professional development needs, and which addresses the skills and knowledge gaps that the councillor or mayor is identified as having, or

- a generic program that offers activities to meet council's skill and knowledge requirements, supplemented with individual activities to meet the specific needs of individual councillors or groups of councillors and the mayor.

The program can span the council's term, with individual activities implemented over time according to priority.

Needs analysis

The first step in creating a professional development plan is to identify any gaps in the knowledge and skills required by the mayor and each councillor to perform their roles and responsibilities effectively. These needs should be assessed individually for the mayor and each councillor, and for the governing body as a whole.

To do this, each council will first need to conduct a needs analysis prior to each new council term to determine what knowledge and skills their mayor and councillors must have to effectively serve their local community.

The knowledge and skills listed in **Appendix G**, together with any additional needs a council may have (for example, specific services or particular environmental, social or economic challenges facing their community), should form the basis of this needs analysis.

Assessment of skills and knowledge gaps

Once the council has determined the knowledge and skills required of the mayor and councillors, an assessment should be undertaken of what skills and knowledge the mayor and each councillor bring to their roles. The assessment should identify areas where they require development. This should be done for both new and experienced mayors and councillors.

Council, the mayor and councillors can use information obtained through a range of activities to identify any gaps. Examples of information sources include: self-assessments, questionnaires, councillor feedback, observations during council meetings and workshops, and interviews.

Any deficit identified through the assessment process should form the basis of the professional development plans for the mayor and councillors.

Structure and timing

Councillors' professional development plans should outline:

- the outcome of council's needs analysis

- the knowledge and skills the councillor or mayor brings to their role

- the development needs of each councillor or mayor

- the priority given to each development need

- how the knowledge or skill will be developed (i.e. on-the-job training, mentoring, internal training, external training, briefing session etc.)

- timeframes for development

- who is responsible for organising training/ development

- approval processes, and

- estimated costs.

The timing of the delivery of each component of the professional development plans for the mayor and councillors should be designed in such a way so as to not overload councillors with learning activities in the early part of council's term. The timing should reflect what knowledge and skills councillors and the mayor need at various points in council's term to undertake their roles.

For example, council should ensure that the mayor and councillors have acquired the knowledge and skills necessary to effectively contribute to the review of the community strategic plan and the development of the delivery program before these activities are undertaken.

Delivery

A range of delivery methods and materials should be used to support the training and development needs of the mayor and councillors, recognising the varied learning styles councillors may have. These could include:

- in-house workshops, seminars and briefing sessions conducted by the council with appropriate staff, trainers and guest speakers

- workshops, seminars and conferences for mayors and councillors offered by external training providers and industry bodies

- printed material, including training booklets and discussion papers, that may be distributed to councillors for information, and

- online training courses and webinars.

Councils could also consider making use of resource sharing arrangements with other councils, including Joint Organisations and Regional Organisations of Councils.

Each councillor's professional development plan should outline possible delivery methods for each training need identified.

Cost

Each year the council should allocate a budget to support professional development activities to be undertaken in that year. Progress against expenditure of the budget allocation should be reported on a quarterly basis as part of the budgetary cycle.

Councils will need to determine the size of the budget allocation, which may change annually, depending on training needs. It is to be expected that costs will be higher in the first year of council's term due to the need to deliver candidate information sessions and the induction program. The delivery program financial estimates and the Long Term Financial Plan will reflect the varying training and development budget requirements over the term of the council.

Evaluation

As with the pre-election information session and the councillor induction program, the professional development program should be evaluated to assist the council to determine the program's effectiveness and to identify areas of possible improvement.

The outcomes of the professional development program should, at a minimum, include councillors and mayors demonstrating the core skills and knowledge areas listed in council's needs analysis.

The evaluation should assess whether these outcomes were achieved.

Part 6:
Public Reporting

Holding elected office in a council is a role that carries with it significant responsibilities. All holders of elected offices in councils owe it to the communities that entrust them with this responsibility to ensure that they hold and maintain the knowledge and skills necessary to exercise their functions effectively on behalf of the community.

Mayors and councillors are ultimately accountable to the community that elects them for the performance of their functions. For this reason, councils are required to publicly report on the activities offered to the mayor and each councillor as part of induction and professional development programs and their participation in those activities.

In the case of induction programs, the general manager must prepare a report for the first council meeting held after the induction program is delivered. The report must identify the activities offered to the mayor and each councillor as part of the induction program and indicate whether they participated in them.

In the case of ongoing professional development programs, general managers must prepare a report to the first council meeting held after 30 June in each year. The report must identify the professional development activities offered to the mayor and each councillor in the year to 30 June and indicate whether they participated in them.

The general manager is also required to ensure these reports are published on the council's website.

Under the Regulation, the Chief Executive of the Office of Local Government may, at the request of a general manager, exempt a council from the requirement to publish details of induction and professional development activities offered to the mayor or an individual councillor where he or she is satisfied that there are exceptional circumstances.

Such an exemption would be likely to be granted in circumstances where the public reporting of a development activity offered to a mayor or councillor would cause them undue embarrassment, may serve to deter them from identifying a training or development need, or where there are other compelling public interest grounds not to do so.

Appendix H of these Guidelines provides a suggested template for public reporting on participation in induction and ongoing professional development program activities.

Appendix A:
Guiding Principles for Councils

General principles (section 8A(1))

Councils should:

- provide strong and effective representation, leadership, planning and decision-making

- carry out functions in a way that provides the best possible value for residents and ratepayers

- plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community

- apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements

- work cooperatively with other councils and the state government to achieve desired outcomes for the local community

- manage lands and other assets so that current and future local community needs can be met in an affordable way

- work with others to secure appropriate services for local community needs

- act fairly, ethically and without bias in the interests of the local community, and

- be responsible employers and provide a consultative and supportive working environment for staff.

Decision-making principles (section 8A(2))

Councils should:

- recognise diverse local community needs and interests

- consider social justice principles

- consider the long-term and cumulative effects of actions on future generations, and

- consider the principles of ecologically sustainable development

Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

Community participation principle (section 8A(3))

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

Principles of sound financial management (section 8B)

Council spending should be responsible and sustainable, aligning general revenue and expenses.

Councils should:

- invest in responsible and sustainable infrastructure for the benefit of the local community

- have effective financial and asset management, including sound policies and processes for:
  - performance management and reporting
  - asset maintenance and enhancement
  - funding decisions, and
  - risk management practices

- have regard to achieving intergenerational equity, including by ensuring that policy decisions are made after considering their financial effects on future generations, and by ensuring that the current generation funds the cost of its services.

Integrated planning and reporting principles (section 8C)

Councils should:

- identify and prioritise key local community needs and aspirations and consider regional priorities

- identify strategic goals to meet those needs and aspirations

- develop activities, and prioritise actions, to work towards the strategic goals

- ensure that the strategic goals, and the activities developed to work towards them, may be achieved within council resources

- regularly review and evaluate progress towards achieving strategic goals

- maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals

- collaborate with others to maximise the achievement of strategic goals

- manage risks to the local community or area or to the council effectively and proactively, and

- make appropriate evidence-based adaptations to meet changing needs and circumstances.

Appendix B:
Roles and Responsibilities
Under the Act

Governing body of a council (section 223)

The mayor and councillors collectively comprise the governing bodies of councils. The role of the governing body is to:

- direct and control the affairs of the council in consultation with the general manager

- provide effective civic leadership to the local community

- ensure as far as possible the financial sustainability of the council

- ensure as far as possible that the council acts in accordance with the principles prescribed under the Act and the council's plans, programs, strategies and policies

- develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies

- determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the council's strategic plans and for the benefit of the local area

- keep the performance of the council under review, including service delivery

- make decisions necessary for the proper exercise of the council's regulatory functions

- determine the process for the appointment of the general manager and for monitoring their performance

- determine the senior staff positions within the organisation structure of the council

- consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities, and

- ensure that the council acts honestly, efficiently and appropriately.

The governing body is to consult with the general manager in directing and controlling the affairs of the council.

Individual councillors (section 232)

Councillors are individually and collectively accountable to the local community for the performance of the council. Each councillor has a responsibility to:

- be an active and contributing member of the governing body

- make considered and well informed decisions as a member of the governing body

- participate in the development of the council's integrated planning and reporting framework

- represent the collective interests of residents, ratepayers and the local community

- facilitate communication between the local community and the governing body

- uphold and represent accurately the policies and decisions of the governing body, and

- make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

The mayor (section 226)

The mayor is often considered the voice of the council and the leader of the community. While the mayor has the same roles and responsibilities as councillors, the mayor is essentially the "first among equals" and is expected to exercise a leadership role within a council. This leadership role is reflected in the mayor's extra responsibilities.

The role of the mayor is to:

- be the leader of the council and a leader in the local community

- advance community cohesion and promote civic awareness

- be the principal member and spokesperson of the governing body, including representing the views of the council in regard to its local priorities

- exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council

- preside at meetings of the council and ensure that meetings of the council are conducted efficiently, effectively and in accordance with the Act

- ensure the timely development and adoption of the council's strategic plans, programs and policies

- promote the effective and consistent implementation of the council's strategic plans, programs and policies

- promote partnerships between the council and key stakeholders

- advise, consult with and provide strategic direction to the general manager in relation to the implementation of the council's strategic plans and policies

- in conjunction with the general manager, ensure adequate opportunities and mechanisms for engagement between the council and the local community

- carry out the civic and ceremonial functions of the mayoral office

- represent the council on regional organisations and at inter-governmental forums at the regional, state and commonwealth levels

- in consultation with the councillors, lead performance appraisals of the general manager, and

- exercise any other functions of the council that the council determines.

Appendix C:
Candidate Information Session Content Checklist

Topic Area	Suggested Content
Role of council	• The role and responsibilities of local government • The guiding principles under the Act that govern council's functions • The purpose of council and committee meetings
Roles and responsibilities of councillors and staff under the Act	• The roles and responsibilities of the governing body and individual councillors under the Act, including in relation to integrated planning and reporting • The roles and responsibilities of the mayor as leader of the governing body, including oversight of the general manager • The strategic nature of the roles of elected members compared to the operational roles of the general manager and council staff • The regional and other bodies the council is a member of and the roles of those bodies

Legal and ethical responsibilities	• Requirement to take an oath of office
	• Requirement to meet the ethical standards prescribed under the Act, including managing pecuniary and non-pecuniary interests
	• Outline of the legal responsibilities of councillors under the Act and their personal responsibilities under other legislation, for example in relation to:
	  – work health and safety
	  – anti-discrimination
	  – privacy
	  – public access to information
	  – records management
	• Outline of any council policies that councillors will be expected to comply with, for example:
	  – councillor and staff interaction policy
	  – code of meeting practice
	  – code of conduct
	  – councillor expenses and facilities policy
	  – gifts and benefits policy
	  – councillor induction and professional development policy

Topic Area	Suggested Content
Skills and knowledge	• Participation in council's councillor induction program
	• Participation in the mayor's supplementary induction program
	• Expected attendance at council meetings, their frequency and possible duration
	• Preparation required for council meetings, for example:
	– attending pre-meeting briefings
	– reading business papers
	– ensuring councillors have a full understanding of issues requiring
	• decisions
	• Potential participation in other meetings, for example extraordinary council meetings, regional bodies, external bodies
	• Potential attendance at community events, ceremonies and other functions
	• Responding to media requests and inquiries
	• Potential participation in formal community consultation processes
	• Answering letters, emails and phone calls from residents and ratepayers as well as participating in regular informal conversations
	• Participation in any other activities that are likely to arise and require the mayor or councillors' time
Support available to assist councillors in the role	• The annual fees paid to councillors and the mayor
	• Council's policy on the payment of expenses incurred and the provision of facilities and resources to the mayor and councillors
	• Induction and professional development programs for councillors and the mayor
	• The responsibility of the general manager and staff to provide timely information and advice and the administrative and professional support necessary for councillors to effectively discharge their functions.

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Appendix D:
Induction Program
Content Checklist

Topic Area	Suggested Content
Establishment of a well-functioning governing body	• Team building activities to help councillors and the mayor: – identify how they would like to work together as a team – understand why each councillor is in office and help identify a common purpose and bond between councillors – identify a common vision for the governing body – identify what a successful term in office will look like for council and the community and what is needed from individual councillors and the mayor to achieve this – identify accepted values and behaviours – build relationships with each other based on trust and mutual respect – contribute to a positive and ethical culture within the governing body – value and develop teamwork and collaboration skills – work towards consensus as members of the governing body for the benefit of the community – win concessions without damaging relationships within the governing body – develop respectful negotiation and conflict resolution skills – champion and communicate the council's vision and strategic plans as a cohesive team – respect the diversity of skills and experience of the other members of the governing body – communicate and uphold the decisions of council in a respectful way, even if their own position was not adopted – understand what supports or undermines the effective functioning of the governing body – identify appropriate council meeting practice and behaviours – understand their opportunities for influence
Orientation to council facilities and local government area	• Guided tour of the council facilities available to councillors, for example, chambers, offices, utilities • Guided tour of the local government area including council facilities, significant sites and projects • Introduction to council staff to help build a positive team culture between the governing body and administration (whilst respecting the legislated separation between the two)

Topic Area	Suggested Content
Overview of the key issues and tasks for the new council	– The demographic profile of the local government area – Council's current social and economic health and performance – The key social, environmental and economic concerns facing the community – The key issues and tasks the new council will need to address – Any issues faced by previous councils or useful historical information that may impact or assist the new council – The current community strategic plan and the process that led to its development, including its role in informing the new council's activities – Council's current delivery program, operational plan, resourcing strategy and community engagement strategy

Legal and political context of local government	• The relationship of state and commonwealth governments to local government
	• The guiding principles under the Act that govern council's functions
	• The roles and responsibilities of oversight agencies such as the:
	  – Office of Local Government
	  – Department of Planning and Environment
	  – Environment Protection Authority
	  – Audit Office
	  – Independent Commission Against Corruption, and
	  – NSW Ombudsman

Roles and responsibilities of councillors and staff	– The roles and responsibilities of the governing body and individual councillors under the Act – The role and responsibilities of the mayor – The roles and responsibilities of the general manager and council staff – Council's policy on councillor and staff interaction and how councillors can request assistance from staff – The regional and other bodies the council is a member of and the roles of those bodies – Delegations – Integrated planning and reporting responsibilities

Overview of the key functional areas of council operations and staffing	• Council's organisational structure
	• The role and responsibilities of each business unit within council, for example:
	  – planning and other regulatory functions
	  – assets and infrastructure
	  – financial management
	  – community services
	  – governance
	  – teams responsible for implementing key council policies, strategies or programs
	• Council's workforce strategy

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Topic Area	Suggested Content

Legal and ethical responsibilities and risk management	• Preparation for taking the oath or affirmation of office
	• Requirement to meet the ethical standards prescribed under the Model Code of Conduct for Local Councils in NSW, including disclosing and managing pecuniary and non-pecuniary interests
	• The legal responsibilities of councillors under the Act and their personal responsibilities under other legislation, for example in relation to:
	  – work health and safety
	  – anti-discrimination
	  – privacy
	  – public access to information
	  – records management
	• Council policies that councillors will be expected to comply with, for example:
	  – councillor and staff interaction policy
	  – code of meeting practice
	  – code of conduct
	  – councillor expenses and facilities policy
	  – gifts and benefits policy
	• Participation in the councillor induction and professional development program
	• How the council manages risk, including:
	  – council's risk management framework
	  – the role of the Audit, Risk and Improvement Committee
	  – internal audit

Decision-making	• The purpose of council meetings • Prescribed meeting rules • Council's code of meeting practice • The role of the chair • How to use closed meetings appropriately • What an orderly, effective and efficient council meeting looks like and how it is conducted • How councillors should prepare for a council meeting, including pre-meeting briefings • The role of business papers and meeting minutes and how to understand and interpret them • The role of committees and how they are established and structured

Topic Area	Suggested Content

Strategic planning	• The statutory requirements for integrated planning and reporting
	• How integrated planning and reporting is conducted by council including:
	  – council's integrated planning and reporting frameworks, timelines and processes
	  – the mayor's and councillors' roles
	  – community consultation and participation
	  – change management processes
	  – reporting mechanisms

Land use planning	• Overview of the land use planning system, including:
	  – relevant legislation
	  – the role of council in land use and development approvals
	  – how development applications are considered and decided by council, including independent panels
	  – the role of environmental planning instruments and how to interpret them
	  – delegations
	  – the role of oversight agencies, for example, the Department of Planning

Natural resource management	• Council's public land management responsibilities and regulatory frameworks • Council's natural resource management responsibilities and regulatory frameworks
Financial processes and financial management	• The responsibility of councillors for the financial management and sustainability of the council under the Act • Council's long-term financial plan and other components of council's resourcing strategy • How to interpret and understand the financial information contained in financial reports prepared by council
Customer services and complaints handling	• Council's complaints handling process and how councillors should handle constituents' concerns
Support available to assist councillors in the role	• The annual fees paid to councillors and the mayor • Council's policy on the payment of expenses incurred and the provision of facilities and resources to the mayor and councillors • Ongoing professional development for the mayor and councillors • The responsibility of the general manager and staff to provide timely information and advice and the administrative and professional support necessary for councillors to effectively discharge their functions
Supplementary topics for mayor	• How to be an effective leader of the governing body and the council • The role of the chair and how to chair council meetings • How to manage code of conduct complaints about the general manager • How to conduct day-to-day oversight of the general manager • How to lead recruitment and performance reviews of the general manager • Citizenship and other ceremonial functions.

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Appendix E:
Councillor Induction Manual Content Checklist

Topic Area	Suggested Content
Governing body	• Summary of the shared purpose, goals, vision and success markers identified by the governing body during the induction process • Summary of the values and behaviours identified by the governing body during the induction process that will characterise the council term
Basic information about the council	• Organisational chart and outline of key function and service areas, including those of senior staff • Information and/or chart showing the relationships between councillors and council staff and decision-making processes • List of council facilities and map of the local government area
Profile of the local government area	• Wards • Population statistics • Useful information about the local government area • Useful information about key issues or tasks for the new council
Information about council meetings	• Code of meeting practice • Agenda and minutes of recent meetings • Meeting times and venues • Deadlines related to meetings, business papers and minutes • List of council committees and their composition
Key planning and policy documents and information	• Integrated planning and reporting documents, for example, the current community strategic plan, delivery program, operational plan, community engagement strategy and resourcing strategy etc. • Delegations • Most recent annual report • End-of-term report of last council • Code of conduct • Policy on the provision of councillor expenses and facilities • Policy on access to information • Policy on councillor and staff interaction • Policy on gifts and benefits • Council's workforce strategy • Council's risk management framework and relevant audit- and risk management-related documents • Other relevant plans, policies and procedures • Policy register/list of policies

Topic Area	Suggested Content

Key legislation	• Copy of key legislation or relevant excerpts from legislation such as the Act and the Regulation
	
	• List of key legislation under which council exercises its functions, for example:
	  – *Environmental Planning and Assessment Act 1979*
	  – *Protection of the Environment Operations Act 1997*
	  – *Work Health and Safety Act 2011*
	  – *State Records Act 1998*
	
	• How to access up-to-date versions of the legislation online (www.legislation.nsw.gov.au)

Information about support for councillors	• How to make a request or claim under council's expenses and facilities policy • Information about the induction and professional development program • Contact details of council officer/s that councillors may contact for information
Other useful resources and/ or details about where they may be accessed	• Induction program presentations and materials • Contact details for key organisations such as the Office of Local Government and Local Government NSW • A copy of useful publications such as the Councillor Handbook and the Meetings Practice Note and Bluett's Local Government Handbook NSW.

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Appendix F:
Model Councillor Training and Development Policy

Purpose

The purpose of this policy is to demonstrate X Council's commitment to ensuring that the mayor and councillors have access to training and educational opportunities which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993* ('the Act').

Scope

This policy applies to all councillors of X Council, including the mayor.

Policy

Statement of commitment

X Council is committed to developing an induction and ongoing professional development program for the mayor and councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the general manager will work with the mayor and each councillor to develop a professional development plan that identifies and addresses the specific gaps in skills and knowledge that the mayor and councillors and/or Council has recognised as needing attention.

Induction program

X Council will develop an induction program for new and returning councillors as well as a supplementary program for the mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. The induction program will cover:

- their roles, responsibilities and formal obligations
- what the council does and how the council operates, including an overview of integrated planning and reporting and land-use planning
- their financial management responsibilities

- the key issues and tasks for the new council
- the legislation, rules, principles and political context under which councils operate
- Council's organisational structure and the roles and responsibilities of staff
- key Council policies and procedures they must comply with
- the role of Council meetings and how to participate effectively in them
- the support available to the mayor and councillors and where they can go to get more information or assistance,
- how to speak to the media appropriately and effectively, and
- information on the process for electing the mayor (where applicable).

In the case of the mayor, the program will also cover:

- the role and responsibilities of the mayor as leader of the council, including ceremonial functions
- how to chair Council meetings
- the roles and functions of regional and other external bodies Council is a member of
- how to oversee the general manager, including understanding recruitment processes and leading performance reviews
- how to lead Council's integrated planning and reporting, and
- how to manage code of conduct complaints about the general manager.

The mayor and councillors must have a working knowledge and understanding of these areas by the end of the induction program.

The induction program will also include activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure mayors and councillors, as a governing body, understand the need to:

- build relationships with each other based on trust and mutual respect

- contribute to a positive and ethical culture within the governing body
- encourage and facilitate collaboration with each other
- work towards consensus as members of the governing body for the benefit of the community
- win concessions without damaging relationships within the governing body
- champion and communicate the council's vision and strategic plans as a cohesive team
- respect the diversity of skills and experiences on the governing body, and
- communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

Activities should also help the mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and
- promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.

The mayor and councillors must attend all induction sessions when first elected. Returning councillors (including the mayor) must also attend all induction sessions to ensure the effective and cohesive operation of the governing body.

X Council will evaluate the induction program at the end of each Council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

Assessment of skills and knowledge

The minimum skills and knowledge required of councillors to perform their roles and responsibilities effectively are listed at the end of this policy. Council will conduct a needs analysis prior to each new term to determine whether this list is appropriate and whether it reflects Council's needs.

An assessment will be made of the skills and knowledge each councillor brings to their role against these minimum requirements to identify any gaps that their professional development plan should address.

To identify any gaps, Council will obtain this information through activities such as self-assessments, questionnaires, councillor feedback, observations during Council meetings and workshops and interviews.

Ongoing professional development program

A professional development plan will be developed for the mayor and each councillor to address the gaps identified. The plans will include:

- the outcome of Council's needs analysis
- the knowledge and skills the councillor or mayor brings to their roles
- the development needs of each councillor or mayor and the priority given to each development need
- how the knowledge or skill will be developed (i.e. on-the-job training, mentoring, internal training, external training, briefing session etc.), and
- operational information such as timeframes for development, who is responsible for organising training/development, approval processes and estimated costs.

Training activities may include:

- in-house workshops and briefing sessions conducted by the council with appropriate staff, trainers and guest speakers
- attendance at external training courses and events, for example, seminars, conferences and workshops
- practical on-the-job training
- printed materials such as training booklets
- mentoring and/or
- online training resources.

The professional development plans are to be developed in consultation with the mayor, each individual councillor and the governing body as a whole, and the general manager.

X Council will evaluate the professional development program at the end of each council term to assess whether it was effective in assisting the mayor and councillors to develop the skills and knowledge listed in Council's needs analysis.

Responsibilities

The mayor and each councillor are responsible for making themselves available to attend any development activities identified in the professional development plan. The mayor and all councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the council.

[Identify the role or responsible staff member] is responsible for planning, scheduling and facilitating induction and professional development sessions for the mayor and councillors in consultation with the general manager.

The general manager has overall responsibility for X Council's induction and professional development program.

Notification of induction and professional development activities to the mayor and councillors

The mayor and councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

Budget

An annual budget allocation will be provided to support the training and professional development activities undertaken by the mayor and councillors. Expenditure will be monitored and reported quarterly.

Approval of training and/or expenses

The mayor and councillors are encouraged to identify professional development opportunities and may seek approval from the general manager to attend any such activities.

Approval of training and payment and reimbursement for expenses relating to a councillor's registration and attendance at training, will be determined in accordance with X Council's Councillor Expenses and Facilities Policy.

Reporting

[Identify responsible team or unit] will maintain data pertaining to councillor induction and professional development activities and attendance.

The general manager of X Council will:

- report to the first Council meeting held after the induction program is delivered the activities offered to the mayor and each councillor as part of the induction program, and whether or not they participated in them

- report to the first Council meeting held after 30 June each year identifying the professional development activities offered to the mayor and each councillor in the year to 30 June and whether or not they participated in them, and

- publish these reports on Council's website.

Appendix G:
Skills and Knowledge Required
by Councillors and Mayors

The core skills and knowledge required by mayors and councillors to exercise their roles and responsibilities are listed below. These are drawn from the Municipal Association of Victoria's Councillor Competency Framework (but have been adapted to reflect NSW statutory and operational requirements) and the Local Government Capability Framework developed by Local Government NSW.

Additional attributes, skills and knowledge are included for mayors given the additional responsibilities of their roles under the Act. Induction and professional development in these areas can be included in the mayor's supplementary program if required.

Highest priority

A ranking system has been applied to the skills, attributes and knowledge needed by councillors and mayors to reflect the influence each has on how successfully a person will be able to fulfil these roles.

To **'understand'** means to know and be able to apply this knowledge in a practical way without the assistance of others. This refers to the **knowledge** that a councillor or mayor must have and be able to apply if they are to be successful in their civic role.

To '**be able to**' means is capable of demonstrating in action without the assistance of others. This phrase is generally used in connection with the **personal attributes** or **skills** that a councillor or mayor must have in order to fulfil their roles effectively.

Skills, attributes and knowledge that mayors and councillors need to 'understand' or 'be able to' demonstrate are classified the **highest priority** because a councillor or mayor will not be able to fulfil their roles or responsibilities effectively if they do not know or are unable to apply this skill, attribute or knowledge in a practical way while performing their civic duties.

Lower priority

To '**have knowledge of**' means to know that this information/policy exists and affects their role, and to be able to source more information or assistance if application is needed. These attributes, skills or knowledge are considered a **lower priority** as they can be acquired when needed.

A. LEADERSHIP	
Mayors and councillors	**are able to:** • fulfil their civic roles in accordance with the Act • be positive and unifying members of the governing body • provide effective and positive leadership to their community, as well as the council administration • build relationships with a diverse range of people in the community • listen to, understand and promote the interests of the community they represent, particularly on complex issues • initiate, support and champion change in their community • work with external stakeholders for the benefit of the community, including regional bodies, organisations, private businesses and other levels of government • represent council and the community in the media effectively.
	understand: – the prescribed roles and responsibilities of the governing body, councillors and the mayor – each of the guiding principles under the Act – the key accountabilities of the council to the community, the NSW Government and oversight agencies.
	have knowledge of: • council's media policy • the regional and other bodies the council is a member of and the roles of those bodies.
Mayors (additional)	**are able to:** • lead and unify the governing body, particularly through contentious issues and decision-making • promote a positive community and council culture • represent council at community events and on regional/ external bodies to the benefit of the community.
	understand: • the prescribed role and responsibilities of the mayor under the Act • the mayor's civic and ceremonial role and the functions they exercise under it • how to be an effective leader.

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B. COMMUNICATION AND WORKING WITH OTHERS

Mayors and councillors	**are able to:** • communicate effectively with individuals and groups and adjust their communication styles to cater to different audiences • work collaboratively and cooperatively with other councillors, the mayor, the general manager, council staff, external stakeholders and community members • listen to others and ask appropriate respectful questions • show sensitivity to religious and cultural differences • be open to the advice of others and reflect on and integrate feedback • negotiate and resolve differences respectfully and sensitively, with the aim of reaching consensus and finding common ground • manage their emotions and remain objective in challenging situations.
	understand: • the functions of the general manager and council staff prescribed under the Act • the different roles of the governing body and the general manager in relation to council's organisational structure and statutory requirements for consultation • the governing body's responsibility for appointing the general manager and monitoring their performance • the mayor's responsibility for exercising day-to-day oversight of the general manager and for leading performance reviews of the general manager • the strategic nature of their role compared to the operational roles and responsibilities of the general manager and council staff • the importance of good working relationships with the general manager to the effective performance of the council • the responsibility of the general manager and staff to provide timely information and advice and the administrative and professional support necessary to effectively discharge their functions • the council's adopted protocol for interaction with council staff • how to forward constituent and other action requests or information requests to council staff • their obligations under the council's code of conduct and the *Work Health and Safety Act 2011* in their dealings with and behaviour towards the general manager and other council staff.
	have knowledge of: • the council's workforce management strategy • each of the functional areas of responsibility of the council • the general manager's contract of employment and the need for key performance indicators for the general manager to align with council's integrated planning and reporting goals • the Guidelines for the Appointment and Oversight of General Managers.

Mayors (additional)	**are able to:**
	• foster collaboration between councillors to build a unified governing body
	• support productive working relationships between the governing body and the general manager
	• guide debate towards achieving acceptable outcomes
	• build a productive working relationship with the general manager based on clear expectations, trust and respect
	• provide strategic direction and day-to-day oversight of the general manager
	• build partnerships between council and external stakeholders that are of strategic value to council and benefit the broader region.
	understand:
	• how to lead the general manager's performance review and recruitment.

C. ETHICAL CONDUCT AND ACCOUNTABILITY

Mayors and councillors	**are able to:**
	• follow all legislation, rules, policies and the code of conduct applicable to councillors and mayors
	• observe the highest standards of personal and ethical conduct at all times
	• be honest, transparent and accountable for their words, actions, decisions and behaviour
	• demonstrate council values
	• identify and manage different types of conflicts of interest
	• treat all people in the community equally
	• maintain confidentiality
	• contribute to a positive and ethical culture within the governing body
	• take responsibility and be accountable for fulfilling the roles of councillor and mayor to the best of their ability
	• uphold the principles of social justice.
	understand:
	• their ethical obligations under the council's code of conduct
	• their obligations under council's councillor expenses and facilities policy.
	have knowledge of:
	• the process for making and managing code of conduct complaints under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
	• the consequences of a breach of council's code of conduct
	• the definition of "corrupt conduct" under the *Independent Commission Against Corruption Act 1988* and the potential consequences of engaging in corrupt conduct.
Mayors (additional)	**are able to:**
	• manage code of conduct complaints about the general manager
	• promote a culture of integrity and ethical conduct within council and when representing council in the community and elsewhere.

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D. GOVERNANCE

Mayors and councillors	**understand:**
	• what is good governance and its importance
	• the statutory framework that applies to local government
	• the role of the council's Audit, Risk and Improvement Committee and the role of internal audit
	have knowledge of:
	• council's statutory compliance and risk management frameworks
	• council's obligations in relation to the management of council information under the *State Records Act 1988*, the *Government Information (Public Access) Act 2009* and the *Privacy and Personal Information Act 1998* and understand their personal responsibilities under that legislation
	• council's complaints management processes

E. STRATEGIC PLANNING

Mayors and councillors	**are able to:**
	• contribute effectively to integrated planning and reporting at council
	• contribute to and communicate the strategic plan, goals, priorities and vision for the community
	• make resourcing and budget decisions and strategies to achieve these goals
	• take account of the wider context and long-term impacts on future generations when considering options
	• participate effectively in community engagement processes relating to strategic planning
	• set performance goals that include quality measures, timeframes and budgets for delivery
	• consider the impact of changes (e.g. government policy, economic conditions) on council's strategic plan and goals
	• identify potential risks to the achievement of council goals and take steps to address these
	• understand council performance reports and develop strategies to improve performance.

	understand:
	• the statutory requirements for integrated planning and reporting, including its conceptual basis and the guiding principles under the Act
	• the relevance of integrated planning and reporting to the general principles and decision-making principles prescribed under the Act
	• the prescribed roles and responsibilities of the governing body, individual councillors, the mayor and the general manager in relation to integrated planning and reporting
	• the community strategic plan and the process that led to its development, as well as its role in informing council's activities over the current term of the council
	• council's delivery program, operational plan, resourcing strategy and community engagement strategy
	• the reporting mechanisms under the integrated planning and reporting framework and the importance of clear and measurable key performance indicators to ensure progress towards council's goals can be measured.
Mayors (additional)	**are able to:**
	• work with the general manager to translate the council's strategic direction into a delivery program and operational plan
	• continuously monitor progress against the delivery program and operational plan, ensuring the resourcing strategy is appropriate.

F. DECISION-MAKING

Mayors and councillors	**are able to:**
	• make and uphold considered, timely and transparent decisions based on merit and the best interests of the community as a whole
	• exercise good judgement
	• research, understand and evaluate a wide range of information
	• understand how to read and interpret council business papers and contribute constructively to debate in council
	• work towards consensus as a member of the governing body for the benefit of the community
	• weigh up the following when making decisions:
	– financial and budget implications (including value for money)
	– legislative and regulatory requirements
	– community and social impacts
	– environmental, social and economic sustainability
	– the wider context
	– the long-term impacts on future generations.

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understand:

- the purpose of council and committee meetings
- the meeting rules prescribed under the Act and the council's code of meeting practice
- how to use closed meetings appropriately
- the importance and attributes of orderly, effective and efficient meetings, and their individual roles in creating these types of meetings
- the importance of preparing for meetings, including attending pre-meeting briefings and reading business papers
- recognise the role of the Chair.

have knowledge of:

- the committee structure adopted by the council and the functions of each of the council's committees
- the delegations made by the council.

Mayors

are able to:

- lead constructive, orderly council meetings with a view to reaching consensus.

understand:

- their role and responsibilities as Chair.

G. LAND-USE PLANNING AND REGULATORY FUNCTIONS

Mayors and councillors

are able to:

- make appropriate land-use planning and development approval decisions.

understand:

- the role of the council in relation to land use planning and development approvals.

have knowledge of:

- the *Environmental Planning and Assessment Act 1979* and relevant land use planning concepts
- the environmental planning instruments that apply to the council's area and the development control plans adopted by the council
- the role of the Minister for Planning, the Department of Planning and Environment and the Greater Sydney Commission (where relevant) in relation to land use planning
- the development assessment and approval process and the statutory criteria prescribed under section 79C of the *Environmental Planning and Assessment Act 1979*
- the delegations made with respect to development assessments and approvals
- the role of Joint Regional Planning Panels and Independent Hearing and Assessment Panels in relation to development approvals.

H. FINANCIAL MANAGEMENT	
Mayors and councillors	**are able to:** • use basic financial terminology and demonstrate an understanding of recurrent and capital spending • interpret information in council's financial reports • make informed contributions to debate about the allocation of financial resources to community priorities • display an awareness of financial risk and exposure and solutions to mitigate these • identify and discuss the implications of council's long-term financial plan, audited financial statements and budget reviews.
	understand: • the statutory responsibility of the governing body to ensure as far as possible the financial sustainability of the council • the statutory responsibility of the governing body to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources for the benefit of the local area • the guiding principles of sound financial management under the Act • council's long-term financial plan and other components of the council's resourcing strategy • financial reporting requirements • their responsibilities in relation to the review and approval of capital expenditure • the statutory principle that councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
	have knowledge of: • council's revenue sources • the role of external audit and the Audit Office • the tendering requirements under the Act and their responsibilities in relation to the acceptance of tenders.
I. ENVIRONMENTAL AND ASSET MANAGEMENT	
Mayors and councillors	**are able to:** • meet their obligations as custodians of council and community assets.
	understand: • the council's public land management responsibilities and the statutory requirements that apply to public land management • the importance of sound asset management and its impact on council finances • asset management planning requirements • the council's natural resource management responsibilities and the regulatory frameworks under which it exercises its functions.
	have knowledge of: • the principles of ecologically sustainable development • council's asset management strategy.

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Appendix H:
Reporting Template

Councillor name:			
Induction/Professional Development activities for the period from:			
(start date)		to	(end date)
Activity	Applicable knowledge or skills developed	Date of activity	Participated (Yes/No) *if no, provide reasons*

MODEL CODE OF MEETING PRACTICE

for Local Councils in NSW

December 2017

NSW GOVERNMENT

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MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

December 2017

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Contents

1 Introduction

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993 (the Act)* and the *Local Government (General) Regulation 2005 (the Regulation)*.

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in red font.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2 Meeting Principles

2.1 Council and committee meetings should be:

Transparent	Decisions are made in a way that is open and accountable.
Informed	Decisions are made based on relevant, quality information.
Inclusive	Decisions respect the diverse needs and interests of the local community.
Principled	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
Respectful	Councillors, staff and meeting attendees treat each other with respect.
Effective	Meetings are well organised, effectively run and skilfully chaired.
Orderly	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 Before the Meeting

Timing of ordinary council meetings

3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, 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 (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

3.3 The mayor or the general manager, in consultation with the mayor, may call an extraordinary meeting without the need to obtain the signature of two councillors to consider urgent business.

3.4 For the purpose of clause 3.3, urgent business is any matter that, in the opinion of the mayor or the general manager, requires a decision by the council before the next scheduled ordinary meeting of the council.

Notice to the public of council meetings

3.5 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.5 reflects section 9(1) of the Act.

3.6 For the purposes of clause 3.5, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be:

a) published on the council's website, and

b) published:

   i) where practicable, in a local newspaper or in a newspaper circulating throughout the state (or both), as determined by the council, or

   ii) in such other manner as is determined by the council, with the object of bringing notice of the meeting to the attention of as many people as possible.

3.7 For the purposes of clause 3.5, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.8 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

> **Note: Clause 3.8 reflects section 367(1) of the Act.**

3.9 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

> **Note: Clause 3.9 reflects section 367(3) of the Act.**

Notice to councillors of extraordinary meetings

3.10 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

> **Note: Clause 3.10 reflects section 367(2) of the Act.**

Giving notice of business to be considered at council meetings

3.11 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **[council to specify notice period required]** business days before the meeting is to be held.

3.12 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.13 A councillor may submit no more than **[number to be specified by the council]** notices of motion to be considered at each ordinary meeting of the council.

3.14 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may either:

(a) prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council, or

(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such

a date specified in the notice, pending the preparation of such a report.

3.15 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted, or

(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

3.16 A councillor may, by way of a notice submitted under clause 3.11, ask a question for response by the general manager about the performance or operations of the council.

3.17 A councillor is not permitted to ask a question with notice under clause 3.16 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

3.18 The general manager or their nominee may respond to a question with notice submitted under clause 3.16 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

3.19 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

3.20 The general manager must ensure that the agenda for an ordinary meeting of the council states:

(a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and

(b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and

(c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and

(d) any business of which due notice has been given under clause 3.11.

3.21 Nothing in clause 3.20 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.

3.22 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.23 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

(a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and

(b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.23 reflects section 9(2A)(a) of the Act.

3.24 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of agenda and business papers to the public

3.25 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.25 reflects section 9(2) and (4) of the Act.

3.26 Clause 3.25 does not apply to the business papers for items of business that the general manager has identified under clause 3.23 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.26 reflects section 9(2A)(b) of the Act.

3.27 For the purposes of clause 3.25, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.27 reflects section 9(3) of the Act.

3.28 A copy of an agenda, or of an associated business paper made available under clause 3.25, may in addition be given or made available in electronic form.

Note: Clause 3.28 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.29 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.30 Despite clause 3.29, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

   (a) a motion is passed to have the business considered at the meeting, and

   (b) the business to be considered is ruled by the chairperson to be of great urgency.

3.31 A motion moved under clause 3.30(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.32 Despite clauses 10.19–10.27, only the mover of a motion moved under clause 3.30(a) can speak to the motion before it is put.

3.33 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.30(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

3.34 Prior to each ordinary meeting of the council, the general manager will arrange a pre-meeting briefing session to brief councillors on the items of business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.

3.35 Pre-meeting briefing sessions are to be held in the absence of the public.

3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.

3.37 Councillors (including the mayor) are to make all reasonable efforts to attend pre-meeting briefing sessions.

3.38 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

3.39 Councillors (including the mayor) must disclose and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do at a council or committee meeting.

4 Public Forums

4.1 The council will hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.

4.2 Public forums are to be chaired by the mayor or their nominee.

4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

4.4 A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.

4.5 Nominated candidates at federal, state or local government elections and serving councillors are not permitted to speak at a public forum.

4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.7 The general manager or their delegate may refuse an application to speak at a public forum.

4.8 No more than **[number to be specified by the council]** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting**.**

4.9 If more than the permitted number of speakers applies to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

4.10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

4.11 The general manager or their delegate is to determine the order of speakers at the public forum.

4.12 Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.

4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to so digress. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.

4.16 Speakers at public forums cannot ask questions of the council, councillors or council staff.

4.17 The general manager or his or her nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

4.23 Councillors (including the mayor) must disclose and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do at a council or committee meeting.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council.

5 Coming Together

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.

5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because he or she has been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

5.7 A councillor who intends to attend a meeting of the council despite having been granted leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

5.10 A meeting of the council must be adjourned if a quorum is not present:

(a) within half an hour after the time designated for the holding of the meeting, or

(b) at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date and place fixed:

(a) by the chairperson, or

(b) in his or her absence, by the majority of the councillors present, or

(c) failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and using such other means as will bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered at an extraordinary meeting called under clause 3.3.

Entitlement of the public to attend council meetings

5.15 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.15 reflects section 10(1) of the Act.

5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

(a) by a resolution of the meeting, or

(b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.17 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.13 and 15.14 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.13 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.14 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

5.18 All meetings of the council and committees of the council are to be webcast.

5.19 Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.

5.20 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

Audio recording of meetings

5.21 Audio recordings are to be made of all meetings of the council and committees of the council for the dominant purpose of assisting with the preparation of the minutes for meetings.

Attendance of the general manager and other staff at meetings

5.22 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.22 reflects section 376(1) of the Act.

5.23 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.23 reflects section 376(2) of the Act.

5.24 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.24 reflects section 376(3) of the Act.

5.25 The attendance of other council staff at a meeting, (other than as members of public) shall be with the approval of the general manager.

6 The Chairperson

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of chairperson must be conducted:

(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or

(b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

(a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and

(b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the council:

(a) any councillor then speaking or seeking to speak must, if standing, immediately resume their seat, and

(b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 Modes of Address

7.1   If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.2   Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.

7.3   A councillor is to be addressed as 'Councillor [surname]'.

7.4   A council officer is to be addressed by their official designation.

8 Order of Business for Ordinary Council Meetings

8.1   At a meeting of the council, the general order of business is as fixed by resolution of the council.

8.2   The general order of business for an ordinary meeting of the council shall be: **[councils may adapt the following order of business to meet their needs]**

   01   Opening meeting

   02   Acknowledgement of country

   03   Prayer

   04   Apologies and applications for leave of absence by councillors

   05   Confirmation of minutes

   06   Disclosures of interests

   07   Mayoral minute(s)

   08   Reports of committees

   09   Reports to council

   10   Notices of motions/questions with notice

   11   Confidential matters

   12   Conclusion of the meeting

Note: Councils must use <u>either</u> clause 8.1 <u>or</u> 8.2.

8.3   The order of business as fixed under clause [8.1/8.2] **[delete whichever is not applicable]** may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

8.4   Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 Consideration of Business at Council Meetings

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

(a) unless a councillor has given notice of the business, as required by clause 3.11, and

(b) unless notice of the business has been sent to the councillors in accordance with clause 3.8 in the case of an ordinary meeting and clause 3.10 in the case of an extraordinary meeting.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

(a) is already before, or directly relates to, a matter that is already before the council, or

(b) is the election of a chairperson to preside at the meeting, or

(c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or

(d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

9.6 If the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of council, or of which the council has official knowledge.

9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

9.8 A recommendation made in a mayoral minute put by the mayor is, insofar as it is adopted by the council, a resolution of the council.

9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity.

Staff reports

9.10 A recommendation made in a staff report is, insofar as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.11 The recommendations of a committee of the council are, insofar as they are adopted by the council, resolutions of the council.

9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.11 and 3.16.

9.14 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.15 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.17 The councillor must put every such question directly, succinctly and without argument.

9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 Rules of Debate

Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.11 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.11 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

(a) any other councillor may move the motion at the meeting, or

(b) the chairperson may defer the motion until the next meeting of the council at which the motion can be considered.

Chairperson's duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.

Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

10.10 An amendment to a motion must be moved and seconded before it can be debated.

10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.13 If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.

10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is rejected, debate is to resume on the original motion.

Foreshadowed motions

10.16 A councillor may propose a foreshadowed motion without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.17 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.18 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

10.19 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and to any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.20 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.21 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.22 Despite clauses 10.19 and 10.20, a councillor may move that a motion or an amendment be now put:

(a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or

(b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.23 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.22. A seconder is not required for such a motion.

10.24 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.19.

10.25 If a motion that the original motion or an amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.26 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.27 Once the debate on a matter is closed and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 Voting

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

> **Note: Clause 11.1 reflects section 370(1) of the Act.**

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

> **Note: Clause 11.2 reflects section 370(2) of the Act.**

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.6 The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.10 All voting at council meetings must be recorded in the minutes of the meeting with the names of councillors who voted for or against a motion or amendment being recorded as if a division had been called under clause 11.6.

Voting on planning decisions

11.11 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.12 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.13 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.14 Clauses 11.11–11.13 apply also to meetings that are closed to the public.

Note: Clauses 11.11–11.14 reflect section 375A of the Act.

Appendix "K"

12 Committee of the Whole

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, insofar as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.19–10.27 limit the number and duration of speeches.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 Dealing with Items by Exception

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson is to list the items of business to be adopted and ask councillors to identify any of the individual items of business listed by the chairperson that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they wish to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken as having been unanimously adopted.

13.7 Councillors must ensure that they disclose and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 Closure of Council Meetings to the Public

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

(a) personnel matters concerning particular individuals (other than councillors),

(b) the personal hardship of any resident or ratepayer,

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,

(d) 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,

(e) information that would, if disclosed, prejudice the maintenance of law,

(f) matters affecting the security of the council, councillors, council staff or council property,

(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,

(i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

(a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and

(b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

(a) are substantial issues relating to a matter in which the council or committee is involved, and

(b) are clearly identified in the advice, and

(c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

(a) a person may misinterpret or misunderstand the discussion, or

(b) the discussion of the matter may:

(i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or

(ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed, but only if:

(a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and

(b) the council or committee, after considering any representations made under section 14.9, resolves that further discussion of the matter:

(i) should not be deferred (because of the urgency of the matter), and

(ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

> **Note: Clause 14.9 reflects section 10A(4) of the Act.**

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **[date and time to be specified by the council]** before the meeting at which the matter is to be considered.

14.12 The general manager (or their delegate) may refuse an application made under clause 14.11.

14.13 No more than **[number to be specified by the council]** speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers applies to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

14.15 The general manager (or their delegate) is to determine the order of speakers.

14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **[number to be specified by the council]** speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed **[number to be specified by the council]** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers are to confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to so digress. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the person from that place and, if necessary restrain that person from re-entering that place.

Information to be disclosed in resolutions closing meetings to the public

14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

(a) the relevant provision of section 10A(2) of the Act,

(b) the matter that is to be discussed during the closed part of the meeting,

(c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

15 Keeping Order at Meetings

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order must be taken immediately it is raised. The chairperson must suspend business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.3 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.7 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

(a) contravenes the Act or any regulation in force under the Act or this code, or

(b) assaults or threatens to assault another councillor or person present at the meeting, or

(c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or

(d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or

(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into contempt.

15.11 The chairperson may require a councillor:

(a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a) or (b), or

(b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or

(c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.10(d) and (e).

How disorder at a meeting may be dealt with

15.12 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.13 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.13 or clause 15.14.

15.15 Clause [15.13/5.14] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place.

Use of mobile phones and the unauthorised recording of meetings

15.20 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

15.21 A person must not use a tape recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

15.22 Any person who makes a recording or attempts to make a recording of a meeting of the council or a committee of the council in contravention of clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.23 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.

16 Conflicts of Interest

16.1 All councillors and, where applicable, all other persons, must disclose and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct.

17 Decisions of the Council

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

> **Note: Clause 17.1 reflects section 371 of the Act.**

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.11.

> **Note: Clause 17.3 reflects section 372(1) of the Act.**

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

> **Note: Clause 17.4 reflects section 372(2) of the Act.**

17.5 If a motion has been rejected by the council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.11.

> **Note: Clause 17.5 reflects section 372(3) of the Act.**

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been rejected by the council, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was rejected.

> **Note: Clause 17.6 reflects section 372(4) of the Act.**

17.7 If a motion to alter or rescind a resolution has been rejected, or if a motion which has the same effect as a previously rejected motion is rejected, no similar motion may be brought forward within three (3) months of the meeting at which it was rejected. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

> **Note: Clause 17.7 reflects section 372(5) of the Act.**

17.8 The provisions of clauses 17.5–17.7 concerning rejected motions do not apply to motions of adjournment.

> **Note: Clause 17.8 reflects section 372(7) of the Act.**

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.12 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than **[council to specify the period of time]** after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

(a) a notice of motion signed by three councillors is submitted to the chairperson, and

(b) a motion to have the motion considered at the meeting is passed, and

(c) the chairperson rules the business that is the subject of the motion is of great urgency.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting to correct any error, ambiguity or imprecision in the council's resolution.

17.16 In seeking the leave of the chairperson under clause 17.15 to move to recommit a resolution adopted at the same meeting, the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave under clause 17.15, unless he or she is satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 Time Limits on Council Meetings

18.1 Meetings of the council and committees of the council are to conclude no later than **[council to specify the time]**.

18.2 If the business of the meeting is unfinished at **[council to specify the time]**, the council or the committee may, by resolution, extend the time of the meeting.

18.3 If the business of the meeting is unfinished at **[council to specify the time]**, and the council does not resolve to extend the meeting, the chairperson must adjourn the meeting to a time, date and place fixed by the chairperson.

18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:

(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and

(b) publish the time, date and place at which the meeting will reconvene:

(i) on the council's website, and

(ii) by using such other means that will bring notice of the time, date and place at which the meeting will reconvene to the attention of as many people as possible.

19 After the Meeting

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

> **Note: Clause 19.1 reflects section 375(1) of the Act.**

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

> **(a)** details of each motion moved at a council meeting and of any amendments moved to it,
>
> **(b)** the names of the mover and seconder of the motion or amendment,
>
> **(c)** whether the motion or amendment was passed or lost, and
>
> **(d)** such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

> **Note: Clause 19.3 reflects section 375(2) of the A**ct.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

> **Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

> **Note: Clause 19.8 reflects section 11(1) of the Act.**

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

> **Note: Clause 19.9 reflects section 11(2) of the Act.**

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

> **Note: Clause 19.10 reflects section 11(3) of the Act.**

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 Council Committees

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

(a) such number of members as the council decides, or

(b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

(a) the time, date and place of the meeting, and

(b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or

(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

(a) to give notice of business for inclusion in the agenda for the meeting, or

(b) to move or second a motion at the meeting, or

(c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

(a) the mayor, or

(b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or

(c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise.

20.16 Without limiting clause 20.15, whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote.

20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

(a) details of each motion moved at a meeting and of any amendments moved to it,

(b) the names of the mover and seconder of the motion or amendment,

(c) whether the motion or amendment was passed or lost, and

(d) such other matters specifically required under this code.

20.23 All voting at meetings of committees of the council must be recorded in the minutes of the meetings with the names of councillors who voted for or against a motion or amendment being recorded as if a division had been called under clause 11.6.

20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed.

20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 Irregularities

21.1   Proceedings at a meeting of a council or a council committee are not invalidated because of:

(a)   a vacancy in a civic office, or

(b)   a failure to give notice of the meeting to any councillor or committee member, or

(c)   any defect in the election or appointment of a councillor or committee member, or

(d)   a failure of a councillor or a committee member to disclose a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or

(e)   a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

21 Definitions

the Act	means the *Local Government Act 1993*
act of disorder	means an act of disorder as defined in clause 15.10 of this code.
amendment	in relation to an original motion, means a motion moving an amendment to that motion.
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales.
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code; and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code.
this code	means the council's adopted code of meeting practice
committee of council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1.
council official	has the same meaning as in the Model Code of Conduct for Local Councils in NSW and includes councillors, administrators, council staff, council committee members and delegates of the council.
day	means calendar day.
division	means a request by two councillors under clause 11.6 of this code requiring the recording of the names of the councillors who voted both for and against a motion.
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.17 of this code during debate on the first amendment.
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.16 of this code during debate on an original motion.
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means.
planning decision	means a decision made in the exercise of a function of a council under the *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 2A of Part 6 of that Act.

performance improvement order	means an order issued under section 438A of the Act.
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting.
the Regulation	means the *Local Government (General) Regulation 2005*
tape recorder	includes a video camera and any electronic device capable of recording speech, whether a magnetic tape is used to record or not.
year	means the period beginning 1 July and ending the following 30 June.

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